



The Marsh Academy
Minutes of the Meeting of the Governing Body
Held on Wednesday 22nd June 2011
 (Commencing at 4.00pm)

Present:- Mr R Alston (RA-Chairman), Mr N Brotherton (NB), Mr S Daws (SD), Mr T Haynes (TH), Mr A Holliwell (AH), Mrs T Luke (TL), Mr A Moore (AM), Mrs P Rolfe (PR), Mrs V Soutar (VS), Mrs S Thorne (ST) & Mrs B Wimble (BW)

Also in attendance: Mrs M Emptage (ME-Head of School), Mr K Norman (KN-Finance Director) & Mrs N Petrie (NP-Clerk)

	<u>ACTION</u>
<p>1. <u>Welcome & Opening Comments</u></p> <p>RA welcomed everyone to the meeting. He explained that Leyland had given his apologies very late because of an urgent cabinet meeting and that Graham Badman has tendered his resignation. RA will contact GB and ask him if he would like to attend the September meeting, so that we can say thank you for his services and bid him farewell.</p>	RA
<p>2. <u>Apologies for Absence</u></p> <p>Mr G Badman (GB), Mrs E Howard (EH) & Mr L Ridings (LR)</p>	
<p>3. <u>Register of Business Interests</u></p> <p>PR declared an interest in W&E Rolfe & Sons and also that she is a Town Councillor.</p>	
<p>4. <u>Minutes of Previous Meeting</u></p> <p>The minutes of the previous meeting held on 16th March 2011 were approved and signed as a true and correct record.</p>	
<p>5. <u>Matters Arising</u></p> <p>None.</p>	
<p>6. <u>Report from the RO</u></p> <p>VS confirmed that Pat Todd from FSG had carried out an internal audit and was very impressed. VS had received a copy of the list of checks carried out and everything was in order. PT had issued us with a clean bill of health.</p>	
<p>7. <u>Executive Principal's Report</u></p> <p>See report already circulated for full details (copy held by the Clerk). TL commented that this report was slightly different in that it reports progress against the Academy Development Plan for the year.</p> <p><u>Key points:</u> <u>Pg 2</u> – as shown, we are expecting 82% of students to achieve 5A*-C this year and 40% including English & Maths. TL had met with the DoL's in regard to the new 50% target of students needing to achieve 5 A*-C, including English & Maths by 2015 and they were fairly positive. They understand it will be difficult and more so if BTecs are excluded.</p>	

ACTION

Pg 3 - shows that the tracking of Y10 and Y11 students is going well. Shaun Simmons and Luke Magee had both been very good appointments and had carried out lots of intervention work. Also the new Lexia computer program was proving very successful.

Pg 7 - this grid shows the results of the parental questionnaires and will be useful to show Ofsted.

Pg 8 - behaviour has improved massively, we still have incidents of poor behaviour, but they are much more minor and completely different to 3 years ago when we first started.

Pg 9 - attendance is slightly down on last year, which is mainly due to a number of persistent absentees.

8. Committee Reports

Personnel & Finance - minutes already circulated (copy held by the Clerk). Agreed and accepted.

Budget - already circulated (copy held by the Clerk). KN circulated a summary sheet at the meeting. He felt that we had performed fairly well this year with only £134k deficit, this may be less if we receive some money back from the YPLA in regard to SEN.

In year 2 our funding is reduced because of the fall in student numbers. Also we no longer get a grant for VAT as we will claim VAT back in the same way that any other school does. Our expenditure has dropped, which is mainly linked to salaries ie: not replacing, short term contracts and sharing staff with FSG. There should also be some savings on premises and ICT in the new building.

Year 3 shows a similar pattern to year 2, but we will need to make £150k of savings on salaries, which we are starting to work on now.

After discussion, it was unanimously agreed to approve the 3 year budget.

YPLA Audit - AH reported that one of the outcomes from the audit was that we needed a Disaster Response and Recovery Plan, which we now have. P&F recommend that this is approved by the full governing body. This was agreed. It will be made available to all staff.

KN

Buildings - minutes already circulated (copy held by the Clerk). Agreed and accepted. PR gave a brief update:

Big Marsh - this was progressing well and the governors on the buildings committee had walked around the site. Monthly progress meetings were still taking place and we are now looking at the FF&E.

Inclusion Centre - awaiting planning permission. The council had been supportive and we were hoping for approval this month. However, there is one resident against the scheme and because of this there will now be a delay whilst it goes to committee. Also Highways claim not to have seen this application, even though it has been out for weeks. Project on hold at the moment.

Vocational Centre - full details contained in the Buildings minutes. PR was pursuing the funding for this building, but felt it was going to be difficult.

PR

Curriculum - minutes already circulated (copy held by the Clerk). Agreed and accepted. TH confirmed that the extended day had been discussed and a new proposal had been put forward by TL.

After discussion, it was agreed to change the extended day to run over four nights (Tuesday to Friday) and to make it compulsory for Year 7. We would also cover 2 nights of rural transport.

	<u>ACTION</u>
<p><u>Joint Committee</u> – documents already circulated (copy held by the Clerk). Agreed and accepted. The governors were pleased to see how well the link was working for both schools and TH felt that we should promote this to the local community. TL confirmed that PR will be discussed at the next meeting of the joint committee.</p>	TL
<p>9. <u>Policies</u></p> <p><u>Health & Safety</u> – already circulated (copy held by the Clerk). AH confirmed that this policy had been approved by P&F. After brief discussion, it was unanimously agreed to ratify this policy.</p> <p><u>SES</u> – already circulated (copy held by the Clerk). NB confirmed that he had attended the first meeting of the SES working group today. P&F had approved this document. Ratified.</p> <p><u>Staff Disciplinary</u> – already circulated (copy held by the Clerk). Re-affirmed and agreed, pending a decision in the Autumn term on a new policy.</p> <p><u>Redundancy Policy</u> – already circulated (copy held by the Clerk). TL confirmed that this was based on the Marlowe Academy policy. Governors were happy with the policy, but after discussion, it was agreed that it be sent off to our legal advisors for checking. P&F would discuss/endorse it at their next meeting. It was also agreed to remove anything to do with voluntary redundancy.</p>	TL
<p>10. <u>Composition of the governing body</u></p> <p>The academy has been open 4 years in September. Therefore there are a number of governors whose terms of office are coming to an end. RA ran through the plan of action:-</p> <ul style="list-style-type: none"> ▪ RA will talk to the governors whose terms of office are ending, to see if they wish to continue; ▪ RA will then contact Tonbridge, KCC and Microsoft to ask if they are happy for them to continue and be re-appointed en-bloc by the three sponsors; ▪ RA will also ask Tonbridge to confirm they wish TH to have a further term; ▪ a parent election will take place in the autumn term. 	RA RA RA NP
<p>11. <u>AOB</u></p> <p><u>Strike</u> – TL confirmed that we have 42 teachers who are members of the unions that will be striking on the 30th June. 21 have already confirmed that they will be striking, but they do not have to give us notice. Due to the number that have already confirmed, it was agreed that the school would have to close because of health and safety issues.</p>	
<p>12. <u>Confidentiality</u></p> <p>It was agreed that there were no items to be kept confidential.</p>	
<p>13. <u>Date of next meeting</u></p> <p>Wednesday 14th September 2011 at 4pm.</p>	
<p><i>The meeting closed at 6.15pm</i></p>	