

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

FULL GOVERNING BODY MEETING – TERM 2 **Held at the school on Tuesday 18 December 2007 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Katharine Alsop
Tim Trout (Vice Chair)	Anthony Wood
Sarah Baker (Headteacher)	Judy Patterson
Kate Hawkey	Hillevi Moller-Blackwell
Rod Symmons	Darren McKimm
Astrid Kopmels	Matthew King
Alex Wilkinson	Bharti Joshi
Sylvia Townsend	Sheila Brill
John Waldron	Nancy Copplestone (Associate Member)
Julie Haslam	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from John Budd, Chris Conoley and Philip Shoebridge.</p> <p>The following Governors agreed to be Mentors for the new Governors:</p> <p>Anthony Wood – Darren McKimm Tim Trout – Matthew King Kate Hawkey – Bharti Joshi Alex Wilkinson – Hillevi Moller-Blackwell John Waldron – Sheila Brill</p>	
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p>Governors were reminded of their responsibility to declare interests, the Register was circulated and duly signed.</p>	
3	<p>Appointment of New Governing Body Members</p> <p>[Nancy Copplestone left the meeting].</p> <p>Governors agreed to re-appoint Nancy Copplestone as an Associate Member for a term of office of 1 year.</p> <p>[Nancy Copplestone entered the meeting].</p> <p>Governors agreed that Chris Connelly be allowed to attend Full Governing Body Meetings as an observer for a term of 1 year, with the right to comment and discuss issues.</p>	
4	<p>Headteacher's Report</p> <p>The report had previously been distributed, the Headteacher went through the contents. The school will have to monitor closely the impact of 7 students' successful appeals to join the school. Volunteers are requested to join the Inclusion Steering Group and contributions are welcome for the whole curricular week's focus on sustainability. The Headteacher gave a brief demonstration of the parents/carers' virtual learning environment (VLE). The VLE is currently being tested to identify any access or visibility issues for parents/carers.</p>	All

Approval (Initials)



	<ul style="list-style-type: none"> • School Self Evaluation (SSE) Outcomes: Achievement & Standards & Personal Development & Well-being <p>The SIP report on SSE dated 12 October 2007 had been previously distributed. There were no further queries or comments.</p> <ul style="list-style-type: none"> • Approval of Targets <p>Governors discussed the proposed targets and were informed they reflected national trends in English and Maths.</p> <p>The targets were approved for submission to the Local Authority.</p> <p>Governors approved the 96% attendance target for submission to the Local Authority.</p>	
5	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed. The Chair updated Governors on the selection/ appointment process of the Post 16 Director. The application pack should be finalised by the end of this week and interviews are scheduled to take place on the 14/15 February 2008.</p> <p>Governors approved the Marketing & Communications (M&C) Minutes dated the 1 October 2007 and the Chair of the M&C Committee signed them.</p>	
6	<p>Policy Adoption/Review Including:</p> <ul style="list-style-type: none"> • Admissions Statement – Post 16 Centre <p>The Admissions Statement for the Post 16 Centre, recommended for approval by the Post 16 Committee, was agreed.</p> <ul style="list-style-type: none"> • Memorandum of Understanding <p>Governors agreed the recommendation from the Post 16 Committee that the Committee will continue to operate under the current Memorandum but will undertake a full review following 14-19 curriculum discussions and appointment of the Director of the Post 16 Centre.</p>	
7	<p>New Matters Arising</p> <ul style="list-style-type: none"> • Governors' Website <p>The Headteacher thanked the Clerk for updating the Governors' website. Governors were informed that they may experience short temporary access issues with the site when the school undertakes updating processes. It is envisaged to utilise more of the website's features once Governors become familiar with navigating the site.</p>	
8	<p>Carried Forward Matters from Previous Minutes</p> <p>There were no carried forward matters.</p>	
9	<p>Governors' Visits & Link Governor Reports</p> <p>Alex Wilkinson reported back on his visit with Christopher Macintosh to discuss ICT provision from Northgate. He outlined issues discussed and confirmed that he is confident most issues will be resolved by January. Alex Wilkinson will provide the Clerk with a completed Governor's Visit Form for distribution to Governors. Forms are available in the Forms folder on the Governors' website or via the Clerk, and Governors are requested to complete forms to feedback on visits to the school.</p> <p>The school is in the process of organising Link Governor visits to the school and it is hoped that all Governors will have the opportunity to spend a day at the school. Governors were very keen on these visits and it was agreed it will be extremely beneficial to meet with students and staff to have a better understanding of the day-to-day 'life' of the school. It was agreed that Annemieke Waite, Tim Trout and Bharti Joshi will attend the first Governor 'in-school day' on Thursday 10 January 2008. A timetable will be prepared for each Governor, focusing on their link area. It is hoped that every term 2 or 3 Governor will be able to attend an in-school day.</p>	<p>AxW EJ All</p> <p>AW, TT & BJ</p>

	<p>The following Link Governors were appointed:</p> <p>Rod Symmons – Extended Schools / Community Cohesion Matthew King – Humanities & Citizenship Katharine Also – Maths Astrid Kopmels – Relationships & Sex Education Bharti Joshi – Racial Equality</p> <p>Link Governors should email their school contact via Sarah Balloch, who will forward the email to the appropriate person, who will then make direct contact with the Link Governor.</p> <p>Link Governors are still requested for business links/work related learning, continuing professional development, disability equality, enrichment, PSHE, reporting to parents and trips & visits.</p> <p>The school will also be starting the recruitment process for September 2008 after the Christmas holidays and volunteers are requested to sit on interview panels. The Clerk will distribute the recruitment timeline when available.</p>	<p>All</p> <p>All</p> <p>All & EJ</p>
10	<p>Governors' Training Reports</p> <p>The Chair highlighted the following training opportunities for Governors:</p> <p>Extended Schools Partnership (ESP) – 15 January 2008, 7.00pm-9.30pm at the Council House BME Governor Support Network – 17 January 2008, 6.45pm at the Council House</p>	All
11	<p>Bristol Governors Forum Representative's Report</p> <p>A volunteer(s) was requested to attend the Governors' Forum Meeting on the 31 January 2008 as Nancy Copplestone and Annemieke Waite are unable to attend.</p>	All
12	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
13	<p>AOB</p> <p>New Governors were requested to see the Clerk at the end of the meeting to collect their induction packs. There was no other business to consider. The Chair thanked the Governing Body for their hard work and wished everyone a Merry Christmas.</p>	
14	<p>Approval of Minutes of last Full Governing Body Meeting held on 16 October 2007</p> <p>The Minutes were slightly amended, agreed and signed as a correct record.</p>	
15	<p>Date & Time of Next Full Governing Body Meeting</p> <p>Tuesday 12 February 2008 at 7.00pm</p>	

Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 12 February 2008