



ACHIEVING SUCCESS TOGETHER

**MINUTES OF THE SPECIAL MEETING OF THE
FULL GOVERNING BODY
HELD ON THURSDAY 20TH JANUARY 2011**

PRESENT:

Mr R Hinckley (Chair)

Cllr D Brown, Mr M Cooper, Mr G Eardley, Mrs F Hampton, Mr M Harris, Mr D Hermit, Mr G Hilditch, Mr D Hogg, Mrs L Mellor, Mrs J Newton, Mr C Priday, Prof T Sadat-Shafai, Mr W Spendilow, Mrs C Taylor, Mrs H Vale, Mr K J Vickers

ALSO IN ATTENDANCE:

Mr J Barlow, Miss S Mardlin

1. Welcome, Introductions, Apologies & Declarations of Pecuniary Interests

The Chair welcomed everyone to the meeting. Apologies were received from Mr R Benson, Mr A Pear, Mrs R Hodges, Mr M Harris and Mrs J Shatwell. There were no declarations of pecuniary interests.

2. Minutes of the Full Governors Meeting 2nd December 2010

The Governing Body was asked to agree as a correct record the unconfirmed Part 1 minutes of the Full Governors Meeting held on 2nd December 2010 (Appendix A).

Resolved

That the minutes of the meeting of the Full Governing Body held on 2nd December 2010 be agreed as a correct record and signed by the Chair.

3. Matters Arising

There were no matters arising.

4. Academy Articles of Association

The Chair asked if the governors had any questions regarding the papers provided (Appendix B). Governors asked for clarification on the liabilities and indemnities section, and a discussion followed. It was suggested that it would be helpful to get a further explanation from the legal advisors and this was agreed.

A question was raised asking if it was expected that there would be any extra responsibilities or workload for Governors should the conversion to academy status take place. It was noted that the only change would be a short AGM once a year.

It was questioned if the objects/articles were flexible enough for the future. The Chair explained the process that took place regarding the appointment of its legal firm Eversheds and that the model articles shown are the ones that would be established.

The organisation of the academy was discussed including the rules of establishing the membership and the governing body. It was noted that employees of the school cannot become Members. There can be 3 to 5 Members of an academy and it was recommended that CHS have 5. It was suggested that Chair, Vice Chair and Chairs of Sub-Committees become the members. It was also suggested that the members should be governors, and that when a Member's governing term comes to an end and if they are not re-elected or re-appointed then another governor will be selected to be the new Member. The terms of reference for Members were discussed.

Governors noted that confirmation had been received that day from the DFE stating that the Governing Body can make the transition to Academy without the need to carry out governor elections. Governors will serve out their existing term and then be re-elected or re-appointed (if they wish) according to the processes in the Articles of Association.

Governors asked for clarification of the difference between a Member appointment and a Co-opted governor, and it was explained that the 5 governors who are Members will appoint governors. Co-opted governors are appointed by the whole governing body.

The structure of the governing body as an academy was discussed and staff governors conveyed feedback they had received from staff who wished to see another staff governor on the governing body. A discussion arose and it was agreed that the number of staff governors could increase from 3 to 5 – 3 teachers and 2 support staff. As far as the 1 LA governor allowed for an academy, the Chair stated that the Governing Body could require a LA appointed governor if it wished or it could decide to co-opt one instead, if that is what it wanted. A LA governor stated that the Governing Body should be free to decide who it wanted to co-opt based on the skills and experience it felt it needed. The other LA governor concurred with this view, and this position was agreed. Governors noted that all roles within the governing body would be equal and that the Members had no more rights or voting powers than any of the other governors.

A governor asked how confidential matters would be addressed and it was noted that the Part II meetings would continue as they do now. A staff governor asked if it was a legal requirement to hold Part II meetings. It was discussed how pecuniary interest matters such as staff salaries or highly confidential matters concerning individual members of staff would be discussed in Part II. It was suggested that staff be sent the agenda for Part II meetings to review the content and that staff governors may not need to be excluded for all Part II items. (Chair's note: Although not discussed at the meeting it is useful to clarify that the performance, capability or remuneration of members of staff are never discussed in Part II or at any time, apart from that of the Head when the annual review of the Head carried out by the Head Teacher's Review Panel is reported under Part II).

Staff governors explained that they are sometimes asked questions by members of staff that they are unable to answer, and it was agreed that the governing body wished to be as transparent as possible and that staff governors should be aware of everything apart from confidential items involving individual members of staff.

Governors were asked if they would agree to the proposed Articles of Association and all agreed.

Resolved

- (i) Clarification will be sought from Eversheds regarding the liabilities and indemnities of governors.**
- (ii) That the governing body agree to the Articles of Association outlined in Appendix B except that the number of staff governors should be increased from 3 to 5.**
- (iii) That the governing body agree that an LA representative will be Co-opted should CHS become an academy and the governing body decides to do so.**

5. Update on Consultations

The Head Teacher distributed a paper 'Additional Responses from Consultation' and asked governors to read the contents.

It was explained that the pattern emerging from the paper was a mistrust about the Government's agenda regarding staff terms and conditions. The Head Teacher urged governors to give some reassurance to staff that they will be treated fairly. It was noted that if the school did not have good Terms & Conditions then it would lose its valuable staff.

A discussion arose regarding the consultation of staff should there be any changes in the future. It was agreed that staff should be informed about the process regarding any future changes to their terms and conditions. It was noted that Evershed's had been consulted about processes regarding any changes to staff terms and conditions and informed governors that any changes would be required to go through a formal process. Governors asked if the staff terms and conditions would continue under the national framework should it become an academy and it was noted that it would and was required as part of the TUPE process. If government did not cease the national framework and the school decided to depart from them then it would be required to undergo consultation.

Governors agreed that the staff concerns were understandable. It was noted that if staff and parents were concerned about the school the increase in staff governors would mean that these could be addressed. Staff governors asked that these messages needed to be conveyed to staff by the governing body. It was agreed that the Chair of Governors would work with the Head Teacher to inform staff about the process of consultation should any changes take place in the future.

The governors discussed the Meeting on Academy Status for Staff, Parents, Carers and Stakeholders which took place on the 19th January, and it was noted that there had been great concern about redundancies, particularly with reducing intake numbers predicted. It was agreed that with the extra funding brought by becoming an academy, it was hoped that the school would be able to avoid making redundancies.

The Chair advised governors that it would be beneficial for all to attend the forthcoming Finance & Premises and Staffing Sub-Committee meetings on 17th February, to gain further information about funding and budgets. It is unlikely that the final Local Authority budget for income would be available for the Finance meeting but it was noted that a budget profile

would be available for expenditure from the school. The Academy funding agreement may be available to support decisions about the academy conversion.

Resolved

- (i) That the Head Teacher be thanked for his report.**
- (ii) That all governors be advised to attend the forthcoming Finance & Premises & Staffing Sub-Committee meetings on 17th February.**

6. Progress on the Academy Action Plan

The Head Teacher reviewed the items on the Action Plan (Appendix D). It was agreed that the proposed Sub-Group meeting planned in February was not now required.

It was noted that the LA were keen to continue providing the payroll services and a meeting had been set up to ensure efficient and smooth running of this. The changes taking place in financial systems in the school, the appointment of auditors and financial software were also discussed. It was noted that should the school not proceed to academy status then it would still go ahead and become a cheque book school.

The Head Teacher informed governors that should the school become an academy, the loan for the Sixth Form Building would need to be paid, however this could be arranged as part of the year-end accrual process.

A parent governor also commented that students were concerned that their school day and holidays would change and governors agreed that a strategy to communicate accurate information to staff and students was of great importance given that they have been misinformed by some scaremongering within the school. Governors asked if they could do anything to help these concerns by being more visible. It was agreed that the governors wished to show that they were genuinely in their governor roles for the benefit of the school. It was suggested that an updated FAQ on the website should be available aimed at students.

A governor asked if there was sufficient time for the consultation period and it was noted that there had been feedback and enquiries from a small number of parents and staff and it was felt that more time would have led to anything more. The governors agreed that the school had listened and taken into account all stakeholder concerns.

A staff governor conveyed that another school had to go through a mini OFSTED inspection in order to become an academy and asked if it would be the same for CHS. It was confirmed that CHS has not been asked for a revisit of its OFSTED inspection.

Resolved

- (i) That the Head Teacher be thanked for his report.**
- (ii) That the governing body agree a strategy to communicate information regarding academy status to the students, staff and parents.**
- (iii) That a FAQ section for students be placed on the website.**

The meeting closed at 7.30pm

MR R HINCKLEY
CHAIR