

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

### **FULL GOVERNING BODY MEETING – TERM 3** **Held at the school on Tuesday 9 February 2010 at 7.00pm**

#### **MINUTES**

**PRESENT:**

- |                           |                                 |
|---------------------------|---------------------------------|
| Annemieke Waite (Chair)   | John Waldron                    |
| Tim Trout (Vice Chair)    | Darren McKimm                   |
| Sarah Baker (Headteacher) | Bharti Joshi                    |
| Peter Hallam              | Barry Trahar                    |
| Kate Hawkey               | Gerry Swarbrick                 |
| Judy Patterson            | Kim Garland (Associate Member)  |
| Astrid Kopmels            | Rupert Maule (Associate Member) |
| Alex Wilkinson            | Marian Curran (Attendee)        |
| Penny Mooney              | Louise Sharples (SSIO)          |
| Ian Champion-Smith        | Elizabeth Jahn (Clerk)          |

*The meeting was noted to be quorate*

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 Steve Rush, Ian Muir, Matthew King and Rod Symmons. Sylvia Townsend was absent from the meeting. Gerry Swarbrick apologised he would be late.</p>	
2	<p><b>Equality Issues</b></p> <p>Led by Kim Garland and Rupert Maule, Deputy Headteachers. Governors split into Committee groups and considered the Self-Evaluation Form (SEF) guidance sheet on equalities. The sheets were collected back to be collated.</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>Headteacher's Report Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Audit Feedback</b></li> <li>• <b>Progress of School Development Plan</b></li> <li>• <b>An Introduction to Schoolcentre.net</b></li> </ul> <p>The report had previously been distributed; the Headteacher went through the contents. There was massive disruption to the school for 2 weeks due to the snow. A lot of catch up has taken place but this has meant that not as much analysis has been able to be undertaken this term; the term is also shorter. The DCSF states that if the school is closed to some students due to snow they are classed as absent, however if the school is closed to all students, they are not classed as absent. Due to the length of the bad weather absence recording is being reviewed by the DCSF.</p> <p>The school has 10 students more than expected numbers (766 compared to 756). Four students are registered at Claremont School but attend a lot of mainstream classes; this does put pressure on resources.</p> <p>The school has less students registered for free school meals (FSM) than the national average, although the Heads of House are carrying out work to try to encourage eligible families to register for FSM. There is a lot of take up generally for school meals (one third).</p>	

Approval (Initials) .....



	<p>It is anticipated that 11 or 12 students with special educational needs (SEN) will be joining the school in September 2010. The Local Authority (LA) now accepts that Redland Green School regularly attracts a significant number of SEN students therefore funding may be easier in future years.</p> <p>The Headteacher and Deputy Headteacher led a presentation on Schoolcentre.net; a website that hosts the 4 priorities of the Strategic School Development Plan (SSDP), the SEF, and documents uploaded as evidence in support of the SEF etc. The new SEF is not yet completed but Governors will be given access details to be able to monitor the SEF. When the SEF is completed it can be uploaded directly to the internet where Ofsted can access it.</p> <p>Governors were pleased to note that the school had received 350 responses to the parent/carer questionnaires, which is above the national average. An analysis of the feedback was included in the Headteacher's report.</p> <p>Governors considered and agreed the suggestion to have the fifth INSET day in July taken by staff as 5 individual sessions, to be identified by staff individually, which gives greater flexibility to select and pursue training and development to meet their needs. Staff will be expected to agree continuing professional development (CPD) with their Line Manager. Staff will also be expected to log training undertaken and keep records.</p> <p>Governors were very pleased to note that positive verbal feedback has been received from the Auditor who has indicated she was surprised at how much progress the school has made in such a short time. A written report is expected in due course. The Headteacher thanked the Finance Governor and staff for their support and hard work.</p> <p>The lack of space at the school was discussed; it is anticipated that space will be an issue in September. The school is in negotiations with the LA to try to resolve the issue. It is assumed that the specifications for the school size have been met however class sizes do not take into account the number of Claremont School students or SEN students who need one to one support within the class.</p> <p>The Governors' Financial Summary Report to the end of January 2010 had been previously distributed; Governors noted that the cost of gas was lower than expected, however as a result the school will receive less income from Claremont School. The projected outturn indicates that the school will be within budget by the end of the financial year. The school will not be able to carry forward any unspent funding due to the school receiving top-up funding.</p> <p>The school is still waiting for a figure from the LA for the fixtures and fittings budget as this has changed since the original setup.</p> <p>As staff are quite young the costs of staffing are lower than comparable schools.</p>	EJ
5	<p><b>Committee Minutes</b></p> <p>The draft Minutes had previously been distributed, were no further queries or comments.</p>	
6	<p><b>Approval of Minutes of Last Full Governing Body Meeting Held on 15 December 2009</b></p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p>	
7	<p><b>Carried Forward Matters &amp; Matters Arising From Minutes of Previous Meeting</b></p> <p>The Deputy Headteacher and SENCo undertook community cohesion training today which overlaps with equalities. The training will inform the action plan which is being drawn up and which will be brought back the next meeting. The Chair will also feedback at that meeting, training that she has undertaken.</p> <p>Governors asked if Brook services have been started; the Deputy Headteacher confirmed that they have had a nurse in for the last 3 Mondays. Assemblies have also been carried out. It is felt that the location is the right place. Governors asked whether there has been any parental reaction; the Deputy Headteacher confirmed that there have been no concerns raised.</p>	KG / AW / EJ
8	<p><b>Link Governor Scheme</b></p> <p>The Chair exclaimed the rationale of the new Link Governor Scheme which links Governors to the priorities in the SSDP. This is in line with the new Ofsted framework. Two Governors will be linked to important key areas which will enable them to share and collaborate on the role.</p>	

	<p>The scheme does not prevent Governors from taking on a link role with other subjects as long as the priority list is filled.</p> <p>It was agreed that to enable the scheme to work, a link person in the school needs to be identified and a structure put in place for how Governors and staff make contact including the suggested frequency and where/how to report back. This will be considered by the Headteacher and the Chair.</p>	SB / AW
<b>9</b>	<p><b>Governors' Visits &amp; Link Governor Reports</b></p> <p>Governors were encouraged to arrange visits with the Clerk.</p>	All
<b>10</b>	<p><b>Governors' Training Reports</b></p> <p>The Vice Chair has undertaken finance training and completed the second module of the Roles &amp; Responsibilities of a Governor. Penny Mooney has also undertaken the second module of the Roles &amp; Responsibilities of a Governor training session as well as training on health and safety. All Governors were encouraged to undertake training.</p>	All
<b>11</b>	<p><b>Bristol Governors Forum Representative's Report</b></p> <p>There was nothing to report.</p>	
<b>12</b>	<p><b>Correspondence</b></p> <p>There was no correspondence to consider.</p>	
<b>13</b>	<p><b>AOB</b></p> <p>There was no other business to consider.</p>	
<b>14</b>	<p><b>Annual Bristol Governors' Conference Date</b></p> <p>Saturday 27 February 2010, 9.30 – 3.30pm, Merchants' Academy</p>	
<b>15</b>	<p><b>Bristol Governors' Forum Meeting Date</b></p> <p>Thursday 18 March 2010, 7.15 – 9.00pm, Hannah More Primary School</p>	
<b>16</b>	<p><b>Date &amp; Time of Next FGBM</b></p> <p>Tuesday 30 March 2010 at 7.00pm</p>	

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

**SIGNED:** ..... **DATE:** 30 March 2010