

BATLEY GIRLS' HIGH SCHOOL
Minutes of the Annual Meeting of the Governing Body held at BGHS
on Thursday 18 September 2014 at 6.00pm
Part A

PRESENT: Mr Jeremy Townend, Dr Robin Asby, Mrs Jackie Eames, Mr Peter Rout, Mr Shafiq Khan, Mr Siraj Mayat, Mr Mark Limbert, Mr Gareth Goddard, Mrs Pam Pickles, Mr Maurice Cook, Mr Ahmed Vali, Mrs Ann McCall, Ms Julie Haigh, Mr Ebrahim Ravat.

IN ATTENDANCE:	Miss Samera Khalil	Student Representative on the Governing Body
	Mrs Mandy Kennedy	Observer
	Ms Hilary Towers-Islam	Observer
	Mrs Sally Cook	Clerk

289. Apologies for Absence, Consent and Declarations of Interest

Apologies were received from Mrs Ellen Loughhead, with consent.

290. Welcome and Opening Remarks

Jeremy warmly welcomed all to the meeting and took the opportunity to welcome Julie and Ann formally as the new Co-Heads. He outlined the important and exciting time the school was currently enjoying and explained that the historic changes that the Governing Body was undergoing were to benefit the school as it moved forward under its new leadership.

291. Representation

Jeremy informed the meeting that Peter Rout, having given his loyalty and expertise over many years, now felt that the time was appropriate to step down as a Member Trustee, although he would be remaining on the Governing Body to continue his support of the school.

IT WAS AGREED by the Members at the Strategy Committee Meeting, that Pam Pickles be appointed as a Member Trustee. Pam would be a great asset to the Members as she has much expertise on staffing matters and an excellent knowledge of, and long association with, the school.

Robin thanked Peter for his tireless work and welcomed Pam. He then outlined the further appointments confirmed or requiring approval of the Governing Body.

Jackie was pleased to continue her association with the school and to offer her support to the new Leadership.

IT WAS AGREED by the Members at the Strategy Committee Meeting that:

- Jackie Eames be appointed to continue as a Governor whilst remaining as a Member Trustee, following retirement as Executive Head and ex-officio Governor and,
- Ellen Loughhead be appointed to continue as a Governor following retirement as a staff Governor. Ellen had indicated that she wished to continue her involvement with the school and to offer her expertise with CP matters.

Shafiq Khan expressed his wish to continue as a Member Trustee and offer his valuable expertise in the area of finance, although he was concerned that there were growing constraints on his time owing to other commitments.

IT WAS AGREED by the Governing Body that Mr Ebrahim Ravat be appointed as a Parent Governor with effect from 18 September 2014.

IT WAS CONFIRMED that Ann McCall and Julie Haigh, as Co-Heads, had been appointed as ex-officio Governors with a single vote, with effect from 1 September 2014.

The resignation of Martin Ridge was noted with effect from 18 September 2014.

Mandy Kennedy and Hilary Towers-Islam were attending the Annual Meeting as observers and Robin expressed the hope that they would duly wish to join the Governing Body.

292. **Notification of Items to be Brought Up Under Any Other Business**

Pam spoke to the meeting after the final Agenda item to suggest Governors may be interested in a twilight training session regarding roles and responsibilities as a charitable company. She asked Governors to let the Clerk know of possible convenient dates so that this could be finalised at the November meeting under a specific Agenda item. It was suggested that it might be held on the day of the East Meets West event.

293. **To Elect the Chair in Accordance with the Articles of Association**

The Clerk took the Chair for this item.

Before making his proposal, Jeremy spoke to the meeting and explained that it was the right time for new changes. He was confident that the new Governing Body would make a strong team and emphasised that the role of the existing and experienced Governing Body was to help support and strengthen the new team over the coming year. He also felt that electing two Vice-Chairs to mirror the Co-Head model was an excellent decision.

IT WAS PROPOSED by Jeremy Townend and **SECONDED** by Mark Limbert that Robin Asby be elected as Chair, with effect from 18 September 2014.

This was unanimously agreed. Robin then took the Chair and thanked Jeremy.

294. **To Elect the Vice Chairs**

IT WAS PROPOSED by Mark Limbert and **SECONDED** by Gareth Goddard that Siraj Mayet be elected as Co Vice-Chair, with effect from 18 September 2014.

IT WAS PROPOSED by Gareth Goddard and **SECONDED** by Jeremy Townend that Ellen Loughhead be elected as Co Vice-Chair, with effect from 18 September 2014.

These appointments were unanimously agreed.

295. **To Review Membership of Committees**

The Member Trustees agreed to Chair each of the sub-committees as follows:

Strategy Group - Robin Asby

Finance and Premises – Jackie Eames shadowed by Shafiq Khan

Standards – Jackie Eames

Staffing – Pam Pickles

Every Learner Matters – Jeremy Townend

Performance Management Committee – Robin Asby

Members of the Governing Body were then asked to indicate which committees they wished to serve and the membership was decided as follows:

Finance and Premises: Jackie Eames (Chair), Ann McCall, Peter Rout, Shafiq Khan, Mark Limbert, Maurice Cook

Standards: Jackie Eames (Chair), Julie Haigh, Siraj Mayet, Gareth Goddard, Maurice Cook, Ebrahim Ravat

Staffing: Pam Pickles (Chair), Ann McCall, Siraj Mayet, Jeremy Townend, Peter Rout

Every Learner Matters: Jeremy Townend (Chair), Gillian Hughes (Co-Opted), Siraj Mayet, Pam Pickles, Mark Limbert, Gareth Goddard, Ahmed Vali, Samera Khalil (Observer)

Performance Management: Robin Asby (Chair), Jeremy Townend, Jackie Eames

The meeting held a short general discussion about committee membership. Each committee is served by a member of the SLT. It was felt that the final make-up of every committee should include a Vice-Chair, each serving on at least two. Members of the Governing Body may attend meetings of committees they do not serve. The importance of the core work carried out by committees was acknowledged and the work of the Standards committee was explained.

296. To Appoint Governors with Specific Responsibilities

Governors were appointed as follows:

Special Educational Needs – Siraj Mayet

Looked After Children – Ellen Loughhead

Child Protection – Ellen Loughhead

Health and Safety – Peter Rout and Mark Limbert

Equality – Jeremy Townend

Work Life Balance – Robin Asby

Marketing/Events – Every Learner Matters Committee

Link Governors for Training – Ellen Loughhead and Pam Pickles

297. To Circulate for Completion Governors' Register of Business Interests

The forms, which are required annually, had been circulated by the Clerk at the beginning of the meeting and Governors took a few minutes to complete these.

298. To Confirm Protocols on Apologies, Consent to Absence and Declarations of Interest

IT WAS AGREED to continue to give consent to absence where good reason had been given.

299. To Approve and Adopt the Scheme of Delegation and Terms of Reference already circulated

300. To Approve and Adopt Governors' Code of Conduct already circulated

The Governors discussed and approved these two documents, after the amendment to both, requested in advance, as follows:

Where any power or function of the Governors is exercised by any committee, any Governor, Principal or any other holder of an executive office, that person or committee shall report to the Governors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Governors immediately following the taking of the action or the making of the decision. If deemed necessary, the Governors may request feedback to be sent electronically via the Clerk prior to that meeting.

Governors also agreed to Gareth's request that the duties of the Every Learner Matters committee should also include provision for review within the Scheme of Delegation. This section will now therefore read as follows:

The specific duties of the Every Learner Matters Committee shall be to:

- Promote healthy lifestyles;
- Ensure all safeguarding and child protection policies are in place and acted upon; Ellen Loughhead is appointed Governor with special responsibility for safeguarding;
- Monitor and review the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions;
- Monitor attendance and persistent absence against targets and review effectiveness of intervention strategies;
- Engage with parents to support their child's learning;
- Promote community cohesion within the School and wider;
- Seek out ways to involve the local community in activities at the School;
- Monitor and review the diversity of activities and equity of access.

301. Headteacher's Report

Robin explained to the meeting that the Member Trustees and Governors will present their Annual Report, along with the Financial Statements, at the Finance and Premises meeting on 13 November. All Governors will be invited to attend the first part of this meeting and will be joined by a representative from the auditors.

The Co-Heads' Report will be included as a regular agenda item at the meeting of the full Governing Body on 27 November.

302. Suggested Dates of Future Meetings

Dates of future meetings were noted.

303. Agenda Minutes and Related Papers

IT WAS AGREED that no part of the Agenda, Minutes or related papers should, owing to reasons of confidentiality, form Part B or be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.