

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

### **FULL GOVERNING BODY MEETING – TERM 5** **Held at the school on Tuesday 25 May 2010 at 7.00pm**

#### **MINUTES**

**PRESENT:**

Annemieke Waite (Chair)	Ian Campion-Smith
Sarah Baker (Headteacher)	Matthew King
Peter Hallam	Bharti Joshi
Kate Hawkey	Barry Trahar
Rod Symmons	Valerie McCarthy
Astrid Kopmels	John Waldron
Alex Wilkinson	Kim Garland (Associate Member)
Ian Muir	Marian Curran (Attendee)
Penny Mooney	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 Darren McKimm, Judy Patterson, Steve Rush, Louise Sharples, Gerry Swarbrick, Sylvia Townsend, Tim Trout and Rupert Maule. Matthew King apologised he would be late.</p>	
2	<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>	
3	<p><b>Presentation on Safeguarding</b></p> <p>Presentation by Kim Garland, Deputy Headteacher. Led by Kim Garland, Deputy Headteacher. The SEF section on 'the effectiveness of safeguarding procedures - outstanding' was distributed; Governors discussed judgements. Students feel there is no bullying; it was noted however that all schools have bullying but the statement demonstrates that students know how to deal with bullying and that the school deals with it. Governors asked how the school ensures students feel safe; the Deputy Headteacher advised that this is addressed through PSHE and reinforcing an individual's right to come to school and feel safe.</p> <p>Governors discussed reporting of concerns; the Deputy Headteacher advised that there were 2 outside school incidents concerning the taking and selling of drugs; in both instances parents contacted the school. It is good that students feel confident to talk to parents and also that parents feel confident to talk to the school. Governors asked whether anything could be done anonymously; the Deputy Headteacher advised that it is difficult because it could be malicious. The school does sometimes receive emails from parents/carers who do not want their children to know they have contacted the school.</p> <p>An explicit statement re safeguarding is now included on staff application forms. Astrid Kopmels, Named Governor for Child Protection, and the Chair met with the Deputy Headteacher and Sarah Balloch to go through the process and procedures in place for child protection. The school has rigorous and robust systems in place.</p> <p>It was noted that the reference to 'all Governors have undertaken online training in safer recruitment' needs to be amended in light of changes in the Governing Body and should be changed to 'some Governors' as some have not completed the course yet and some have not undertaken the course.</p> <p>The school has used common assessment framework meetings (CAF) to look at supporting families but with variable success. Four members of staff have been CAF trained.</p>	KG

Approval (Initials) .....



	<p>During this financial year the school will continue to incur start-up costs but they will be offset by the top-up funding.</p> <p>The Steering Committee is looking at a shadow staffing structure and will actively look at different scenarios. The key issue is the increase in staffing costs this year to next by £700k with a year on year increase of approximately £100k if there are no changes in staffing. The costs include pay progression and inflation but funding does not include inflation. However, it is unlikely that the staff profile will stay the same as there will be natural wastage; there are also quite a few staff on fixed term contracts. There are many uncertainties with funding but once the outcome of the Specialism application is known, it should be a clearer financial picture. The school needs to continue benchmarking against comparator schools; benchmarking has confirmed that the percentage of the budget spent on teaching staff is relatively low at 80%, but higher costs are incurred on admin and educational support staff, mainly as a result of start-up.</p> <p>The Steering Committee will closely monitor staffing costs and funding levels with a full review planned for Term 2.</p> <p>Governors asked whether there is likely to be any increases in lettings to offset costs; the Headteacher confirmed that there are not enough to make a difference.</p> <p>Governors asked whether this was a specific Redland Green School issue or whether other schools were projecting deficits at this stage; the Headteacher advised that in fact Redland Green School is one of the few schools not considering initiating the Management of Change process at this stage. The school is fortunate that it has a constant in student numbers compared to some schools that have a falling roll.</p> <p>The Governing Body approved the 2010/2011 budget and BVS.</p> <p>[Marian Curran, Kim Garland and Valerie McCarthy entered the meeting.]</p>	
<b>9</b>	<p><b>Approval of Minutes of Last Full Governing Body Meeting Held on 30 March 2010</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	
<b>10</b>	<p><b>Carried Forward Matters &amp; Matters Arising From Minutes of Previous Meeting</b></p> <p>There were no matters arising.</p>	
<b>11</b>	<p><b>Update on the Link Governor Scheme</b></p> <p>Governors agreed that it would be useful to link visits to the monitoring and evaluation calendar. The Curriculum Team Leaders (CTLs) have changed and the monitoring and evaluation calendar is currently being reviewed but details should be in place by Term 1.</p> <p>In the meantime, Governors were encouraged to visit during Term 6 and should contact Louise Lloyd at the school to arrange a visit.</p>	All
<b>12</b>	<p><b>Governors' Visits &amp; Link Governor Reports</b></p> <p>Peter Hallam visited the school and recommended that Governors prepare questions if possible, before the visit and it may be easier if the questions are emailed to staff beforehand. Completed visit forms should be forwarded to the Clerk.</p>	
<b>13</b>	<p><b>Governors' Training Reports</b></p> <p>Penny Mooney attended health and safety training which was interesting. Peter Hallam will attend Governors' Role &amp; Responsibilities training modules 2 and 3 tomorrow.</p> <p>Astrid Kopmels and Kim Garland attended a safeguarding conference.</p>	
<b>14</b>	<p><b>Bristol Governors' Forum Feedback</b></p> <p>The Chair attended the Agenda Briefing meeting. The focus of the meeting and also the Bristol Governors' Forum meeting was the NCSL New Models of Leadership. The meeting was very useful.</p>	

	Penny Mooney and Bharti Joshi attended the Bristol Governors' Forum Annual Conference which was very informative and helpful.	
<b>15</b>	<b>Correspondence</b> There was no correspondence to consider.	
<b>16</b>	<b>AOB</b> There was no other business to consider.	
<b>17</b>	<b>Bristol Governors' Forum Meeting Date</b> Thursday 8 July 2010, 7.15 – 9.00pm, Hannah More Primary School	
<b>18</b>	<b>Date &amp; Time of Next Full Governing Body Meeting</b> Tuesday 20 July 2010 at 7.00pm	

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

**SIGNED:** ..... **DATE:** 20 July 2010