

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

FULL GOVERNING BODY MEETING – TERM 4 **Held at the school on Tuesday 1 April 2008 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Judy Patterson
Tim Trout (Vice Chair)	Hillevi Moller-Blackwell
Sarah Baker (Headteacher)	Darren McKimm
Philip Shoebridge	Matthew King
Kate Hawkey	Bharti Joshi
Rod Symmons	Sheila Brill
Astrid Kopmels	Nancy Copplesone (Associate Member)
John Waldron	Elizabeth Jahn (Clerk)
Julie Haslam	Christopher Macintosh (Items 1 & 2)
Katharine Alsop	

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from John Budd, Alex Wilkinson and Darren McKimm. Anthony Wood, Sylvia Townsend and Chris Conoley were absent from the meeting.</p>	
2	<p>Presentation on ICT</p> <p>Presentation by Christopher Macintosh. The school is in the process of setting-up a Staff Room and Student Room on the Fronter system. Christopher Macintosh demonstrated the Managed Learning Environment (MLE) now called 'Enable', and the Virtual Learning Environment (VLE), Fronter. There is a strong alignment of technology with the curriculum and the school will continue to evaluate hardware needs as the school grows. The school may consider incorporating student owned handheld devices as a way forward as the school expands, though wireless capabilities in some parts of the school will need to be addressed.</p> <p>Feedback from parents/carers on the use of ICT was discussed. The Headteacher informed Governors that whilst the majority of students have access to a computer at home, any possible difficulties of accessing a home computer are compensated by the Learning Resource Centre. Parents/carers have requested more information be put in the Parents Room on the VLE about students' homelearning to enable them to support their child better. Limitations of ICT software provision was discussed together with unresolved issues with Northgate. The Headteacher is drafting a letter to the Local Authority (LA) regarding the ICT issues, which will be sent on the Governing Body's behalf. The Chair thanked Christopher Macintosh for his presentation.</p> <p>[Christopher Macintosh left the meeting].</p>	
3	<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>	
4	<p>Headteacher's Report</p> <p>The report had previously been distributed, the Headteacher went through the contents. Governors were informed what a negotiated transfer means. Staff appointments include Food Technology and Religious Education. During recent NQT assessments, the LA commented that there is consistently good practice taking place at the school.</p>	

Approval (Initials)

	<ul style="list-style-type: none"> • Extended Schools Partnership (ESP) • Work with External Partners • Community Links <p>ESP, work with external partners and community links were briefly discussed and will be brought back to the next meeting for further discussion.</p>	SB & EJ
5	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed, there were no further queries or comments.</p>	
6	<p>Policy Adoption/Review Including:</p> <ul style="list-style-type: none"> • Health, Safety & Well-being Policy – Governors’ Statement of Principles <p>Governors considered and agreed the Health, Safety & Well-being Policy – Governors’ Statement of Principles, that has been recommended for approval by the Finance & Premises Committee.</p>	
7	<p>New Matters Arising</p> <ul style="list-style-type: none"> • Redland Green Fair Volunteers <p>Astrid Kopmels, Tim Trout, Annemieke Waite and John Waldron volunteered to help at the forthcoming Redland Green Fair.</p> <ul style="list-style-type: none"> • Decision to Continue Subscription to GDS Programme <p>Governors discussed the GDS Programme including its value for money. It was agreed to continue the subscription and that each Governor will commit to attend at least one training session over the next year.</p>	
8	<p>Carried Forward Matters from Previous Minutes</p> <ul style="list-style-type: none"> • Official Opening Working Group <p>There has been no input from the LA for the official opening and therefore, the Chair and Headteacher will discuss the opening tomorrow for further action.</p> <p>[Kate Hawkey left the meeting].</p>	
9	<p>Governors’ Visits & Link Governor Reports</p> <p>Hillevi Moller-Blackwell outlined her recent visit to the school, which gave her another perspective of school life compared to her normal role working in the Admin Department. Matthew King also discussed his visit and commented that he had a thoroughly enjoyable and informative day and would highly recommend it to other Governors. He asked that his thanks be passed on to staff for making him feel welcome. The Headteacher also thanked Governors who have taken part in interviews, further dates will be circulated soon. Katharine Alsop visited the school in her capacity as Link Governor for Maths, full reports were completed using the Governor Visits Form.</p>	SB SBh & EJ
10	<p>Governors’ Training Reports</p> <p>It was agreed that ESP and community cohesion were useful topics for an in-school Governor training session.</p>	
11	<p>Bristol Governors Forum Representative’s Report</p> <p>[The Headteacher left the meeting].</p> <p>There was nothing to report.</p>	

12	<p>Correspondence</p> <p>There was no correspondence to consider. Governors agreed that no correspondence was a good indication that issues raised by parents/carers were being dealt with effectively by the school.</p> <p>[The Headteacher entered the meeting].</p>	
13	<p>AOB</p> <p>[Hillevi Moler-Blackwell left the meeting].</p> <p>A Senior Leadership Team (SLT) structure was distributed and discussed in detail. The Governing Body agreed to expand the SLT by creating two Deputy Headteacher posts. Job descriptions and person specifications are being prepared and the advert for the two posts will be published next week.</p> <p>[Hillevi Moler-Blackwell entered the meeting].</p>	
14	<p>Approval of Minutes of last Full Governing Body Meeting Held on 12 February 2008</p> <p>The Minutes were agreed and signed as a correct record.</p>	
15	<p>Date & Time of Next Full Governing Body Meeting</p> <p>Tuesday 20 May 2008 at 7.00pm</p>	

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

SIGNED: **DATE:** 20 May 2008