

REDCAR AND CLEVELAND LOCAL GOVERNORS' ASSOCIATION
MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE HELD AT 6.30 P.M. ON
MONDAY 13 JULY 2015

GOVERNORS PRESENT:

Mr B. Coulston, Sacred Heart RC School (Chair)
 Mrs R. Nicholls, Saltburn Learning Campus (Secretary)
 Mrs S. Nicholson, Riverdale Primary School (Treasurer)
 Mr K. Wood, Normanby Primary Academy (Vice-Chair)
 Mr D Gallagher, Redcar Academy
 Mr V. Peel, Lakes Primary School
 Dr D. Thomson, Kirkleatham Hall School

ALSO PRESENT

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

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs Y. Joy (New Marske Primary School) and Mr M. Bloomfield (Belmont Primary School).

2. **MINUTES**

RESOLVED that the minutes of the meeting held on 19 March 2015 be approved and signed by the Chair.

Clerk /
Chair

3. **MATTERS ARISING FROM THE MINUTES**

3.1 **Report and Presentation from Spring Term Meeting (Arising from Item 3.2)**

The PowerPoint presentation and Secretary's Report from the spring term meeting had been sent to all LGA representatives and chairs of governors and uploaded to the Redcar and Cleveland Borough Council web-site.

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

Rosemary Nicholls had written her report on the summer term meeting and it had been sent to Julia Millard (NLG Advocate) and Eleanor Nicholls (NLG) to be checked before circulation. Julia had sent a suggested amendment earlier that day, which Mrs Smith would discuss with Rosemary Nicholls before finalising and circulating the report. The Chair had been very impressed with Julia Millard. It was noted that her own capacity as an NLG would be limited and she would refer people requesting support to other NLGs in the region. The Chair had emailed Julia and Eleanor to thank them for their respective contributions to the meeting.

Mrs
Smith

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

4.1 It had previously been suggested that the LA's School Improvement Adviser team could be invited to address the Association at its Autumn term meeting.

From September, the team would consist of David Major, recently appointed Adviser David Baldwin and new Adviser Lynne Stabler. Mrs Smith suggested that the meeting might also be used to introduce her own successor. The Advisers could be asked to give details of their roles, schools allocated, processes for monitoring school effectiveness and categorising schools, reports provided for governors and how they were working with governors. Discussion took place regarding the possibility of inviting John Anthony, Head of Learning and Achievement, to attend as well as the Advisers. This was not considered necessary, but Mrs Smith suggested that the Association might want to reconsider inviting him if her post had not been filled by the time of the meeting, so that he could explain arrangements in place to ensure continued support to governing boards.

4.2 Assessing without levels was another possible topic for the meeting and it was suggested that Anthony Conlin, Data Manager from Valley Rd Community Primary School in Sunderland, could be invited to give a presentation. It might be necessary to pay him and it was acknowledged that he might talk specifically about his own system for assessing without levels, which wouldn't necessarily apply to all schools. Nevertheless it was agreed that this would be useful. An update from Landmark Teaching Alliance would also be retained on the list as a potential topic, but it was agreed that an invitation to the School Improvement Advisers would be the first priority for the Autumn term meeting.

4.3 9 November 2015 was agreed as the first choice of date for the meeting, with 30th November 2015 as a back-up if this wasn't possible. Mrs Smith would make the necessary arrangements. She would also write to all LGA representatives about their willingness to be appointed to officer roles. The Chair highlighted that this would be his 4th year in the role and ideally he should hand over to someone else if possible.

Mrs
Smith

5. FINANCIAL UPDATE

The Clerk would ask the former Treasurer whether he had bank statements for the missing period highlighted by the auditor to enable him to complete the audit. If not, the Chair would ask the bank to send copies. Mr Wood confirmed that he had no bank statements. Mrs Smith was aware that the former Treasurer had started to use a new cheque book whilst the previous one was with the auditor but she was not sure whether any of the signed cheques covered the period required by the auditor. The new Treasurer had forms to complete to arrange for her name to be included on the bank mandate and the Chair gave clarification about what she needed to complete and the information that would be required. It would be necessary to go the bank in person with the completed form and identity documents. As the former Treasurer had never been included on the mandate, his name did not need to be removed. The new treasurer would ask for the statements to be sent to her in future.

Clerk /
Chair

Treasurer

Treasurer

6. REVIEW OF CONSTITUTION

Mrs Smith highlighted that, nationally, the term "governing boards" was now being used to describe the range of governing bodies, boards of directors and local management boards now responsible for governing schools and academies in the changing education landscape. She suggested replacing all references in the constitution to "governing bodies" to "governing boards" and making a suitable

amendment to the footnote to explain this. The Executive Committee agreed to make this recommendation to the Local Governors' Association at the AGM and had no further suggestions for changes to the constitution at this stage.

7. APPOINTMENT OF AN AUDITOR FOR 2015/16

Carl Snowball would audit the accounts for the 2013/14 and 2014/15 financial years. Mrs Smith highlighted that Joy Sinclair, the Principal Auditor for Redcar and Cleveland Council, who was also a chair of governors of a local primary school, had recently retired from work. She suggested approaching Mrs Sinclair to check whether she would be willing to undertake the role of auditor for the Association's accounts for the 2015/16 financial year. The Executive Committee agreed that Mrs Smith should contact Mrs Sinclair.

Mrs
Smith

8. REVIEW OF ANNUAL SUBSCRIPTION FOR 2016/17

Further discussion took place regarding the requirement for the School Governor Support Service to charge the Local Governors' Association VAT. The Treasurer and Mrs Smith would discuss this matter in further detail outside of the meeting. It was agreed to recommend to the AGM that the subscription be increased to £50 for 2016/17 as a result of the addition of VAT. Governing boards would decide whether or not to subscribe to the Association when considering the School Governor Support Service's service level agreement in Spring 2016, but it was suggested that the Chair could also send a letter to chairs of governors explaining the increase and encouraging them to subscribe. It was acknowledged that many governing boards didn't regularly send a representative to meetings and there would be significant financial challenges if they decided not to continue in membership because of the subscription increase.

Treasurer /
Mrs Smith

9. ANY OTHER BUSINESS

Mrs Smith reported that the closing date for applications for her own post, Manager of Governor Services, had passed and no candidates had been shortlisted. The post would be re-advertised in September. She had, therefore, agreed to defer her resignation date to 31 October 2015. She would let the Chair know as soon as a replacement had been identified so that he could hold a discussion with Mrs Smith's successor about their support to the Local Governors' Association. He emphasised the need for this person to be proactive and bring ideas to Association meetings rather than just taking minutes. Mrs Smith reported that Eleanor Nicholls (NLG) would be involved in the selection panel.

Mrs
Smith

10. DATE AND TIME OF NEXT MEETING

It was agreed that, if the full Association meeting and AGM was confirmed for Monday 9 November 2015, the next meeting of the Executive Committee would be held at 6.30 p.m. on Monday 30 November 2015 at Sacred Heart School, subject to venue availability. Thursday 10 December 2015 would be a reserve date for the Executive Committee meeting should it be necessary to use 30 November for the full meeting and AGM.

Mrs
Smith

Flowers and a card were presented to Mrs Smith at the end of the meeting as this was her last Governors' Association meeting before she left the local authority. The Chair thanked her for her support. The meeting closed at 7.25 p.m.