

**REDLAND GREEN SCHOOL
 TUESDAY 7 NOVEMBER 2006**

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Governors	
Annemieke Waite (AW) – Chair	Judy Patterson
Katharine Alsop	Philip Shoebridge
Sarah Baker	Rod Symmons
Steve Evans	Cllr Sylvia Townsend
Kate Hawkey	Tim Trout
Astrid Kopmels	John Waldron
Clare Millward	Alex Wilkinson
Associates	
-	
In attendance	
John Budd	Senior Secondary Schools Improvement Officer
Kate Stott	Clerk
Liz Jahn	New Clerk
Apologies	
Anthony Wood (AJW) –	

Item	Action
<p>1. Election of Chair and Vice Chair: The process for election of chair and vice chair was as agreed at the 17 October Full Governing Body (FGB) meeting. One nomination had been received for Chair from Annemieke Waite. (AW left the room for the vote). Governors voted by a show of hands and Annemieke Waite was duly elected Chair of the governing body for one year. One nomination had been received for Vice Chair from Tim Trout. (TT left the room for the vote). Governors voted by a show of hands and Tim Trout was duly elected Vice Chair of the governing body for one year. AW stated she was looking forward to working with the governing body for the next year.</p>	
<p>2. Welcome and apologies for absence: AW welcomed everyone including Elizabeth Jahn the new clerk to the governing body. Governors introduced themselves and gave brief details of their background and experience. Apologies as shown above.</p>	
<p>3. Agree Committee Structure, Committee Membership and Named Governors: The committee structure was AGREED as follows: Finance and Premises Student and Curriculum Staffing Marketing and Communications</p>	

Post 16					
The committee membership was AGREED as follows					
Finance and Premises	Student and Curriculum	Staffing	Marketing and Communications	Post 16	
Astrid Kopmels	Philip Shoebridge	Philip Shoebridge	Tim Trout	Annemieke Waite	
Sylvia Townsend	Rod Symmons	Astrid Kopmels	Anthony Wood	Sarah Baker	
John Waldron	John Waldron	Tim Trout	Sylvia Townsend	Steve Evans	
Alex Wilkinson	Clare Millward	Judy Patterson	Clare Millward	Rod Symmons	
Katharine Alsop	Kate Hawkey	Kate Hawkey	Judy Patterson		
In support: Dave Farr – LA (to be confirmed) Mike Farmer - Director of Finance and Administration	In support: Assistant Headteacher	In support: Assistant Headteacher	In support: Assistant Headteacher		
<p>The named governors were AGREED as follows: SEN – Philip Shoebridge Child Protection – Astrid Kopmels Health and Safety – Katharine Alsop It was also agreed that EJ would co-ordinate governor induction and training with AW. AW asked all committees to arrange to meet before the next FGB meeting on 28 November, if possible, and to put Terms of Reference as an agenda item. Post 16 Committee is meeting on 23 November.</p>					
<p>4. Governor Code of Conduct: AW suggested that a working group of three governors be set up to review other schools' good practice codes of conduct, including Cotham and Fairfield, and bring an RGS code of conduct back to the next FGB meeting for approval. TT, KH and PS volunteered.</p>					TT/KH/ PS for 28 Nov.
<p>5. Minutes of the Temporary Governing Body 10 October 2006: The minutes were AGREED and signed subject to the following amendment - page 2 line 4 to read Ethnic Minority Achievements Service.</p>					
<p>6. Matters arising from the above: Skiing Trip – KH and SE reviewed the details and the trip was approved. Post 16 parent governor - no nominations were received; AW and SB will discuss further. Self Evaluation Form (SEF) – this will be an agenda item for 28 November FGB meeting with reference to the section including governance. Official Opening at the new school – this will be taken forward by the</p>					AW/SB M&C

Marketing and Communication committee.	
<p>7. Minutes of the Full Governing Body 17 October 2006: The minutes were AGREED and signed subject to the following addition under AOB: Skiing trip: Governors agreed that KH and SE review the details and delegated the decision regarding approval of the school trip to them.</p>	
<p>8. Matters arising from the above: Cycle Path - ST and RS updated governors on the latest position. The provision of the path is part of the school's planning permission; money is available for the path and improved lighting, a meeting is to be held with Bristol City Council (BCC) officers shortly when a route will be set. Governors were in full support of the cycle path given its benefit in terms of health and the environment. RS felt that to assist in addressing residents' concerns regarding the path, and wider issues relating to how the students will interact with other park users, it would be helpful if a member of school staff could be involved. SB reported that some of the students would also like to be involved. ST will be liaising with the Redland and Cotham Amenity Society and will include an article in their next newsletter. ST to let governors know when the planning application for the approval of details of the cycle path is going to committee in order for governors to take a pro-active role.</p>	<p>RS/SB ST</p>
<p>9. AOB: Target Setting Day: AK raised the issue of the Target Setting day when students are invited in, at an allocated time, to discuss their targets for the year. The students are set work for the day and supervised study is available for those students who need to come into school for the whole day. SB advised that it is good practice; JB agreed and stated that it is a common practice in secondary schools; students are required to attend for one session and if they do not attend their appointment they will be marked as absent. It was considered inappropriate for there to be any further discussion by the governing body on this operational matter which is being dealt with by the school. Parent and Carer Voice: SB invited governors to take a copy of some of the comments received from parents/carers from Term 1; there were many positive comments and no concerns raised regarding teaching and learning. Communication: governors discussed the best ways to inform parents about the role and responsibilities of the governing body and, in particular, the role of the parent governor within it. It was agreed that a statement would be drawn up to go on the website outlining the governing body's role, its structure, named governors and how to make contact; the statement would also stress the need for operational issues to be addressed to the relevant professional in school, in the first instance. AW and TT to prepare the statement and discuss with JB. It could also be referred to in the school's Bulletin. Parent comments are already invited via the parent and carer voice; other ways of ensuring good communication were also discussed.</p>	<p>AW/TT/JB</p>

Date of next Full Governing Body meeting: 7.00pm 28 November 2006

Approved for publication..... Date: