

DESBOROUGH SCHOOL

FULL GOVERNING BODY

MINUTES OF MEETING HELD 17TH JANUARY 2008

Present	Gina Botterill Alison Hatcher Malcolm Howe Dawn Hughes Dan Jacoby Joy Jones Maureen Kenney Andrew Linnell Paul Littleford Simi Mangat Peter Torrent Maggie Waller Catherine Whalley Derek Wilson	Chair Head teacher Vice Chair
Apologies received & accepted from	Peter O'Mahony Bryan Palmer Nawaz Sharif Keith West Martin Wilson	Vice Chair
In Attendance	Helen Hartley	Clerk

Mrs Kenney read a note from Bryan Palmer who is still laid up after breaking his ankle and an operation.

08.01	Report from Minute taking working party	ACTION
	<p>The report had been circulated to all governors. Maggie Waller commended the recommendations to the governing body. It was felt the suggested format (see November Standards Achievements & Staffing committee minutes) would build on current good practice. There would be a review later in the year to consider its success.</p> <p>It was agreed that the time-scale for proposed amendments be seven days after circulation. The recommendations were approved unanimously.</p>	Approved
08.02	Minutes of meeting held on 6th November 2007	
	<p>The minutes were signed as an accurate record.</p>	
08.03	Matters arising	
	07.33.1 Staffing – sabbaticals	
	<p>Alison Hatcher reported on the Pay committee's meeting and decision that a separate policy was not required. She recommended that an appropriately worded paragraph (<i>circulated at the meeting</i>) be approved as an appendix to the current Pay Policy with a view to incorporating it in the policy when it is next formally reviewed.</p>	

Following a discussion, the proposed Appendix was approved.
(Ten votes in favour, with three abstentions.)

Approved

Action Incorporate the appendix into the main Pay Policy at the next review.

07.33.5 Exclusions – appeal result

Malcolm Howe reported that the school's decision had been upheld by the Independent Appeals Panel. He had written a letter of thanks to the legal department at RBWM for their assistance. He was happy to report that Desborough's Pupil Discipline Committee's procedures are sound.

Following the experience, he recommended that no documents considered at the governors' Pupil Discipline committee hearing should be removed even if requested by the parent.

He also expressed his concern at the element of risk involved to governors in similar cases, where racial elements were introduced.

**AXL/Clerk/
Pupil Disc.
Cttee**

Action Ensure all evidence is presented.

08.04 Head's report

08.04.1 Staffing: the school is fully staffed. A number of staff have indicated their intention to retire in the summer and there may well be others. Large holes will be left but this is only to be expected.

The Chair suggested that the governing body discuss shortly how to mark long service to the school and/or retirement.

The latest group of PGCE students have made some positive comments about the atmosphere at the school.

Action Discuss recognition of long service and retirement at future meeting

08.04.2 Number on roll: The annual pupil census took place on 17th January and the figures would be used as one element of the basis for the indicative budget (due in February).

08.04.3 Catering: a large number of expressions of interest have been received – the closing date is 18th January. Pre-Tender Qualification Questionnaires will be sent out on 22nd January 2008.

08.04.4 Whistleblowing Policy: a revised policy (to reflect RBWM guidance that the first point of contact for any whistleblower should be the authority) was approved.

Approved

08.04.5 East Berkshire College: the contract is ready for signature, having been seen by the legal advisors at RBWM and EBC. The length of the contract has been set at three years. The appendices contain the information that is likely to change each year and thus make it easier to review. This is an important revenue stream for the school.

The contract was approved unanimously.

Approved

08.05 Committee Reports

08.05.1 Finance & Property Management

There were no comments or questions.
The Terms of Reference were approved.

Approved

The **Sports Hall refurbishment** is proceeding on schedule, although there had been problems with the drainage. This is not expected to delay matters. The basketball equipment and cricket nets will be fitted later than originally planned.

There has been severe disruption to the boys, but it has been taken well since there is a clear goal and end in sight.

Andrew Linnell will advise the Finance & Property committee on lettings, but individual lets are a management issue.

08.05.2 Pastoral Care, Extended Schools & External Relations

There were no comments or questions.

08.05.3 Standards, Achievement & Staffing

It was felt that the presentation by the Curriculum Leader for English was very useful. The next meeting (to which there is an open invitation to any governor to attend) will include a presentation from the Curriculum Leader for Science. Other staff have also expressed an interest in making presentations.

It was suggested that the EVC (Educational Visits Co-ordinator) be invited – this would be useful for governors who are not parents of pupils at the school.

In preparation for the next meeting of the committee, papers on the RAISEonline data were circulated.

08.06 Budget/FMSiS matters

The following (already approved at committee level in December) were approved:

- **Controls Assurance Statement**
- **Scheme of Financial Delegation**
- **Best Value Statement** (with the layout errors corrected)

All approved

08.07 Committee Membership & Link Governor Roles

There are still some gaps. The list is to be circulated again by the Clerk.

Clerk

Governors were commended for their recent activities and reminded that visits etc should always be arranged with the headteacher's knowledge. This ensures that the proposed activity is convenient and appropriate. The staff governors are happy to liaise with their colleagues. If in doubt about the proposed course of action, contact the clerk or the chair for advice.

All governors to note

Action Clerk to circulate list of governor roles to all governors

08.08 Sixth Form Admissions

Governors briefly discussed the suggestion that girls be admitted to the 6th form.

The following governors expressed interest in joining a working party to look at all aspects of the proposal: Maggie Waller, Gina Botterill, Catherine Whalley, Malcolm Howe, Dan Jacoby, Alison Hatcher and Simi Mangat.

It is important to discuss this at the School Council.

08.09 Chair's Notices

07.37 The proposed working party to examine the role of chair and vice chair only attracted one volunteer.

08.09.1 Emergency Contact

Catherine Whalley volunteered to take charge of the Out of Hours mobile phone during the ski trip at Easter (4th – 13th April).

08.10 Date of Next Meeting

Tuesday 18th March 2008 at 6.30 pm

Meeting closed at 8.50 pm

Action List

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|----------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 07.33.1 | <u>Pay Policy</u>: Incorporate the appendix into the main Pay Policy at the next review. | SAS Ctee/
FGB |
| 07.33.5 | <u>Exclusions</u>: Ensure all evidence is presented. | AXL/Clerk/
Pupil Disc.
Ctee |
| 08.04.1 | <u>Long service & retirement</u>: Discuss recognition of long service and retirement at future meeting | FGB |
| 08.07 | <u>Governor roles</u>: Clerk to circulate list of governor roles to all governors | Clerk |