

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

## **FULL GOVERNING BODY MEETING – TERM 1** **Held at the school on Tuesday 20 October 2009 at 7.00pm**

### **MINUTES**

<b>PRESENT:</b>	Annemieke Waite (Chair)	John Waldron
	Tim Trout (Vice Chair)	Judy Patterson
	Sarah Baker (Headteacher)	Darren McKimm
	Peter Hallam	Matthew King
	Kate Hawkey	Bharti Joshi
	Rod Symmons	Kim Garland (Associate Member)
<i>The meeting was noted to be quorate</i>	Astrid Kopmels	Rupert Maule (Associate Member)
	Alex Wilkinson	Nancy Copplestone (Attendee)
	Sylvia Townsend	Karen Cornick (Attendee)
	Steve Rush	Louise Sharples (SSIO)
	Ian Muir	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Welcome &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Penny Mooney, Barry Trahar and Gerry Swarbrick.</p>	
2	<p><b>Presentation on School Improvement</b></p> <p>The school's self-evaluation form (SEF) needs to be rewritten in line with the new framework. The Chair attended a recent Ofsted inspection at another school and advised that it is more rigorous and challenging than previous inspections. The questions to Governors were those asked previously of Headteachers, with an emphasis on community cohesion.</p> <p>Lots of useful information and advice is available on the Ofsted website; Governors were also encouraged to undertake Ofsted training. Whilst the guidance material is accessible, the evidence and knowledge needed makes it very challenging for Governors. There are serious concerns about governance and the expectations being put on Governors, however, this is the framework that all schools have to work under at this time.</p>	
3	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
4	<p><b>Appointment of Governing Body Members</b></p> <p>[Astrid Kopmels, John Waldron, Judy Patterson, Rod Symmons and Tim Trout left the meeting].</p> <p>The Governing Body agreed to appoint Astrid Kopmels, John Waldron, Judy Patterson, Rod Symmons and Tim Trout as Community Governors.</p> <p>[Astrid Kopmels, John Waldron, Judy Patterson, Rod Symmons and Tim Trout entered the meeting].</p> <p>The Chair has requested that a person with a financial background be appointed by the Local Authority (LA) as an LEA Governor if possible.</p>	

Approval (Initials) .....

<p>5</p>	<p><b>Approval of Chair &amp; Vice Chair's Terms of Reference &amp; Election of Chair &amp; Vice Chair</b></p> <p>The Chair and Vice Chair's Terms of Reference previously distributed were agreed.</p> <p>[Annemieke Waite left the meeting].</p> <p>There was 1 nomination for Annemieke Waite for the position of Chair. As there were no oppositions and all members were in support, Annemieke Waite was duly elected for a term of office of 1 year.</p> <p>[Annemieke Waite entered the meeting, Tim Trout left the meeting].</p> <p>There was 1 nomination from Tim Trout for the position of Vice Chair. As there were no oppositions and all members were in support, Tim Trout was duly elected for a term of office of 1 year.</p> <p>[Tim Trout entered the meeting].</p> <p>Governors need to consider succession planning for continued stability of the Governing Body.</p>	
<p>6</p>	<p><b>Approval of Link Governors, Committee Structure, Membership &amp; Terms of Reference for:</b></p> <p>The Governing Body agreed the Committee structure and membership. The Terms of Reference for the Learning &amp; Teaching Committee and Steering Committee (recommended for approval by the Committees) previously distributed were agreed.</p> <p>The Link Governors will be considered at a later meeting.</p>	<p>SB / AW</p>
<p>7</p>	<p><b>Approval of Terms of Reference for Named Governors for:</b></p> <ul style="list-style-type: none"> <li>• <b>Child Protection, Children in Care &amp; Young Carers</b></li> </ul> <p>Astrid Kopmels was re-appointed Named Governor for Child Protection, Children in Care &amp; Young Carers.</p> <ul style="list-style-type: none"> <li>• <b>Extended Schools Partnership (ESP)</b></li> </ul> <p>Rod Symmons was re-appointed Link Governor for ESP. The school is trying to identify a member of staff to link specifically with ESP; however this is difficult as ESP covers various aspects.</p> <ul style="list-style-type: none"> <li>• <b>Governor With Financial Responsibility</b></li> </ul> <p>Alex Wilkinson was appointed Link Governor with Financial Responsibility by the Steering Committee; Governors supported the appointment.</p> <ul style="list-style-type: none"> <li>• <b>Health, Safety &amp; Well-being</b></li> </ul> <p>Penny Mooney was appointed Named Governor for Health, Safety &amp; Well-being by the Finance &amp; Premises Committee; Governors supported the appointment.</p> <ul style="list-style-type: none"> <li>• <b>Performance Review of the Headteacher</b></li> </ul> <p>Annemieke Waite, Rod Symmons and Kate Hawkey were re-appointed Named Governors for the Performance Review of the Headteacher.</p> <ul style="list-style-type: none"> <li>• <b>Premises</b></li> </ul> <p>John Waldron was re-appointed Named Governor for Premises.</p> <ul style="list-style-type: none"> <li>• <b>Special Educational Needs (SEN) &amp; Inclusion</b></li> </ul> <p>Peter Hallam was re-appointed Named Governor for SEN &amp; Inclusion by the Learning &amp; Teaching Committee; Governors supported the appointment.</p> <p>The Governing Body agreed the Terms of Reference that had previously been distributed.</p>	



	<ul style="list-style-type: none"> <li>• <b>Safeguarding &amp; Child Protection Policy</b></li> </ul> <p>Governors considered and agreed the Safeguarding &amp; Child Protection Policy that has been updated in line with the new Ofsted framework.</p>	
11	<p><b>Approval of Minutes of Last Full Governing Body Meeting Held on 14 July 2009</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	
12	<p><b>Carried Forward Matters &amp; Matters Arising From Minutes of Previous Meeting Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Assessment Calendar</b></li> </ul> <p>The calendar has been updated and all staff have access. A parents/carers evening to discuss reporting has been arranged for the 19 November 2009; members of the Learning &amp; Teaching Committee will be attending.</p> <p>Although Helen Bilkey has left the school, she is continuing with the choir.</p>	
13	<p><b>Governors' Visits &amp; Link Governor Reports</b></p> <p>Alex Wilkinson has visited the school twice in his role as Link Governor with Financial Responsibility; copies of his visit reports were previously distributed. Recommendations following the visits are considered by the Steering Committee.</p>	
14	<p><b>Governors' Training Reports</b></p> <p>Penny Mooney has undertaken health and safety training. Governors were encouraged to undertake training where possible.</p>	All
15	<p><b>Bristol Governors Forum Representative's Report</b></p> <p>Peter Hallam reported back from the meeting; Annette Jones, LA's SEN Manager, presented on the new SEN delegated funding scheme (School Action Plus Enhanced – SAPE). The new system assumes that SEN pupils/students are distributed evenly across all schools and takes no account of those schools who have built up a good reputation for SEN provision and have attracted a larger number of pupils/students with SEN. Annette Jones acknowledged that the LA knew there would be schools that lose out under the new scheme however the LA has implemented strategies to support schools including subsidies (loss abatement) that have been put in place so that the losses in the transition were minimised.</p> <p>The review of the impact of SAPE funding will be carried out during this academic year, to be completed by March 2010 in time for the new financial year. However, the review will not include the funding formula; it will only be a review of the implementation. Any representations from schools will be taken into account. Once the review has been completed it is unlikely that a further review will take place until 3 years time.</p> <p>Issues for Redland Green School will be financial planning if/when loss abatement is removed.</p>	
16	<p><b>Correspondence</b></p> <p>A letter has been received regarding rubbish outside the school. The Chair and Headteacher have emailed the LA about strategically placing new bins. The LA has agreed to take this forward and it should be resolved by the end of the week.</p> <p>A draft letter from the Governing Body has been prepared to forward to parents/carers regarding the SSDP; this will be distributed after the holidays.</p>	
17	<p><b>AOB</b></p> <p>Governors were invited to the Post 16 Open Evening at the Redland Green School's Post 16 Centre on Wednesday 21 October 2009 at 7.00pm. Expected numbers are 800-1,000 and are a tangible way to see the level of interest for the Centre.</p>	

	As this was Nancy Coplestone's last meeting; Governors thanked her for her continued support of the school and for helping to achieve a strong relationship between Cotham School and Redland Green School. Nancy Coplestone in turn thanked Governors for their support and said it had been a huge benefit to be on the Governing Body as it was useful to share good practice particularly as the Governing Body was an excellent model of governance.	
<b>18</b>	<b>Bristol Governors Forum Meeting Date</b> Thursday 3 December 2009, 7.15 – 9.00pm, Hannah More Primary School	
<b>19</b>	<b>Date &amp; Time of Next Full Governing Body Meeting</b> Tuesday 15 December 2009 at 7.00pm	

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

**SIGNED:** ..... **DATE:** 15 December 2009