

Brine Leas School

An Academy

FORMAL MEETING OF THE ACADEMY GOVERNING BODY

Tuesday 21st September 2010 at 6.00 pm

MINUTES

Present: Mrs E Boffey, Mr A Cliffe, Mr T Court, Mr G Dowding, Mrs J Furber, Mrs P Lockett, Mr B Radford, Mrs D Rowlands

1.	<p><u>APPOINTMENT OF CHAIR</u></p> <p>It was confirmed that one nomination had been received in support of Janet Furber, prior to the meeting, this was seconded via another nomination received prior to the meeting. No other nominations were received and all governors were agreement with the appointment of Mrs Furber as Chair. It was agreed that in future, the appointment of Chair will be done at the July meeting with a start date of the 1st September each year.</p> <p>Outcome: Governors were all in agreement with the appointment of Mrs Furber as Chair for the period 2nd September 2010 to 31st August 2011</p>
2.	<p><u>APPOINTMENT OF VICE-CHAIR</u></p> <p>A nomination was received at the meeting in favour of Mrs P Lockett. No other nominations were received and the nomination for Mrs Lockett was seconded and all governors were in agreement with the appointment.</p> <p>It was also agreed to introduce a bylaw to change the Vice Chair appointment to December each year. Therefore, Mrs Lockett will initially be appointed until December 2010.</p> <p>Outcome: To appoint Mrs P Lockett as Vice Chair for the period 2nd September 2010 to 7th December 2010.</p> <p>Outcome: To create a Bylaw so that the appointment of Vice Chair takes place at each December meeting.</p>
3.	<p><u>PROGRESS ON EXTERNAL SERVICES</u></p> <p>It was highlighted that we converted in September but some services are not yet in place as they are not able to be converted over.</p>

	<p><u>PROGRESS ON EXTERNAL SERVICES (cont'd)</u></p> <p>Therefore, external sources will need to be found. Particular areas to be looked at are maternity cover and early retirement. It was highlighted that buildings insurance is covered. There are some areas which are being negotiated such as the student database company who are currently indicating that a £15k fee is necessary.</p> <p>It was shared that even with the additional unexpected costs, we should still not go into a deficit budget as anticipated prior to conversion.</p> <p>Health and Safety is an issue as Cheshire East is unable to take this on due to problems producing invoices for their service. Other options being explored are other authorities such as Cheshire West, Shropshire or Staffs.</p> <p>Governors were informed that there are no services previously provided from Cheshire East that we can't get from other sources.</p> <p>Janet informed governors of the Chair's Actions taken in relation to services:-</p> <ul style="list-style-type: none"> • Purchase of the finance package • Appointment of Affordbond as the Responsible Officer • Reappointment of the LA for payroll services • Marsh Brokers were appointed for insurance cover • Setting up new bank accounts with Lloyd TSB • Signing the Land Registry document <p>Outcome: All governors accepted all the Chair's Actions outlined above.</p> <p>Mr Cliffe informed governors that the YPLA (the vehicle for financing Academy schools) and Kris Nursiah from the DFE are due into school on 30th September to meet with him, Kate Bradshaw and Simon Ascroft. A query remains over the actual role of the YPLA and this needs clarifying during their visit. If their role is about just financing then further consideration needs to be given the other aspects of the school and tracking to ensure that the school is operating effectively. This could mean increasing the role provided by Caroline Sherwin plus getting in an auditor to undertake period checks as it was felt this should not be undertaken purely on an internal basis. An option available is to purchase our own SIP and this is an area for future discussion. Mr Cliffe will prepare some options/prices for consideration.</p>
<p>4.</p>	<p><u>STRUCTURE OF THE GOVERNING BODY FOR BRINE LEAS SCHOOL</u></p> <p>Mrs Furber confirmed that the minute to have the same term of membership as governance has been agreed. Therefore, when governors' terms of office end, so will their membership of the Trust.</p> <p>Governors were also notified that Mr B Kinrade has resigned from his position as governor after 25 years on the governing body for BLS.</p> <p>Governors discussed the presence of Mrs K Bradshaw at future governors meetings. It was suggested that her presence was particularly useful as she has all the financial knowledge relating to the school.</p>

STRUCTURE OF THE GOVERNING BODY FOR BRINE LEAS SCHOOL (cont'd)

It was therefore agreed that for the first year Mrs Bradshaw would be asked to be present in order to give feedback from the finance committee and take any associated questions. This will be reviewed at the July meeting.

A proposal was put forward that we continue with 3 elected staff governors. It was queried whether one member of staff should be connected with the post-16 side, however, it was confirmed that the vast majority of staff will be teaching at all levels and therefore this was not required. In addition, all reports will take account of the whole school. It was therefore agreed that two teaching staff governors and one support staff governor positions should remain on the governing body.

Outcome: That elections will take place for two teaching staff governors and one support staff governor.

Governors then discussed the role of LA governor. It was highlighted that there is no requirement to have an LA governor, however, by including one it shows we haven't removed all LA links and it may give a route into the LA if there are any problems. It was therefore agreed that an LA governor should be appointment and Mrs Furber will look into the re-appointment to this position.

Outcome: That an LA governor should be included in the structure of the governing body for BLS.

Mrs Furber shared that taking into account the above, up to 7 parent governors could be appointed which would leave one vacancy (the replacement for Mr Kinrade). It was highlighted that there is an option to leave one or two of these vacancies open in order to leave some flexibility. After a lengthy discussion, it was agreed to run elections for 5 parent governors initially.

Outcome: That elections will take place for the appointment of 5 parent governors.

Governors discussed the Clerk role and agreed to the re-appointment of Mrs E Fletcher.

Outcome: That Mrs E Fletcher is appointed as Clerk to Governors.

Mrs Furber asked all Governors if they wished to be a member of the Trust as well as a governor. All agreed to this.

Outcome: That Mrs E Boffey, Mrs P Lockett, Mr B Radford and Mrs D Rowlands will become members of the Trust along with the current members, Mr A Cliffe, Mr T Court, Mr G Dowding and Mrs J Furber,

End of Meeting