

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 16 December 2008 at 7.00pm**

### **MINUTES**

<b>PRESENT:</b>	Annemieke Waite (Chair)	Judy Patterson
	Tim Trout (Vice Chair)	Hillevi Moller-Blackwell
	Sarah Baker (Headteacher)	Darren McKimm
	Peter Hallam	Matthew King
	Rod Symmons	Bharti Joshi
	Astrid Kopmels	Barry Trahar
<i>The meeting was noted to be quorate</i>	Sylvia Townsend	Nancy Copplestone (Attendee)
	John Waldron	Kim Garland (Associate Member)
	Steve Rush	Elizabeth Jahn (Clerk)
	Penny Mooney	

ITEM	MINUTE	ACTION
1	<p><b>Welcome, Introduction of New Governing Body Member &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Alex Wilkinson, Julie Haslam, Kate Hawkey and Anthony Wood. The Chair introduced Barry Trahar who was recently appointed Sponsor Governor.</p>	
2	<p><b>Presentation on the Sex Education Programme</b></p> <p>This item was deferred due to staff sickness.</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>The Clerk advised that the Governor Development Service has confirmed that Nancy Copplestone and Karen Cornick should be classed as observers due to their status on the Post 16 Committee.</p>	
5	<p><b>Approval of the Staffing Committee's Terms of Reference</b></p> <p>The Governing Body agreed the Terms of Reference previously distributed that had been recommended for approval by the Staffing Committee.</p>	
6	<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> <li>• <b>Performance Review of the Headteacher</b></li> </ul> <p>The Governing Body agreed the Terms of Reference previously distributed that had been recommended for approval by the Staffing Committee.</p> <p>The following Governors have been appointed at Committee level:</p> <p>Astrid Kopmels – Child Protection, Children in Care &amp; Young Carers Governor Matthew King – Healthy, Safety &amp; Well-being Governor John Waldron – Premises Governor</p>	

Approval (Initials) .....

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**Headteacher's Report Including:**

- **Progress Against Operational Plan**
- **Target Setting Summary**
- **Friends of RGS AGM**
- **Extended Schools Partnership (ESP)**

The report including appendices had previously been distributed, the Headteacher went through the contents. The low figure for leavers indicates that students are happy here. Recent sickness is a contributing factor to the attendance figures plus holidays during term time. The Local Authority (LA) raises concern when students' attendance is less than 80%. The school's unauthorised absence is 3%; the LA target for this school is 2%, which equates to approximately 18 students. There are many reasons for absence other than illness; there can also be family or personal issues. The school has developed a good working relationship with the Education Welfare Officer and has set up attendance clinics. When a student's attendance becomes a concern, in the first instance, the school will write to parents/carers asking them to attend the clinic and a meeting takes place with the school and Education Welfare Officer. Since the introduction of the clinic, attendance has improved. There are still a couple of students whose attendance has not improved but these are extreme situations. The aim of the clinic is to support parents/carers in getting students into school. Whilst the attendance figure is very low the school is not complacent and there are strategies in place which are followed rigorously and are working. The school also carries out a lot of work on bullying.

The school is working in partnership for provision from the 6th day of an exclusion. Governors and staff are proud of achieving the Sportsmark for which the PE team worked very hard. The Student Research Council are starting to look beyond their own needs and more for the school as a whole, eg concerns over overcrowding in the canteen during lunchtime. The school is also looking at alternatives to the temporary barriers in the canteen. Year 8 took part in an online city wide survey, the evaluated data of which will be used by the school to identify strengths and areas for improvement.

Email contact directly with the school has been introduced and is working well. The Learning Review Day also gives parents/carers the opportunity to comment. Whilst the first line of contact for parents/carers is the student planner, the introduction of direct email addresses for learning and teaching, mentor or learning support issues is working well. The emails go to the Deputy Headteacher who responds or forwards them to the appropriate member of staff.

The School Improvement Partner (SIP) was impressed with the students' personal development and well-being and the school's self-evaluation as indicated in his report. Nick Jump has been appointed Assistant Headteacher with responsibility for inclusion and will take up post in January. His brief includes personal development and well-being. Performance management lesson observations have taken place and improvements have been made and good practice is being embedded across the school. Next year the school will focus more on the strategic view.

To date 11 students with special educational needs (SEN) have applied for a place at the school from September. Many have complex needs that do not fit into the existing profile. The changes in how SEN funding is distributed is currently being consulted on and there is likely to be a significant impact on the school, possibly a reduction of approximately £60k funding. The LA is willing to accept that the school is an exceptional case but it will inevitably lose funding. Kim Garland will be meeting with the LA shortly to discuss transitional funding. There will be SENNA Consolidation Funding coming in to the school, which had previously been omitted, which will lessen the initial impact but the school will need to be realistic with parents/carers about what the school will be able to offer in terms of support and also whether the school is able to meet the needs of the student, so that parents/carers have realistic expectations. Governors agreed that they shared the school's concerns.

Work scrutiny by John Budd, Senior Secondary School Improvement Officer (SSSIO) has taken place and improvements have been made, with Schemes of Work fit for purpose. A lot of work on 11-16 transition to Post 16 and with transition from primary schools has taken place. Governors agreed that the appendices were very useful.

8	<p><b>Committee Minutes</b></p> <p>The draft Minutes had previously been distributed, there were no further queries or comments. The Staffing Committee draft Minutes will follow shortly.</p>	EJ
9	<p><b>New Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Planning &amp; Implications for Committee Structure</b></li> </ul> <p>A meeting with the Headteacher, Chair and John Budd has taken place and it was agreed that the school needs a strategic plan for future development. A small working group has been set up with the Headteacher, Deputy Headteacher, Chair, Vice Chair, Chairs of Committees and John Budd, with Penny Mooney and Peter Hallam attending. The first meeting involved a lot of brainstorming; the next meeting will take place in January. The aim is to have a draft plan drawn up by February with input from staff and more discussions with stakeholders. A meeting will also take place in February with Chairs of Committees to review the committee structure.</p>	
10	<p><b>Carried Forward Matters from Previous Minutes</b></p> <p>There were no carried forward matters.</p>	
11	<p><b>Governors' Visits &amp; Link Governor Reports</b></p> <p>Penny Mooney, Darren McKimm, Barry Trahar and Peter Hallam have visited the school, completed forms distributed. They commented on the positive atmosphere around the school and that students were very engaged. The use of whiteboards was fantastic and the enthusiasm was evident. It was also good to see students take 'controlled' risks in their work so they are stretched. Feedback from the Student Research Council indicates they feel listened to and there is a definite understanding of each others' needs. One suggestion from Governors was that the role of Cluster Mentors could be widened to parents/carers for a better understanding. Sylvia Townsend and Rod Symmons also visited the school during the Major's visit and commented that they were very impressed with the children's confidence.</p>	SB
12	<p><b>Governors' Training Reports</b></p> <p>Governors were reminded that training opportunities are available on the Governor Development Service website <a href="http://www.bristol-cyps.org.uk/services/gds/training.html">http://www.bristol-cyps.org.uk/services/gds/training.html</a>.</p>	All
13	<p><b>Bristol Governors Forum Feedback</b></p> <p>There was nothing to report.</p>	
14	<p><b>Correspondence</b></p> <p>There was no correspondence to consider.</p>	
15	<p><b>AOB</b></p> <p>There was no other business to consider.</p>	
16	<p><b>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 21 October 2008</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	
17	<p><b>Date &amp; Time of Next Full Governing Body Meeting</b></p> <p>Tuesday 10 February 2009 at 7.00pm</p>	

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

**SIGNED:** .....

**DATE:** 10 February 2009