



HIGHFIELD SCHOOL

Minutes of the Governing Body Meeting

Wednesday 4th May 2016 at 7.00pm

Governors present

Esther Harris (EH Chair), Simon Bainbridge (SB Headteacher), Val Manning (VM), Phil Woolner (PW), Sarah Bradshaw-Hughes (SBH) and Anne Dyer (AD)

Others present

Pippa Edwards (PE Business Manager) and Kerrie Jones (KJ Clerk)

1. TEACHH Presentation (Jo/Rachel)

Since Rachel is unwell this item will be postponed to the next meeting

2. Acceptance of Apologies for Absence

Apologies from Michael Bernacki (MB) Rachel Ash, Ian Bayes (IB)

MB has resigned. See later item

3. Declaration of Interests

The Clerk reminded Governors of the need to declare any interest including pecuniary

4. Minutes of the Last Meeting/Matters Arising

These were agreed as a true record.

- Energy scheme – Salix funding part. Call-off contract in process.
All agreed that this can be signed off once IB has seen.

5. Approval of Budget 2016/17

Headlines:

Staffing costs increased

Supply reduced, altered how we do things. Gobs asked if this is manageable. Yes. Explained the changes.

Training reduced - in part due to not using supply

Difficult to set budget as top up funding is variable. Worse case scenario budget based on average top up.

Budget scrutinised by F&P & rec to FGB

Gobs approved budget

Thanked PE for her hard work

After school club: will receive £23k, sig less than what we have had before. Looking at diff models & consulted with EPM & ASC manager.

Cannot stop the club

Circ list of various options for alteration of hours. Discussed.

Asked if poss of any other funding? Don't think so

Asked if there is a downside to reducing hrs of staff but keeping open 5 days a week? No, they will just need to set up & clear away between the opening hrs. Admin for the person in charge is factored in. More a change to the way the staff work. They will be paid for less hrs. Are we likely to lose staff? Many are temp anyway.

Govs agreed to keep running for 5 days/week with reduction in hrs for staff to cover only opening hrs plus setting up & clearing away. This breaks even with a reduction of 17.5 hrs.

6. Head Teacher's Report

Report was circulated

Pupils

Receiving a lot of paperwork – requests for places. Likely to be at least 121 for Sept. Will go back to LA to claim funded places for 126

Governors asked for clarification of the panel process.

Staffing

Senior leader going on maternity leave at end of year. Have decided to advertise for cover (at Personnel had discussed not covering)

School Development

Showed gov's Natalie's trial format for communicating with parents. Govs v pleased with

Visited school in Birmingham as part of HT's perf management target. Has gone from RI to Outstanding in 3 years. Described the visit. Felt they were consistent which is what we lack, Govs asked what prevents consistency at Highfield? Some staff members. Are aware & are moving things on.

Asked if we should take extension To Routes for Learning assessment work of Natalie's to SDC? Yes, when ready.

Suggest withdrawing from the Discovery schools Alliance & explained why. Have had no referrals from them but have had many through our outreach service. Will wait till move forward with MAT.

CASPA – uploaded B squared into it for some areas.

7. School Development Plan

Effectiveness of leadership & management

PMLD training booked for September

Induction process being tightened up. Discussed, suggested making a video. Agreed a good idea. PE/SB to work on

Spring tasks achieved.

8. Business Venture Update (Report from Maz)

Rep circulated

MAZ met with HFPA who have agreed for us to use their charity number. There will be a new structure with a Trustee Board to oversee the charity. The fundraising committee will run alongside the Charity Board.

Establishing a Social Enterprise Steering Group.

Café Highfield: had 3 successful pop-up sessions at Ely Cathedral. It will continue to run.

Maltings Cottage is Grade 2 listed. Maz has met with Conservation Officer. & Mike Bannister from Strictly Education. She has arranged for surveyors who specialise in heritage/conservation specialism to visit.

Govs agreed for Maz to continue with this as the main priority.

Govs expressed their appreciation – EH will pass this to her.

9. ALT/Academy Update

SB meeting Gary Piele tomorrow
Will discuss timeline. Unlikely to convert for Sept.
Stressed govts need to be involved.

10. The Education White Paper 2016

Sent out a summary for parents.
SB highlighted bits

11. Governing Body Matters

• **Membership**

1 co-opted, 1 LA vacancies.

Agreed to run SDC & Personnel back to back from Sept. This will allow govts to be on both except staff on Personnel. Andy can continue to come to SD & SB to Personnel

• **Link Governors**

Need a website gov. No-one has the skills. Discussed possible options. Val agreed to check statutory info is on.

• **Training**

KJ resend GEL link

• **Visits**

None to report

12. Committee Reports

Personnel

Looked at single central record.

Approved Code of Conduct

Asked if any feedback from Unison meeting – they were encouraging members to take a stand against becoming an academy

F&P

Circulated

13. AOB

Audit of GB effectiveness

Govts to complete & discuss at next FGB meeting

14. Date of Next Meeting

30th June 2016 at 7pm

ACTION	ASSIGNED TO	BY WHEN

Meeting ended 8.55pm

Chairman’s signature.....

Date.....