

Debenham High School

A Church of England High Performing Specialist Academy

Governing Body

Minutes of the meeting of the Governing Body held at the school on Thursday 20 June at 5.00pm.

Present:	Mr R Boulter	Chairman	Mrs S Janson
	Rev P Cotton		Mr D McMillan
	Mr P Debenham		Dr H Marlow
	Dr D Egan		Mr B Poole
	Mr C Gilgan		Miss J Upton
	Ms S Goodrich		Mrs L Wilson
	Mr C Grover		Mr D Yaroslaw
	Mrs Hotston Moore		

In attendance:	Mrs J Brown	Mrs J Mitchell (Clerk)
	Mrs T Darby	

1 ABSENCE

- 1.1 Apologies for absence had been received from Mr D Ralph, Mr D Carruthers, Mr S Martin, Miss S McBurney and Mrs L Ramsay.
- 1.2 Governors consented to their absence.

2 PECUNIARY AND OTHER INTERESTS

- 2.1 Mr C Gilgan stated that as Staff Salary Policies were to be reviewed he must declare that his wife was a TA at the school.
Mr D McMillan and Mr D Yaroslaw would not be able to agree the Staff Policy: due to current teaching union restrictions.

3 GOVERNING BODY MEMBERSHIP

- 3.1 No changes had been made as membership was now complete.

4 MINUTES

- 4.1 Minutes of the meeting held on 30 April 2013 (copy in Minute Book) had been circulated with the agenda, were confirmed as a true record and were signed by the Chairman.
- 4.2 Minute 6.5: Wording 'had now decided' should read 'are still considering'. Miss Upton advised that two Governors from Mendlesham Community Primary School were meeting with her again on 21st June 2013.
AGREED
Minute 7.1: Mr Carruthers (via Mrs Darby) informed Governors that they had re-employed the services of "Safety Boss" to review and update the Health and Safety.
There were no matters arising from the minutes.

5 CHAIRMAN'S ACTION

No urgent action taken by the Chairman.

6 HEADTEACHER'S REPORT

Headboy/girl and Deputies: Miss Upton advised that nominations had been made and that the new Headboy was Ewan Ralph with Henry Fowler as Deputy Headboy; Alice Eddy was Headgirl with Cameron Hogg as Deputy Headgirl. All four were then invited into the meeting to tell Governors about themselves and what they would like to see happen within the school - working together more in

school houses; taster sessions for Year 9s; ideas box for School Council; more achievement assemblies. Chairman thanked the students for their time.

Rev Cotton raised the idea of inviting these students to some meetings. It was discussed and agreed that two of the four would be asked to attend each governors meeting. They would stay for the first part of the meeting.

AGREED

Appeals: Miss Upton advised that ten parents had appealed and upon consideration by the independent appeals panel four of the ten were to be accepted into Year 7 and one into Year 8 in Sept 2013. Also on 17th June 2013 there had been two late applications appealed, but the school had been informed today (20/6/2013) that neither had been awarded. Intake figure for September 2013 was 130 students.

School Development meeting re Federation: There had been a planning meeting two weeks ago, Ms Goodrich had been present representing Wetheringsett. Another meeting was arranged for 11/7/2013. Miss Upton advised that there were very different reactions to the meeting; some school realised they need to do something to secure their future whilst other school (eg Sir Robert Hitcham, Debenham) did not attend.

Ms Goodrich advised the meeting was very helpful and there were huge benefits with DHS helping them keep viable, not just with finance issues but also with their expertise.

Visit by Dr D Poulter MP: Dr Poulter visited Friday 14th June and spoke to the debating team. Dr Poulter was impressed that the questions from our Year 7 students had been more challenging than from ones he had been asked by older students in other schools.

The report was RECEIVED

7 MINUTES OF COMMITTEES

7.1 **Finance and General Purposes Committee:** minutes of the meeting held on 17 May 2013 (copy in minute book) had been circulated with the agenda.

RECEIVED.

7.2 No other committees had met since the last full meeting of the Governing Body.

8 BUDGET AND RELATED ITEMS

8.1 **Income & Expenditure Report 2012/13:** Summary report and commentary (copy enclosed) had been circulated with the agenda. Mrs Darby explained the summary report and advised that at the moment the school was on target and there was a lot of considered spending going on. There would be more funds to carry forward.

8.2 **Presentation of Budget Consideration:** Mrs Darby did PowerPoint presentation of the Budget Plan.

8.3 **Budget Plan 2013/14:** The Budget Plan 2013/14 (copy in Minute Book) had been circulated with the agenda.

New Funding Formula – AWPU -9.9% next year with minimum funding gives us protection of £239696. Suffolk have given all schools, regardless of size, £114,000. ESG (Education Services Grant) has been protected at £104,767 and we have Insurance top up grant of £12,640. Total allocated £3,042,922 which is £25,000 less than last year.. Mr Boulter also added that this was masked slightly because our numbers have increased.

Pupil Number – It was noted that funding is based on October numbers. 2013-14 was 632 with 2014-15 predicted as 644.

Budget Plan Summary – After Income and Expenditure we have a surplus of £27,446. Points to be noted - Support staff pay increase. The union had not agreed 1% pay increase; but any increase would be backdated to April 2013. Pensions – we have been advised to prepare for 2% increase in employers contributions and possibly a further national pay rate staff pay increase. **Education Supplies & Services** – Allocated 10% increase. Tried to control all costs and be flexible i.e. printing.

Catering – No grant for FSM, however there is deprivation element of £2640 included in the overall budget share. It was noted by all in attendance that we have an excellent catering team.

Key Performance Indicators & Benchmarking – based on Norfolk & Suffolk Academies.

Debenham in average range.

Capital Fund – Balance B/fwd £26,371DFC Funding (estimated) £14,324 giving anticipated income of £40,696, which cannot be clawed back.

Mr Boulter thanked Mrs Darby.

BUDGET FOR 2013 – 14 AND MEDIUM TERM PLAN APPROVED & SIGNED

9 **PUBLISHED ADMISSION NUMBER**

Mr Boulter advised that PAN was 125 although we have had 130 over the past few years. There followed a debate on whether this should be increased. Increase in Pan would increase monies in but would have knock on affects – cost of staff; majority of classrooms could accommodate but specialist rooms may be affected; with appeals a PAN 130 could rise to 135; increase in class sizes ; character of class/school.

Mr Boulter stated that no decision had to made yet, but it was good that this has been brought to mind. To be discussed again in March 2014 as budget funding would be released in February 2014.

10 **NOTES ON WORKING PARTIES**

- 10.1 **Governors' School Development Working Party:** minutes of the meeting held on 15 May 2013 (copy in Minute Book) had been circulated with the agenda.

RECEIVED

11 **REPORTS FROM GOVERNORS**

- 11.1 Dr Marlow had attended Art & DT Review and was very impressed with Mr James Garrett. He had also attended 3 pupil perception interviews and a review meeting. Dr Marlow was inspired in the quality of teaching and found this experience very interesting. He was concerned that there were only girls taking the Extended Project qualification.

Miss Upton advised that regarding Extended Project qualification there was an open application this year and only girls applied. For September 2013 a selection of pupils will be invited to apply for it. She also stated that DHS encourages it pupils to improve their public speaking skills and that the school continues to increase the opportunities for students to do this.

Dr Marlow and Mrs Janson had talked to the Young Enterprise team at Crows Hall and both were impressed with the maturity of the students.

Mr Boulter advised that the school receives numerous emails from parents and companies praising the pupils.

12 **POLICIES**

- 12.1 **Salaries Policy: Teaching Staff** – the Salaries Policy:Teaching Staff (copy in Minute Book) had been circulated with the agenda. Miss Upton explained that currently teaching staff worked up the pay scale by experience with only the top 3 steps by performance and the Government now states that all steps should be by performance. Debenham proposes to keep the financial reward at each step exactly the same as at present. Performance should not be judged by measure of statistics alone. Ensuring the best outcomes for all pupils requires a collective responsibility that means individual statistics must always be treated with caution and alongside other evidence. It will be holistic view including observations, GCSE results, parental and pupil feedback and pupil progress.

Only part in conflict with union is Section 5 Page 5 – portability. Teachers changing school used to be paid at same rate (or better) on same pay scale and Government are setting down that schools should agree salary on appointment. Mr Yaroslaw put forward the teachers perspective stating there was a lack of trust nationally and this was perceived as a national problem, not Debenham. Mr McMillan informed Governing Body that the union stated teachers are not to accept any policy until this has been agreed.

12.2 APPROVED by vote – Mr Yaroslaw and Mr McMillan abstained

Salaries Policy: Support Staff –the Salaries Policy: Support Staff (copy in minute Book) had been circulated with the agenda. Miss Upton advised that this is separate from the teaching staff policy and that support staff steps have always been linked to performance.

12.3 APPROVED

Worship Policy: the Worship Policy (copy in the Minute Book) had been circulated with the agenda. Miss Upton explained that this Policy had a format of assembly and was more specific. It was to be noted that the school is not trying to convert pupils, we accept pupils of ALL faiths. Mr Yaroslaw advised that a large proportion of pupils were of no faith.

Item 1 Introduction – fourth paragraph “The character and content of worship in voluntary controlled schools....” To be deleted as we are no longer voluntary aided.

12.4 Item 4 The setting for worship – to be amended to read” The Hall / Boulter Room...” as both are used for assemblies.

APPROVED

E-Safety Use Policy: the E-Safety Policy (copy in Minute Book) had been circulated with the agenda. This Policy is almost identical to the Acceptable Use Policy. Page 6 Section 4, 4.1 Staff Third paragraph “The Acceptable Use Policy” Delete Acceptable Use.

APPROVED

13 LOCAL AUTHORITY ITEMS

There were no Local Authority items.

14 ANY OTHER BUSINESS

In light of less money being available to the school, Mr Poole enquired if we should consider what the future holds, have contingency plans and do a risk register. We have independent ability to make changes.

Mr Gilgan also asked if any other schools had been contacted to see what they were going to do? Mrs Darby replied that the SLT have had a number of discussions already on a plan for when the funding drop really starts to bite. AS far as generating extra income is concerned lettings can be tricky as the school is clearly situated next door to the leisure centre and community centre resource which take the lions share of lettings in the locality. It is tricky to increase lettings income in a cost effective way given the inability to zone the heating and the impact on human resources to manage out of hours hiring. She also explained that some ways of raising money may also have considerable cost and it is always a balance to ensure the costs do not outweigh the benefit. Staff costs are by far our most expensive resource. With our skilled and experienced and low staff turnover comes high staff costs. Careful future management of our resources and timetable will be key with future financial planning. Mr Boulter added that there is a lot of uncertainty and that things will be clearer in February/March 2014 when next year’s Budget funding was released. Mrs Darby agreed that it is definitely worth planning for future drops in funding but it is too early to cast in stone a plan of action to implement now.

15 DATES OF FUTURE MEETINGS

15.1 Dates of meetings in 2013-14 were agreed as
Tuesday 8 October 2013
Tuesday 3 December 2013

Tuesday 11 February 2014 (including AGM)

Tuesday 8 July 2014

15.2 A meeting of the Academy Trust will take place on Tuesday 12 July at 9.30 am.

The meeting closed at 7.20 pm

Signed..... Date.....