

Minutes Academy Governing Body



Blue Coat
Church of England School
& Music College

Held on: Tuesday 25 September 2018 at 5.00 pm

Place: Blue Coat School

Present: Lyn Johnson - **Chair**
David Kershaw
Vicki Shelley
Lois Whitehouse
Mark Gore
Graeme Anderson
Peter Merrylees
Mike Draper
Anna Stacey
Janet Powell
Eniiwaju Etomi

In attendance: Francis Peacock – Deputy Headteacher
Lisa Henden – Deputy Headteacher
Jane Durkin – Executive Business Director
Kay Grainger – Clerk to Governors

1 WELCOMES AND APOLOGIES

Apologies were received and accepted from Paul Tuffin and Kerry Routley.

OPENING PRAYERS

The meeting opened with a prayer from Graeme Anderson.

2 DECLARATION OF INTEREST

There were no business interests declared in any items on the agenda.

Declaration of Interest forms for AY18/19 issued for signing and request returned to the school.

3 CONFIRMATION OF MINUTES

The minutes of the meeting held on 10 July 2018 were confirmed and signed.

4 MATTERS ARISING

i) **ACTION:** KGR to send PREVENT link to governors.

ii) L Johnson requested feedback on Vertical Tutoring embedding. **ACTION:** To be presented at the next PPS Committee meeting.

5 ELECTION OF CHAIR, VICE CHAIR, COMMITTEE CHAIRS

i) **Chair:** L Johnson nominated by M Gore; seconded by D Kershaw and J Powell.

ii) **Vice Chair:** L Whitehouse nominated by M Gore; seconded by D Kershaw and J Powell.

iii) **Committee Chairs:**

Finance Chair: L Whitehouse nominated by M Draper; seconded by P Merrylees.

Vice Chair: P Merrylees nominated by M Draper; seconded by L Whitehouse.

PPS Chair: M Gore nominated by L Johnson; seconded by L Whitehouse.

Two further committees required: Pay & Performance – sits within Finance Committee. L Johnson accepted. **Governors agreed.**

Headteacher Review Committee: L Johnson and D Kershaw. **All governors agreed.**

6 COMMITTEE MEMBERSHIP

PPS

M Gore (Chair)

L Johnson

A Stacey

P Tuffin

Finance

L Whitehouse (Chair)

M Draper

P Merrylees

Charterhouse Committee

M Draper

F Peacock

L Johnson

J Durkin

E Etomi to advise which committee she wishes to sit on.

7 MEETING SCHEDULE 2018-19

Governors **agreed** the dates of future meetings, all starting at 5.00 pm as;

Tuesday 6 November 2018

Tuesday 4 December for the AGM

Tuesday 22 January 2019

Tuesday 26 March 2019

Tuesday 14 May 2019

Tuesday 9 July 2019

ACTION: Chairs of committees to advise their meeting dates via email.

8 GOVERNORS' ROLES AND RESPONSIBILITIES

Safeguarding Governor: M Gore; P Merrylees to shadow.

Admissions: M Gore

PTA: P Merrylees (support from E Etomi)

SEN: A Stacey

ACTION: K Grainger to arrange meeting with P Merrylees, F Peacock and N Phipps re: PTA/fundraising.

ACTION: M Gore proposes individuals write job descriptions for each of the roles.

Strategy Committee: ideas/thoughts – deferred to next meeting. **ACTION:** V Shelley to bring SDP to next meeting.

9 GOVERNORS' CODE OF CONDUCT

Governors received and **accepted** the code of conduct.

Code of Conduct to be placed on website. **ACTION:** K Grainger

10 SAFEGUARDING (Keeping Children Safe in Education 2018)

Governors are requested to read the document issued and be aware of Part 2 of the policy.

ACTION: Governors are requested to send an email to K Grainger to confirm they have read and accept the policy.

V Shelley presented brief Safeguarding Training to governors. **ACTION:** V Shelley to deliver summarised Safeguarding training on 6 November.

Safeguarding to remain a running agenda item.

11 FINANCE UPDATE

L Whitehouse reported that the finance committee had met the previous week. The committee had considered the following matters;

- Monthly accounts.
- Preparation for year-end audit.
- Risk and Impact report was shared with governors.

12 POLICIES

The following policies were considered and **approved** subject to any comments from governors by the next meeting:

- Behaviour Policy**
- Anti-Bullying Policy**
- Lock Down Policy**
- Critical Incident Plan**

13 CHARTERHOUSE DEVELOPMENT

F Peacock reported that he had meet with representatives from the Local Authority and discussed the following:

- Functionality of the school calculated by area and ratio to pupil numbers.
- I Harrabin aware of the situation.
- L Johnson thanked M Draper for his involvement and guidance.

14 RESULTS ANALYSIS

Item deferred to PPS Committee. LHE thanked for her analysis papers previously distributed.

15 ANY OTHE BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIR

Educational Visits

- i) Bushcraft – Friday, 17 to Sunday, 19 May 2019 for Year 7. Governors **approved** this trip.
- ii) Sefton Dunes, GCSE Geography – 16 October. Governors **approved** this trip.

Pay Award

JDU reported that the teachers' pay award advised by government was 1.5 to 3.5% dependent upon pay scale. This would not be applied until the ESFA awarded the grant in Spring and would then be backdated. Governors **approved**.

Teachers' Pension

JDU reported that we would need to provide an extra 8% work contribution to teachers' pensions.

Meeting closed at 6:35pm