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### Governing Body EXECUTIVE COMMITTEE Minutes

**Committee: Executive Committee**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Friday 17 July 2015**

**Venue: School Library**

**Time: 8am**

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| **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Governors:** Mr S Titchard (ST), Mrs C Findlay (CF), Mr M Grant (MG), Mrs L Hendry (LH), Mrs B Scott-Herron (BSH), Mrs R Agnew (RA), Mr P King (PK), |  |  |  |  |
| **Apologies:** Miss J Griffiths (JG)  **In attendance:** Mrs B Dutton (BD) (LEA), Miss J Morris (JM) (Clerk), Mrs A Taylor |  |  |  |  |

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| **1**  **2**  **3** | **Welcome and Opening Prayer**  Chair welcomed everyone and the meeting was opened with a short prayer.  **Attendance and Apologies**  Apologies accepted.  **Declaration of Business Interests**  None declared. New governors reminded to submit their forms. |  |
| **4**  **5**  **6.**  **7** | **Minutes from meeting on 10th July 2015**  Minutes accepted and actions completed.    **Budget Update and Top Line Risks**  Summary report provided to the governors. Position statement as at 1st quarter is positive albeit spending tends to be heavier in 2nd and 3rd quarters. Staffing costs are in line with budget.  Key risks:   * **Cost of supply teaching** was high last year and difficult to forecast for this coming year. * **Cost of alternative curriculum and provision**. Service Level Agreement with New Horizons for 3 places at £30k. Significant number of students on alternative provision last year and the Local Authority supported the school with some free places. Local Authority to continue to honour free places until alternative long term provision has been secured. Budget to be closely monitored for increase in expenditure. * **Cost of maintaining building and premises**. £20-£22k devolved formula capital makes it difficult to maintain the school building. Boteler Trust has supported works done to the premises. More improvement work being undertaken over summer. Difficulties arise between balancing expenditure on keeping the school compliant with Health & Safety legislation v extra resources in classrooms to improve teaching and learning. Lots of saving initiatives and best value undertaken to reduce expenditure. Heads of department have been asked to submit bids for additional funding to support changes to curriculum. This however is a one off. The 5 year budget forecast is not good due to falling numbers and a review of staffing numbers will commence in September.  |  | | --- | | **Scrutiny** | | * What are the reasons for falling numbers ? * Is there the capacity to continue with the transition work ? |   A lot of transition work with year 5 and 6 students from local primary schools has been undertaken to increase student numbers. There are low numbers across the county at year 6, increased competition from free schools and some parents have removed children as a result of the higher standards. Transition work has received positive feedback and year 9 mentors have been superb ambassadors. Utilising some staff capacity to continue with transition work where possible.  **Overview of Staffing Changes**  Significant recruitment has taken place this year to ensure high level teachers in place for new academic year. One interim post only in computing. Impact on budget in terms of recruitment advertising costs and time of HR Manager. Savings have been made through support staff redundancies. A further review of staffing structure will take place in autumn.  Every child now has the opportunity to have good teaching. Teaching and learning will continue to be closely monitored.   |  | | --- | | **Scrutiny** | | * Need to ensure that performance of new and existing teachers is closely monitored to ensure good to outstanding teaching |   **Draft Vision Statement** | |  |  |
| **8.**  **9.** | Governors recommended some changes to the vision statement and advised launch in September.  **Governors Section of SIP**  Governors recommended some changes/ additions to the content. Mandatory training to be  Identified for specific governor roles and induction training for new governors.  **Any Other Business**   * **How can the governing body monitor safeguarding checklist**. Governors noted their responsibilities and reference to PREVENT for Ofsted inspections. * **School Based Police Officer**   Confirmation from Cheshire Constabulary to provide school with a school based police officer. Governors recommended changes to the communication to parents and advised it is included in new term letter along with GCSE results and vision statement.  Governors extended a huge thanks to all staff for their efforts and commitment in this challenging year.   |  |  |  | | --- | --- | --- | | **Actions** | **Owner** | **Timescale** | | * Letter of thanks to HR Manager and others involved in recruitment process. * Letter of thanks to support staff member who is returning as a volunteer | ST | Immediate | | * Brief report on how alternative provision budget spent and outcomes for students involved | BSH | ASAP to circulate to Exec Cttee | | * Lead Governor to respond on any actions on safeguarding checklist | JL | By 1st Sept | | * Look at structure of governing body committees, roles, training needs, meeting timetables | ST, RA | August | | |  |  |

Meeting ended at 9am

Miss J Morris

Clerk to the Executive Committee

Signed……………………………………………………………….…(Chair/Vice Chair)

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| **Date and time of next meeting:** | Friday 4th September 2015 at 8am |
| **Agenda items:** | * GCSE Results (JK0) |

Date………………………………………………………………..……