

**BATLEY GIRLS' HIGH SCHOOL**  
**Minutes of the Meeting of the Governing Body held at BGHS**  
**on Thursday 27 November 2014 at 7.00pm**  
**Part A**

PRESENT: Dr Robin Asby (Chair), Mrs Jackie Eames, Mrs Pam Pickles, Mrs Carol Brown, Mr Maurice Cook, Mr Gareth Goddard, Ms Julie Haigh, Mrs Mandy Kennedy, Mr Mark Limbert, Mrs Ellen Loughhead, Mr Siraj Mayet, Mrs Ann McCall, Mr Ebrahim Ravat, Mr Peter Rout, Ms Hilary Towers-Islam, Mr Ahmed Vali.

IN ATTENDANCE: Miss Samera Khalil, Student Representative on the Governing Body  
Mrs Sally Cook, Clerk

The Chair welcomed everyone to the meeting.

**304. Apologies for Absence, Consent and Declarations of Interest**

Apologies for absence were received from Jeremy Townend, with consent.

**305. Notification of Items to be brought up under Any Other Business**

Disaster Management Plan  
Committee Development Meetings  
PMR Committee

**306. Representation**

**IT WAS AGREED** by the Members, having been **PROPOSED** by Jackie Eames and **SECONDED** by Pam Pickles that Ms Hilary Towers-Islam be appointed to the Governing Body, with effect from 27 November 2014.

**IT WAS AGREED** by the Members, having been **PROPOSED** by Robin Asby and **SECONDED** by Jackie Eames that Mrs Mandy Kennedy be appointed to the Governing Body, with effect from 27 November 2014.

These appointments were unanimously endorsed by the Governing Body.

**IT WAS CONFIRMED** that Carol Brown is formally appointed as a Staff Governor to the Governing Body, with effect from 27 November 2014, having been elected as Staff Governor on 26 September.

**307. a) Minutes of the Meeting held on 10 July 2014**  
**b) Minutes of the Annual Meeting held on 18 September 2014**

The minutes of both meetings were agreed as a true record.

**308. Matters Arising**

It was noted that Ellen Loughhead, who had sent apologies for absence for the meeting held on 18th September, had subsequently joined the Staffing and the Finance and Premises committees.

### **309. Reports from Committees**

- (i) Strategy Group - The minutes of the Strategy Group meeting held on 18 September 2014 were noted by the Governing Body.
- (ii) Standards Committee - The Report of the Standards Committee meeting held on 18 September 2014 was accepted by the Governing Body. Julie Haigh explained that RAISE online would provide the next major update of the statistics when it was published in early December and she hoped then to have some clarity on the detail.
- (iii) This was noted by Governors. Please refer to Minute 319.
- (iv) Finance and Premises Committee - The minutes of the Finance and Premises Committee meeting held on 13 November 2014 were noted by the Governing Body.

### **310. Approval of Annual Report and Financial Statements**

**IT WAS PROPOSED** by Pam Pickles and **SECONDED** by Peter Rout that the Accounts and Financial Statements be approved and this was unanimously agreed.

### **311. To Confirm and Sign the Audit Letter of Representation**

The Chair confirmed to the meeting that the Audit Letter of Representation had been signed at the Finance and Premises committee meeting held on 13 November.

### **312. Re-Appointment of Auditors**

**IT WAS PROPOSED** by Ellen Loughhead and **SECONDED** by Jackie Eames that the auditors, BHP Chartered Accountants be reappointed and this was unanimously approved.

### **313. Co-Heads' Report**

Julie introduced the Co-Heads' report, which had already been circulated to Governors for consideration, by saying that the last 12 weeks had been incredibly busy and successful and all the staff had worked very hard. This being the first, the Co-Heads' report was necessarily lengthy and had been grouped into key areas in terms of ethos.

Ann asked the Governors to break into 3 groups, led by Robin, Julie and Ann, to discuss each of the key areas and their progress to date, whilst offering ideas and thoughts on how next to move forward in school life. The Governors joined the group of their choice and returned to the meeting after 15 minutes' discussion.

#### ***Humility and Open Resolve – RA, PR, GG, EL***

##### ***Emerging Action Points***

- Place minutes of Governors' meetings in the staff room.
- Trial a meeting between Staff Governors and members of staff in order for Staff Governors to provide feedback on Governing Body meetings and answer questions.
- Parent Governors to act as a channel to the Governors from the parents. How effectively does this work from the Parents' Forum?

- Internal CPD session is a possible solution. What are the mechanisms for students, staff and parents to make their views known and do they need tuning?
- Trial a meeting for Governors and members of staff – perhaps annually?

***Distributive Leadership, Building Genuine Sustainability - AKM, PP, MC, ML, SM***

***Emerging Action Points***

- Promote the school where new housing is being built.
- Ask parents what they want in an ideal school and demonstrate how we already meet many of their needs. Look at how far we can reach out in terms of public transport – working out the travel logistics for them so they know travel routes and times.
- The school staff (emerging leaders) to work with another school to support them and their development (shared costs).
- Collective sessions – teams with a leader and a Governor/Staff Governor to encourage honest and open debate.
- Staff survey.

***Mutual Accountability and Purposeful Collaboration – JCH, JE, CB, MK, HTI, AV***

***Emerging action points***

Develop further innovative links with business and industry and specifically work with Cummins Turbo Technologies to widen the partnership work with BGHS. The sub group agreed to meet again informally to develop specific plans. Sally will be asked to find appropriate dates.

Please also refer to Minute 319.

**314. Partnership Update.**

This is included in the Co-Heads' report. Ann McCall reported on a new partnership set up this week whereby Batley Girls' had been made a corporate member of the Rotary Club. A very productive meeting had been held with Pat Taylor, the Secretary of Rotary, who already works closely with students and supports the school. The school's membership will help to promote the name of Batley Girls' within the community.

**315. School Policies**

**a) Policies for Approval**

(i) Anti-Bullying - In due course, Robin would like further details to be added to reporting strategies used. It was agreed to approve the policy as it stands but with ongoing review.

The section regarding Reception taking calls was highlighted as necessarily being a call handling station, whilst at the same time recognising the need to establish the required information to be able to pass on the call appropriately.

(ii) Food - This was approved by the Governing Body.

(iii) Whistleblowing - This was approved by the Governing Body.

(iv) Behaviour policy - This was approved with the word 'professionally' to be added to 'promptly' within the Roles and Responsibilities of Security Staff.

There is a staff code of conduct which will include provision for confidentiality to cross reference with other policies.

Governors asked for clarification regarding what mechanisms are used to ensure staff are made aware of the existence of policies and are able to read them. Mark Limbert explained that all policies can be read via a central drive on the computer and those that staff are required to read are flagged up, with paper copies provided in the staff room. In addition, it was confirmed that CPD supports this.

Robin reminded the meeting that one of the key roles of Governors was that of audit and Governors needed to make the school aware of their responsibilities. It was suggested that Governors could spend time in school, in their role as a critical friend, to monitor how policies are implemented. It was important to ensure that policies do not exist for their own sake but are implemented effectively.

Ellen thought that titles of policies could include cross referencing links, for example to include words such as 'this policy to be read in conjunction with....'

Mandy spoke to the meeting about Sipoc, an audit measure concerning the way in which policies and procedures are linked together. Governors were very interested in this information and it was suggested that this could be discussed at a future meeting.

#### **b) Policies for Ratification**

The following policies were ratified by the Governing Body, following approval at the meeting of the Finance and Premises Committee held on 13 November 2014:

- (i) Charging and Remissions
- (ii) Finance Policy and Procedures
- (iii) Gifts and Hospitality
- (iv) Governors' Allowances
- (v) Lettings
- (vi) Risk Assessment
- (vii) School Companies

#### **c) Code of Conduct *and* Scheme of Delegation, both for Signature by the Chair**

**IT WAS AGREED** by the Governing Body that, as both documents had been approved with amendments at the Annual Meeting of 18 September, these should now be signed by the Chair.

#### **d) To Consider and Agree the Format of Approval and Ratification of School Policies.**

**IT WAS AGREED** by the Governing Body to accept the format proposed.

### **316. Governor Training**

#### **a) Governor Twilight Session regarding Roles and Responsibilities as a Charitable Company**

Governors felt it was important to undergo training and Julie expanded on this theme by explaining about her proactive work with the Deputy Head, Gillian Hughes, on safeguarding and British values, in connection with the Government national safeguarding campaign, PREVENT. They had today had a meeting with Lee Hamilton from Kirklees who was impressed with the progress the school had already made and who has asked Batley Girls' to lead in other schools.

Lee is keen to provide training to the Governors and SLT and the date of 29 January 2015 was proposed for a session lasting approximately 1 hour and a quarter and starting at 5.00pm. Confirmation of numbers would be appreciated.

In addition, a CPD session will be held on 13 February.

#### **b) Governors in School**

- (i) The Chair thanked Governors for their involvement with Year 11 and 13 mock interviews which begin next week.
- (ii) East Meets West
- (iii) Celebration Evening

It was hoped that Governors would be able to attend East Meets West on 4 December and Celebration Evening on 15 December and several Governors indicated that they would be able to attend.

### **317. Any Other Business**

- a) Jeremy is currently listed on the Disaster Management Plan as the Governor contact and, although he was unable to be present at the meeting, Governors felt that he would probably be pleased to be asked to continue. This is to be confirmed with Jeremy. Pam and Ellen offered to stand in reserve.
- b) The proposed dates for the committee development meetings were discussed. The Standards meeting needs to be postponed and Sally was asked to find a new date for the meeting to be held after Christmas.

Robin asked that at each development meeting a Vice Chair be appointed, working towards next year when new appointments would be needed to replace retiring Governors.

- c) Performance Management Committee: Robin felt that it was important to add new members to the existing PMR committee membership of himself, Jackie and Jeremy, in order to effect a smooth handover in the future.

In considering the need for management and education experience he had approached Hilary and Mandy who have both agreed to join. Robin asked if anyone else wished to sit on this committee.

**IT WAS PROPOSED** by the Chair and **SECONDED** by Peter that Hilary and Mandy be appointed to the Committee and this was agreed by the Governing Body.

**318 Suggested Dates of Future Meetings**

No changes or comments were made in respect of these.

**319. Agenda, Minutes and Related Papers**

It was determined by the Governors that Item 309 (iii) and related papers should be excluded from the copy to be made available at the school, owing to reasons of confidentiality and in accordance with the Freedom of Information Act.

It was further determined by the Governors that supporting papers in relation to Item 313 be excluded from the copy to be made available at the school, owing to reasons of confidentiality and in accordance with the Freedom of Information Act.