

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

### **FULL GOVERNING BODY MEETING – TERM 5** **Held at the school on Thursday 7 May 2015 at 3.15pm**

#### **MINUTES**

**PRESENT:**

Lawayne Jefferson (Chair)	Marilyn Bryant
Naresh Rao (Vice Chair)	Rita Deegan
Sarah Baker (Headteacher)	Karen Thompson
Catherine Hallam	Louise Blundell
Kate Teal	Marian Curran
Tim Whitaker	Elizabeth Jahn (Clerk)

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
<b>1.</b>	<b>Welcome &amp; Apologies for Absence</b>	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Barry Trahar, Rachel Richardson, Sylvia Townsend, Darren McKimm, Annemieke Waite, Hilary Jeffkins, Rod Symmons, John Waldron and Andy Scoble.	
<b>2.</b>	<b>Attendance &amp; business/pecuniary interest register</b>	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
<b>3.</b>	<b>Report &amp; Review</b>	
<b>3.1</b>	<b>Governors' whole day visit: initial feedback</b>	
	Governors carried out a workshop exercise to reflect on the development day and visits to classrooms. The outcomes would be collated and shared with Governors and the Strategic Leadership Team (SLT) in due course to inform the Strategic School Development Plan (SSDP) and the Governing Body's Development Plan (GBDP).	
<b>4.</b>	<b>Approvals</b>	
<b>4.1</b>	<b>Minutes of previous meeting, carried forward matters and matters arising</b>	
	The Minutes were agreed and signed as a correct record subject to a minor amendment. There were no carried forward matters or matters arising that were not already included on the Agenda.	
<b>4.2</b>	<b>New wired/wireless IT solution</b>	
	The Vice Chair and Chair of the Finance and Audit Committees provided feedback from their meeting earlier in the day with members of the IT Team. Scrutiny included affordability and shelf life of the new equipment. Governors noted that the equipment had a 3-year shelf life and Governors had reviewed the summary of the management account reserves budget to identify if the project was affordable. Governors asked for clarification regarding whether the costs included equipment such as iPads; the Headteacher confirmed that the equipment costs related to the infrastructure only.	
	Governors asked if there was concern regarding the difference in costs in that the specifications were met in full by each quote but the recommended quote was the cheapest; the Chair of the Finance and Audit Committees and the Vice Chair confirmed that there was no discernable difference in the package being offered to reflect the greater costs; and therefore, the proposed option was considered the best value for money. Governors asked if there was capacity to expand the infrastructure should the building bid be successful; the Headteacher advised that the additional materials eg cables, would need to be bought however, the system had the capacity to cover the anticipated service range.	

Approval (Initials) .....

	<p>Governors considered the financial aspects of the purchase and whilst it was agreed that the expenditure was affordable, it was also recognised that the Finance Committee would need to reflect on the level of reserves in more detail at the next Committee meeting to anticipate longer-term plans.</p> <p>Governors considered and agreed the proposal as detailed in the summary document distributed. Governors also noted that Governors unable to attend the meeting, who had responded to an email requesting their views, confirmed that they were in support of the expenditure.</p>	
<b>4.3</b>	<p><b>Approval of meeting dates for 2015/2016</b></p> <p>Governors agreed that meetings should start at 6.00pm except the Post 16 meeting with the partner schools, which would start at 7.00pm and the full Governing Body (FGB) meetings, which would start at 6.30pm. The meeting dates would be confirmed and distributed in due course.</p>	
<b>5.</b>	<b>Key Events for Governors</b>	
<b>5.1</b>	<p><b>Key dates for Governors</b></p> <p>Governors were referred to the latest Students' Bulletin, which contained key dates for school events.</p>	
<b>6.</b>	<b>Correspondence</b>	
	There was no correspondence to consider.	
<b>7.</b>	<b>AOB</b>	
	There was no other business to consider.	
<b>8.</b>	<b>Date &amp; Time of Next FGBM</b>	
	Thursday 14 July 2015, 6.30-8.30pm	

**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 14 July 2015