

The Harvey Grammar School

Minutes of a meeting of the Governing Body number A18 held on Thursday 15 December 2016 at 5.00 p.m. in the Trafalgar Room

Present: Mr. J. Dennis (JD) (Chair), Mr. M. Bridges (MB) (Vice-chair), Mr. J. Batten (JB), Mrs. A. Brown (AB), Mr. W. Dawson (WD), Mrs. M. Mitchell (MM) and Mr. S. Norman (SN)(HT).

In attendance: Mr. A. Allon (AA) (DHT Pastoral), Mr. S. Goodfellow (SJG) (DHT Curriculum)

Clerk: Mr. M. Hydes (MCH)

Prior to the start of the meeting Governors met new members of staff over afternoon tea and welcomed them to the school.

No.	Item/detail	Action
	The following papers were available on the intranet in advance of the meeting: Annual Report and Financial Statements y/e 31 August 2016 Letter to Williams Giles – trustees’ representations Letter to Williams Giles – accounting officer’s representation	
1.	Chair’s Introduction and Welcome	
	The chair explained that because of a major power outage the electricity supply was being provided by emergency generators. Consequently, the meeting would need to close by 6.00 p.m. The chair welcomed all to the meeting and confirmed that it was quorate 6/11 governors being present. The chair explained that the Student Discipline Committee would shortly be meeting to consider an exclusion and that all appropriate procedures had been followed.	
2.	Apologies for Absence	
	Apologies had been received from Mr. K. Bridgland (personal), Mrs.K. Callandar (personal), Mrs. S. Hammond (SH) (work commitment) and Mr. J. Smith (JS) (work commitment). All apologies were accepted.	
3.	Declaration of Business Interests	
	Mrs. A. Brown indicated that she would be confirming with the Clerk details of a potential related party matter and on-going interest in the future demolition of the Old Gym adjacent to her private house. Other than this, governors had no business interest/related parties matters to declare other than those already recorded.	AB to advise clerk – on-going
4.	Minutes of the Meeting held on 14th July 2016	
	p.2 item 4 line 1 ‘Mrs. Callender’ should read ‘Mrs. Callandar’ p.6 item 7 delete 5th bullet point p.7 item 11 ‘Any other business’ should be item 12 and item 12, item 13 Subject to these amendments the minutes of the meeting held on 13 October were accepted as a true and accurate record and signed by the chair.	Clerk
5.	Matters Arising from the Minutes	
5.1	5.3 Draft School Improvement Plan	

	The chair enquired about the joint training day with Folkestone School for Girls which had taken place on 23 October 2016. The HT reported that feedback from staff at both schools had been very positive. It was likely that the event would be repeated every two years.	
5.2	6.1.2 Ofsted Conference on Disadvantaged Pupils	
	<p>The HT reported that further to his recent attendance at a group of leading practitioners invited by Ofsted to develop materials for use by schools dealing with disadvantaged backgrounds, he had now been invited by the Buckinghamshire Learning Trust to give a presentation in January 2017 on how grammar schools could best serve the needs of children in the local community.</p> <p>The HT added that he had also been invited to join Ofsted's Headteacher Reference Group for the South- East.</p> <p>Governors acknowledged that these developments would be beneficial to the HT and the school.</p>	HT to report at FGB on 2/3/17
5.3	Year 7 Transition	
	Governors requested that a future parents' focus group should be asked their views on how the school had managed the power failure on 15 December 2016.	HT as appropriate
5.4	6.4 Performance Management	
	The chair reported that the HT's performance management review had taken place. The panel had noted that he had met all objectives and would receive a lift in his remuneration.	
5.5	9. To Consider Policy Up-dates	
	The HT reported in relation to school assets that a painting of Eliab Harvey had not yet been found.	
5.6	10. Governing Body Matters	
	The clerk noted that a number of skills matrices had been received and was asked to make enquiries about outstanding returns.	Clerk – on-going
6.	To Approve Annual Report and Financial Statements y/e 31 August 2016	
	<p>The chair explained that a draft annual report had been circulated in advance of the governing body meeting on 13 October 2016 for comment/questions as appropriate. Subsequently draft accounts had been scrutinised by the PPPF committee.</p> <p>The chair reported that a number of questions had been raised with the auditors and answered satisfactorily.</p> <p>Governors asked for clarification of 'governance costs' of £14,610 (p.31 item 8 financial statements). The chair explained that this represented items such as clerking costs, governor training, subscriptions to outsourced services e.g. KCC service level agreement. Governors noted that no governor had claimed expenses.</p> <p>Governors asked why, on this occasion, letters of representation were being asked of the school. The HT was asked to make enquiries of the auditors.</p> <p>After discussion governors voted unanimously to approve the annual report and financial statements for the y/e 31 August 2016.</p>	

	<p>Governors considered the management report provided by Williams Giles. Governors noted that 2014-2015 raised by the auditors had been addressed satisfactorily. Two findings from the 2015-2016 audit (fixed asset register and trip income) had also been addressed satisfactorily. Governors asked about a risk categorised as amber in respect of school funds held in a bank account outside of the accounts system. Governors were advised that this referred to an account into which a small number school fund standing orders were still being paid although the pupils concerned had left the school. Governors noted that in some cases parents still wished to support the school. If the account was closed the standing orders would be lost. Governors noted that in line with the auditors' recommendation that the year-end balance should be included in the trial balance at the year end.</p> <p>Governors asked that thanks should be extended to Mrs Silk and the finance team for their highly professional approach working with the auditors to deliver the accounts.</p>	
7.	Governor Training and Visits	
	The chair enquired whether all governors were set up on Governor E-Learning (GEL). MB (training governor) agreed to contact all governors to ascertain the current status of their GEL account.	MB to contact governors – on-going
8.	Committee Reports	
8.1	PPPF Report 17 November 2016	
	See item 6 above The committee chair undertook to provide a brief report on the recent meeting to be published on the FGB tile on the intranet.	MB - ongoing
8.2	SPPC Report 21 November 2016	
	MM reported that both DHTs (curriculum and pastoral) had provided detailed reports on topics such as value-added GCSE/A level outcomes, developments in the curriculum and pupil premium. Questions had been asked by committee members and responses recorded.	
	<i>Clerk's note</i> <i>Approved minutes of the PPPF and SPPC committees are available to all governors on the respective tiles on the Intranet.</i>	
9.	Dates for Future Meetings	
	Full Governing Body 2 March 2017 Governors noted that the Annual Carol Concert was to be held on 19 December 2016.	
10.	Any Other Business	
10.1	Companies House	
	The chair asked the clerk to make enquiries in respect of director registration details held at Companies House.	Clerk – by 31/12/16

There being no other business the meeting closed at 5.50 p.m.

Signed _____ (Chair)

Date _____

