

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 31 March 2009 at 7.00pm**

MINUTES

PRESENT:

Tim Trout (Vice Chair)	Anthony Wood
Sarah Baker (Headteacher)	Hillevi Moller-Blackwell
Peter Hallam	Darren McKimm
Rod Symmons	Bharti Joshi
Astrid Kopmels	Barry Trahar
Alex Wilkinson	Nancy Copplestone (Associate Member)
John Waldron	Kim Garland (Associate Member)
Judy Patterson	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome, Introduction, Appointment of New Governing Body Member & Apologies for Absence</p> <p>The Vice Chair welcomed everyone to the meeting. Apologies were received and accepted from Annemieke Waite, Kate Hawkey, Matthew King, Penny Mooney, Steve Rush, Sylvia Townsend and John Budd. The Chair introduced Ian Muir, newly elected Post 16 Parent Governor. Gerry Swarbrick, also newly elected Post 16 Parent Governor apologised he would be late. Rod Symmons agreed to act as Mentor if required.</p>	
2	<p>Presentation On ICT Including:</p> <ul style="list-style-type: none"> • Key Stage 4 Requirements • E-Safety <p>Presentation by Tim Cox, ICT Subject Leader. Implementation of ICT functional skills for the present Year 8 is required by 2012, although realistically this will probably have to be achieved next year.</p> <p>Teachers will need to rewrite Key Stage 3 Schemes of Work integrating Assessment for Learning (AfL), Assessing Pupil Progress (APP) and functional skills. Teachers will also be encouraged to deliver and track ICT across the core Key Stage 4 curriculum including Level 2 BTEC unit breakdown and Schemes of Work to ensure achievement targets are met at Key Stage 5.</p> <p>Training opportunities are being provided to ensure teachers are able to deliver an ICT rich cross curricular environment including the use of ICT in creative ways such as podcasts etc.</p> <p>Implications on achievements in the 3 core subjects of English, Maths and ICT as a result of the inclusion of functional skills are expected to be announced on Thursday. Implications on BTECs, Diplomas and GCSEs including whether witness statements can be used is also being investigated.</p> <p>Upgrading of ICT equipment is expected next year but it will be difficult to sustain replacement of equipment for everyone. Several alternative options are being considered, eg the use of PDAs or mini laptops which parents/carers buy over a year.</p> <p>The effectiveness of the wireless network is an issue, though it is hoped this will be addressed. It has been recognised that there is a gap in Year 9 students' knowledge due to the limitations of the system so extra strategies have been put in place including an ICT 6 week programme, which the school is confident will ensure students achieve at least the equivalent of other Year 9 students.</p> <p>The school carried out an ICT survey and ascertained that most students have access to ICT facilities at home. Those identified without access have been given the use of laptops with a network dongle.</p>	

Approval (Initials)

	<p>The school is having ongoing discussions re blocking specific websites; to date the school has not blocked sites such as Facebook or You Tube as it is felt students need to be taught how to use the internet responsibly and banning particular community websites will hinder this process. Governors supported the view that popular community websites should not be banned and students should be taught to use the internet responsibly.</p> <p>Governors discussed the remit of the e-Safety Committee which will include ensuring students are aware of health and safety of machinery, cyber-bullying and responsible use of the online community.</p> <p>The Vice Chair thanked Tim Cox for his informative and interesting presentation.</p> <p>[Tim Cox left the meeting.]</p> <p>[Gerry Swarbrick entered the meeting and was introduced.]</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>	
8	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting (taken out of order) Including:</p> <ul style="list-style-type: none"> • 3 Year Strategic Plan & Strategic Financial Plan <p>The Headteacher, Director of Finance & Administration and the Chair of the Finance & Premises Committee (F&P) will meet soon to consider the Strategic Financial Plan. Unfortunately there are no examples available from other schools but Redland Green School does have 3 year projections which will prove useful. Darren McKimm will work on the Plan with the Chair of F&P once the framework has been agreed.</p> <p>The Chair of F&P met with the Headteacher and Director on the 20 March to go through the Audit Report in detail. Governors were pleased to note that all high priority actions have been cleared together with most of the medium priorities and the lower priorities are being moved on.</p> <p>Completed Governor visit forms from the Chair of F&P had previously been distributed.</p> <p>Governors agreed that the Chair of F&P should undertake delegated responsibility to meet with the Headteacher and Director on a monthly basis to monitor the budget. Budget holders will also monitor expenditure to ensure there are levels of scrutiny.</p> <p>The 2009/10 draft budget, Statement of Internal Control and Best Value Statement will be reviewed at the next meeting. The Finance Policy is being redrafted and will also come to the next meeting for approval.</p> <p>The Local Authority (LA) has responded to the school's comments since the Audit Report and has adapted the new BCC financial software which has recently been rolled out to schools. The full outturn will be distributed to the F&P to review with a summary sheet of budget headings presented to the full Governing Body for consideration. The documents will be printed as PDF files to enable electronic distribution, as the complete file contains confidential personal information such as individual salaries etc.</p> <p>The Chair of Governors and members of the F&P will complete R20 financial self-evaluation audit forms for the Financial Management Standard in Schools (FMSiS). Other members of the Governing Body with finance training, background or experience were requested to also complete the form.</p> <p>The Vice Chair thanked Alex Wilkinson for his informative and clear report.</p> <p>[Alex Wilkinson left the meeting.]</p> <ul style="list-style-type: none"> • Official Opening of the School <p>Invitations had been distributed to the Governing Body including details of the official opening. There will be 2 celebrations in the main hall. The morning event will involve students in science workshops including ice-cream physics and explosions. The second event will be for invited guests to attend a celebration assembly with the students.</p>	All

	<p>Two planning meetings have taken place with another being held next week. The LA press office will be managing media interest.</p> <p>Governors thanked Tim Trout for his hard work in organising the event.</p>	
4	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher also distributed Progress Towards Key Stage 3 Expected Outcomes for 2009 and Percentage of Students Attaining at Each Level Report. Governors discussed the contents at length.</p> <p>Fourteen students have applied to take BTEC Diploma courses in other schools in the North Bristol Partnership.</p> <p>The Current Strategic Leadership Team Structure April 2009 was distributed and discussed.</p> <p>Asset management is the school's next big project.</p> <p>The Health, Safety & Well-being Supportive Audit has taken place and a follow-up meeting was arranged by the Headteacher with Bill Crocker, LA Health & Safety Officer, to clarify areas for improvement identified.</p> <p>The school is meeting the Extended Schools Partnership (ESP) core offer but it is a challenge at a practical level due to caretaking capacity.</p>	
5	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> • Finance & Premises Committee – Chair's Update <p>Discussed under item 8 (taken out of order) earlier in the meeting.</p> <ul style="list-style-type: none"> • Scheme of Delegation <p>The Scheme of Delegation will be considered at Committee level before being submitted to the full Governing Body for approval.</p> <p>The draft Minutes had previously been distributed; the Student & Curriculum Committee draft Minutes will be distributed shortly.</p>	<p>EJ</p> <p>EJ</p>
6	<p>Policy Adoption/Review Including:</p> <ul style="list-style-type: none"> • Admissions Statement – Post 16 Centre 2010 <p>The Admissions Statement was discussed including changes to the admissions criteria.</p> <p>Projections suggest that it is highly unlikely within the next 4 or 5 years at least, that the Centre will be oversubscribed from within the partnership. The Statement is reviewed annually and the North Bristol Post 16 Committee is mindful that the numbers and projections will need to be monitored and reviewed on a regular basis.</p> <p>The Admissions Statement for the Post 16 Centre was agreed.</p>	
7	<p>New Matters Arising</p> <ul style="list-style-type: none"> • Appointment of Working Group for the Review of the School Prospectus & School Profile <p>It was agreed that Tim Trout, Astrid Kopmels and Ian Muir will form the working group.</p>	<p>TT, AK & IM</p>
8	<p>Review of Committee Structure</p> <p>Governors split into small working groups to consider whether the current Committee structure was still relevant or whether changes should be considered. Due to the nature of the North Bristol Post 16 Committee, this will not be included in any possible structural change.</p>	

	<p>Following discussions feedback suggested that whilst Governors were sympathetic to the idea of 2 strategic Committees, Teaching & Learning and Resources, it was agreed that the structure should not be changed for the sake of it and that definite advantages should be identified by the Chairs of Committees.</p> <p>Governors agreed with individuals taking on specific areas for expertise and developing the Link Governor roles. It was also suggested that Governors' own personal expertise or background could be utilised more within the school.</p>	Chairs
9	<p>Governors' Visits & Link Governor Reports</p> <p>Due to staff interviews taking place over the next few weeks, Governor visits will be arranged for those interested in Term 6 (Governors should contact the Clerk if they wish to arrange a visit). Governors were reminded to complete visit forms following any visits to the school including when sitting on interview panels.</p>	All All
10	<p>Governors' Training Reports Including:</p> <ul style="list-style-type: none"> • Decision to Continue Subscription to the Governor Development Service <p>It was agreed to continue subscription.</p>	
11	<p>Bristol Governors Forum Feedback</p> <p>Nancy Copplestone reported that the Interim Director of CYPS, Annie Hudson, had attended the meeting as a speaker and had been realistic about the current issues yet optimistic for the future.</p>	
12	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 10 February 2009</p> <p>The Minutes were agreed and signed as a correct record.</p>	
13	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
14	<p>AOB</p> <p>There was no other business to consider.</p>	
15	<p>Dates & Times of Bristol Governors Forum Meetings</p> <p>Thursday 2 July 2009, 7.15 – 9.00pm – the venue will be confirmed on the Agenda.</p>	
16	<p>Date & Time of Next Full Governing Body Meeting</p> <p>Tuesday 19 May 2009 at 7.00pm</p>	

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

SIGNED: **DATE:** 19 May 2009