

JORDANHILL SCHOOL

MINUTES OF THE BOARD OF MANAGERS MEETING held on Tuesday 10 May 2016 in the Conference Room.

PRESENT

Mr Ken Alexander
Ms Janice Oliver
Mr Kenny MacRae
Miss Marian Quinn
Mrs Morag Munro

APOLOGIES

Mrs Anne Fraser
Mrs Joan McFadden
Professor Naveed Sattar
Ms Fiona Wishlade
Mrs Sheila Jackson

ATTENDING

Mr Richard Buchan
Miss Wendy Grant
Mrs Christine Robertson
Dr Paul Thomson

53/15/2016 APOLOGIES

Apologies from Mrs Fraser, Mrs McFadden, Professor Sattar, Ms Wishlade and Mrs Jackson.

54/15/2016 PREVIOUS MEETINGS

The minutes and confidential minutes of 22 March were approved. The action grid and work plans were reviewed and future actions agreed and noted. The AGM/Jordanhill School Conference was highlighted as a discussion point for August and an update on the Policy on Private Tuition noted for the June meeting.

55/15/2016 MATTERS ARISING

There were no matters arising not already on the agenda.

56/15/2016 ORAL UPDATE

IT Developments

The Sharepoint Portal was updated over the Easter break and staff are now using it and exploring its functionality.

The School website will be developed in due course and research is due to start on design features and required functionality. Feedback will be sought from the principal users and we will continue to run the old website whilst testing any new one. The project will be run on a modest budget. Consideration will be given to website hits and the views of prospective parents and new recruits to the School.

University Campus

The Rector intimated that Strathclyde University has now signed missives with Cala Homes.

Freedom of Information

Jordanhill School will be subject to the Freedom of Information Act from 1 September 2016. The Bursar is attending a briefing session at the end of May on duties and actions required. As the School has always operated on the basis that FOI already applied it is not anticipated that this will give rise to any significant increase in requests for information. However, it will generate administrative workload to meet bureaucratic requirements.

Staffing Update

The Rector offered an update on current staffing recruitment and vacancies. Nicola Lewis started as Teacher of Geography on 3 May; Yuwen Fortune will commence as Principal Teacher (PT) Mandarin on 11 August as will Stella Russon as PT Home Economics; appointments to PT Biology, PT Primary, Director of Sport and part-time Teacher of Art are in progress.

57/15/2016 NATIONAL IMPROVEMENT FRAMEWORK

The Rector delivered an informative presentation on the National Improvement Framework (NIF) highlighting the vision, key priorities and key drivers of improvement. The NIF has encouraged a sharpening of what the School does on careers education in particular. Other aspects of the health and well-being agenda are already well rooted. A copy of the presentation will be issued to Board members following the meeting.

58/15/2016 HUMAN RESOURCES

The Depute Rector delivered an informative presentation on Human Resources Policies and Practice. A 4 page document was issued to Board members covering all aspects of

- Workforce Planning, Training and Development
- Pay, Terms and Conditions and Culture
- Climate and Context.

A copy of the document will also be made available to all Board members following the meeting.

59/15/2016 RISK PLAN

The Risk Plan was reviewed and it was acknowledged that no risks had increased. Aspects of IT have reduced from high to medium due to recent investments.

60/15/2016 SCHOOL CENTENARY – CONFIDENTIAL ITEM

The Rector provided an insight into early plans for the School Centenary in 2020. These will be brought back to the Board for discussion as they mature.

61/15/2016 BURSAR REPORT

The Bursar provided an update on School finances and shared some key highlights from the financial year end 2015-16. She offered an oral update on the external audit completed in April 2016. PriceWaterhouseCoopers will be in attendance at the June Board meeting to formalise the year end and present their report.

62/15/2016 BUDGET 2016-17 – CONFIDENTIAL ITEM

The Rector and Bursar provided an update on the ongoing dialogue with the Scottish Government and future strategy.

63/15/2016 DATE OF NEXT MEETING: TUESDAY 14 JUNE 2016

Convenor _____

Date _____