

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

FULL GOVERNING BODY MEETING – TERM 6 **Held at the school on Tuesday 10 July 2007 at 7.00pm**

MINUTES

PRESENT:	ANNEMIEKE WAITE (Chair)	STEVE EVANS
	TIM TROUT (Vice Chair)	KATHARINE ALSOP
	SARAH BAKER (Headteacher)	ANTHONY WOOD
	PHILIP SHOEBRIDGE	JOHN WALDRON
<i>The meeting was noted to be quorate</i>	KATE HAWKEY	JULIE HASLAM
	ROD SYMMONS	NANCY COPPLESTONE (Associate Member)
	ASTRID KOPMELS	ELIZABETH JAHN (Clerk)
	ALEX WILKINSON	JOHN BUDD (SSIO)
	SYLVIA TOWNSEND	RAY SAUNDERS (SIP) (Items 1 & 2)

<u>ITEM</u>	<u>MINUTE</u>	<u>ACTION</u>
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Chris Conoley. Judy Patterson was absent from the meeting.</p> <p>The Chair informed Governors that a resignation letter has been received from Alan Roberts effective immediately. The Governing Body was sad to lose a valued member. A Sponsor Governor nominated by Claremont School will be sought in the next term.</p>	AW
2	<p>School Improvement Partner's Annual School Improvement Report</p> <p>Presentation by Ray Saunders, SIP, whose annual report on Standards & Achievement 2006/2007 had been previously distributed. Ray Saunders outlined the role of the School Improvement Partner and briefly went through the report. Target setting is coming on well. Progress tests are significantly above the nationally expected standards. There will be a statutory target setting visit next year where the emphasis will be on the number of levels students move in key stages, monitoring of this has already been established in the Student & Curriculum Committee.</p> <p>Pastoral care is a paramount priority for next year and the SLT are developing strategies. The school already has cluster groups established, which many schools are now moving to. These should be developed further with the small groups being retained as this is a strong side of the school.</p> <p>As there is no hard data in terms of outcomes yet the school has been judged 'good' in all areas but observations and systems are in place to collect hard data and it is anticipated that many judgements may be raised to 'outstanding' when the results are in.</p> <p>Governors are kept well informed, contribute and are involved. The SEF needs to be ready before the Ofsted inspection and Ray Saunders advised that the visit will be easier the more comprehensive the SEF is.</p> <p>The Chair thanked Ray Saunders for his presentation and detailed report.</p> <p>[Ray Saunders left the meeting].</p>	
3	<p>Target Setting Presentation</p> <p>Presentation by John Budd, who distributed a supporting paper. Target setting is the process to drive the rate of progress for all students. As mentioned in Ray Saunder's report, many students' progress tests are significantly above the national average, some students could even be level 7 now but their true ability may not be known until the results are in.</p>	

	<p>Target setting is a concrete figure to link back to the school's values about raising standards of achievement and school improvement, by setting high expectations and challenging the school to reach those targets. John Budd pointed out that Fischer Family Trust figures are not targets but projections and estimates and that 2008 figures will be based on students from 2007. Therefore, they are figures for how students are doing now but standards are likely to move forward so targets should be set above these values to increase progression.</p> <p>These targets are not directly linked to the measure of the personal well-being of students, they are about attainment. However, they are indirectly comparable as students' well-being and enjoyment of coming to school will reflect on their attendance levels. Schools will have to set a target for 'reduction in persistent absence', though it is not clear yet precisely how this figure will be set.</p> <p>The Chair thanked John Budd for his presentation.</p>	
4	<p>Headteacher's Written Report Including:</p> <ul style="list-style-type: none"> Review of Progress of School Development Plan <p>The Headteacher's Report had been previously distributed. Maths and English Optional Test Results were circulated (these reports have been looked at in more detail by the Students & Curriculum Committee). Sarah Baker briefly went through the contents. Teachers have looked at the data and are able to analyse the results to identify individual students who are in need of additional support. It is too early to look in too much detail at targets as this year's figures are not out yet but the school is starting the process off in the right way. The development of Link Governor roles will enable the Governing Body to monitor evidence that the school not only sets realistic yet challenging targets but that there is a clear understanding of what is expected at different levels. A wall display that sets out what students are expected to be achieving at different levels within Humanities was pointed out.</p> <p>The appeal process has been completed, resulting in 5 successful appeals. The Chair congratulated the Headteacher for the fantastic job she did in presenting the school's case and answering very difficult questions.</p> <p>Redland Green School will be joining an exclusions partnership that is being established in North Bristol to look at joint strategy to address exclusions.</p> <p>This term particularly has been very challenging for the staff and they have had to work extra hard as the current staff have to plan and prepare for the intake of 3 year groups next term.</p> <p>All students were given a bullying chart to address 46% of students, who from a recent bullying questionnaire didn't know how Redland Green School addresses bullying.</p> <p>The staff residential has taken place and was very successful. Kate Hawkey attended Kim Garland's presentation on the vision and values of the school and said it was extremely good and very interesting. New staff in particular commented that it was one of the best INSET days they have attended and that the way the presentations were organised kept the focus centred and were very effective.</p>	
5	<p>Committee Minutes:</p> <ul style="list-style-type: none"> Students & Curriculum Staffing Marketing & Communications Finance & Premises Post 16 <p>The draft Minutes had been previously distributed. School Action and School Action+ were briefly explained by the Headteacher. Governors were reminded that any questions or comments should be submitted to the Clerk before the next meetings. There were no further comments or questions.</p>	All
6	<p>Policy Adoption/Review</p> <ul style="list-style-type: none"> Student Behaviour - Governors' Statement <p>It was suggested that an Appendix be added to the Statement outlining the relevant law regarding detentions. Subject to this addition, Governors agreed to adopt the policy.</p>	EJ

	<ul style="list-style-type: none"> • Curriculum Policy Governors agreed to adopt this policy that had been recommended for approval by the Students & Curriculum Committee. • Behaviour Policy Governors agreed to adopt this policy that had been recommended for approval by the Students & Curriculum Committee. • Employee Grievance Procedures Governors agreed to adopt this policy that had been recommended for approval by the Staffing Committee. • Performance Management Policy Governors agreed to adopt this policy that had been recommended for approval by the Staffing Committee. It was reiterated that the impact of this policy will be closely monitored by the Staffing Committee. • Investigations Code of Practice Governors agreed to adopt this policy that had been recommended for approval by the Staffing Committee. • Disciplinary Procedure Governors agreed to adopt this policy that had been recommended for approval by the Staffing Committee. • Admissions Procedure Governors agreed to adopt this procedure that had been recommended for approval by the Post 16 Committee. Cotham School will be adopting the procedure at their next FGBM. 	
7	<p>Carried Forward Matters from Previous Minutes</p> <ul style="list-style-type: none"> • Membership of Governing Body <p>A document outlining the proposed expansion of the Governing Body from 16 Governors and 1 Sponsor Governor to 19 Governors and 1 Sponsor Governor was circulated. The Chair briefly outlined the proposal put forward, that the 3 new Governors should consist of 1 Parent Governor and 1 LA Governor (which were constitutionally required) and that the undefined category of Governor should be a Community Governor. There was a brief discussion about the particular skills the Governing Body will be looking for in potential candidates, particularly a BME representative and someone with a financial background. Two potential candidates have already approached the Chair. It was suggested that the school bulletin could also be used to inform parents/carers of vacancies.</p> <p>It was agreed to increase the size of the Governing Body from 16 to 19 Governors and 1 Sponsor Governor to be nominated by Claremont School. The Clerk will amend the Instrument of Government and send to the Governor Development Service's Legal Department for approval effective as soon as possible.</p>	<p>AW</p> <p>EJ</p>
8	<p>Review Governing Body Performance</p> <p>The Governing Body & Committees Self-Evaluation Summary Reports 2006-2007 had been previously distributed. The Chair thanked Governors for completing the self-evaluation forms and also thanked the Clerk for creating the forms and compiling the summary reports. Governors were happy with the process undertaken and felt that the report was a very informative and impressive document.</p> <p>The full Governing Body and individual Committees will address areas of further development identified in the report at their meetings next year.</p>	<p>EJ</p>

9	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
10	<p>Governors' Visits & Link Governor Reports</p> <p>The Headteacher will provide contact details for Link Governors during Term 1 when the new cohort of staff join the school.</p> <p>Governors were informed that the Chair and the Chairs of Committees had recently had a very successful meeting with the Headteacher and 3 Governors from Bradley Stoke School who are approximately 1 year ahead of Redland Green School in their development process. They had been given very good advice and suggestions. It is anticipated that regular contact between the 2 Governing Bodies will prove mutually beneficial.</p>	SB
11	<p>Bristol Governors Forum Representative's Report</p> <p>Nancy Copplestone had been unable to attend the recent Bristol Governors Forum but she had attended the Governors Conference. The Conference had been very interesting and thought provoking. Nancy Copplestone briefly outlined areas discussed.</p>	
12	<p>AOB</p> <p>Mike Farmer has kindly organised a site visit for Wednesday 18 July, time to be confirmed. The Clerk will email Governors with the details.</p> <p>Governors were informed that the cycle path and the traffic calming measures have now passed through Bristol City Council's Planning Department but it is expected that work will not be carried out on the traffic lights at Cranbrook Road until at least August, with an anticipated completion date of Christmas. The Governing Body and Headteacher were extremely concerned by this news and it was agreed that the Chair should convey this to the Local Authority. It was agreed that a risk assessment should be carried out as soon as possible with Bill Crocker's involvement.</p> <p>Governors were reminded that volunteers are needed for the Doors Open event in September and that anyone who is available should let the Clerk know as soon as possible.</p> <p>The Chair thanked the Governing Body for their hard work and commitment during the past year. The Vice Chair in turn thanked the Chair for her continued hard work and effective leadership of the Governing Body.</p> <p>There was no other business to consider.</p>	EJ AW SB All
13	<p>Approval of Minutes of last Full Governing Body Meeting held on 14 May 2007</p> <p>The Minutes were agreed and signed as a correct record.</p>	
14	<p>Date & Time of Next Full Governing Body Meeting</p> <p>Tuesday 16 October 2007 at 7.00pm</p>	