



LOCAL GOVERNING BOARD MEETING – TERM 2
Held at the school on Monday 12 November 2018 at 6pm

MINUTES

- PRESENT:** Catherine Hallam (Interim Chair and Vice Chair) *The meeting was noted to be quorate*
 Barry Trahar
 Rod Symmons
 George Boss
 Mark Robson
 Tim Whitaker
- IN ATTENDANCE:** Louise Blundell (Head of School)
 Nick Lind (Deputy Headteacher)
 Georgina Cairns (Clerk)
- APOLOGIES:** Peter Dixon, Andy Scoble,
 Jenny Suggate, John Worthington,
 Marc Griffiths, Tim Walton
- ABSENT:** -

ITEM	MINUTE	ACTION
1.	Welcome, Introductions & Apologies for Absence The Interim Chair welcomed everyone to the meeting. Apologies were given and accepted.	
2.	Attendance & Business/Pecuniary Interest Register Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	Election of Chair and Vice Chair Catherine Hallam was confirmed as Acting Chair and she had invited volunteers to act as Vice Chair while this continues. there is currently a vacancy for Vice-Chair.	
4.	Headteachers Report	
4.1	<p>The Headteachers report had previously been circulated. The Head of School (HoS) summarised the contents and provided context. It was clarified that all heads within the MAT now followed the same report template.</p> <p>Successes: The HoS reported the current Year 7 had transitioned extremely well. The changes to the transition process, including the earlier term start for Year 7, had aided this.</p> <p>It was recognised that Ready to Learn (RTL) had it was recognised that RTL took time to bed in last year but was now starting to embed in the culture of the school. Survey suggested that staff feel there is some inconsistencies with RTL and the HoS advised this needed to be understood further. The Staff Governor present reported he felt student focus has increased, with no detriment to engagement levels.</p> <p>Recent open evenings for Year 7 and Post 16 had been successful with over 800 visitors for the Year 7 evening. It was recognised that there was a risk of losing some students at Post 16 next year due to Product Design not on the curriculum and this needed to be considered.</p> <p>It was reported a good start had been delivered in improving parent communications, including Parental Engagement evenings and new bulletins. This term a parental survey (10 questions) based on the OFSTED questionnaire would be sent.</p>	



<p>4.2</p>	<p>Challenges:</p> <p>The HoS gave a brief explanation of challenges including:</p> <p>Post 16 recruitment: This continues to be a challenge with a new school opening in Lockleaze next year and the significant number of places in Bristol in relation to the number of potential students. Governors noted the model had changed somewhat from when North-16 had been set up, with more schools adding to their sixth form provision and therefore more choice. The HoS highlighted all current year 11 students would have individual interviews to discuss their options with RGS.</p> <p>Governors queried where RGS tend to lose students. It was explained colleges are one main competitor due to vocational provision. The Governors questioned if the Cotham partnership was still beneficial. It was deemed it was due to the widening of curriculum offering but challenges were recognised as it is a different school. The HoS highlighted the Assistant Heads have been working well together over the past year.</p> <p>The Governors queried how unstructured time and student spaces were fairing and the HoS recognised the need for this to be improved. It was confirmed solutions, especially for year 7, were being reviewed. Whilst behaviour is great, with the volume of students supervision can be difficult especially in inclement weather.</p> <p>Careers: It was confirmed RGS has in place excellent aims and developments in place, but it was recognised it would take time to get there. The new Gatsby benchmarks are challenging as work experience is no longer offered by RGS and further work is needed on the benchmarks.</p> <p>SEND: The Governors heard that focus had moved forwards from last year and was on the right track to cater for individual behaviours and needs. Ashton Park School (APS) links had been set up to support the school moving forwards. The HoS noted the Link Governor visit with the SENCO was appreciated.</p> <p>CEO Designate: It was highlighted the long-term sickness of the MAT CEO continued to put pressure on staff resources, especially admin and support roles where there was still a need for MAT defined roles. The Governors expressed gratitude to the work and commitment of staff.</p>	
<p>4.3</p>	<p>Admissions: The October census (used as the point for funding) put the school as -1 on PAN (Planned Admission Numbers). This was good for the school in terms of funding. It was confirmed there were 200 students in Year 12 and 200 in Year 13.</p> <p>Attendance: The Governors were pleased to note attendance was at 96.3% in Term 1 (highest in 4 years). It was noted that the PP to Non-PP (Pupil Premium) gap still required focus. The HoS also highlighted there was still a vacancy for the Attendance Admin role which has limited the actions.</p> <p>SEND: The Governors discussed the SEND breakdown and it was noted that there were some significant individual needs in Year 7. Predictions for the current Y11 SEND were good and it was noted 3 students were on a restricted timetable. The Governors asked for comparative trends.</p> <p>Action – Add comparative trends to SEND predictions</p> <p>It was noted the Hope School had reviewed provisions for Looked after Children last year and recommendations had since been implemented.</p> <p>Finance: Income presently as predicted, although PP may be more than predicted - this would be used to support PP plans. It was recognised that non-staff costs had increased, primarily due to gas and electric prices.</p> <p>Staffing: The HoS reported that there had been no staff stress related illness, which was positive with the current organisational changes. It was confirmed that staff can access Occupational Health and an Employee Assistance programme and Governors were pleased to hear staff are making the most of these services. Performance management would be done later this term.</p> <p>Action - Headteachers report to be sent to the Trustees.</p>	<p>LB</p> <p>GC</p>

5.	Subcommittee updates	
5.1	<p>Leadership committee</p> <p>Finance: It was reported that the finance Link Governor is now actively involved with the RGS finance team and had provided very positive feedback to processes and had confirmed reporting was in place. The Link Governor would report back any issues to the LGB.</p> <p>Admissions: The Chair summarised a request had been received from a member of staff to consider amending the admission policy to include children of staff. The Governors briefly discussed both the positives and impact. It was questioned if anything had changed to suggest a policy revisit since it was last discussed by Governors. The Governors were concerned the impact is unknown and may be higher than other schools with similar policies. The Governors agreed to put the request forward as an open question to the MAT.</p> <p>Risk register: It was confirmed the Risk Register was being reviewed by the SLT and would bring MAT changes into consideration. The reviewed register to be discussed at next Leadership committee and shared with the LGB.</p> <p>Policies: There was a discussion on which of the policies are to be reviewed at a MAT and local level. It was agreed that current policies that did not fit under statutory requirements or MAT guidance would be reviewed by the SLT to decide which are to be kept as guidelines. It was confirmed the Home/school agreement had been sent out and that the Sex Education Policy is due for review.</p> <p>Action – Create new policy schedule and send details to be reviewed by SLT.</p> <p>Action – Sex Education Policy to be reviewed.</p>	GC NL
5.2	<p>Students Committee</p> <p>The Governors received brief feedback on KS4 results which were very positive in light of GCSE changes. It was noted that some subjects did not perform as expected and these were being reviewed and reported back to the next Students committee.</p> <p>It was noted the new PP statement is now on the school website.</p> <p>It was noted Curriculum review and planning was underway.</p>	
5.3	<p>Post 16</p> <p>No update.</p> <p>GDPR</p> <p>The GDPR Link governor had met with the RGS GDPR officer. It was summarised that whilst RGS was not yet fully compliant, it could be demonstrated that RGS is working towards this. A statutory data audit was in progress, including reporting on the data processed by Governors, to which the Link Governor and Clerk were aiding.</p> <p>Governors questioned if there had been any breach reports. The HoS confirmed there had been 3 minor incidents. The Governors were pleased to hear they had been reported and procedures were in place and working. Staff GDPR training had gone well and a change in staff behaviour had been noted. Support staff had completed EduCare training, with teaching staff to following.</p> <p>It was noted the MAT was now registered as the GGDP data controller.</p>	
Governance		
6.	<p>Code of conduct</p> <p>The Governors reviewed and signed the Governors Code of Conduct.</p>	
7.	<p>Scheme of delegation and Terms of Reference</p> <p>It was noted the MAT Scheme of Delegation had been completed, however some areas still needed further clarification from the Trustees.</p> <p>It was noted that Terms of Reference were being written by the MAT and so this was deferred to the next meeting.</p>	
8.	<p>MAT update</p>	

	<p>The Chair confirmed that the current pressures on support staff had been raised with Trustees. It was noted a FD consultant has been appointed to undertake project work.</p> <p>The Chair informed that she would be attending the MAT Chairs of LGB meeting.</p> <p>Governors were informed that Staff CPPD was in place across the MAT and had so far received genuine positive feedback.</p>	
9.	<p>Governor roles</p> <p>The Chair informed the Governors of a MAT request for a new Link Governor for Engagement Groups. The Governors discussed the document that had been circulated. It was confirmed that Nick Lind would be the key contact on behalf of the SLT. It was agreed a Governor would attend the first meeting and feed back to the LGB on the scope of the role.</p> <p>Action - Confirm date of the first Engagement Group meeting</p> <p>The Governors were pleased to hear that the Chair had requested to the MAT for Rod Symmons to be reappointed for another term of office.</p> <p>It was confirmed that the Parent Governors terms were due to expire in December and that in the interests of continuity, the Chair had put forward a proposal to the Trustees to extend their terms to the end of the school year.</p> <p>It was recognised LGB numbers felt light felt light, particularly on the Leadership Committee. The clerk was currently undertaking a skills audit and when complete, this would be analysed with the Chair to review training and recruitment needs.</p> <p>Action – All Governors to complete skills audit.</p> <p>Training: It was confirmed that Governor training and development days would be MAT wide with dates to follow.</p>	All
Routine Governing Body Business		
10.	The previous minutes were approved and signed.	
11.	<p>AOB</p> <p>Action - Clerk to recirculate meeting dates.</p>	
12.	<p>Date & Time of Next meeting</p> <p>Monday 25th March 2019.</p>	

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

SIGNED: **DATE:**