

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 21 October 2008 at 7.00pm**

### **MINUTES**

<b>PRESENT:</b>	Annemieke Waite (Chair)	Anthony Wood
	Tim Trout (Vice Chair)	Julie Haslam
	Sarah Baker (Headteacher)	Hillevi Moller-Blackwell
	Peter Hallam	Darren McKimm
	Kate Hawkey	Matthew King
	Rod Symmons	Bharti Joshi
	Astrid Kopmels	Nancy Copplestone (Associate Member)
	Alex Wilkinson	Kim Garland (Associate Member)
	Sylvia Townsend	Karen Cornick (Attendee)
	Steve Rush	Elizabeth Jahn (Clerk)
	Penny Mooney	

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1	<p><b>Welcome, Introduction of New Governing Body Members &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from John Waldron, Barry Trahar and Judy Patterson. The Chair introduced Peter Hallam and Penny Mooney, recently elected Parent Governors, Steve Rush, recently elected Staff Governor, Karen Cornick, Director of the North Bristol Post 16 Centre and Kim Garland, Deputy Headteacher. Alex Wilkinson and Kate Hawkey were congratulated on their re-election as Parent Governors.</p>	
2	<p><b>The Role of the Governing Body</b></p> <p>The Chair outlined the role of the Governing Body and expectations of Governors including confidentiality, Code of Conduct and the meeting format. Further guidance will be provided to new Governors through the Induction Pack, which the Clerk will distribute. Anthony Wood volunteered to mentor Peter Hallam; Tim Trout will mentor Penny Mooney. Mentors for Steve Rush and Barry Trahar will be appointed if requested.</p>	EJ
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 New Governing Body Members</b></p> <p>Governors agreed to appoint Barry Trahar as a Sponsor Governor, nominated by Claremont School.</p> <p>[Kim Garland and Karen Cornick left the meeting].</p> <p>Governors agreed to appoint as Associate Members, Lesley Evans to the Staffing Committee, Kim Garland, Student &amp; Curriculum Committee and Mike Farmer, Finance &amp; Premises Committee, for a term of office of 1 year with full voting rights. It was agreed that Karen Cornick will attend alternate meetings as an observer.</p> <p>[Kim Garland and Karen Cornick entered the meeting].</p>	
5	<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>	

Approval (Initials) .....

	<p>There was one self-nomination from Annemieke Waite for the position of Chair. As there were no oppositions and all members were in support of Annemieke Waite being elected Chair, 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 one self-nomination from Tim Trout for the position of Vice Chair. As there were no oppositions and all members were in support of Tim Trout being elected Vice Chair, Tim Trout was duly elected for a term of office of 1 year.</p> <p>[Tim Trout entered the meeting].</p>	
6	<p><b>Approval of Committee Structure, Membership &amp; Terms of Reference for:</b></p> <ul style="list-style-type: none"> <li>• <b>Finance &amp; Premises</b></li> <li>• <b>Post 16</b></li> <li>• <b>Student &amp; Curriculum</b></li> </ul> <p>Governors agreed the Committee structure, membership and Terms of Reference (recommended for approval by the relevant Committees) previously distributed. Approval of the Post 16 Committee's Terms of Reference is deferred until a later date. The merging of the Finance &amp; Premises Committee and Staffing Committee is being considered and discussions will take place with the Senior Leadership Team (SLT) and Chairs of Committees. It was agreed that Barry Trahar will join the Staffing Committee (subject to approval from Barry Trahar, who was absent from the meeting), Peter Hallam will join the Student &amp; Curriculum Committee, Steve Rush and Penny Mooney will join the Finance &amp; Premises Committee.</p>	AW
7	<p><b>Approval of Terms of Reference for Named Governors for:</b></p> <ul style="list-style-type: none"> <li>• <b>Child Protection &amp; Children In Care</b></li> <li>• <b>Health, Safety &amp; Well-being</b></li> <li>• <b>Premises</b></li> <li>• <b>Special Educational Needs &amp; Inclusion</b></li> </ul> <p>Governors agreed the Terms of Reference (recommended for approval by the relevant Committees) previously distributed. It is suggested by the Local Authority (LA) that the Governing Body appoint a Named Governor for Young Carers, this may be incorporated into the Named Governor for Child Protection &amp; Children in Care's role, which will be reviewed at the next Staffing Committee meeting.</p>	AK / EJ
8	<p><b>Headteacher's Report</b></p> <p>The report had previously been distributed, the Headteacher went through the contents. The school is now in a position to take stock and look forward more strategically and for Governors to not only monitor, but to help plan strategically. Governors were thanked for their contribution to the selection process. Out of age group was explained, which is where a child is held back for a year for varied reasons including disruption to their education. Achievement is significantly higher than national standards but unfortunately, there is no data to compare progress to national standards and no national data for AS levels at Post 16. Key Stage 3 core standards are very good but the school needs to improve the quality of data and standards for foundation subjects. There is a gender gap which is being addressed, although this is a national issue. The gender gap is mainly in English, the school is trying to make the English curriculum more boy friendly, ie through use of The Simpsons and gothic themes. Mentors are being used to help boys and Governors may wish to consider volunteering to be a mentor.</p> <p>The school will use SATS papers to have some external validation of teacher assessment, though SATS has now been discontinued nationally. The Curriculum Leader of ADT and Curriculum Leader of Humanities have been involved in the QCA pilot model of using assessment to move children on.</p> <p>An update on the quality of learning and teaching was distributed, Kim Garland informed Governors that there has been improvement, but the 25% of lesson observations judged satisfactory indicates there is still work to be done. The school has a better understanding about application of the Ofsted criteria for lesson observations and judgements are more robust.</p>	

	<p>Observations are used to identify not only weaknesses but also strengths and best practice is being shared across departments. Students' observations will start in November. The SLT will discuss student preparations with the Student Research Council (SRC). Julie Hallam will forward details of training taking place for students at Bradley Stoke to Kim Garland. Curriculum Leaders are carrying out work scrutiny exercises as well as whole school reviews. Governors are invited to attend work scrutiny meetings.</p>	JH
9	<p><b>Committee Minutes</b></p> <p>The draft Minutes had previously been distributed. Governors considered and agreed the collaboration proposal submitted by the Post 16 Committee.</p>	
10	<p><b>New Matters Arising</b></p> <ul style="list-style-type: none"> <li><b>Review Instrument of Government</b></li> </ul> <p>Governors discussed the complexities of regulations guiding federations. It was agreed that a formal review of the Instrument of Government needs to take place before the end of this academic year.</p>	AW / EJ
11	<p><b>Carried Forward Matters from Previous Minutes</b></p> <ul style="list-style-type: none"> <li><b>Official Opening Working Group</b></li> </ul> <p>A high profile person has been approached; the Headteacher will write an official invitation.</p>	SB
12	<p><b>Governors' Visits &amp; Link Governor Reports</b></p> <p>The role of Link Governors was discussed; the Chair will contact new Governors to discuss further.</p>	AW
13	<p><b>Governors' Training Reports</b></p> <p>Details of courses can be found in the Governors Bulletin or via the Clerk.</p>	
14	<p><b>Bristol Governors Forum Feedback</b></p> <p>Tim Trout will attend the next meeting.</p>	
15	<p><b>Correspondence</b></p> <p>The Drama Department was congratulated on the recent Shakespearian production which will be performed again tomorrow at school, 2.05-3.05, in the Post 16 Atrium for some classes, Governors were invited to attend.</p>	
16	<p><b>AOB</b></p> <p>Access to Fronter is being reviewed. Governors were very pleased to learn that the Redland Green Community Choir will start on Monday 10 November 2008 and take place every Monday with a performance planned for Christmas. Helen Bilkey will contact Rod Symmons about advertising that this is a 'community' choir, possibly through the Redland Gazette. The North Bristol Post 16 Centre Open Evening takes place tomorrow from 6.30-9.00pm; Governors were invited to visit the Centre.</p>	
17	<p><b>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on the 22 July 2008</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	
18	<p><b>Dates &amp; Times of Bristol Governors Forum Meetings</b></p> <p>⇒ Thursday 11 December 2008  ⇒ Thursday 5 February 2009  ⇒ Thursday 12 March 2009  ⇒ Thursday 14 May 2009  ⇒ Thursday 2 July 2009</p> <p>All meetings 7.15 – 9.00pm. The venue will be confirmed on the Agenda.</p>	

19	<b>Date &amp; Time of Next Full Governing Body Meeting</b> Tuesday 16 December 2008 at 7.00pm	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 16 December 2008