

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

FULL GOVERNING BODY MEETING – TERM 2 **Held at the school on Tuesday 15 December 2009 at 7.00pm**

MINUTES

PRESENT:	Tim Trout (Vice Chair) Sarah Baker (Headteacher) Peter Hallam Astrid Kopmels John Waldron Steve Rush Ian Muir Penny Mooney	Rod Symmons Darren McKimm Bharti Joshi Barry Trahar Gerry Swarbrick Kim Garland (Associate Member) Rupert Maule (Associate Member) Elizabeth Jahn (Clerk)
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The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Vice Chair welcomed everyone to the meeting. Apologies were received and accepted from Ian Campion-Smith, Kate Hawkey, Matthew King, Sylvia Townsend, Judy Patterson, Alex Wilkinson, Karen Cornick, Louise Sharples and Annemieke Waite.</p>	
2	<p>Presentation on the Resource Base</p> <p>Presentation by Kim Garland, Deputy Headteacher. The Resource Base is currently accessed by 4 Year 7 students and 3 Year 8 students from Redland Green School and 1 Year 6 student, 2 Year 7 students and 1 Year 9 student from Claremont School. There is a defined entry criteria and access is through identification not request. Students are able to access mainstream classes for up to 60% of their time.</p> <p>The level of integration and inclusion has been achieved more quickly than anticipated and has had a great impact on both schools. The Claremont School's Headteacher recently met with the Headteacher and is enthusiastic and positive about the level of integration.</p> <p>Benefits of the Resource Base include social inclusion; access to specialist staffing; access to specialist resources; improved assessment practices/resources; and increased capacity of the Learning Support Team (LST). There are costs involved including rooming and liaison time but the benefits are significant.</p> <p>The Resource Base will be re-named and students are considering options. Future developments include a model for Year 9; continuing to facilitate communication between curriculum teams and the Resource Base; and ironing out ICT barriers.</p>	
3	<p>Training Session on Target Setting</p> <p>Led by the Headteacher; the proposed Key Stage 4 (KS4) targets for 2011 had been previously distributed. The target for 5+A-C GCSEs or equivalent including English and Mathematics is 85%; students achieving 5+A-C GCSE or equivalent 92%; students achieving any passes in GCSE or equivalent 100%; KS2-KS4 percentage of young people making expected progress from the level achieved at the end of KS2 in English 90%; and KS2-KS4 percentage of young people making expected progress from the level achieved at the end of KS2 in Maths 89%. The targets are very challenging and have been set following consultation with the School Improvement Partner (SIP).</p> <p>The new target setting process looks at all groups eg BME, free school meals (FSM), boys, girls, children in care (CiC), children with special educational needs (SEN), English as an additional language (EAL) etc.</p>	

Approval (Initials)

	<p>The Fischer Family Trust data sheet was distributed for BME students; Governors discussed the contents. Students are tracked and progress against targets informs any strategies for support that are needed. The school will not set a 0% target for any student as the ethos of the school is that every student has a 'chance' to achieve.</p> <p>Targets may change each year dependent upon the cohort and the number of children with SEN though this is likely to affect the group target rather than the whole school target.</p> <p>Governors agreed the targets which will be submitted to the Local Authority (LA).</p>	
4	<p>Proposal to Host a Brook Drop-in Outreach Service for Students</p> <p>Led by the Deputy Headteacher; the proposal, Brook 4YP Bristol Drop-in Information Pack for Schools, Brook Policy and appendices had been previously distributed. The service is confidential to students but if there are safeguarding concerns the Designated Child Protection Officer(s) will be informed and it may be appropriate for the parents/carers to be informed of concerns.</p> <p>Should students request contraceptives a contraception card has to be presented each time and after a certain number of requests the Brook advisor has to have a formal discussion with the student again. Feedback indicates that Brook takes a responsible approach and is a professional service.</p> <p>Governors asked how the school will communicate with parents/carers and when; the Deputy Headteacher advised that initial discussions were started in the Learning Review Day and probably a separate letter to Year 9, 10 and post 16 students' parents/carers will be distributed. Parents/carers will be given the opportunity to come in and discuss any concerns but the school will not discuss whether or not their child has or is considering using the service due to confidentiality. Anne Bell will probably include as part of the sex and relationships education (SRE) information evening though attendance in the past has been low. Only 1 student was withdrawn from SRE this year.</p> <p>Governors asked whether there should be a consultation before introduction; the Deputy Headteacher advised that as a school they need to be clear that they believe this is right based on professional judgement, therefore the school does not feel it is appropriate to consult as they need to look at the development of the whole person, but they will inform parents/carers. If parents/carers have questions these can firstly be addressed to the Head of House.</p> <p>Governors asked how students' identify will be protected when they are going into the room; the Deputy Headteacher advised that following advice from other schools and Brook the identified room will be somewhere accessible to students; the location will be kept under review when up and running. Students are of a different generation and are not 'bothered' if someone sees them entering the waiting room. There are also lots of different reasons why they may visit. The layout of the identified room and the corridor allows privacy.</p> <p>The service will be reviewed but will only include the number of students using the service and the broad categories used. The student voice will also be used to feedback.</p> <p>Governors fully supported and agreed the proposal.</p>	
5	<p>Attendance & Business/Pecuniary Interest Register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
6	<p>Approval of Terms of Reference for:</p> <ul style="list-style-type: none"> • Staff Development Committee • Environment for Learning Committee <p>The Governing Body agreed the Terms of Reference (recommended for approval by the relevant Committees) previously distributed.</p>	
7	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents.</p>	

	<p>The proposed authorised absence target of 4% for 2010/11 had previously been distributed. Governors asked why authorised absence for children with FSM was 9.4% compared to 4.3% for the rest of the cohort (contained in the Headteacher's Report); the Headteacher advised that this includes some sickness plus 1 child's parents have got divorced and both presented strong cases for a holiday to take place during Term time.</p> <p>Governors agreed the attendance target.</p> <p>There have been no permanent exclusions; the school has found other ways of supporting students including internal seclusion.</p> <p>Initial indications for performance management review outcomes are that most judgements are 'good' or better with 15 'satisfactory' and 1 'inadequate'.</p> <p>Governors discussed the report from Tony Byrne, School Consultant, which had been previously distributed, together with the A4.6 equality of opportunity and tackling discrimination evaluation sheet. The school needs to ensure there is sufficient evidence to support a judgement.</p> <p>The Governors' Financial Summary Report had been previously distributed; there is no carry forward because of the top-up.</p> <p>SARI visited the school on the 2 November 2009 and organised lots of activities; the Chair attended. Progress on community cohesion will be brought to the next meeting.</p> <p>The 'old' SEF had been previously distributed; the new SEF is being populated.</p>	EJ
8	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> • Steering Committee Update <p>The draft Minutes had previously been distributed; whilst Governors supported the work of the choir and feel it is an asset to the school; they also supported the organisation becoming self-funding in line with other clubs that take place at the school. No alternative funding has as yet been identified.</p>	
9	<p>Policy Adoption/Review</p> <ul style="list-style-type: none"> • Finance Policy <p>Governors considered and agreed the Finance Policy which had been updated to include reference to the Governor with Financial Responsibility.</p> <ul style="list-style-type: none"> • Financial Management Procedures <p>Governors considered and agreed the recommendation from the Steering Committee to approve the Financial Management Procedures subject to updating where appropriate.</p> <ul style="list-style-type: none"> • Gifted & Talented Learning Policy <p>Governors considered and agreed the recommendation from the Learning & Teaching Committee to approve the Gifted & Talented Learning Policy which had been slightly amended in line with current terminology.</p> <ul style="list-style-type: none"> • Governors' Code of Conduct Policy <p>Governors considered and agreed the Governors' Code of Conduct Policy.</p>	EJ
10	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 20 October 2009</p> <p>The Minutes were agreed and signed as a correct record.</p>	
11	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	

12	Governors' Visits & Link Governor Reports There was nothing to report.	
13	Governors' Training Reports The Chair had attended a community cohesion training session and will feedback to the next meeting. Penny Mooney and Tim Trout attended the roles and responsibilities module 3 training session. Governors were encouraged to undertake the training.	AW All
14	Bristol Governors Forum Representative's Report There was nothing to report.	
15	Correspondence There was no correspondence to consider.	
16	AOB There was no other business to consider.	
17	Date & Time of Bristol Governors Forum Meeting Thursday 28 January 2010, 7.15 – 9.00pm, Hannah More Primary School	
18	Date & Time of Next Full Governing Body Meeting Tuesday 9 February 2010 at 7.00pm	

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

SIGNED: **DATE:** 9 February 2010