GOVERNING BODY OF
NORBURY MANOR BUSINESS AND ENTERPRISE
COLLEGE FOR GIRLS

MINUTES OF MEETING HELD ON

Monday 2nd July 2018 at 6.00 pm

Membership:

Mary Turner (Chair) (MT)
Saleh Ahmed (SA)
Jane Chandler (Vice Chair) (JC)
Amanda Compton (ACP)
Danielle Davis (DD)
Patrick Harris (PH)
Ken Hume* (KH)
Aisha Husain (AH)
Maria Miller* (MM)
Helen Sanson (HS)

(* absent)

In attendance:

Roger Lowe, Clerk to Governing Body (RL)

(All resolutions recorded were unanimous unless reported otherwise)

1.0 Welcome and apologies for absence

Apologies for absence from Mr Hume and Mrs Miller were received and accepted.

The Chair welcomed Mr Saleh Ahmed, the new parent trustee, to his first meeting of the Governing Body,

2.0 Declarations of interest

There were no declarations of interest.
3.1 Minutes of Governing Body Meeting of 12th March 2018

The draft minutes of the Governing Body meeting of 12th March 2018 were approved as an accurate record, with an error in the naming of a member of staff corrected, were duly signed by the Chair.

3.2 Confidential Minutes of Governing Body Meeting of 12th March 2018

The draft confidential minutes of the Governing Body meeting of 12th March 2018 were approved as an accurate record and duly signed by the Chair.

4.0 Matters Arising

ACP reported on the re-structuring of the senior leadership team which had been discussed in detail at the Resources Committee and was under way.

5.0 Election of Chair and Vice-Chair 2018/19

RL drew attention to the procedures he would use in the process. He reminded the meeting that the established practice in the Trust was to appoint to these positions for the forthcoming school year at the July meeting of the Governing Body and asked if everyone was happy with that. This was confirmed.

RL reported that he had received two nominations for the position of Chair and asked if there were any further nominations. There were none.

He invited Mrs Turner and Mrs Sanson to outline what they saw as the rationale for their standing as Chair.

The candidates left the meeting and a ballot took place.

The candidates re-joined the meeting and the result was announced as follows:

Number of ballot papers distributed: 6
Number in favour of Mrs Turner: 4
Number in favour of Mrs Sanson: 1
Abstentions: 1

It was resolved: to appoint Mrs Turner as Chair for 2018/19

RL reported that he had received two nominations for the position of Vice-Chair and asked if there were any further nominations. There were none.

He invited Mrs Chandler and Mrs Sanson to outline what they saw as the rationale for their standing as Vice-Chair.

The candidates left the meeting and a ballot took place.
The candidates re-joined the meeting and the result was announced as follows:

Number of ballot papers distributed: 6
Number in favour of Mrs Chandler: 4
Number in favour of Mrs Sanson: 1
Abstentions: 1

It was resolved: to appoint Mrs Chandler as Vice-Chair for 2018/19

6.0 Governing Body administrative matters

6.1 Meeting dates and key events 2018/19

The draft annual schedule of meetings and school key events was reviewed.

It was necessary to schedule an Annual General Meeting of the Trust by, at the latest, 2nd October 2018. It was agreed to schedule this for Monday 1st October at 7.00. This would make it necessary to limit the meeting of the Premises Committee to 6.00 – 7.00pm. The main focus of the AGM would be to report to the members of the trust and the trustees on the progress of the MAT. It was also important to provide an opportunity for the members to receive an update on the financial position.

JC asked for a change to the Spring Term meeting of the Resources Committee. This would now take place on Monday 11th March 2019 with the Governing Body meeting on Monday 25th March 2019.

ACP was asked to confirm the dates for the Governors’ days in school.

MT asked what the planned schedule in relation to the due diligence exercise was. ACP felt this would not be completed before the AGM so a further General Meeting of the trust would need to be convened when appropriate.

The revised schedule was approved and RL was asked to circulate.

6.2 Committee Structure 2018/19

MT noted that there had been some consideration of changing the committee structure but it would be sensible to reach a decision on this matter when the Trust structure for the MAT was finalised.

6.3 Annual Register of Interests

RL noted that he had received some late amendments to this and would circulate a revised version.
7.0. **Chair’s Report**

MT thanked staff and governors for their hard work this year. She noted the support she had received from the Vice-Chair. She felt that the move to a MAT would mean some significant changes to the governance structure which would need careful planning. She noted that there were vacancies on the Governing Body and suggested that if any governor felt they could identify potential new members she would be happy to discuss the options.

MT proposed that, subject to approval by committees, the current chairs of committees be asked to continue in these roles for 2018-19 given the possibility of significant change in organisational structure in the course of the year.

*The report was noted.*

8.0 **Headteacher’s Report**

ACP introduced her circulated report and associated KPI’s. She reported that she had received some emailed questions from HS which she had addressed individually. She invited questions from the meeting.

*The report was noted.*

9.0 **Development Plan**

ACP summarised the vision for the College 2018-2021 and explained how this statement was reflected in the format of the Development Plan used by faculties and other organisational areas of the school. She emphasised the intention to prioritise the dissemination of best practice in teaching and learning. She also reported that the most recent SIP visit had endorsed the school’s self-assessment grade of outstanding.

JC asked how the Governing Body would receive information on the school’s performance against the development plan objectives for 2017/18. Given that the whole-school development plan was a very substantial document, incorporating information from all areas, ACP wondered how much information the Governing Body would wish to see. DD noted that this could take the Governing Body into reviewing complex operational details.

MT and AH asked if there were a means of presenting a top-level summary of progress against the development plan. AH suggested that some schools appeared to have such a report on their websites. ACP felt that a RAG-rated review of progress in the key areas of the plan in 2017/18 might provide the necessary level of scrutiny.

JC noted that it was vital that the Governing Body should be in a position to make an informed judgement on the progress made against the school development plan.

JC suggested that the Governing Body’s understanding would be enhanced if they were to receive copies of the SIP reports. ACP noted that a written report had not been produced from the last SOP visit but she would look into this.
It was resolved: **to ask the school to examine ways of keeping the Governing Body informed of progress against the objectives in the School Development Plan.**

### 10.0 MAT update

ACP reported that the necessary application forms had now been submitted to the Regional Schools’ Commissioner for scrutiny. The likely cost associated with the due diligence process and the purchase of a new financial software system had been incorporated in the financial forecast. In respect of the due diligence work, the process of gathering data to present to Kensington Avenue Primary School was under way.

A meeting between the Local Authority and Kensington Avenue concerning land transfers was expected soon. MT asked which governors had agreed to lead on which areas of the due diligence investigation into KAPS. JC confirmed she would lead on finance and believed that MM had agreed to look at HR aspects.

JC felt that some attention needed to be paid to the Children’s Centre and the Early Learning provision in respect of future contractual arrangements.

**The report was noted.**

### 11.0 GDPR

ACP spoke to her report on GDPR. She proposed to accept the form of words proposed by the Department of Education in relation to the timescales for dealing with subject access requests during the summer vacation period.

ACP also noted the recommendation to identify a governor to act as the link specialist for GDPR.

**It was resolved: to accept the proposed form of words in relation to dealing with subject access requests**

**It was resolved: to accept Mr Ahmed’s agreement to take on the link governor role for GDPR subject to a fuller briefing.**

### 12.0 Risk Register

JC and ACP felt that the present format of the Risk Register was inappropriate for a school and proposed to re-design the format to make it more useful.

**It was resolved: to ask JC and ACP to review the Risk Register.**

### 13.0 Finance

#### 13.1 End of Year forecast 2017/18
The end-of-year forecast, as approved by Resources Committee, was discussed and noted.

It was resolved: to note the end-of-year forecast for 2017/18

13.2 Budget 2018/19 and five-year forecast

JC recommended the 2018/19 budget and forecast. She felt that the budget was challenging and would bring the school close to the minimum level of reserves (£300,000) identified in the Reserves Policy.

ACP noted that no increase in per-pupil funding had been included beyond that announced for 2018/19 as information was unavailable at this point.

It was resolved: to approve the five-year financial forecast 2017/18 – 2021/22

14.0 Committee Reports

14.1 Premises and Health and Safety (14/05/18)

MT highlighted the approval for the MUGA project which would now proceed to seek planning approval

14.2 AEC (18/06/18)

JC mentioned the committee’s discussion of the most effective format for presenting performance data to governors. The committee had received reports on admissions for Years 7 and 12.

14.3 Resources (18/06/18)

In addition to the financial data presented in section 13.0 above, the committee had received and examined benchmarking data comparing NMBEC with neighbouring schools.

15.0 Safeguarding Issues

ACP reported that a ‘Single Point of Contact’ (SPOC) had now been established for safeguarding concerns in Croydon. This was designed to create a better co-ordinated system for referrals. ACP noted that there had been an increase in cases of serious concern, including instances of self-harming. A ‘Section 11’ audit of the school’s safeguarding processes was scheduled for the Autumn Term and this would be monitored for the Governing Body by Mrs Miller.

The report was noted.

16.0 Any Other Business

No items of other business were raised.

The meeting closed at 8.50 pm.
Action Points

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<th>Agenda Item</th>
<th>Action</th>
<th>Responsible</th>
<th>By</th>
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<tbody>
<tr>
<td>6.1</td>
<td>RL to circulate revised meeting calendar</td>
<td>RL</td>
<td>ASAP</td>
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<td>9.0</td>
<td>Develop a model for reporting on CDP</td>
<td>ACP</td>
<td>next meeting</td>
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<tr>
<td>12.0</td>
<td>Revise Risk Register</td>
<td>ACP/JC</td>
<td>next meeting</td>
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Papers circulated with the agenda

Minutes of previous meeting

Procedure for election of Chair and Vice-Chair

Annual declaration of interest summary

Committee summaries

Headteacher’s report

Development Plan: Vision statement and faculty pro-forma

GDPR update

Financial forecast

Date of next meeting: Monday 1st October (AGM)