

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 28 November 2006 at 7.00pm

MINUTES

PRESENT:	ANNEMIEKE WAITE (Chair) TIM TROUT (Vice Chair) SARAH BAKER (Headteacher) PHILIP SHOEBRIDGE JUDY PATTERSON SYLVIA TOWNSEND KATE HAWKEY ROD SYMMONS ASTRID KOPMELS	ALEX WILKINSON STEVE EVANS CLARE MILLWARD KATHARINE ALSOP ANTHONY WOOD ELIZABETH JAHN (Clerk) MIKE FARMER (Director of Finance & Administration) JOHN BUDD (SIO)
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The meeting was noted to be quorate

<u>ITEM</u>	<u>MINUTE</u>	<u>ACTION</u>
1	<p>Welcome and Apologies for Absence</p> <p>Annemieke Waite welcomed everyone and introduced Mike Farmer, Director of Finance & Administration, who would be presenting an overview of the Financial Management Standards (FMSiS) in item 2. Apologies were received and accepted from John Waldron.</p>	
2	<p>The New Financial Management Standards and Sources of School Finance</p> <p>Mike Farmer introduced the FMSiS by advising Governors that the overall concept of the Standard is to ensure that through having a good framework in place between the school and the Governing Body it enables good financial management to take place.</p> <p>[Katharine Alsop entered the meeting].</p> <p>The framework should include an understanding of financial consequences. Governors should be able to review the financial progress against the planned forecast and be aware of forward financial out-turn so that there is time to prepare for necessary readjustments. The concept incorporates the view that the financial management is about the 'best value' for the school.</p> <p>All secondary schools are to undergo an external audit in March 2007, which means that the evidence for the audit needs to be assembled by 16 February 2007. Therefore, the time-scale for the evidence to be in place was extremely tight.</p> <p>[Judy Patterson left the meeting].</p> <p>Mike Farmer pointed out to the Governors that help from the Local Authority would be available. The Corporate Education Finance Team were keen to talk to Governors and this could be arranged at a later date. Mike Farmer also pointed out that the Local Authority did recognise that Redland Green School was a special case and whilst the DfES had not agreed to defer the audit until March 2008, they would take into account the circumstances when the audit did take place.</p> <p>[Judy Patterson re-entered the meeting].</p> <p>The external auditors were to be Bristol City Council. The cost of the audit was £750 and lasts 3 years and would then be re-assessed but if Redland Green School failed the audit they would incur further charges.</p>	

	<p>Mike Farmer went on to present in more detail the various areas of the FMSiS and also the sources of funding for Redland Green School.</p> <p>Annemieke Waite thanked Mike Farmer for his informative presentation.</p> <p>[Mike Farmer left the meeting].</p>	
<p>3</p>	<p>Approval of Structure of Committees and Terms of Reference</p> <p>As Sarah Baker's name had been added to the Finance & Premises, Student & Curriculum, Staffing, Marketing & Communications Committee memberships, the structure was represented to Governors who unanimously approved the same.</p> <p>The Terms of Reference for the Student & Curriculum, Staffing, and Marketing & Communications Committees were all approved.</p> <p><i>Terms of Reference for Named Governors will be prepared at a later date.</i></p>	
<p>4</p>	<p>Headteacher's Written Report, also:</p> <ul style="list-style-type: none"> • Progress of School Development Plan • School Self Evaluation – Leadership and Management Section Including Governance • Visit of School Improvement Partner <p>The Headteacher's Report was presented. Sarah Baker pointed out that she had used the same format as for the Self-Evaluation Form and would continue to do so. Items mentioned in addition to the written Report were:</p> <p>Attendance - up to the 24 November was 97.4%, which is very high. 0.1% was for unauthorised absence, which is very low. The target was to have no unauthorised absences.</p> <p>The school bulletin and staff bulletin were proving very useful.</p> <p>Target Setting Day was hugely successful. Parents were given an evaluation sheet when they arrived and there were many constructive comments submitted. Most parents/carers found the day helpful and appreciated the chance to meet their child's Mentor. It was important for the school that the students would be the focus of the day, and that they should be central to the conversations. The day was not so much to discuss the progress of the student, but more about encouragement and to suggest ways that parents/carers can help their child's learning.</p> <p>There is a parents/carers evening in February. The SLT were discussing the format for this event.</p> <p>Places for students with a Statement of Special Educational Needs - Governors were advised that these students were given the first priority with regard to a place at Redland Green School. Their residence in the catchment area was not a consideration. The only consideration was whether Redland Green School could meet the student's needs. There was always a meeting with regard to the needs of the student prior to them being offered a place.</p> <p>The Student Council had been established and at their first meeting they had discussed many key issues.</p> <p>New lockers had been provided for the students.</p> <p>John Budd advised the Governors that it was a requirement for the SIP to attend a FGBM so they can report on the governance of the school. The Clerk should invite the SIP to the Term 6 FGBM.</p> <p>Sarah Baker advised Governors that the appointment of Link Governors would be considered in due course. She felt this was a good way for Governors to understand specific areas of the school in practice.</p>	<p>EJ</p>

	The School Development Plan is being developed with the Senior Leadership Team and will be presented to Governors in due course.	
5	<p>Target Setting</p> <p>Governors were advised there would be no target setting this year but next year target setting for Key Stage 3 would be necessary.</p>	
6	<p>Committee Minutes:</p> <ul style="list-style-type: none"> <p>Students & Curriculum</p> <p>John Budd advised the Clerk that it was good practice to include with the Minutes any relevant papers that had been circulated to Committee Members with the Agenda. This would ensure Governors' understanding of any decisions or comments contained in the Minutes. This was duly noted, and the Clerk will forward the items as advised.</p> <p>There was an item on the Students & Curriculum Minutes that Governors agreed should be included in Confidential Minutes.</p> <p>There were no other comments or questions.</p> <p>Staffing</p> <p>Kate Hawkey, Chair of the Staffing Committee, advised Governors that as per the Minutes, volunteers will be required to sit on the interview panels next year. Dates would be circulated by the Clerk after they have been finalised by Sarah Balloch.</p> <p>There was a brief discussion on whether appointments could be made immediately if a Governor did not sit on the interview panel. It was thought that if a Governor was present on the interview panel they could approve an appointment immediately if appropriate. If a Governor was not present, the decision to approve was passed to the Headteacher. <i>This has since been confirmed by the Teachers' Pay Policy, which reads as follows:</i></p> <p><i>'All appointments, apart from the appointment of members of the leadership group, have been formally delegated to a Governor where a Governor is present at interview or, if not, delegated to the Headteacher.'</i></p> <p>There were no other comments or questions.</p> <p>Marketing & Communications</p> <p>Tim Trout pointed out that Governors could misinterpret the Minutes to assume that the issue of opening up suppliers of the school uniform had been agreed. He confirmed that no decision to open up had been agreed. It was just a discussion point at this stage. The first step would be to have a meeting with the supplier. Steve Evans advised that there should be careful consideration before opening up the suppliers as it was important not to have a 'free-for-all' with regard to the school uniform.</p> <p>Tim Trout would reconsider the wording in the Minutes to ensure this point is not misunderstood and forward a revised copy to the Clerk.</p> <p>There were no other comments or questions.</p> <p>Post 16</p> <p>There were no comments or questions.</p> 	<p>EJ</p> <p>EJ</p> <p>EJ & All</p> <p>TT</p>

7	<p>Policy Adoption/Review Including:</p> <ul style="list-style-type: none"> Governors Code of Conduct <p>John Budd advised Governors to change the word 'help' to 'ensure' on the first bullet point of the Code. Annemieke Waite felt that the Code of Conduct was a good idea because it clarifies the role of the Governors, ie that they have collective responsibility for example. She felt it is helpful to all Governors and that the Code of Conduct presented for approval by Redland Green School Governors was one of the most comprehensive that she had seen.</p> <p>Governors unanimously agreed and adopted the Governors Code of Conduct subject to the above amendment. It was agreed that a link to the Code be put on the Governors' website.</p>	TT
8	<p>Review of Instrument of Government</p> <p>Governors agreed that Paul Norris, Assistant Headteacher, be appointed as Associate Member to the Student & Curriculum Committee with full voting rights, for a term of office of 2 years.</p> <p>Governors agreed that Lesley Evans, Assistant Headteacher, be appointed as Associate Member to the Marketing & Communications Committee with full voting rights, for a term of office of 2 years.</p> <p>Governors agreed that Kim Garland, Assistant Headteacher, be appointed as Associate Member to the Staffing Committee with full voting rights, for a term of office of 2 years.</p> <p>Governors agreed that Mike Farmer, Director of Finance & Administration, be appointed as Associate Member to the Finance & Premises Committee with full voting rights, for a term of office of 2 years.</p> <p>Associate Members cannot vote on matters relating to admissions, pupil discipline, election/ appointment of Governors, staff appointment and discipline, staff grievance, Headteacher's Performance Management, the budget and any financial commitments of the Governing Body.</p> <p>Annemieke Waite asked the Governors to consider inviting a member of Kingsweston House to be a Sponsor Governor at Redland Green School for a term of office of 2 years. Kingsweston provide a large input into Redland Green School and it was felt that as such, a Sponsor Governor from Kingsweston would be appropriate and beneficial to the Governing Body.</p> <p>All Governors agreed to Kingsweston providing a Sponsor Governor for a term of office of 2 years. Annemieke Waite will write to David Capel and invite nominations.</p> <p>There was a general discussion re the 2nd Sponsor Governor place. John Budd advised that it was sensible to wait until the school had moved into its' new premises and then identify where the gap in the Governing Body was to identify the appropriate Sponsor Governor. Governors agreed.</p> <p>Annemieke Waite asked the Governors to consider appointing Nancy Copplestone of Cotham School as an Associate Member of the Governing Body. Nancy Copplestone had been very supportive as a Governor on the Temporary Governing Body of Redland Green School and it was felt that her expertise in various areas would be extremely beneficial to the Full Governing Body of Redland Green School.</p> <p>Governors agreed to invite Nancy Copplestone to be appointed as an Associate Member to the Governing Body of Redland Green School with full voting rights, for a term of office of 1 year. Annemieke Waite will write to Nancy Copplestone and also as a courtesy she would write to the Chair of the Cotham School Governing Body.</p> <p>Annemieke Waite asked the Governors to consider allowing Chris Conoley to attend the Governing Body meetings as an observer so that as Director of the Post 16 Centre he could have an overview of both Redland Green School and Cotham School.</p> <p>Governors agreed that Chris Connelly be allowed to attend the Full Governing Body Meetings as an observer for a term of 1 year, with the right to comment and discuss issues. Annemieke Waite will write to Chris Conoley advising him of the Governing Body's decision.</p>	<p>AW</p> <p>AW</p> <p>AW</p>

9	<p>Appointed Governors re Headteacher's Performance Management and Pay Committee</p> <p>Governors were informed that Annemieke Waite, Kate Hawkey and Rod Symmons have been appointed by the Staffing Committee to form the Headteacher's Performance Management and Pay Committee.</p>	
10	<p>New Matters Arising</p> <p>Minutes of the previous Marketing & Communications Committee held on 21 June 2006 were agreed and signed as a correct record.</p>	
11	<p>Carried Forward Matters from Previous Minutes</p> <p>The Clerk confirmed that all outstanding items had been delegated to the appropriate Committees.</p>	
12	<p>Governor's Report Including:</p> <ul style="list-style-type: none"> • Training Needs of Governing Body <p>Recommended training courses had previously been distributed to Governors with the Agenda. Annemieke Waite urged the Governors to do as much training as was possible.</p> <p>There was the possibility of inviting the GDS into the School for bespoke training and when this was relevant it would be considered.</p> <p>The Chair of Governors pointed out that the Clerk had no knowledge of prior training undertaken by the Governors. It was therefore agreed that all Governors would inform the Clerk no later than the 15 December 2006, which if any, courses they had attended and when, and any other relevant training they had undertaken.</p> <p>Governors were also advised that the GDS are very helpful in identifying Governors' training needs and an informal talk with the GDS could prove very useful. They are also able to provide course literature to read to Governors who are unable to attend the course.</p> <p>John Budd advised Governors that it was a good idea to hold an Annual Governors Conference in which training needs could be discussed. This was also a way to develop team building between more experienced and less experienced Governors.</p>	<p>All</p> <p>EJ</p>
13	<p>Clerk's Report Including:</p> <ul style="list-style-type: none"> • Declaration of Pecuniary Interests <p>Sylvia Townsend and Anthony Wood signed the PI form.</p> <ul style="list-style-type: none"> • CRB Forms <p>Alex Wilkinson and John Waldron need to bring their CRB form to the next meeting together with the required documentation re: proof of identity or their CRB Certificate.</p> <ul style="list-style-type: none"> • Disqualification Forms <p>John Waldron needs to sign a Disqualification form at the next meeting.</p>	<p>AxW & JW</p> <p>JW</p>
14	<p>Correspondence</p> <p>Annemieke Waite had received a few letters from parents and one from a student. The letters were passed to Sarah Baker for processing. There was no other correspondence to consider.</p>	

<p>15</p>	<p>Appointment of Bristol Governors Forum Representative</p> <p>Please check diaries for the following dates and advise the Clerk which, if any, dates you can attend. One or 2 representatives will then be selected to attend the Forum:</p> <ul style="list-style-type: none"> • Thursday 7 December 2006 • Thursday 1 February 2007 • Thursday 15 March 2007 • Thursday 10 May 2007 • Thursday 5 July 2007 <p>All meetings 7.15 – 9.00pm, venue – Create Centre (7 December at The Council House)</p>	<p>All</p>
<p>16</p>	<p>AOB</p> <p>The Chair advised the Governors of the need at a later date to establish Statutory Panels. At that time, volunteers will be required.</p> <p>There was no other business to consider.</p> <p>[Katharine Alsop gave her written apologies and left the meeting].</p>	
<p>17</p>	<p>Approval of Minutes of last Full Governing Body Meeting held on Tuesday 7 November 2006</p> <p>Astrid Kopmels advised that some names were repeated on the last page of the Minutes.</p> <p>Subject to the above amendments, the Minutes of the previous Full Governing Body Meeting (FGBM) held on 7 November 2006 were agreed and signed as a correct record.</p>	
<p>18</p>	<p>Dates and Times of Next Committee Meetings</p> <p>To be confirmed.</p>	
<p>19</p>	<p>Date and Time of Next Full Governing Body Meeting</p> <p>Tuesday 23 January 2007 at 7.00pm</p>	