

REDCAR AND CLEVELAND LOCAL GOVERNORS' ASSOCIATION
MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE HELD AT 6.30 P.M. ON
WEDNESDAY 3 DECEMBER 2014

GOVERNORS PRESENT:

Mr B. Coulston, Sacred Heart RC School (Chair)
 Mrs R. Nicholls, Saltburn Campus (Secretary)
 Mr K. Wood, Normanby Primary Academy (Vice-Chair)
 Mr M. Bloomfield, Belmont Primary School (Treasurer)
 Mrs Y. Joy, New Marske Primary School
 Dr D. Thomson, Kirkleatham Hall School
 Mr V. Peel, Lakes Primary School
 Mr D Gallagher, Redcar Academy

ALSO PRESENT

Glennis Smith, Redcar and Cleveland School Governor Support Service (Minutes)

1. **APOLOGIES FOR ABSENCE**

- 1.1 An apology for absence was received from Mr J. Tombs, Lockwood Primary School. The Chair was in another meeting in the capacity as a governor at Sacred Heart School but would join the Executive Committee as soon as possible. Mr Wood chaired the meeting until his arrival.
- 1.2 In response to a question about Mrs Parncutt's continued membership of the Executive Committee, the Clerk explained that Mrs Parncutt had been on holiday when Governors' Association members had been asked to express their interest in officer positions and also at the time of the AGM. Due to other appointments made, there was not currently a vacancy, but Mrs Parncutt had indicated that she was still interested in serving on the Executive Committee if a place became available.

2. **MINUTES**

RESOLVED that the minutes of the meeting held on 9 July 2014 be approved and signed by the Chair.

Chair

3. **MATTERS ARISING FROM THE MINUTES**

3.1 **Expenses (Arising from item 3.3)**

Mrs Nicholls confirmed that she had now received a cheque reimbursing her for travel expenses.

(Brian Coulston arrived at the meeting at this point and took the chair)

3.2 **Bank Mandate (Arising from Item 3.7)**

Mr Bloomfield would not make arrangements to be included on the bank mandate as he would not be continuing as Treasurer. Mrs Nicholls had been given telephone contact details for Barclays, but to avoid paying for lengthy

phone call charges she would visit the bank in person by the end of the week. The Chair confirmed that his paperwork was now with the bank.

Mrs
Nicholls

3.3 Crime Task and Finish Panel (Arising from Item 3.5)

Mrs Smith reported that Mr Tombs had been unable to attend the meeting of the Crime Task and Finish Panel but had e-mailed the co-ordinator of the meeting giving positive feedback about the way the East Cleveland schools worked closely with the Police Community Support Officers (PCSOs). Mr Tombs had received no feedback following the meeting of the Panel. The Chair explained the background to the request for representation at the Crime Task and Finish Panel, which was a one-off meeting rather than an ongoing commitment.

3.4 Child and Adolescent Mental Health Service (CAMHS) (Arising from Item 4.3)

Mrs Smith had e-mailed Executive Committee members a web link to further information about CAMHS following the previous meeting. However, as they didn't remember having received this she would resend the details.

Mrs
Smith

3.5 Summer Term Meeting of the Governors' Association (Arising from Item 4)

Mrs Smith would send all representatives the PowerPoint slides for the recent meeting as part of the follow-up work after completing the minutes. The Chair confirmed that he had e-mailed John Dooris, Head Teacher of New Marske Primary School, thanking him for his presentation.

Mrs
Smith

3.6 Constitution (Arising from Item 5)

The Executive Committee's recommended amendment to the Constitution had been approved at the recent AGM.

3.7 Arrangements for Auditing the Accounts for the 2013/14 Financial Year (Arising from Item 6)

The Treasurer had given the chequebook and all financial documents to the auditor earlier in the week and had explained that the accounts needed to be audited for the 2013/14 financial year. He had also provided him with a cheque for his fee in respect of previous audit work undertaken.

3.8 Meeting Venue (Arising from Item 11)

It was noted that the use of Kirkleatham Hall School's further education centre was not currently possible due to snagging problems with the new building. This would be reconsidered when the building was ready to be used. In the meantime Mrs Smith would continue to book Sacred Heart School as a venue and it was noted that the Community Room had worked reasonably well for the recent full Association meeting.

4. ARRANGEMENTS FOR THE SPRING TERM GOVERNORS' ASSOCIATION MEETING

4.1 Executive Committee members discussed the following potential topics /

speakers for the Spring term meeting of the Governors' Association:

- **New LA School Improvement Advisers and Head of Learning and Achievement:** It was suggested that the team of School Improvement Advisers and John Anthony (Head of Learning and Achievement) might be invited to the summer term meeting of the Association, by which time all three new appointees would have taken up post. Discussion took place regarding changes introduced within the Landmark Teaching Alliance. Head teachers were conducting standards reviews in other schools with support from Tom Havelock, former LA adviser, who was also conducting head teacher performance management reviews.
- **CAMHS:** This was still a strong possibility for the spring term meeting.
- **National Leaders of Governance (NLGs):** Eleanor Nicholls, Chair of Governors at St Bede's Primary Academy, was an NLG and might be willing to attend a meeting. Regional NLG advocates were also in place and could be approached.
- **East Cleveland Co-operative Learning Trust:** Grant Hopkins, whose substantive post was Head Teacher at Lockwood Primary School, had been seconded to act as co-ordinator of the Trust. However, it was considered too early to invite him to address the Governors' Association.
- **North East Schools Teaching Alliance (NESTA):** Led my Nunthorpe Academy, this was another teaching alliance similar to the Landmark Teaching Alliance, who had already delivered a presentation to the Governors' Association.
- **Supporting Children with Medical Conditions:** This was a topical issue and it was suggested that someone from Health may be able to talk to Association members as they had recently drafted a policy. They might also be offering training to schools and governors. Consideration was given to possibly linking this to CAMHS although it was recognised that they were separate matters dealt with by different teams.
- **Assessing without levels:** Discussion took place regarding the changes to assessments. Anthony Conlin from Valley Rd Community Primary School in Sunderland was suggested as a possible speaker but it was considered that it might be better to delay a presentation on this matter until he could talk about the new systems that had been implemented.
- **SEND Reforms:** Mrs Smith hoped to be able to offer a training session on the SEND reforms in the governor training programme for the Spring term.

4.2 The Executive Committee agreed that their first choice was to invite someone from CAMHS to speak at the Spring term meeting. The subject of NLGs was the second choice if this was not possible. Mrs Smith would make the necessary arrangements. Monday 23 February 2015 was the first choice of date. If this was not possible Mrs Smith would e-mail Executive Committee members about other potential dates as her availability on Mondays during the Spring term was limited.

Mrs
Smith

5. ARRANGEMENTS FOR APPOINTMENT OF AN AUDITOR FOR 2014/15

Another potential auditor had been approach but was not interested in taking on this work. The Executive Committee agreed to recommend at the Spring term meeting of the Association that Mr Carl Snowball continue to act as auditor for the 2014/15 financial year accounts.

6. ARRANGEMENTS FOR APPOINTMENT OF A TREASURER FOR THE 2014/15 SCHOOL YEAR

The Clerk reported that Sue Nicholson, Chair of Governors at Riverdale Primary School, had volunteered to take on the position of Treasurer, subject to appointment at the next full meeting of the Association. Mrs Nicholson was the Risk and Insurance Officer for Redcar and Cleveland Borough Council and had previous experience acting as a Treasurer. Mrs Smith would respond to Mrs Nicholson expressing the Executive Committee's appreciation of her offer. She would be formally proposed for appointment at the next meeting of the Association, following which arrangements could be made to include her on the bank mandate and the current Treasurer would hand over all the necessary information. The Treasurer confirmed his willingness to continue dealing with any financial transactions in the meantime.

7. ANNUAL SUBSCRIPTION FOR 2015/16 FINANCIAL YEAR

The annual subscription for 2015/16 had not been agreed at the full Association meeting as the Clerk had raised the issue of potential additional costs relating to the requirement for the School Governor Support Service to charge VAT. She was awaiting advice from the NGA about whether local governors' associations could reclaim VAT and had also contacted a colleague in Hartlepool School Governor Support Service about the position with Hartlepool Governors' Association. The current balance of the accounts was £1200 and the Executive Committee provisionally recommended maintaining the subscription at £40 unless feedback on VAT suggested there was a need to consider an increase.

(Mr Bloomfield and Mrs Joy left the meeting at this point)

8. DISTRIBUTION OF SECRETARY'S REPORTS

The Secretary had already written a report from the recent meeting of the Governors' Association, which had been approved by the guest speaker, John Dooris. Discussion took place regarding the best way to distribute and publicise reports in future in light of the fact that the School Governor Support Service was not currently producing hard copy newsletters for governors. It was noted that there were three reports pending distribution in total. Mrs Smith explained that the School Governor Support Service now sent very little information in hard copy to governors and it would be costly to send the Governors' Association reports on their own. The purpose of circulating the reports was discussed in terms of whether they should only be made available to schools paying a subscription or whether providing them to non member schools might encourage them to join. It was agreed that the Secretary's reports should be e-mailed to all chairs of governors and Governors' Association representatives, as well as being published on the Council's web-site. When the circulation of the report coincided with a communication to all governors, Mrs Smith agreed to include it in that circulation, providing hard copies to governors without e-

Mrs
Smith

mail addresses.

9. INFORMATION FROM THE NATIONAL GOVERNORS' ASSOCIATION

Mrs Nicholls had seen information in the NGA bulletin about careers breakfast roadshows coming to Teesside in late June / early July. These events would be run by Careers Academy UK and were aimed at teachers and governors in secondary schools. Mrs Nicholls would send details to Mrs Smith for forwarding to secondary school representatives on the Executive Committee. Mrs Smith would check whether Redcar Academy already subscribed to the NGA and, if not, would ask the NGA to start circulating weekly bulletins and the Governing Matters magazine to Mr Gallagher as a new member of the Executive Committee.

Mrs
Nicholls /
Mrs Smith

Mrs Smith

10. ANY OTHER BUSINESS

There were no further items of business.

11. DATE AND TIME OF NEXT MEETING

RESOLVED to hold the next meeting of the Executive Committee on at 6.30 p.m. on Thursday 19 March 2015 at Sacred Heart School, subject to venue availability.

Mrs
Smith

(The meeting closed at 7.35 p.m.)