

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

FULL GOVERNING BODY MEETING – TERM 6 **Held at the school on Tuesday 14 July 2009 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Hillevi Moller-Blackwell
Tim Trout (Vice Chair)	Darren McKimm
Sarah Baker (Headteacher)	Matthew King
Peter Hallam	Bharti Joshi
Kate Hawkey	Barry Trahar
Rod Symmons	Gerry Swarbrick
Anthony Wood	Nancy Copplestone (Associate Member)
Alex Wilkinson	Kim Garland (Associate Member)
Sylvia Townsend	Rupert Maule
Judy Patterson	Karen Cornick (Attendee)
Steve Rush	Elizabeth Jahn (Clerk)
Penny Mooney	

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 Louise Sharples, Ian Muir, John Waldron and Astrid Kopmels.</p>	
2	<p>Presentation on Key Stage 3 Results, Standards, Progress & Achievement of Significant Groups</p> <p>Presentation by Kim Garland; the Results of Key Stage 3 (KS3) Assessment 2009 & National 2008, Commentary on Redland Green Key Stage 3 Results 2009, Cognitive Ability Tests, Fischer Family Trust Data and Glossary had been distributed in the Headteacher's Report. There are no children in care in Year 9.</p> <p>The KS3 curriculum has been reviewed in light of the results with a focus on standards/achievement of sub groups. The process was led by the Strategic Leadership Team (SLT) and Curriculum Team Leaders to ensure strategies are consistent. Next year there will be a review of how the school manages optional tests and improving communications with hard to reach parents/carers.</p> <p>The data is very important for identifying underperforming groups. Approximately 9 students have not been included in the results this is for a number of reasons; Key Stage 2 (KS2) data missing, did not sit the exams etc. The school will triangulate with other evidence to get a true reflection of background. Governors congratulated students and staff on the excellent results.</p> <p>Presentation on Reporting to Parents Schedule for Next Year</p> <p>Presentation by Rupert Maule. The school will consult with staff, students and parents/carers on which type of reports are most valued. The results will feed into a review of the way the school reports to parents/carers rather than the timing of reporting. The assessment calendar is in the process of being reviewed and will be brought back to the next meeting, the school is mindful that staff's work/life balance means that it is logistically difficult to maintain the level of reporting that has been provided when the school was smaller. The school has mapped out a reporting timeline for when the school is full and are conscious that 'one size fits all' will not work.</p>	RM
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>	

Approval (Initials)

<p>4</p>	<p>Approval of Committee Structure & Membership</p> <p>The Chair outlined the background to the proposed structure. The temporary Governing Body's Chairs meeting worked really well and it was felt more cohesive and fitting together. It is difficult to challenge the school when Governors do not know the background for example finance. It was therefore, proposed that a Steering Committee be set up which will consist of the Chair, Vice Chair, Chairs of Committees, Headteacher and Deputy Headteachers and Governors with particular experience/expertise eg finance. This Committee's remit will focus on finance and the strategic direction of the Governing Body in line with the Strategic School Development Plan (SSDP). The Finance & Premises Committee will be renamed Environment for Learning Committee and it is anticipated that without the responsibility of financial monitoring, more time will be available to consider the premises and school environment in greater depth. The Staffing Committee will be renamed Staff Development Committee, Student & Curriculum Committee will be renamed Learning & Teaching Committee and the Post 16 Committee remains unchanged.</p> <p>Governors were mindful not to create a 2-tier system of governance but agreed that the proposed structure will enable more cohesion.</p> <p>Governors therefore agreed the proposed structure.</p> <p>Governors agreed to appoint Matthew King to replace Rod Symmons, and Ian Muir to replace Julie Haslam on the Post 16 Committee.</p>	
<p>5</p>	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • Progress of School Development Plan • School Self Evaluation Outcomes: Core Visit – Leadership & Management <p>The report had previously been distributed; the Headteacher went through the contents. The Headteacher and Chair are currently looking at organising a whole Governing Body training session on the new Ofsted framework and judgements which will hopefully take place in Term 1 or 2. The new SEF has been distributed to schools to start using from September.</p> <p>The school will be moving to a more solid House system next year and is currently appointing 4 Heads of House who will support students and it is hoped that a strengthened House leader with Mentors taking greater responsibility will enable a more systematic approach linked with personal development and well-being.</p> <p>The school has achieved the Bristol Inclusion Standard and Governors thanked Kim Garland and Steph Ball in enabling this to be achieved.</p> <p>The School Improvement Partner's (SIP) Annual Report to Governors had been previously distributed; several Governors will be meeting with the SIP and Headteacher for the SIP to present his report. Self-evaluation has improved and lots of things have been put in place since the Ofsted inspection. The new SEF should move the school on and with the school more resourced including the appointment of the Deputy Headteachers; it is in a better position to carry out forward planning. The overall judgement for the school is good with areas of outstanding, though this is felt to be a conservation judgement. The Clerk had prepared a breakdown of Governor discussions at meetings linked to the SSDP. The SIP was impressed with the report and the level of Governor involvement. The Chair thanked the Clerk for preparing the report and supporting the Governing Body and also congratulated the Headteacher and staff for an excellent annual report.</p> <p>The Outturn to End June 2009, Summary Outturn to End June 2009 and the Director of Finance & Administration's 2009/2010 Budget Summary Report Update had been previously distributed with the Headteacher's Report. Governors considered and agreed a contingency of £93k as they are mindful that with a lack of historic data some expenditure is not possible to accurately predict at this stage of the financial year. There are plans for future spending as the school is unable to have a carry forward due to top-up funding, but priorities will be reviewed later in the financial year when Governors have a clearer picture of the budget.</p> <p>Governors asked whether additional SEN funding is as expected. The Headteacher confirmed that this is statemented funding and is as expected.</p> <p>Governors agreed the Outturn to End June 2009 which will now be submitted to the LA.</p>	

6	<p>Review School Self-evaluation Document</p> <p>SEF sections 5, 6 and 7 had been previously distributed. There is now more emphasis on certain aspects eg assessment for learning is more explicit.</p>	
7	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> • Finance & Premises Committee Update <p>The draft Minutes had previously been distributed. Copies of letters received from parents/carers re the SEN Funding Review will be forwarded to Annette Jones, LA SEN Manager, together with a letter from the Chair on the Governing Body's behalf.</p> <p>The finance update was discussed earlier in the meeting.</p>	
8	<p>Policy Adoption/Review</p> <ul style="list-style-type: none"> • Finance Policy <p>The Chair of the Finance & Premises Committee informed Governors that the Committee had agreed to adopt the LA's financial procedures and processes and these will be formalised in the school's Financial Procedures Manual which is currently being drafted and is expected to be finalised in Term 1 and brought back to the Term 2 Committee meeting for approval.</p> <p>The Governors' financial scheme of delegation detailed in the Finance Policy was approved and Governors agreed that the figures were reasonable given the size of the school.</p> <p>The Chair of the Finance & Premises Committee explained what is meant by 'virements' and 'School Fund'.</p> <p>Governors considered and agreed the Finance Policy as recommended for approval by the Finance & Premises Committee.</p> <ul style="list-style-type: none"> • Freedom of Information Policy <p>The Freedom of Information Policy was agreed.</p> <ul style="list-style-type: none"> • Student Behaviour: Governors' Statement <p>Governors agreed that the Student Behaviour: Governors' Statement was no longer required as there is a comprehensive Behaviour for Learning Policy.</p>	
9	<p>Review School Prospectus & School Profile</p> <p>The photos for the prospectus will be finished by the 22 July and the proof ready for the 20 August to enable enough time for production for September. Preparing the school profile is ongoing.</p>	
10	<p>Governors' Visits & Link Governor Reports</p> <p>John Waldron and Alex Wilkinson have recently visited the school and will complete a visit form and forward to the Clerk in due course.</p>	
11	<p>Governors' Training Reports</p> <p>Discussed earlier in the meeting.</p>	
12	<p>Bristol Governors Forum Representative's Report</p> <p>There was nothing to report.</p>	
13	<p>Clerk's Report Including:</p> <ul style="list-style-type: none"> • Governors Whose Term of Office Ends In Term 1 <p>Governors were reminded that the following terms of office end in Term 1; elections where relevant will be organised:</p>	

	<p><u>Community Governors</u> Astrid Kopmels - 16.10.09 John Waldron - 16.10.09 Judy Patterson - 16.10.09 Rod Symmons - 16.10.09 Tim Trout - 16.10.09</p> <p><u>LEA Governors</u> Annemieke Waite - 15.10.09 Anthony Wood - 15.10.09 Sylvia Townsend - 15.10.09</p> <p><u>Parent Governors</u> Darren McKimm - 01.10.09</p> <p><u>Staff Governors</u> Hillevi Moller-Blackwell - 18.09.09</p> <p>As this was Hillevi Moller-Blackwell and Anthony Wood's last meeting they were thanked for their support of the Governing Body, particularly Anthony Wood who has made a huge contribution as a member of both the Governing Body and temporary Governing Body.</p>	
14	<p>Review of Overall Effectiveness & Efficiency of the Governing Body</p> <p>Governors agreed that governance has improved this year and there have been opportunities for school visits and informal training. Presentations at full Governing Body meetings are particularly useful and it was agreed that the standard items on the Agenda will be dealt with in a speedier fashion in future to enable more time for presentations and small group discussions as appropriate.</p> <p>Governors thanked the Chair for her hard work and dedication and excellent leadership of the Governing Body. The Headteacher also thanked the Chair for her continued support.</p>	
15	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 19 May 2009</p> <p>The Minutes were agreed and signed as a correct record.</p>	
16	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
17	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
18	<p>AOB</p> <p>Governors asked that their congratulations be forwarded to Helen Bilkey for establishing the Community Choir and developing links within the community around the school. The choir recently won the 'Only Choirs Aloud!' competition. Governors who took part said it was a wonderful evening and a lot of fun. It is hoped that the choir will continue despite Helen Bilkey leaving the school.</p>	SB
19	<p>Bristol Governors Forum Meeting Date</p> <p>Thursday 8 October 2009, 7.15 – 9.00pm, Hannah More Primary School.</p>	
20	<p>Date & Time of Next Full Governing Body Meeting</p> <p>Tuesday 20 October 2009 at 7.00pm</p>	

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

SIGNED: **DATE:** 20 October 2009