

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 2015 at 6.30pm**

MINUTES

PRESENT:

Lawayne Jefferson (Chair)	Tim Whitaker
Naresh Rao (Vice Chair)	Rod Symmons
Sarah Baker (Headteacher)	John Waldron
Catherine Hallam	Marilyn Barnard
Barry Trahar	Karen Thompson
Annemieke Waite	Louise Blundell
Hilary Jeffkins	Marian Curran
Andy Scoble	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Rachel Richardson, Sylvia Townsend, Kate Teal, Rita Deegan and Darren McKimm. John Waldron apologised he would be late.	
2.	Attendance & business/pecuniary interest register	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed. Governors also noted the updated guidance from Bishop Fleming re 'connected parties' forms.	
3.	Strategic Development	
3.1	Report on the Governing Body reviews and training day and involvement in the Strategic School Development Plan (SSDP) 2015/2018	
	Governors noted the feedback from the training day, which had previously been distributed. The discussions at Committee meetings and feedback from Governor visits had also informed the SSDP. The Governing Body agreed that it had been very useful this year to involve Governors more in the SSDP reviews and that next year it would be beneficial to start the process earlier in the academic year. As per the Leadership Committee's recommendation, a 1-page visual summary of the SSDP had previously been distributed; Governors agreed that it was a useful document. The Headteacher confirmed that it would be shared with parents in due course. Governors considered and agreed that the SSDP priorities should be approved.	
3.2	Review Committee structure and membership for alliance with new SSDP and Governing Body priorities 2015/2018	
	The Chair advised that the Governors responsible for SSDP priorities were being considered and would be shared with the Governing Body in due course. Marilyn Barnard agreed to meet with members of the Strategic Leaderships Team (SLT) in September to review the end of year outcomes in more depth to report back to the full Governing Body (FGB) meeting in Term 1.	
3.3	Headteacher's Report covering the Ofsted Data Dashboard	
	The report had previously been distributed; the Headteacher provided an overview of key information within the report, including responses to Governors' questions to the SLT on points in the SEF raised by Governors at previous full Governing Body (FGB) meetings. These were raised in workshop discussion at meetings and fed into the SDP.	

Approval (Initials)



	<p>Governors asked if the number of staff undertaking leadership training was in line with other schools; the Deputy Headteacher advised that it was much higher than other schools.</p> <p>[John Waldron entered the meeting.]</p> <p>Governors asked if Pupil Premium students were encouraged to participate in extra-curricular activities; the Headteacher confirmed that they were although it was a constant challenge to ensure that students were engaged in those areas. The Headteacher confirmed that staff were proactive in trying to ensure engagement in those activities of Pupil Premium students.</p> <p>The Headteacher provided an overview of staff changes from September; a summary of leavers was distributed. Governors were pleased to note that a number of experienced staff were joining the school. Governors were also interested to note that some staff were changing career paths when they leave the school at the end of this academic year and asked if this was higher than normal; the Headteacher confirmed that it was but for each person, the move was positive including for those who had chosen to take up full-time parenting.</p>	
3.4	<p>Review of SEF</p> <p>Governors carried out a workshop exercise scrutinising various documents evidencing school data. Following the workshop, Governors asked how students know about healthy living; the Deputy Headteacher provided examples of where the curriculum at Key Stage 3 (KS3) and KS4 focussed on healthy living and the importance of mental health.</p> <p>Governors noted that within the Ofsted Data Dashboard the school was in the 3rd quintile for overall data and for English compared to being in the 2nd or highest quintile for other areas; the Headteacher advised that the school was approximately half way down the list of 50+ schools, which included selective schools. Governors agreed that it was useful to have a summary of what the quintiles related to as it helped to identify possible areas for further improvement, however, it was also acknowledged that there were a number of schools that were ranked closely together and therefore, this impacted on the comparative data.</p> <p>Governors asked if the school would have been higher if the selective schools were removed; the Headteacher confirmed that the school would be a little higher but not significantly so. This was largely due to the starting point of students joining the school and Redland Green School students being slightly lower than comparator schools.</p> <p>Governors asked for details of why there was a gap in the progress of students registered for Pupil Premium and those who were not; the Headteacher advised that on average, the number of Pupil Premium students was very small compared to other schools and this skewed the data. It was also noted that some of those students were persistent non-attenders and this had impacted on progress levels. Governors acknowledged that it was important for the school to continue to implement effective strategies to narrow the gap.</p> <p>Governors also carried out a short quiz focussed on key information regarding the school and Governing Body. Governors agreed that it was very useful to challenge themselves on identifying key information that they should know.</p>	
4.	Routine Governing Body Business	
4.1	<p>Approval of the 2015/2016 Budget and Reserves Policy Statement</p> <p>The draft Budget and Reserves Policy Statement had previously been distributed and discussed at length by the Finance Committee. Governors noted the discussions that had taken place in the draft Committee Minutes and the Committee's recommendation that the budget and Reserves Policy Statement should be approved. Following discussion, Governors approved the 2015/2016 budget and the Reserves Policy Statement.</p>	
4.2	<p>Minutes of previous meeting, carried forward matters and matters arising</p> <p>The Minutes were agreed and signed as a correct record. There were no carried forward matters or matters arising that were not already included on the Agenda.</p>	
4.3	<p>Policy Adoption/Review</p> <p>i) Health & Safety Statement</p> <p>The review of this Statement was deferred until after the next Health & Safety Committee meeting in Term 2.</p>	

	<p>ii) International Policy</p> <p>The draft International Policy had previously been distributed; Marian Curran provided an overview of the aim of the policy. Governors considered and agreed that it should be implemented.</p> <p>iii) Lockdown Procedure</p> <p>The review of this Procedure was deferred until after the next Health & Safety Committee meeting in Term 2.</p> <p>iv) Recruitment & Selection Policy</p> <p>The updated policy had previously been distributed; Governors agreed that bullet point 4.2 should be amended to 'A recruitment panel will be agreed for each vacancy and this will include a member of SLT and a Governor in most cases <i>and where possible.</i>'</p> <p>It was also agreed that, although Governors had undertaken safer recruitment, it would also be useful for Governors to undertake fairer recruitment training if possible.</p>	
4.4	<p>Other Matters / Updates</p> <p>i) Meeting dates 2015/2016</p> <p>The dates were in the process of being finalised and would be distributed in due course.</p> <p>ii) Correspondence</p> <p>Governors noted the governance updates that had previously been distributed including the Governing Body's new PREVENT duty, where all schools had a duty to provide a broad and balanced curriculum and promote spiritual, moral, social and cultural education (SMSC), which should include promotion of British values. As of the 1 July 2015, the new Counter Terrorism Security Act 2015 meant that Governors must also 'have due regard to the need to prevent people from being drawn into terrorism'. It was noted that Governors had attended anti-radicalisation training.</p> <p>Governors noted however, that governing boards should deal with the threat of extremism in their school proportionately and appropriately and that there was no need for governing boards to appoint specific link Governors for preventing extremism in schools or for Governors to raise the issue outside of a safeguarding context.</p>	
5.	Information Sharing	
5.1	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Reports</p> <p>a) Finance / Audit</p> <p>The draft Minutes had previously been distributed; Naresh Rao highlighted the key areas of discussion.</p> <p>b) Leadership</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion.</p> <p>c) North Bristol Post 16</p> <p>The draft Minutes from the Post 16 Partnership Group meeting and the Post 16 Steering Group meeting had previously been distributed; the Chair highlighted the key areas of discussion.</p> <p>d) Students</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion. Governors acknowledged the national issues with students' mental health and agreed that it was very difficult particularly when funding increasingly needed to be diverted away from education towards supporting students with mental health issues.</p> <p>The Chair of the Committee also advised that a follow-up meeting had taken place following the meeting with the Deputy Headteacher to discuss the Modern Foreign Languages curriculum offer (MFL), which was useful.</p>	

5.2	Governors Visits Governors were informed that the Governor Responsible for Special Educational Needs (SEN) & Inclusion visited the school to meet with the SENCo; Governors were pleased to note that the school was compliant with the new Code of Practice. The SENCo provided the Named Governor with case studies to evidence the progress students made and the impact of the strategies implemented to support students with SEN. A visit form would be completed and shared with Governors in due course; Governors also noted that visit forms had been submitted from Fiona Elder and Tim Whitaker.	
5.3	Training Governors noted that the Governor Development Service (GDS) training programme for the next academic year had just been published and would be sent to Governors by the GDS in due course.	
6. AOB		
	<p>The 2014/2015 Children in Care Report was distributed; the Deputy Headteacher provided an overview of the contents. Governors were pleased to note that the Deputy Headteacher had met with the Governor Responsible for Child Protection, Children in Care & Young Carers to review the contents of the report. Governors were provided with examples of the positive improvements in students' social and emotional needs as a result of the school's support systems.</p> <p>Governors considered and agreed to move the start of the FGB meetings to 6.15pm.</p> <p>Governors were sad to note that Annemieke Waite, John Waldron and Sylvia Townsend would be leaving the Governing Body at the end of this academic year. The Headteacher and Chair of Governors thanked outgoing Governors for their hard work, dedication and impact they had on driving the school forward towards outstanding. Outgoing Governors in turn, expressed their pride at being involved with the development of Redland Green School.</p>	
7. Date & Time of Next FGBM		
	Tuesday 13 October 2015, 6.15-8.15pm	

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

SIGNED: **DATE:** 13 October 2015