



Calday Grange Grammar School

| MINUTES OF FULL GOVERNORS' MEETING | | | | | | | | | | | |
|---|---|-----------------------|-----------------|-------------------|------------------|------------------|-----------------|---|---------------|-----------------|----------------------|
| Date of Meeting: | Thursday 16 th June 2016 | | | | | | | | | | |
| Time & Venue: | 6pm Conference Room | | | | | | | | | | |
| Attendees: | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mrs Caroline Ashcroft</td> <td style="width: 50%;">Dr Andrew Bates</td> </tr> <tr> <td>Mrs Sheila Clarke</td> <td>Mrs Angela Cross</td> </tr> <tr> <td>Michael Fletcher</td> <td>Mr Alan Roberts</td> </tr> <tr> <td>Mr Martin Underwood (arrived at 7.25pm)</td> <td>Mr John Wylie</td> </tr> <tr> <td>Mrs Olwen Walsh</td> <td>Prof Callum Youngson</td> </tr> </table> | Mrs Caroline Ashcroft | Dr Andrew Bates | Mrs Sheila Clarke | Mrs Angela Cross | Michael Fletcher | Mr Alan Roberts | Mr Martin Underwood (arrived at 7.25pm) | Mr John Wylie | Mrs Olwen Walsh | Prof Callum Youngson |
| Mrs Caroline Ashcroft | Dr Andrew Bates | | | | | | | | | | |
| Mrs Sheila Clarke | Mrs Angela Cross | | | | | | | | | | |
| Michael Fletcher | Mr Alan Roberts | | | | | | | | | | |
| Mr Martin Underwood (arrived at 7.25pm) | Mr John Wylie | | | | | | | | | | |
| Mrs Olwen Walsh | Prof Callum Youngson | | | | | | | | | | |
| In attendance | Mr Patrick Adamson (Deputy Headteacher) Mr Andrew Eckford (Director of Finance & Operations) Mrs Debbie Ellis (Clerk to the Governors) Mrs Alison Eyre (Minute clerk) Mr Paul Miller (Head of Sports) | | | | | | | | | | |

| AGENDA ITEM 1 | ELECTION OF GOVERNORS |
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| Discussion | Nominations were received in advance for Mrs Caroline Ashcroft (Chair of Governors) and for Mr Denis Mahony (Vice-Chair of Governors). No further nominations were received prior to or at the meeting. Mrs Ashcroft withdrew from the meeting along with Mr Adamson, Mr Eckford and Mr Miller. |
| Decision | The Governors voted unanimously for Mrs Ashcroft to remain as Chair of Governors and Mr Mahony to remain as Vice-Chair of Governors for a further one-year period. Mrs Ashcroft informed Governors that Mr Mahony, had stepped down as Chair of Infrastructure and Governance so he could concentrate on the MAT conversion project. Mr Underwood has been nominated as a candidate for chair. Mr Wylie, had agreed to lead the Personnel committee for one year following the departure of Mrs Winterson from the Governing Body, however, in his Role as RO it was considered best practice in terms of independence and Governance that he did not also chair a committee and accordingly he stepped down as Chair of Personnel. Dr Bates was nominated as Chair of the Personnel Committee Mr Roberts and Mrs Cross were nominated as Chairs of the Finance and Curriculum and Student Welfare Committees. The nominated governors in attendance withdrew. The Governors voted unanimously for those nominated to fill the respective posts. All were in favour. |

| AGENDA ITEM 2 | APOLOGIES FOR ABSENCE | ACTION |
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| Discussion | It was noted that apologies had been received from Mr Mahony, Mr Rodaway, Mr Meigh. | |
| Decision | Governors gave permission for the attendance of Mr Adamson, Mr Eckford, Mrs Eyre and Mr Miller. | |

| AGENDA ITEM 3 | REGISTER OF PECUNIARY INTERESTS | ACTION |
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| Discussion: | The Chair then invited the Governors to declare any changes to their Declaration of Business or Pecuniary Interests. Governors were asked to complete the sheet even if it was a nil return. The Chair asked the Governors to consider whether they have a personal or prejudicial interest in connection with any item(s) on the agenda and, if so, to declare them and state what they are. | |
| Decision: | Any governors who have not yet completed the form were requested to do so. | |



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| AGENDA ITEM 4 | REVIEW OF SPORTS FUNDRAISING |
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| Discussion | <p>Mrs Ashcroft introduced Mr Miller who then gave a presentation to the committee on a proposal for raising funds. A discussion then followed on the sports fundraising proposal and Governors were invited to ask questions.</p> <p>Question</p> <p>What is the charge for Go Cardless direct debit system?</p> <p>Response</p> <p>Mr Eckford confirmed it was 1% of the amount collected.</p> <p>Question</p> <p>How do we discreetly address the issue of people who can't afford £25 per year?</p> <p>Response</p> <p>Mr Miller confirmed that all students will be involved regardless of whether they opt in or opt out.</p> <p>Question</p> <p>Can we offer different ways of paying?</p> <p>Response</p> <p>Mr Eckford confirmed that they can pay by cash, cheque, online or direct debit, but that direct debit has the lowest cost for collection.</p> <p>Mr Miller distributed a copy of the SPP Agreement. A governor suggested it be amended to say School Pupil/Parent agreement.</p> <p>After a full and frank discussion, the governors felt that some further work was required on how the scheme can be communicated effectively to parents. Mr Fletcher agreed to work with Mr Miller to produce some documentation.</p> <p>Mrs Ashcroft thanked Mr Miller for his presentation.</p> |
| Decision | Mr Fletcher and Mr Miller will prepare a draft letter for parents and also a presentation which can be delivered to parents. This will be presented to SLT prior to discussion at the FGB in July. |

| AGENDA ITEM 5 | APPROVAL OF THE MINUTES | ACTION |
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| Discussion: | Item 7 and Item 10. Mrs Ashcroft is referred to as Mr Ashcroft. | DE |
| Decision: | Subject to these two amendments the minutes were agreed as a true copy. | |

| AGENDA ITEM 6 | MATTERS ARISING/ACTION TRACKER | ACTION |
|--------------------|---|--------|
| Discussion: | <p>Oxton Hockey Club</p> <p>Mr Eckford confirmed that the club are happy with the content of the Hire Agreement and the hiring charges.</p> <p>Multi-academy trust</p> <p>Notes from the meeting had been included in Mr Rodaway's report. Mrs Ascroft informed the governors that the creation of a MAT will be the focus of the Strategy Day on Saturday.</p> <p>Charging Policy</p> <p>To be discussed at a Finance Committee meeting on 4th July 2016. All governors are welcome to attend the meeting.</p> | |
| Decision | As discussed above. | |



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| AGENDA ITEM 7 | RISKS AND OPPORTUNITIES | ACTION BY |
|--------------------|---|--|
| Discussion: | Mr Eckford informed Governors that there is nothing to be highlighted. He will provide a formal update in July. | |
| AGENDA ITEM 8 | SAFEGUARDING | ACTION |
| Discussion: | Mr Adamson and Mrs Cross informed Governors that they were not aware of any issues. The safeguarding audit is due in August and Mrs Storey and Mrs Walsh are currently in the process of completing the documentation. | |
| AGENDA ITEM 9 | REPORT TO GOVERNORS | ACTION |
| Discussion: | <p>Governors had been provided with a copy of the Headteacher's report prior to the meeting. In his absence Mr Adamson and Mr Eckford were present to answer any questions.</p> <p>Question What is the next step now that the Curriculum Sub-Committee have discussed behaviour?</p> <p>Response Mr Adamson informed Governors that the process proposed by SLT has now been shared with all faculties and a plan has been produced. An overview will be presented to governors at the July FGB.</p> <p>Question What is happening with summer peer observations?</p> <p>Response Mr Adamson informed Governors that staff training on two areas highlighted by OFSTED has been completed and from September there will be formal observations.</p> <p>Question When will Governors see the differences?</p> <p>Response Mrs Cross Informed Governors that this was discussed a Curriculum. There will be a baseline in July and it will be reported back to FGB in September. There will be a book sampling in July which will benchmark further sampling and an update will be presented in October.</p> <p>Question Page 21 – new year 7 number of students per form. If there are 30 per form does this mean, there are 8 spare places?</p> <p>Response It was agreed that this would allow flexibility and that the SLT will have the right to make any decisions.</p> <p>Online homework - A Governor stated that this was discussed at FGB in May and has not been minuted. Mr Adamson informed Governors that the level of engagement is high. The minutes are to be amended to reflect this.</p> | <p>MT</p> <p>AC</p> <p>DE</p> |
| Decisions: | As discussed above. | |



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| AGENDA ITEM 10 | REPORTS FROM COMMITTEES | ACTION |
|--------------------|---|--------|
| <i>Discussion:</i> | Mrs Cross informed Governors that there was nothing additional to report from the Curriculum Committee meeting. | |

| AGENDA ITEM 11 | ITEMS FOR DISCUSSION OR DECISION | ACTION |
|--------------------|--|--------|
| <i>Discussion:</i> | <p>Cashless Catering</p> <p>Mr Eckford the provided Governors with an overview of Cashless Catering and they were invited to ask questions:</p> <p>Question</p> <p>Will there be any job losses?</p> <p>Response</p> <p>Mr Eckford informed Governors that there would be no job losses however there may be a reduction in hours for some members of the catering team.</p> <p>Question</p> <p>How will students identify themselves?</p> <p>Response</p> <p>Biometrics will be used which convert to a digital code when read by the reader so no fingerprints are held.</p> <p>Question</p> <p>How can we prevent students eating lots of unhealthy food?</p> <p>Response</p> <p>Mr Eckford said we need to agree a maximum daily spend and that most schools set this at £5. Expenditure can be tweaked at an individual level.</p> <p>It was proposed that Cashless Catering be put into place. Proposed by Prof Youngson, seconded by Mr Roberts. All were in favour.</p> <p>A governor mentioned that they were concerned about what would happen if the system broke down.</p> <p>The governors also gave approval for the opening of a new bank account to receive funds from ParentPay.</p> <p>Capital Projects</p> <p>Windows - Mr Eckford informed Governors the tender for the windows is expected on 17th June. Mrs Walsh will be opening the tenders. Work will formally start in September and scaffolding will be erected at the end of August. A Health and Safety assessment will be carried out.</p> <p>The Lodge - Subject to planning permission the Lodge will be demolished. There has been one comment on the planning portal and this was a neutral comment. A tender process is being run.</p> <p>A Governor has expressed concerns about the Lodge being knocked down to create more car parking spaces and that we should be encouraging car sharing. Mr Eckford suggested we look into what we will do with the extra spaces.</p> <p>Entrance – We are out of time to draw up schedule of works and Mr Eckford informed Governors that we need to look at this again for next year.</p> <p>Finance Paper</p> <p>Mr Eckford informed Governors that all is as expected although the deficit will come in slightly lower.</p> | |



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| AGENDA ITEM 12 | STRATEGY DAY | ACTION |
|--------------------|---|---------------|
| Discussion: | Mrs Ashcroft provided an overview on the agenda for the Strategy Day. <ol style="list-style-type: none">1. Curriculum;2. Roles of SLT, what governors can add to the school and how they can assist SLT;3. Multi-Academy trusts. <p>It will start at 9am and finish around 3pm.</p> | |
| AGENDA ITEM 13 | REPORT FROM RESPONSIBLE OFFICER | ACTION |
| Discussion: | Mr Wylie informed Governors that we need to look at Pupil Premium in more detail. Mr Eckford said that it is working but in terms of OFSTED we should ensure that an annual report is produced to highlight how this funding is used. | |
| AGENDA ITEM 14 | UPDATE FROM GOVERNORS | ACTION |
| Discussion: | There were no updates to report. | |
| AGENDA ITEM 15 | DECISIONS MADE BY EMAIL | ACTION |
| Discussion: | Mrs Ashcroft informed Governors of the following decisions: <ul style="list-style-type: none">• One student has been admitted to Year 8.• Two pay appeals from members of staff have been received. Mrs Ashcroft, Mr Roberts and Mr Mahony will be on the panel.• There is a disciplinary which may be reported to Governors at next meeting. | |
| AGENDA ITEM 16 | ANY OTHER BUSINESS | ACTION |
| Discussion: | A governor expressed their concern that a replacement for Jon Burke had not been found and therefore H&S was a vulnerability for the school. Mr Eckford responded that this was being addressed and that he would feedback at the meeting in July. | MRR/AE |

The meeting finished at 7.35pm