

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

FULL GOVERNING BODY MEETING – TERM 1 **Held at the school on Tuesday 16 October 2007 at 7.00pm**

MINUTES

PRESENT:	Annemieke Waite (Chair)	Hillevi Moller-Blackwell
	Tim Trout (Vice Chair)	Darren McKimm
	Sarah Baker (Headteacher)	Matthew King
	Philip Shoebridge	Bharti Joshi
	Kate Hawkey	Sheila Brill
	Rod Symmons	Nancy Copplestone (Associate Member)
<i>The meeting was noted to be quorate</i>	Astrid Kopmels	John Budd (SSIO)
	Alex Wilkinson	Chris Conoley (Attendee)
	John Waldron	Elizabeth Jahn (Clerk)
	Julie Haslam	Lesley Evans (Associate Member) (Items 1 & 2)
	Anthony Wood	Adele Fletcher (Items 1 & 2)
	Judy Patterson	

ITEM	MINUTE	ACTION
1	<p>Welcome, Introduction of New Governing Body Members & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sylvia Townsend, Katharine Alsop and Steve Evans.</p> <p>Hillevi Moller-Blackwell joined the Governing Body as an elected Staff Governor for a term of office of 2 years and Darren McKimm as an elected Parent Governor for a term of office of 2 years. Matthew King joined the Governing Body as an appointed LA Governor for a term of office of 3 years.</p>	
2	<p>Gifted & Talented Presentation</p> <p>Lesley Evans, Assistant Headteacher and Adele Fletcher, History Teacher, informed Governors that there are currently 38 students eligible for the National Academy of Gifted & Talented Youth (NAGTY) and 99 students who have achieved a high level of attainment in SATS results. Staff training has taken place for identification of Gifted & Talented (G&T) students and talents and G&T provision, which may include for example, a Maths Day, animation projects and science projects.</p> <p>[Chris Conoley entered the meeting].</p> <p>Lesley Evans explained that Personal Learning & Teaching Skills (PLTS) are being used and will continue to be established throughout the school. There are a vast range of enrichment activities and opportunities taking place during October with cross-curricular links. Identification of best practice is taking place and the school will utilise a coaching model, where staff will share best practice with each other and be embedded across the school. Staff are also identifying their own continuing professional development (CPD) needs in relation to G&T and celebrating excellence for all students. Discussions are ongoing between the SLT, staff and students through the Student Research Council as to how the school describes students' potential, as language used is a key area to be developed. Governors were given an opportunity to ask questions. The Chair thanked Lesley Evans and Adele Fletcher for their informative presentation.</p> <p>[Chris Conoley, Lesley Evans and Adele Fletcher left the meeting].</p>	
3	<p>Approval of Selection/Appointment Process for the Director of the Post 16 Centre & Review Memorandum of Understanding</p> <p>[CONFIDENTIAL MINUTES]</p>	

Approval (Initials)

4	<p>Appointment of New Governing Body Members</p> <p>[Chris Conoley entered the meeting. Sheila Brill and Bharti Joshi left the meeting].</p> <p>Claremont School nominated Sheila Brill as a Sponsor Governor. The Governing Body agreed to appoint Sheila Brill as a Sponsor Governor, for a term of office of 2 years.</p> <p>The Governing Body agreed to appoint Bharti Joshi as a Community Governor, for a term of office of 3 years.</p> <p>[Sheila Brill and Bharti Joshi entered the meeting].</p>	
5	<p>Attendance & Business/Pecuniary Interest Register</p> <p>The Clerk explained the new format for the B/PI Register. The Register was circulated and duly signed.</p>	
6	<p>Approval of Chair & Vice Chair's Terms of Reference & Election of Chair & Vice Chair</p> <p>The Chair and Vice Chair's Terms of Reference previously distributed, were agreed.</p> <p>[Annemieke Waite left the meeting].</p> <p>There was one self-nomination from Annemieke Waite for the position of Chair. As there were no oppositions and all members were in support of Annemieke Waite being elected Chair, Annemieke Waite was duly elected for a term of office of 1 year.</p> <p>[Annemieke Waite entered the meeting, Tim Trout left the meeting].</p> <p>There was one self-nomination from Tim Trout for the position of Vice Chair. As there were no oppositions and all members were in support of Tim Trout being elected Vice Chair, Tim Trout was duly elected for a term of office of 1 year.</p> <p>[Tim Trout entered the meeting].</p>	
7	<p>Approve Committee Structure, Membership & Terms of Reference for:</p> <ul style="list-style-type: none"> • Finance & Premises • Post 16 • Staffing • Students & Curriculum <p>The Governing Body agreed the Committee structure, membership (subject to Darren McKimm joining the Student & Curriculum Committee and not Finance & Premises Committee), and Terms of Reference previously distributed (recommended for approval by the relevant Committees).</p>	
8	<p>Approve Terms of Reference for Named Governors for:</p> <ul style="list-style-type: none"> • Child Protection & Looked After Children • Health, Safety & Well-being • Performance Review of the Headteacher • Premises • Special Educational Needs <p>The Performance Review of the Headteacher Terms of Reference were slightly amended in line with current legislation. The Governing Body agreed the Terms of Reference previously distributed (recommended for approval by the relevant Committees).</p>	

	<p>The following Governors were re-appointed at Committee level:</p> <p>Astrid Kopmels – Child Protection & Looked After Children Governor Katharine Alsop – Health, Safety & Well-being Governor John Waldron – Premises Governor Philip Shoebridge –SEN & Inclusion Governor Annemieke Waite, Rod Symmons & Kate Hawkey – Performance Review of the Headteacher Panel Astrid Kopmels, Tim Trout & Kate Hawkey – Pay & Performance Review Committee</p>	
9	<p>Appoint Panel Governors for:</p> <ul style="list-style-type: none"> • Discipline <p>Pool for Panel – Alex Wilkinson, Astrid Kopmels, John Waldron, Tim Trout, Kate Hawkey, Philip Shoebridge.</p> <ul style="list-style-type: none"> • Grievances/Appeals <p>Pool for Panel – Alex Wilkinson, Rod Symmons, Katharine Alsop, Philip Shoebridge, Kate Hawkey, Judy Patterson.</p>	
10	<p>Appoint Bristol Governors Forum Representative</p> <p>⇒ Thursday 11 October 2007 ⇒ Thursday 6 December 2007 ⇒ Thursday 31 January 2008 ⇒ Thursday 13 March 2008 ⇒ Thursday 8 May 2008 ⇒ Thursday 3 July 2008</p> <p>7.15 – 9.00pm, Venue – Create Centre. Nancy Copplestone, Annemieke Waite and Tim Trout agreed to attend the Forum meetings where possible.</p>	
11	<p>Headteacher’s Report</p> <p>The report had previously been distributed, the Headteacher went through the contents. The Headteacher also explained the situation with regard to ICT provision at the school and the difficulties and stress this has caused staff. The SLT recognise that staffs’ work/life balance has been affected. The Chair has sent a letter thanking staffing for their hard work in setting up a functioning school in September. ICT is slowly improving and the Headteacher is optimistic. If there are further difficulties, the Chair will write to the Council on behalf of the Governing Body. The school will be reimbursed costs incurred due to the problems, but they will not receive compensation. Compensation payments will be made to the Council. Darren McKimm and Alex Wilkinson agreed to support the SLT with the ICT situation. The school has implemented strategies to ensure that students’ learning has not been impacted by the ICT problems. Air conditioning and ventilation will be a high profile issue for next year.</p> <p>There are currently 158 students in the Post 16 Centre based at Redland Green School. Attendance is good, particularly for a secondary school but punctuality needs sharpening.</p>	
12	<p>Committee Minutes</p> <ul style="list-style-type: none"> • Finance & Premises • Post 16 • Marketing & Communications • Staffing • Students & Curriculum <p>The draft Minutes had previously been distributed, Governors were reminded to inform the Clerk of any queries or comments prior to the next Committee meetings.</p>	All

13	<p>Approval of Redland Green School's Best Value Statement</p> <p>The Governing Body approved the Best Value Statement that had been recommended for approval by the Finance & Premises Committee and the Chair will sign the document.</p>	AW
14	<p>Policy Adoption/Review Including:</p> <ul style="list-style-type: none"> • Behaviour Policy <p>Behaviour in school has been good overall and key indications show the Behaviour Policy is working. The policy is being imbedded throughout the school and comments raised at Committee level will inform further discussions by the SLT.</p>	
15	<p>Carried Forward Matters from Previous Minutes</p> <ul style="list-style-type: none"> • Traffic Lights at Cranbrook Road <p>The Chair has received a letter from John Drew, Bristol City Council, explaining the reasons for the delay. It is hoped that the installation will be completed by mid November. There have been no incidents reported.</p>	
16	<p>Correspondence</p> <p>The GDS monitoring form was distributed for completion. The Chair has been informed that the Severn Beach Line will have trains running every 40 minutes during the rush hour period, although it is unknown what times these will run yet.</p>	
17	<p>Governors' Visits & Link Governor Reports</p> <p>Representatives of Bradley Stoke's Governing Body visited the school. The meeting proved very useful at lots of different levels and the two Governing Bodies will continue to develop relationships.</p> <p>The Link Governor roles have not been fully established yet due to capacity but will be developed during the next term.</p>	
18	<p>Governors' Training Reports</p> <p>Tim Trout agreed to attend the GDS training session on Extended Schools Partnership (ESP) and Bharti Joshi agreed to attend the RAISEonline training session (<i>this was later cancelled by the GDS</i>).</p>	TT
19	<p>Bristol Governors Forum Representative's Report</p> <p>Nancy Coplestone gave feedback on the recent Directors Brief for Chairs and Headteachers. The LA has been judged as adequate by Ofsted, this is an improvement from the previous inadequate judgement. SEN Statements are currently linked to funding, this won't be the case in the future. The Local Authority has the highest number of exclusions and the highest number of exclusions in relation to BME/SEN students. The numbers are abnormally high compared to the proportion of the population.</p> <p>Annemieke Waite and Nancy Coplestone were congratulated on being appointed Consultant Governors to support new/inexperienced Governors. They recently attended a training and information session with Ian Caskie, the new School Improvement Advisor for Governance.</p>	
20	<p>AOB</p> <p>The school is currently exploring the possibility of having a dedicated Governor web page where Governing Body papers can be securely accessed.</p> <p>There was no other business to consider.</p>	
21	<p>Approval of Minutes of last Full Governing Body Meeting held on 10 July 2007</p> <p>The Minutes were agreed and signed as a correct record.</p>	

22	Date & Time of Next Full Governing Body Meeting Tuesday 18 December 2007 at 7.00pm	
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 18 December 2007