

Katharine Lady Berkeley's School

Meeting No: 2013
Purpose of Meeting: Annual General Meeting

Minutes by: Lucy Stacey
Time & Date: 7pm 27th February 2013

Present:

Representing

Mrs Gillian Hayward (Chair)
Mr Andrew Harris (Headteacher)
Mr Shane Blackshaw (Finance Director)
Mrs Margaret Clarke
Miss Angela Dixon
Mr Chris Sanders
Mr Vernon Jotcham
Dr John Cordwell
Mrs Jane Kendall
Mr Tim Andrews
Mrs Rachel Robinson
Miss Hannah Khan
Mrs Lyn Price
Mr Matt Valentine
Mrs Lesley Chase
Mr Steve Harding

Four parents attended

2.1 Apologies: accepted & approved

None

Date of the next Meeting

February 2014 at 7.00pm

These minutes are certified as a true record of the Governors' understating of the meeting and the intended actions arising therefrom.

Signed.....

Date.....

Distribution:

Those Governors present and website

Date Issued: March 2013

File Ref: Minutes AGM 2013/01

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Signed.....

Chair of Governors

Date.....

Action

1. Welcome, Introductions and Apologies.

GH welcomed all those present and explained that this was the first formal annual meeting of the school as an academy. GH welcomed the parents and introduced the new governors, Steve Harding and Rachel Robinson, the Finance & Business Director Shane Blackshaw, and the new Clerk to Governors, Lucy Stacey.

Apologies were accepted from Mike Challis.

2. Matters Arising and minutes of meeting held on 17th November 2011.

The minutes from the last AGM were approved and the new terms of reference have been uploaded onto the website. There were no accounts from the previous year as 2011/12 was the first year that the school had operated as an Academy.

3. Presentation of Statutory accounts for the period ending 31st August 2012.

The statutory accounts have been audited and are available for inspection. SB highlighted the most relevant parts of the accounts – the net balance stood at £326,000. This is some £89,000 higher (due to stock, creditors, and school fund balances) than the carry forward surplus of £237,000 reported to governors in budget management reports.

The year-end Local Government pension liability stood at £1,424,000 – many other pension schemes, including those relating to schools, will also have liabilities.

The school had an option of employing a surveyor to value the school's Fixed Assets, however governors decided that the valuation used for insurance purposes was a suitable basis. The year-end value of the school buildings and land is approx £31,000,000.

SB explained that the principal reason for the debtors balance related to outstanding VAT claims and balances on the School Fund. An analysis of revenue spend shows that in 2011/12 78% was spent on staff salaries, 13% on services, 8% on premises and 1% on transport related costs. There are limited opportunities to reduce costs without reducing staffing levels but SB will be assessing opportunities for smarter procurement and efficiencies.

SB asked for questions from the floor – none were asked.

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4. 2011/2012 Review**i School Performance Review**

AH presented the most recent GCSE/A Level results. AH mentioned Ofsted (Oct 2012 inspection) and how they would like to see more improvement from the least able pupils within the school and asked how much 'value' is added to that small number of pupils – this is an area which the school is continuing to work on, however we are aware of the issues. Ofsted mentioned our 'outstanding' sixth form, who achieved excellent results,. **Overall, the school was rated as Good.**

ii Premises Development

AH described the new developments to the school, which went ahead despite funding cuts in 2010/11. AH mentioned the large figure spent on asbestos removal - £90,000, which meant that the school was unable to do as much as they had wanted regarding school refurbishment.. This was particularly frustrating, as £150,000 was spent on asbestos removal 6/7 years ago but remnants of asbestos were not removed at that stage necessitating a further removal and cleaning operation

5. Interim Review of the current financial position and progress of the School Improvement Plan

Heads of department are looking at new systems to pick up on failing students earlier.

Although still a language college, KLB no longer receives additional funding for languages. Our examination results in both languages and science still need improvement. The Mathematics results were the best they have ever been at GCSE.

The school is also focussing on middle ability boys as they are not achieving as much as they should - they need to be motivated more within the curriculum. There is a relatively new SenCo, who is targeting specific LSW expertise to the core curriculum areas. There is a great deal of work going on to continue to help teachers to differentiate between the needs of pupils.

The new Education Welfare Officer is working with students who have poor attendances as many are currently not making the expected progress. The Single Equality Scheme needs improved monitoring..

Teachers' questioning skills are also being developed.

The current school leadership team consists of 5 SMT + Shane Blackshaw as Business Director – this is being reviewed as many schools the size of KLB have 7 as the SMT. This may be increased by 1 this year.

6. Financial Outlook for 2013-2016

AH gave an outline on how the next 3 academic years look. He explained the

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school's spending is currently on track, having spent 46.2% of this year's budget.

The income currently lags behind the future pupil numbers, which will probably reduce over the next three years in years 7-9.

The 6th form levels will initially increase, however, sixth form funding is being reduced and redistributed to sixth form colleges. These, however, do not give the breadth of courses that KLB offer. There is a risk that some courses will be cut due to the loss in funding. Post 16 funding is being reduced by £40,000 each year and the recurrent capital grant funding has reduced from around £200,000 to £30,000 per year. AH explained this is the equivalent of 4 teaching staff. He went on explain year on year numbers and savings, including the possible reduction in staff due to retirement and teachers moving to other schools.

The funding for 2017/18 could increase, however income is defined by central government.

7. KLB Foundation Report – see attached

The Foundation Report was distributed to those present – it reiterated the purpose of the Foundation, which contributed £25,000 towards the draining of the sports pitches this year. In future the Foundation hopes to contribute towards capital costs, however it only has approx £30,000 to spend per annum (interest on capital). Geoff Robson asked how many members of the Trust were also on the school governing body - they all were. He noted that other members of the public could become Trust members and this could help generate more income for the school – they would not have to be involved in the governing body.

8. Questions and answers, open Forum

GR asked AH what he thought of today's news that some governors might be paid for their expertise. AH felt that most governors joined the school and governing body to give something back to the education system without reimbursement, and employers are keen for their employees to do so also. Governors should be reimbursed for expenses though. AH mentioned that Ofsted were complimentary of our current governing body, who are doing a great job. GH agreed and mentioned that those governors who are paid for the job are often on interim boards and their job is short term.

Mrs Fleur Blacker asked what the progress is on the Sports field and astro pitch. VJ as vice chair of the Sports Foundation explained that there was sufficient funding and the good news is the builders are hoping to start on site at the end of April. There is still more fundraising to do. The all-weather pitch could be available from September. Additionally, the school has received a grant of £150,000 of which £20,000 is available for the access path which will link the school to the New Road facility.

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9. Close and Thanks

GH offered her thanks to all those attending. The meeting closed at 8.14pm.

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