

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

## **FULL GOVERNING BODY MEETING – TERM 3**

**Held at the school on Tuesday 23 January 2007 at 7.00pm**

### **MINUTES**

**PRESENT:**

<b>ANNEMIEKE WAITE (Chair)</b>	<b>JOHN WALDRON</b>
<b>TIM TROUT (Vice Chair)</b>	<b>STEVE EVANS</b>
<b>SARAH BAKER (Headteacher)</b>	<b>KATHARINE ALSOP</b>
<b>PHILIP SHOEBRIDGE</b>	<b>ANTHONY WOOD</b>
<b>SYLVIA TOWNSEND</b>	<b>NANCY COPPLESTONE (Associate Member)</b>
<b>KATE HAWKEY</b>	<b>ELIZABETH JAHN (Clerk)</b>
<b>ROD SYMMONS</b>	<b>JOHN BUDD (SSIO)</b>
<b>ASTRID KOPMELS</b>	<b>KIM GARLAND (Assistant Headteacher)</b>
<b>ALEX WILKINSON</b>	<b>CHRIS CONOLEY (Attendee)</b>
<b>ALAN ROBERTS</b>	

*The meeting was noted to be quorate*

<b><u>ITEM</u></b>	<b><u>MINUTE</u></b>	<b><u>ACTION</u></b>
<b>1</b>	<p><b>Welcome, Introduction of New Governing Body Members and Apologies for Absence</b></p> <p>Annemieke Waite welcomed everyone. Apologies were received and accepted from Judy Patterson and Clare Millward. Governors briefly introduced themselves to the new members of the Governing Body.</p>	
<b>2</b>	<p><b>Disability Equality Scheme (DES)</b></p> <p>Kim Garland, Assistant Headteacher, gave a brief presentation on the DES and the associated action plan to identify that reasonable steps are taken to ensure equality of access and opportunities to disabled stakeholders and to ensure that Redland Green School is proactive in enabling stakeholders to have a 'voice'. Handouts were distributed. The new premises will bring about significant changes in terms of access, so the DES and action plan will be reviewed after the move.</p>	
<b>3</b>	<p><b>School Self-Evaluation Form (SEF)</b></p> <p>John Budd, Senior Secondary School Improvement Officer, gave a brief outline of the SEF. Handouts were distributed.</p>	
<b>4</b>	<p><b>Headteacher's Written Report Including:</b></p> <ul style="list-style-type: none"> <li><b>Progress of School Development Plan</b></li> </ul> <p>The Headteacher's Report had been previously distributed. Sarah Baker briefly went through the report. Sarah Baker also distributed the School Development Plan, which had been developed directly from the school's priorities for improvements outlined on the SEF. In relation to the SEF, Sarah Baker informed Governors that there would likely be some form of SEF training in terms 4/5.</p> <p>[Sylvia Townsend entered the meeting].</p> <p>Sarah Baker highlighted the achievements of Redland Green students with regards to their work on bullying. A small group of Redland Green students recently attended a conference on bullying and writing a bullying policy and are currently helping to develop Redland Green's Bullying Policy. They have been requested to do a presentation at a forthcoming conference in February for about 150 social workers and local authority employees. The presentation is to incorporate an evaluation of the conference they had previously attended and what they as a group are developing at Redland Green School. The students have requested that they 'practice' their presentation in front of a small group of Governors. Volunteers are therefore requested, Sarah Baker will confirm the date and time in due course.</p>	SB

	<p>Sarah Baker requested volunteers to be involved with the work on 'healthy schools'. Tim Trout and Katharine Alsop volunteered. Sarah Balloch to forward to them details of time and date.</p> <p>Sarah Baker read out a letter received from a member of the public that provided positive feedback on Redland Green School and the students.</p>	TT, KA, SBh
5	<p><b>Committee Minutes:</b></p> <p>Draft Minutes of the Finance &amp; Premises, Students &amp; Curriculum, Staffing, and Marketing &amp; Communications Committee Meetings were presented. There were no comments or questions.</p> <ul style="list-style-type: none"> <li>• <b>Finance &amp; Premises Committee Terms of Reference</b></li> </ul> <p>The Terms of Reference were approved.</p>	
6	<p><b>Post 16 Committee</b></p> <p>Chris Conoley gave a brief report re student recruitment. He confirmed that as of today's date there had been 432 applications received but some of these could be multiple applications. The figure was very encouraging but it was still too early to get an accurate indication of likely intake.</p>	
7	<p><b>Governors' Visits Including Reports From:</b></p> <ul style="list-style-type: none"> <li>• <b>Philip Shoebridge</b></li> </ul> <p>Philip Shoebridge informed Governors that he had recently visited the school in his role as SEN Governor, to attend a meeting with Kim Garland, Assistant Headteacher, regarding SEN. He had also met other colleagues. The meeting focused mainly in relation to the anticipated number of students with SEN next year and the impact of that. A questionnaire was being established to be returned to Philip Shoebridge, to ask students and parents with SEN how they viewed the quality of provision in relation to their needs. Philip Shoebridge enjoyed his visit very much.</p> <ul style="list-style-type: none"> <li>• <b>Katharine Alsop</b></li> </ul> <p>Katharine Alsop visited the school in relation to her role as Health &amp; Safety Governor. She had attended a meeting with Mike Farmer, Director of Finance and Administration. They had formulated a plan of work to be 'tackled' this year. Katharine Alsop commented on how impressed she had been by how organised and efficient Mike Farmer had been. Katharine Alsop had found the visit both interesting and enjoyable.</p> <ul style="list-style-type: none"> <li>• <b>Rod Symmons</b></li> </ul> <p>Rod Symmons had visited the school a couple of times recently and was impressed by the creative teaching and learning he had seen. He was interested to see the advances once the move to the new premises had occurred and better equipment was available.</p> <p>Governors were encouraged to visit the school by Annemieke Waite and Sarah Baker. Any Governors wishing to visit should contact Sarah Balloch to arrange a suitable time and date.</p> <p>Governors should complete a Governor Visit Form and return it to the Clerk to be copied to the relevant people. Forms are available from the Clerk.</p>	<p>All</p> <p>All &amp; EJ</p>
8	<p><b>Carried Forward Matters from Previous Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>Volunteers for Interview Panels</b></li> </ul> <p>Governors were reminded to inform the Clerk which, if any, dates they could attend.</p> <ul style="list-style-type: none"> <li>• <b>Volunteers for Discipline Panel</b></li> </ul> <p>The 'pool' of Governors are: Alex Wilkinson, Astrid Kopmels, John Waldron, Tim Trout, Kate Hawkey and Alan Roberts. From these 6 Governors (when appropriate), 3 will form the Discipline Panel. The 6 Governors should attend relevant 'exclusion' training as soon as it is convenient.</p>	<p>All</p> <p>AxW, AK, JW, TT, KH, AR</p>

	<ul style="list-style-type: none"> <li><b>Volunteers for Appeals Panel</b></li> </ul> <p>The 'pool' of Governors are: Alex Wilkinson, Rod Symmons, Katharine Alsop, Philip Shoebridge, Kate Hawkey and Alan Roberts. From these 6 Governors (when appropriate), 3 will form the Appeals Panel.</p>	
<b>9</b>	<p><b>Correspondence</b></p> <p>There was no correspondence to consider.</p>	
<b>10</b>	<p><b>Appointment of Bristol Governors Forum Representative</b></p> <p>Nancy Coplestone advised Governors that she attends the Bristol Governors Forum as a representative for Cotham School and will therefore, bring any relevant information from that meeting to Redland Green's Governing Body as well.</p> <p>Annemieke Waite volunteered to attend any meetings (where possible) which Nancy Coplestone cannot attend.</p>	<p>NC</p> <p>AW</p>
<b>11</b>	<p><b>AOB</b></p> <p>Annemieke Waite advised Governors that she would like to organise an in-school training session with the GDS. Possible dates were suggested. Annemieke Waite will contact the GDS to confirm which dates they can attend.</p> <p>There was no other business to consider.</p>	<p>AW</p>
<b>12</b>	<p><b>Approval of Minutes of last Full Governing Body Meeting held on Tuesday 28 November 2006</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	
<b>13</b>	<p><b>Date and Time of Next Full Governing Body Meeting</b></p> <p>Tuesday 13 March 2007 at 7.00pm</p>	