

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 10 February 2009 at 7.00pm**

MINUTES

PRESENT:	Annemieke Waite (Chair)	Darren McKimm
	Tim Trout (Vice Chair)	Matthew King
	Sarah Baker (Headteacher)	Bharti Joshi
	Peter Hallam	Steve Rush
	Kate Hawkey	Nancy Copplestone (Associate Member)
<i>The meeting was noted to be quorate</i>	Alex Wilkinson	Kim Garland (Associate Member)
	Judy Patterson	Anne Bell (Item 4 Presentation)
	Anthony Wood	Elizabeth Jahn (Clerk)
	Penny Mooney	

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Rod Symmons, Barry Trahar, Hillevi Moller-Blackwell, Astrid Kopmels, Julie Haslam, John Waldron and John Budd. Sylvia Townsend was absent from the meeting (apologies received retrospectively). Anthony Wood apologised he would be late.</p>	
2	<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>	
3	<p>Ratification of the Deputy Headteacher Selection Panel's Decision</p> <p>[Anne Bell, Steve Rush and Kim Garland left the meeting.]</p> <p>Following a rigorous selection process and recommendations from the Chair of the Selection Panel; the Governing Body agreed to appoint Rupert Maule as Deputy Headteacher.</p> <p>[Kate Hawkey left the meeting to telephone Rupert Maule.]</p> <p>[Anne Bell, Steve Rush and Kim Garland entered the meeting.]</p>	
4	<p>Presentation on the Sex Education Programme</p> <p>Presentation and slide show from Anne Bell on PSHE which includes the Sex Education Programme as well as drugs, tobacco and alcohol education. The programme for Year 8 students remains the same; in Year 9 the school is identifying those students who may need more information whilst recognising that some students are not ready for too much information at this stage. Please see Student & Curriculum Committee Minutes for further information on the Scheme of Work.</p> <p>[Kate Hawkey entered the meeting and confirmed that Rupert Maule has accepted the job offer.]</p> <p>Mentor and assembly programmes have a focus on team building skills and support projects such as peer mediators, which is a pilot anti-bullying mentoring scheme, and paired reading, which takes place with Post 16 students, run alongside the work of the Student Research Council.</p> <p>Events this year have included the SS Great Britain Challenge, Play your Part Workshops and SMART Risk. Parent Support Evenings have also taken place. Projects and events will be embedded within the curriculum with more cross curricular work developed.</p>	

Approval (Initials)

	<p>A statutory Sex Education Programme will be compulsory from 2010, although parents/carers will retain the right to withdraw their child. To date no parents/carers have withdrawn their child from the school's programme. It is unclear at this stage how the statutory requirements will be implemented.</p> <p>Governors discussed the Duke of Edinburgh Award, the school is keen to offer this scheme in school but it is difficult due to capacity.</p> <p>Bharti Joshi will forward a link to Anne Bell of available support for mentoring Year 10 and 11 BME students.</p> <p>The school has been contacted to take part in a research programme which tries to address teenage depression. The school is keen to be involved in this research which will benefit students directly through the resources available but also enable excellent professional development for staff. The programme starts in September for students in Years 9 and 10. Parents/carers will be requested to give permission for students to take part in the programme. All students will be involved with a small number providing a baseline for analysis. At a similar school 70% of the students took part in the programme. The analysis is carried out in the form of questionnaires to assess low moods. If the school mirrors the national picture 3% of students analysed will suffer from depression. Governors supported the school taking part in this research programme.</p> <p>The Chair thanked Anne Bell for her presentation.</p> <p>[Anne Bell left the meeting.]</p>	BJ
5	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • Key Stage 4 Curriculum Update • Financial Audit Report • Staff Work/Life Balance <p>The report had previously been distributed; the Headteacher went through the contents. Governors discussed the impact on the school of the SEN funding review. It was agreed that Peter Hallam will draft a letter to parents/carers to be distributed as a covering letter with the Local Authority's (LA) letter to parents/carers, putting the LA' letter into context of Redland Green School. Peter Hallam will liaise with Kim Garland, Rod Symmons, the Headteacher and Chair to agree the content.</p> <p>A target information sheet was distributed and discussed. The school has set rigorous targets. Governors discussed the Key Stage 4 Curriculum Booklet which also includes courses on offer across North Bristol as Redland Green School is working in partnership to offer a broad range of courses. Some schools are moving towards 2 years at Key Stage 3 with 3 years at Key Stage 4 where students are working towards qualifications. Redland Green School is considering this move and will consult with staff shortly.</p> <p>A confidential summary of the LA's Audit Report was distributed and discussed at length. The school's LA Finance Officer, Sue Finch, is working with the Headteacher and Director of Finance & Administration to implement recommendations. The Chair of the Finance & Premises Committee met with the Headteacher and Director to consider expectations of Governors in their role as critical friend.</p> <p>Governors discussed staff wellbeing; the school is currently looking into an LA wellbeing programme which will be discussed in more detail at the next Staffing Committee meeting. Governors supported the introduction of a programme which they recognised will support staff particularly as the school is growing and new procedures are continually being introduced and implemented. Penny Mooney offered to be the Link Governor for Staff Wellbeing.</p> <p>Discussions are ongoing about the possible extension of the Post 16 Centre with the hope that the extension will be finished by the time Redland Green School's Year 11 students move to the Centre, ie in 2 years.</p>	PH PH
6	<p>Committee Minutes</p> <p>The draft Post 16 Committee and Student & Curriculum Committee Minutes had previously been distributed; there were no further queries or comments.</p>	

7	<p>Policy Adoption/Review</p> <ul style="list-style-type: none"> Governors' Visits Policy – Post 16 <p>The Admissions Statement for the Post 16 Centre, recommended for approval by the Post 16 Committee, was agreed.</p>	
8	<p>New Matters Arising</p> <ul style="list-style-type: none"> Governors Whose Term of Office Ends This Academic Year & Review of the Instrument of Government <p>As Julie Haslam's term of office as Post 16 Parent Governor ends on the 13 March 2009, nominations will be sought in March. Julie Haslam was thanked in her absence for her contribution to the work of the Governing Body.</p> <p>Following discussion, it was agreed to increase the Governing Body membership by one additional Post 16 Parent Governor prior to the forthcoming elections. The Clerk will inform the Governor Development Service of the decision so it can be passed to the Legal Department.</p>	EJ
9	<p>Carried Forward Matters from Previous Minutes</p> <ul style="list-style-type: none"> Strategic Planning Group Update <p>Towards a Strategic Plan 2009 and guidance on the school improvement planning process were distributed and discussed. The school's vision and aims have already been established but it is important that the school's priorities are focussed on delivery of the aims and values.</p> <p>It was agreed to set up 2 working groups, one to consider the wording of the 3 Year Strategic Plan relevant to the audience, ie to staff, students, parents/carers so that consultations can take place, the second working group will consider the Strategic Financial Plan looking at overall decisions rather than individual financial matters.</p> <p>It was agreed that Tim Trout, Kim Garland and Bharti Joshi will form the re-wording working group and Darren McKimm will work with the Headteacher and Director to draw up the financial plan. It is hoped the consultation will take place after Easter.</p> <p>Once the 3 Year Strategic Plan is finalised, it will inform the school's Operational Plan which the Strategic Leadership Team (SLT) will draw up and implement.</p> <ul style="list-style-type: none"> Official Opening Working Group <p>The Chair informed Governors that Kathy Sykes, Professor at Bristol University, has kindly agreed to attend the official opening of the school which will now take place in April and will have a science theme. The working group for the opening currently consists of the Chair, Vice Chair and Sylvia Townsend; other interested Governors should contact the Chair.</p>	All
10	<p>Governors' Visits & Link Governor Reports</p> <p>Alex Wilkinson distributed his completed Governor visits form following his visit with the Headteacher and Director. Governors were reminded to complete the form following their visit.</p>	All
11	<p>Governors' Training Reports</p> <p>Some courses were cancelled due to the bad weather.</p>	
12	<p>Bristol Governors Forum Feedback</p> <p>There was nothing to report.</p>	
13	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	

14	<p>AOB</p> <p>FORGS is now in a position to offer second hand uniforms to parents/carers.</p> <p>The Vice Chair informed Governors that the University of the West of England (UWE) has agreed to work with the school on improving signage. Governors agreed it is an exciting way to develop the school's image particularly in the reception area. John Waldron is also working on a seating plan for the reception.</p>	
15	<p>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 16 December 2008</p> <p>The Minutes were agreed and signed as a correct record.</p>	
16	<p>Bristol Governors Forum Meeting Date</p> <p>Thursday 12 March 2009, 7.15 – 9.00pm – the venue will be confirmed on the Agenda.</p>	
17	<p>Date & Time of Next FGBM</p> <p>Tuesday 31 March 2009 at 7.00pm.</p>	

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

SIGNED: **DATE:** 31 March 2009