

**REDCAR AND CLEVELAND GOVERNORS' ASSOCIATION**  
**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE HELD AT 6.30 P.M. ON**  
**WEDNESDAY 9 JULY 2014**

**GOVERNORS PRESENT:**

Mr B. Coulston, Sacred Heart RC School (Chair)  
 Mrs R. Nicholls, Saltburn Primary (Secretary)  
 Mr K. Wood, Normanby Primary Academy (Vice-Chair)  
 Mrs Y. Joy, New Marske Primary  
 Dr D. Thomson, Kirkleatham Hall School  
 Miss J. Parncutt, Hummersea Primary  
 Mr V. Peel, Lakes Primary

**ALSO PRESENT**

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

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from John Tombs, Lockwood Primary School.

2. **MINUTES**

RESOLVED that the minutes of the meeting held on 27 March 2014 be approved and signed by the Chair.

Chair

3. **MATTERS ARISING FROM THE MINUTES**

3.1 **Spring Term Meeting – PowerPoint Presentation (Arising from Item 3.3)**

The PowerPoint presentation from the spring term meeting had been e-mailed to Governors' Association representatives.

3.2 **Summer Term Meeting (Arising from Item 4)**

A committee member commented that he had found the summer term meeting very interesting and that the Chair of his governing body, who did not usually attend, had also found it valuable. Discussion took place regarding the extent to which the lack of an external speaker might have affected attendance, which had been very low on this occasion. However this did not reflect on the quality of the presentation and the Chair emphasised that it had been interesting to receive feedback from governors from other schools about their self-evaluation processes. Glennis Smith would e-mail all representatives the presentations from the Summer term meeting.

Glennis Smith

(Vince Peel arrived at this point)

3.3 **Expenses (Arising from Item 3.6)**

Rosemary Nicholls was still looking forward to receiving a cheque reimbursing her for travel expenses.

Treasurer

3.4 NGA Survey (Arising from Item 6.2)

The Chair had not had the opportunity to complete the NGA survey. It was not known whether NGA had provided any feedback on this exercise.

3.5 Crime Panel Task and Finish Group (Arising from Item 7)

John Tombs had attended the Crime Panel Task and Finish Group on behalf of the Governors' Association and would hopefully be able to provide feedback at the next meeting.

John  
Tombs

3.6 NGA Meeting (Arising from Item 6.1)

Ken Wood reported that he had attended the NGA's North East regional meeting on 31 March 2014.

3.7 Bank Mandate (Arising from item 3.1)

The Chair had clarified the action required in relation to updating the bank mandate. He and the Treasurer needed to complete a personal details form and take it to the bank with their identity documents. It was confirmed that former officers to be removed were Nigel Marsh (former Treasurer) and John Coulthard (former Chair). The committee confirmed that two signatories should still be required for cheques, in accordance with the constitution, and that the address for correspondence and bank statements should, in principle, be that of the person holding the role of Treasurer. It was noted that the date of the Executive Committee meeting where the signatories had been agreed was 27 March 2014. It was acknowledged that, should there be any changes to officers at the Autumn term AGM, then the minutes of that meeting would need to confirm further changes required to signatories on the bank mandate. However, it was agreed to pursue the addition of the current Chair and Treasurer to the mandate as soon as possible and the Chair would contact the Treasurer regarding this matter.

Chair

4. ARRANGEMENTS FOR THE AUTUMN TERM GOVERNORS' ASSOCIATION MEETING AND AGM

4.1 Glennis Smith would write to Governors' Association representatives requesting expressions of interest in officer roles and Executive Committee membership in preparation for the AGM in the autumn term.

Glennis  
Smith

4.2 A full discussion took place regarding possible topics and speakers for the next meeting. The following suggestions were considered:

- **Child and Adolescent Mental Health Service (CAMHS)**
- **Head of Learning and Achievement:** Not yet appointed and John Anthony remained in place as Chief Education Officer.
- **National Leaders of Governance (NLGs) and National Leaders of Education (NLEs):** Eleanor Nicholls, Chair of St Bede's RC Primary School was the authority's first NLG. There were also NLG Advocates in the region who would be willing to address the Association. The Head

Teacher at Normanby Primary School was an NLE.

- **NESTA (North East Schools Teaching Alliance):** NESTA was a teaching alliance led by Nunthorpe Academy and involving other schools and academies in Redcar and Cleveland. It was noted that it was a similar organisation to the Redcar Teaching Alliance, who had already recently made a presentation to the Governors' Association.
- **East Cleveland Co-operative Learning Trust:** The Trust had recently appointed a Head Teacher to lead its work, so it was considered that it might be appropriate to invite him to address the Association at a later date after he had been in post for a while.
- **Pupil Premium:** Saltburn Learning Campus had recruited an administrator, Lisa Morrissey, to co-ordinate the use of the Pupil Premium Grant and discussion took place regarding the possibility of inviting her to talk about her role. Rosemary Nicholls, a governor at Saltburn Campus, reported that this initiative was working well, but Ms Morrissey had not been in post for long so this might not be the right time. Yvonne Joy, Chair of New Marske Primary School, reported that the school had appointed a parental support worker, Lisa Stewart, in April 2014, whose role was primarily to focus on children and families where the child was eligible for Pupil Premium funding. Ms Stewart had given a short presentation to the governing body's Curriculum Committee the previous week about impact and future plans. The impact of her work was already evident. For example, attendance of free school meals pupils at the Breakfast Club had increased from 24% to 48% and punctuality had improved. Yvonne Joy suggested inviting Lisa Stewart to talk to the Governors' Association about her role. Following discussion, in which it was acknowledged that the school's leadership team was responsible for the strategy in relation to the use of Pupil Premium, it was agreed that if this option was pursued it would be useful to invite the Head Teacher, John Dooris, to attend along with Lisa Stewart. Mrs Joy was confident that he would be willing to attend. Their joint presentation should lead to discussion about the use of Pupil Premium in other schools, during which Rosemary Nicholls could explain the Saltburn Campus initiative.
- **Supporting Pupils with Medical Conditions:** New national guidance was available on this matter although it was not known who could be invited as a speaker. This led to discussion about changes to nursing support in schools and the limitations on the tasks school nurses were allowed to undertake.
- **SEN Local Offer:** New arrangements for SEN provision would be in place from 1 September 2014.

#### 4.3 RESOLVED:

- i) that Pupil Premium would be the first choice of topic for the Autumn term meeting of the Governors' Association;
- ii) that Yvonne Joy would invite John Dooris, Head Teacher of New Marske Primary School, to attend with parental support worker Lisa Stewart, to talk about New Marske's strategies for using Pupil Premium and, in

Yvonne  
Joy

- particular, the parental support worker initiative;
- iii) that if the New Marske staff were unable to attend, the second choice of topic would be CAMHS (*Glennis Smith agreed to find more information about CAMHS for future reference*)
- iv) to hold the meeting on 24 November (first choice) or 10 November (2<sup>nd</sup> choice).

Glennis  
Smith

## 5. REVIEW OF CONSTITUTION

- 5.1 The Executive Committee reviewed the constitution with a view to recommending any changes to the AGM. It was noted that an old version had been circulated in hard copy but the most recent version had been e-mailed to members.
- 5.2 Following discussion, it was agreed not to make a recommendation to extend Association membership beyond Redcar and Cleveland boundaries. Consideration was also given to whether the use of the word “governing body” was still appropriate in the changing education landscape, given that there was now a range of different governance structures in place. However, Mrs Smith advised that it was a sufficiently generic term that could refer to bodies with responsibility for governance of schools. Glennis Smith highlighted that, at some point, the title of the Association recorded in the constitution seemed to have changed from Redcar and Cleveland *Local* Governors’ Association to Redcar and Cleveland Governors’ Association. However, the name was recorded as Redcar and Cleveland Local Governors’ Association on the bank account.
- 5.3 RESOLVED to recommend that the word “Local” be re-inserted to match the name on the bank account and also to distinguish between the local association and the NGA.
- 5.4 Glennis Smith had checked whether the Association had managed to meet the recommended requirements in relation to the balance of membership on the Executive Committee in section 5.2 of the constitution and confirmed that the requirements had largely been met, other than there was lower representation from the West cluster of the Borough. It was considered that no change was required to this clause.

## 6. ARRANGEMENTS FOR AUDITING THE ACCOUNTS FOR THE 2013/14 FINANCIAL YEAR

- 6.1 As discussed at the main Association meeting, the accounts had been audited up to July 2013. However, the accounts for the financial year April 2013 to 31 March 2014 now needed to be audited for presentation to the AGM in the autumn term. The Treasurer had questioned the necessity of having the accounts audited as there had been no transactions during the period August 2013 to March 2014.
- 6.2 RESOLVED that the accounts for the 2013/14 financial year be audited for presentation at the November meeting, including a re-audit of the period April to July 2013 to bring the accounts in line with the audit period specified in the constitution.

6.3	The Chair would contact the Treasurer regarding the decision to have the accounts audited.	Chair / Treasurer
7.	<u>APPOINTMENT OF AN AUDITOR FOR 2014/15</u>	Glennis Smith
	Carl Snowball had already been appointed as auditor for the 2013/14 financial year. Glennis Smith was aware of a former employee of Redcar and Cleveland Council who might be willing to undertake this role and agreed to contact her so that alternatives could be presented to the AGM.	
8.	<u>REVIEW OF ANNUAL SUBSCRIPTION FOR 2015/16</u>	
	RESOLVED to recommend to the AGM that the subscription for 2015/16 remain at £40 unless the Treasurer advised otherwise.	
9.	<u>INFORMATION FROM THE NATIONAL GOVERNORS' ASSOCIATION</u>	
	There was no information to discuss on this occasion but it was agreed that it was still relevant to include this as a regular agenda item in case of any significant issues arising from NGA communications.	
10.	<u>ANY OTHER BUSINESS</u>	
	There were no further items of business.	
11.	<u>DATE AND TIME OF NEXT MEETING</u>	
	RESOLVED:	
	<ul style="list-style-type: none"> <li>i) to hold the next meeting of the Executive Committee on 3 December 2014;</li> <li>ii) that the full Association meeting be booked at Sacred Heart School;</li> <li>iii) that Doug Thomson speak to the Head Teacher at Kirkleatham Hall School about the possibility of holding the Executive Committee meeting in their FE centre, subject to it being no more expensive than Sacred Heart, with a view to assessing its suitability as a future venue for both meetings.</li> </ul>	Glennis Smith  Doug Thomson
	(The meeting closed at 7.50 p.m.)	