

**THE GOVERNING BODY OF ROYDS HALL HIGH SCHOOL**

Minutes of the annual meeting of the Governing Body held at 7.00 pm at the School on Thursday, 16 September 2010.

PRESENT

Mr A Scott (Chair), Mr J Bostock, Mr B Castle, Mr M Caufield, Mrs R Cruise, Mr K Fielding, Mr K Giles, Mr J Lally, Mr D Morgan, Mr C Palmer, Mr B Richards, Mr M Usman, Ms F Walshaw, Ms M Williams (Headteacher), Mr J Wright.

In Attendance

Mrs H Dobson (Minute Clerk)  
Mr J Haigh (Associate Head Teacher)  
Mrs S Renshaw (Associate Deputy Headteacher)

The minute clerk opened the meeting.

1936. ELECTION OF CHAIRMAN

- RESOLVED: (i) That the term of office of the Chairman be for one year from the date of the annual meeting
- (ii) That a tie be resolved by the toss of a coin.

Nominations were taken from the meeting.

RESOLVED: That Mr Scott be elected as Chairman.

1937. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms L Corion, Mr A Czolacz, Ms G Kelly, Mr C Joseph and Ms C Pattison. Consent was not granted to any absence.

There were no declarations of interest.

1938. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Messrs. Scott, Bostock and Usman asked to raise items under Any Other Business.

1939. REPRESENTATION

(a) The following matter of representation was noted.

End of term office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr K Giles	LA	31.08.10

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr K Giles (re-appointment)	LA	01.09.10

(b) Appointment of a Community Governor(Minute 1924 (b) refers)

It was noted that a nominee for a Community Governor was still sought and that the vacancy was not on the Kirklees website.

RESOLVED: That Governors contact Mr Scott or Mrs Dobson with any suggestions.

1940. ELECTION OF VICE-CHAIRMAN

It was agreed that the term of office for the Vice-Chairman would be one year.

RESOLVED: That Mr M Caufield be re-elected as Vice-Chairman, proposed by Mr Richards, seconded by Mr Castle.

1941. REVIEW OF COMMITTEES(a) Membership

RESOLVED: That the membership of the Committees be as follows.

Staffing and Curriculum Committee

Mr M Caufield (Chair)  
Mr A Czolacz  
Ms L Corion  
Ms M Williams  
Mr J Haigh  
Mr B Castle  
Mr B Richards  
Mr K Fielding  
Mr J Bostock  
Mr M Usman

Business Management Committee

Ms C Pattison (Chair)  
Mr B Richards  
Mr A Scott  
Mr D Morgan  
Mrs C Palmer  
Mr K Fielding  
Mr B Castle  
Ms E Cusack  
Ms M Williams

Staff Dismissals Committee

Mr B Castle (Chair)  
Mr D Morgan  
Mr M Caufield  
Mr K Giles  
Mrs G Kelly  
Ms L Corion

Pupil Discipline Committee

Mr M Caufield  
Mr J Lally  
Ms F Walshaw  
Mr K Giles  
Ms L Corion  
Mr J Wright  
Mr W Barrett  
Ms M Williams

RESOLVED: That the Student Achievement committee members be incorporated into the Pupil Discipline committee as above.

Dismissal Appeals Committee

Mr J Bostock  
Mr B Castle  
Ms C Pattison  
Mr B Richards  
Mr A Scott

Performance Management Governors

Mr J Bostock  
Mr B Castle  
Mr A Scott

Performance Management Review Governor

Mr B Richards

**Authority Note:** A Review Officer is no longer required. Any appeal from the Performance Management Committee now falls under the remit of the Staff Dismissal Committee Therefore membership of this committee needs to be different or those members that are on the Performance Management committee could not be part of an appeal hearing.

(b) Terms of Reference

RESOLVED: That the above committees review their terms of reference at their next meetings.

#### 1942. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors be given specific responsibility in the areas listed below:

Special Educational Needs Governor- Mr M Caufield  
 Governor Training Contact – Mr J Bostock  
 Governor for Looked After Children – Mr K Giles  
 Child Protection Governor -  
 Health and Safety - Mr B Castle  
 Equality Governor – Ms L Corion  
 Literacy – Mr A Scott  
 Numeracy - Mr D Morgan

The School would arrange access to the SEN department for Mr Caufield to further his involvement as Special Educational Needs Governor. That Mrs Dobson checks with the LA as to whether specific posts need to be assigned to governors.

The School to devise a list of curriculum areas that specific governors can be assigned to.

RESOLVED: Tthat this item be added to the next meeting's agenda.

#### 1943. CHAIRMAN'S DELEGATED POWERS

RESOLVED: That the following powers be delegated by the Governing Body to the Chair:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Approval of EV1A/EV1 forms on behalf of the Governing Body.
- (iii) Chair's power to grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors' meeting – Royds Hall does not give consent to absence.
- (iv) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

#### 1944. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements, accounting procedures and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.

- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

Ms Williams raised the point, on behalf of Ms Cusack, that FMSiS highlighted the fact that the maximum that could be spent without referring to the governing body was £5,000 and that anything over £5,000 would need to be approved by the governing body. Discussion followed about what limit should be set with agreement that the risk would be minimised by regular scrutiny by the Business Management Committee where change orders were reviewed in depth. It was also noted that Kirklees invoices had a seven day turnaround therefore approval to pay would need to be sought quickly.

RESOLVED: That the Chair of the Business Management Committee would review any bills of £15,000 or over or, a member of that committee would do so if the Chair was not available.

#### 1945. MINUTES OF THE MEETING HELD ON 8 JULY 2010

RESOLVED: That the minutes of the meeting held on 8 July 2010 be approved and signed by the Chair subject to the following amendments:

##### Minute 1921

Louise Cull and Jonathon Schofield were appointed to Associate Assistant Headteachers (insert the word `Assistant`).

#### 1946. MATTERS ARISING

There were no matters arising.

#### 1947. SCHOOL PROFILE

This summer's exam figures were to be added.

#### 1948. ITEMS TO BE INCORPORATED INTO THE SEF/APPROVE THE SEF

Guidance was being sought on this matter. The School SIP was visiting the school in the near future.

#### 1949. THE SCHOOL COUNCIL

There was nothing to report.

#### 1950. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher commented on the following area of her report:

##### 2010 Examination Results

A detailed document was circulated to governors with Mr Haigh summarizing the overview of results then further describing how the challenge factor on the Jesson estimates had been increased. Very pleasing results were achieved that continued the school's upward trajectory. Figures were discussed broken down by ethnicity, gender,

SEN status, free school meals and by community and governors raised several questions including why the results had not been published in 'The Examiner'. This had been because the LEA had advised against this and it did not give any break down analysis of the figures.

- RESOLVED: (i) That further analysis will be given at the next Staffing & Curriculum Committee meeting on 28 September 2010.
- (ii) That a full report from the Headteacher will be given at the next meeting.

#### 1951. TARGET SETTING

This item was removed from the agenda as the school SIP was yet to visit.

#### 1952. USING THE INTERFAITH KIRKLEES (SCHOOLS) FAITH CENTRES TO HELP PUPILS LEARN ABOUT COMMUNITY COHESION THROUGH RE.

Ms Williams confirmed to governors that, as the school was multicultural, it was already involved in visits to faith centres across the faiths.

RESOLVED: That any further information will be discussed at the Staffing & Curriculum Committee.

#### 1953. REPORTS FROM COMMITTEES

##### Trust Status Committee

Mr Scott reported to governors that the Trust Status Committee had met earlier that evening and that they had made two visits to Trust schools during the summer. Ms Walshaw reported on the visit to Redditch Vale, a Co-operative school stating that their co-operative status gave the school a very advantageous link across a number of business areas including a national co-operative school society. Ms Walshaw reported that the school had a format for governance and accountability with a good ethos and great benefits.

Mr Haigh reported on a second visit to Derby Moor Community School. Their Trust partners were the Community Care Trust and a local football club. The school was very enthusiastic about the benefits gained from the partnership with business experience being gained from the football club. The school had moved forward in lots of different areas since gaining Trust status. Governors' questions were answered about the visits. Ms Williams confirmed that the statutory consultation process would be started in October when parents and the public would be written to, contact would be made with the Unions and a series of meetings would be held to gather feedback. It was reported that it was hoped that the school's partners would be Sheffield Hallam University, the PCT, the Co-operative Trust and Huddersfield Town football Club.

RESOLVED: That governors agree to move to the consultation process (proposed by John Bostock, seconded by Ken Giles).

#### 1954. GOVERNOR TRAINING AND GOVERNOR VISITS

All governors had received a copy of 'The Governor' that included the term's training dates and had been emailed information.

1955. EDUCATIONAL VISITS

There was nothing to report.

1956. STAKEHOLDERS' QUESTIONS (Minute 1918 (a) refers).

This item be discussed at the next meeting.

1957. ANY OTHER BUSINESS

(a) Thank you.

Mr Bostock thanked everyone for the gift of a book presented at the last meeting.

(b) Analysis of Year 9 and 10 Results.

Mr Usman requested that analysis of Year 9 and 10 results be presented to Governors.

RESOLVED: That this be included on the next Staffing & Curriculum agenda and be presented to staff at a staff meeting on 20 September 2010.

1958. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on Thursday, 21st October 2010.

1959. AGENDA, MINUTES AND RELATED PAPERS - SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.