

SAINT NICHOLAS SCHOOL (HARLOW) LTD

Registered Company No: 00721476

Registered Charity No: 310876

Meeting of Governors

Wednesday 28th September 2016 at 7.00pm

Present:	Rob Ellice	Chairman	RE
	Simon Penney	Vice Chair	SP
	Andrew Johnson		AJ
	Kirsty Palmer		KP
	Lisa Siggers		LS
	Diana Spellman		DS
	Jane Templeton-Knight		JTK
In attendance:	David Bown	Headmaster	DB
	Helen Hopkins	Deputy Head	HH
	Yvette Mardel	Bursar	YM
	Julie Bradley	Minute taker	JB

MINUTES OF LAST MEETING

Agreed and signed off by RE

MATTERS ARISING

024/083	Website Calibri 12 to be the school font.	
043	Photographs and video Photographer has been in school to take photos for website etc. We will use him too for video of school and possibly aerial drone shots.	
063	Hiring school for events Barracudas were in for 4 weeks over the summer break. Very successful and professional set up. They will run a two week holiday camp over the Easter break. £8k income. The site as a wedding venue was discussed again. It was felt to be a complex venture with logistic complications. YM and JB to investigate possibility of sharing weddings etc with That Amazing Place. DB considers the school has massive potential as an educational establishment without having to resort to spin off initiatives. New Director of Sports, Phil Tucker, may begin to use sports facilities at the weekend. Defer decision for 6 months	YM/JB
080	Governor/staff surgeries HH to circulate new schedule.	HH
108	Alumni DS to meet with new Publicity Officer, Jennifer Martin re approaching alumni to participate in inspiring careers talks.	DS

111	Team to be formed to rally the alumni to join the Board. Parent and ex-pupil, Rebecca Cox was suggested, as a possibility as she has education experience, although we have our quota of parent governors. JB to place ad in TES which is FOC.	KP JB
121	Francis Brown To be encouraged and mentored to get qualified rather than confronted with a deadline.	

HEADMASTER'S REPORT

It was agreed that everybody had read the report and discussion took place on some of the points

	Pupil numbers Numbers have increased and we have taken on 6 new pupils this term. Going forward we will not try to be everything to everyone and have turned down 3 pupils this term. Year 7 2017 is already receiving a lot of interest and will potentially be full. A waiting list creates a powerful message and may trigger earlier enrolment. Excellent feedback has been received by prospective parents and only one parent queried this year's GCSE results.	
131	Recruitment Melanie Wright's imminent departure is going to be a significant loss and despite the post being advertised twice interest has been poor. DB to make contact with good candidates who have visited for a tour but not applied. There are three possible options: we appoint a whole school SENCO; we make two separate appointments - lower and upper school; we readvertise.	DB
132	Safeguarding Thanks to LS for volunteering to be governor i/c safeguarding. DB to forward safeguarding policies to governors. Safeguarding meeting will take place at school on Saturday 19 th November, 2pm, to discuss policies. In the meantime DB will add current policies.	DB
	Exclusion The recent exclusion is likely to be appealed. The question was asked if appeal was a legal requirement. Yes, it is part of regulatory compliance.	
133	Marketing Website to be tidied and made consistent. We have been conspicuous by our absence in recent local paper educational features and DB recommends we appear next time. More road signs eg old A120 and A1060. KP has farming contacts and will ask about for suitable sites	KP
	Academic GCSE results can be volatile with a small cohort. DB wants to see improvements as do staff and to develop an aspirational culture. Expectation is .5 Value Added (VA) across the school. There can be a significant margin of error with MIDYIS scores so teachers can't always be held accountable if VA is not as high as anticipated. Differentiation of reward was discussed.	
	Buildings and resources Discussion re new use of old uniform shop – possibly music or SEN. Showers in changing rooms are currently non-compliant. Plan for dry and wet changing rooms would make us compliant. Entrance to Head's office to be improved. New staff room and staff work room.	

BURSAR'S REPORT

It was agreed that everybody had read the report and discussion took place on some of the points

	Debtors £80k debt, a drop from £98k September 2015.	
	IT Staff have been given a choice of swapping laptop for desktop. New arrangement with IT techs being monitored.	
	Uniform YM to meet with JTK and DB re redesign.	
	Buildings Pool share with Churchgate School to be considered if the pool gets covered.	
134	Catering Mountbatten Hall is working at capacity at lunchtime and we have to consider ways to reduce the queues, possibly another counter. Caterers have stated that 395 would be absolute capacity. YM to visit New Hall School who also use Harrisons.	YM
135	School buses YM to write to St Margaret's about driver's use of headphones while driving and to ask driver to check all pupils are wearing seatbelts. Discussion followed re purchasing our own bigger bus. Appointing drivers has proved problematical. To be reviewed.	YM
	Cash flow Loss of £43k, £23k after auditors' adjustment. Reinstatement of cover supervisor was discussed. £20k provision has been made each for bad debt write offs and uniform write off. Swire family have agreed to cover half the cost of Hillingdon Lodge refurb, £5k. Projected profit £100k pre-depreciation.	
136	Bursary requests Finch family have separated and have requested a bursary. £6k owing has been paid off. Further information required.	YM

Sub-Committee Reports

	There were no sub-committee reports. It was agreed that the following sub-committees should meet regularly: Academic DB, Financial AJ, Marketing LS, Alumni DS, EYFS JTK	
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AOB

137	Pre-school JTK has met with Sophie Jackson and Lucy Thomas to discuss pre-school. Staff feel that having 2 ½ year olds is impeding 3 and 4 year olds' progress as they require more of their key worker's attention and children from Little Saints are academically the weakest in current reception classes. Discussion took place around possible enrolment of 2 year olds and making a separate area possibly in a separate building for under 3s, so enabling a more structured environment for children approaching school age. The new area would need bathroom facilities and a connected outside area. Proper provision of phonics sessions was discussed with reception teachers being timetabled to visit 2/3 times weekly. JTK to write a proposal for extending to include 2 year olds. DB/HH to write proposal for only 3+. 7 th October was set as a deadline.	JTK DB/HH
	Refer a friend We have paid one family and one is pending. It was agreed to scrap this scheme.	

138	<p>Charity request KP told the Board of her friend and ex-pupil whose niece has a rare brain tumour. He is requesting that we contact our parent body to ask them to sign a petition. It was agreed that the alumni only should be contacted rather than current parent body as we have a pupil with a similar condition in school.</p>	JB
	<p>Sibling discount £10 since at least the early 90s. It was agreed to preserve the arrangement for existing parents but to scrap it for new parents.</p>	
	<p>Scholarships It was agreed that scholarships should be awarded at the headmaster's discretion and not necessarily only to pupils who excel academically as well as practically.</p>	
	<p>Event to welcome the new Headmaster Parents to be invited to meet the Head and governors. Barnaby Swire to be invited also. Date TBA but before Christmas</p>	
	<p>Open morning All governors are invited to attend Saturday 8th October, 10am-12 noon</p>	

Date of next meeting Wednesday 9th November 2016, 7.00pm