

BROADOAK MATHEMATICS AND COMPUTING COLLEGE
(Company no. 07872725)

MINUTES

Tuesday 2nd July 2013, 6 pm
Broadoak Conference Room

PRESENT

John Brock (*Chair*), Vita Austin, Jacqui Ford, Kerry Grimshaw, Pat Horrigan, Claire Kelly, Mike Lawford, Delyth Lloyd-Evans, Tim McShane, Shelagh Pritchard, Lee Tuck, Geoff Wall, John Wiltshire

In Attendance:

Emma Gundry (*Assistant Headteacher*)

Nicola Windridge (*Manager of Finance and Personnel*)

Lisa Williams (*Clerk*)

		<u>ACTION</u>
1.	<u>Welcome and Apologies</u> Apologies for absence were approved and accepted from Darren Baker, Wendy Dick and Peter Middleton.	
2.	<u>Declaration of Interest</u> Nil for this meeting.	
3.	<u>Approval of Minutes from Previous Meeting</u> The minutes of the meeting held on 12 th March 2013 were approved as an accurate record – JW proposed, VA seconded and all agreed.	
4.	<u>Matters Arising from those Minutes</u> DLE apologised for not forwarding on the papers from the GANS Seminar and AGM. All details are now held on the new GANS website www.gans.org.uk SP reported that a consultation had taken place with regard to the new college day times. Approximately 40-50 replies had been received; staff and school council are keen for the changes but the only criticism has been in relation to the late lunch time. SP assured governors that the morning break will be increased by 5 minutes when pupils can partake in	

	snacks. A trial of the new college day will start in September.	
5.	<p><u>Headteacher's Report</u></p> <p>Report circulated to governors prior to the meeting. The snapshot report included the following:</p> <ul style="list-style-type: none"> ▪ Staffing ▪ Events and Activities ▪ Year 10 ▪ New Intake 2013 ▪ Upgrade of Sports Facilities ▪ Parental Consultations ▪ Awards Evening and Creative Arts Showcase <p>SP added that attendance figures have been omitted from the report, but have increased; and three new LSAs have been appointed today.</p> <p>(6.35pm – JF left the meeting)</p>	
6.	<p><u>Safeguarding Report</u></p> <p>The Safeguarding Report for September 2012 to July 2013 was distributed to governors at the meeting.</p> <p>The report details:</p> <ul style="list-style-type: none"> • Referrals made to Social Care – 6 • Child Protection Conferences Attended – 4 • Professional Strategy Meeting – 6 • Number of pupils subject to a Child Protection Plan – 5 • Number of Children Looked After – 12 • Number of allegations made against staff – 2 • Number of pupils with Child Protection files – 173 <p>EG discussed the above details with governors.</p> <p>The Safeguarding Audit (July 2012) was also distributed to governors, showing issues and subsequent actions taken; also the Safeguarding Audit Action plan for July 2013.</p> <p>The Action Plan details four issues, all to be addressed by September 2013:</p> <ul style="list-style-type: none"> • Whole school basic awareness training to be refreshed • Deputy Designated Teacher to complete Level 2 training • Pupil friendly version of the Anti-Bullying Policy to be devised (by school council) 	

	<ul style="list-style-type: none"> To establish a ‘safeguarding team’ within the staff <p>Governors thanked EG for the report and for the work involved in working with Safeguarding.</p>	
7.	<p><u>External Sports Project</u></p> <p>Howard Giddens from GLDM attended the meeting to discuss the tenders received for the External Sports Project. Tender Appraisal Report was circulated to governors prior to the meeting, detailing all quotes received and plans drawn.</p> <p>The objective of the tender is to construct new sports facilities within the identified site area, principally comprising a floodlit and fenced artificial turf surfaced pitch, porous macadam games courts and to reinstate remaining areas of an existing Redgra surfaced pitch and redundant macadam games courts to provide areas of natural turf sports pitches. In addition ancillary Cricket and Athletics Facilities adjoining the artificial turf pitch are to be considered as provisional works items within the contract subject to budgetary consideration post tender.</p> <p>HG stated that three quotes had been received for the various options and Option A1 had been chosen as the preferred; and Sportsfields Ltd as the supplier; at a cost of £566,480.98.</p> <p>Governors discussed the various options available for the site and agreed that option 1 is the most favoured. The ATP (Artificial Turf Pitch) was discussed and the life expectancy was questioned; HG stated that it has a minimum 10 year guarantee and the installer maintains the pitch for the first 12 months (maintenance consists of 40 minutes brushing per week).</p> <p>GW raised a concern that Sportsfields Ltd is shown as ‘Dormant’ on the Companies House check. HG stated that various successful checks had been carried out and was unsure why this is shown as ‘Dormant’.</p> <p>JW proposed to accept option A1, with Sportsfields Ltd ,at a cost of £566,480.98 (including tunnelling for floodlights, but installation at a later date), subject to ‘Dormant’ showing against Companies House being clarified, PH seconded and all governors agreed.</p> <p>JB thanked Howard Giddens for the work involved in preparing the documents.</p>	
8.	<p><u>Approval of 2013/14 Budget</u></p> <p>JW reported that the F&P committee had approved the 2013/14 budget. JW continued that the budget has a very healthy carry forward figure of £358,274 (after taking into account the £500,000 for the External Sports project) and the carry forward figure is in excess of the agreed £200,000</p>	

	<p>reserve.</p> <p>JW proposed to accept the 2013/14 budget (as presented to the F&P committee), SP seconded and all agreed.</p> <p>(7.15pm – EG left the meeting)</p>	
9.	<p><u>Pay Policy</u></p> <p>SP distributed the new Pay Policy to governors at the meeting, together with a list of pay scales (appendix A) and a comparison table showing the main differences between the STPCD of 2012 and draft of 2013.</p> <p>SP stated that the new Pay Policy should be in place by September 2013; the government finalised the changes in May of this year and North Somerset has recently circulated the document for consultation.</p> <p>SP read the changes and explained that the key point is the introduction of performance related pay; governors discussed same in detail.</p> <p>DLE raised a concern that the Pay Committee Terms of Reference should be amended to reflect the new policy.</p> <p>JB proposed to accept the new Pay Policy, JW seconded and all agreed. JB asked if there are any further questions that they are brought to the next FGB meeting.</p> <p>JB thanked SP on her work on the policy, especially due to the time constraints involved.</p>	JF
10.	<p><u>Audit Committee</u></p> <p>JB reported that it has been agreed that a separate Audit Committee is not required by the governing body. JB thanked VA for her work carried out whilst Chair.</p>	
11.	<p><u>SID Plan Review</u></p> <p>The Progress Towards Development Targets for Summer 2013 was circulated to governors.</p> <p>Committee chairs summarised their targets and progress made.</p>	
12.	<p><u>Adoption of Terms of Reference for T&L committee</u></p> <p>The T&L committee Terms of Reference were circulated to governors prior to the meeting.</p> <p>Slight amendment to be made to the wording at point 4 – to read that the</p>	

	minutes will be circulated to members of the committee and all governors once agreed <i>by the chair</i> .	
13.	<p><u>Governor Resignations</u></p> <p>JB reported that two governors had resigned from the governing body due to work and other commitments:</p> <p>Claire Dyke – Parent Governor Peter Middleton – Community Governor</p> <p>Vacancies to be advertised in September.</p>	
14.	<p><u>Policies for Ratification</u></p> <p>The following (12) policies were approved at Committee for ratification:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Freedom of Information Policy • Lettings Policy • Discretionary Policy under LGPS • Curriculum Policy • SEN & Disability Policy • SRE Policy • Appraisal Policy • Safer Recruitment Policy and Procedures • Anti-Racism Policy • Anti-Bullying Policy • Whistle Blowing Policy <p>LT proposed to ratify the above eight policies, SP seconded and all agreed.</p>	
15.	<p><u>Governor Training</u></p> <p>JB commented that the recent governor training had been a success and a further session is planned for next year. Governors were asked for a topic for the next session and data was suggested (following the skills audit).</p>	JB
16.	<p><u>Any Other Business</u></p> <p>JW proposed and LT seconded to thank NW and the finance team for all the work done over the year and since becoming an Academy.</p> <p>PH questioned that the role of Link Governors was discussed at the last T&L meeting, to be discussed at this FGB meeting. JB confirmed that this was a large area for discussion and would be diarised for the</p>	

	September FGB meeting. With regard to the new Sports Facilities, VA offered to investigate insurance products to protect the large expenditure.	VA
17.	<u>Meeting Evaluation</u> All agreed that the presentation received regarding the Sports Facilities was very detailed and the Safeguarding Report was interesting and informative. SP stated that she is proud that the school continues to strive to improve.	
18.	<u>Date of Next Meeting</u> Tuesday 10 th September 2013 – 6pm.	

Meeting closed at 7.45 p.m.

Papers Distributed:

Headteachers Report
Safeguarding Report
External Sports Project Report
Pay Policy
T&L Committee Terms of Reference