

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 22 July 2008 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Hillevi Moller-Blackwell
Tim Trout (Vice Chair)	Darren McKimm
Sarah Baker (Headteacher)	Matthew King
Philip Shoebridge	Bharti Joshi
Kate Hawkey	Sheila Brill
Rod Symmons	Nancy Copplestone (Associate Member)
Astrid Kopmels	John Budd (SSIO)
Alex Wilkinson	Ray Saunders (SIP) (left after item 3)
Anthony Wood	Debbie Jory (left after item 2)
Judy Patterson	Elizabeth Jahn (Clerk)
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 Sylvia Townsend, John Waldron, Julie Haslam and Karen Cornick.</p>	
2	<p>Presentation on the English Curriculum</p> <p>Presentation by Debbie Jory. The comprehensive presentation was followed by a discussion on the emphasis placed on SATS results. The Chair thanked Debbie Jory for her presentation.</p> <p>[Debbie Jory left the meeting].</p>	
3	<p>School Improvement Partner's (SIP) Annual School Improvement Report</p> <p>Presentation by Ray Saunders, SIP, whose annual report on Standards & Achievement 2007/2009 had previously been distributed. Ray Saunders went through the contents. The priority this year for the school has been the quality of teaching and learning, as a result of the Ofsted visit a lot of this work will be done next year, Ray Saunders is already having discussions with the Deputy Headteacher. The recommendations of the SIP have been incorporated into the school's School Development Plan (SDP). There needs to be quality assurance embedded outside of performance management (PM) lesson observations by the Senior Leadership Team (SLT) with mid year reviews if necessary. The SDP now needs to look forward with strategic vision for the next 4 or 5 years. Data analysis is good already. The 14-16 curriculum is important for next year. Work is already starting on what will be included in the Learning & Teaching Policy with challenge and rigour being the key to the first paragraph. Following consultation with staff until the end of October, the policy will go to the Student & Curriculum Committee in Term 2 for discussion and approval. The school's priorities for next year will be embedding the Learning & Teaching Policy across the school, quality assurance through lesson observations, performance management, line management, and Assessment for Learning, marking and ensuring there are clear expectations of students, Governors and staff. The Chair thanked Ray Saunders for his report and presentation.</p> <p>[Ray Saunders left the meeting.]</p>	
4	<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>5</p>	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • Post-inspection Action Plan • Extended Schools Partnership (ESP) • Progress of Equalities Plans • Dedicated Headship Time <p>The report had previously been distributed, the Headteacher went through the contents. Due to additional work needed for the development and growth of the school, it is difficult for the SLT to dedicate much time to ESP and they are therefore, focusing on areas that the school can contribute to whilst balancing the needs of the school against the initiative. It is anticipated that at a later date the school may appoint an ESP link. Lots of work is carried out with external agencies and other schools and the school has a breakfast club and lots of extra-school sports and clubs.</p> <p>In line with comments raised by the SIP, the SLT need to develop the SDP. The Ofsted Plan which had previously been distributed has been superseded by the Operational Plan (also distributed).</p> <p>Quite a lot of students have had successful admission appeals, 11 out of 40 students. By the new year there are likely to be more. At the moment class sizes have been unaffected and probably won't affect current students, however there may be an impact on next year's class sizes. ICT and Northgate issues are ongoing.</p> <p>Student optional test results are well above the national average, which demonstrates that students are doing very well and progress is in line with FFTD. Students will receive training on how to prepare for assessments so they are confident when taking tests. There is no defining factor for a few students who are not making good progress, the school continues to monitor these students and interventions have been implemented. There is a different process for teacher assessment compared to professional judgement against marking levels. The Headteacher has carried out random walk-ins for those teachers judged satisfactory or unsatisfactory by Ofsted, and for teachers who did not have Ofsted lesson observations. Some teachers were told with 2 days notice, some particularly those who were judged unsatisfactory, were not informed prior to the lesson observation. Tony Byrne, Educational Consultant and Ofsted Inspector has been brought in to work with the SLT for one day a week until February 2009. The main focus of the work with Tony Byrne will be monitoring and evaluation of teaching and learning. The real focus now for the school is learning.</p> <p>The Headteacher will write an extended item in the school bulletin about the Ofsted visit and report and has responded to approximately 5 parents. One meeting in particular was very productive because it demonstrated that some parents are unclear on what levels mean. This emphasised the need to provide more information to parents/carers to enable greater understanding, particularly an explanation of progress. The school will share more data, projections and information on the website, which will enable more transparency.</p> <p>The Inclusion Steering Group meeting had to be cancelled due to the strike. In the current climate, it has proven difficult for the Headteacher to take regular dedicated headship time. The Chair conveyed that the Governing Body were in support of the Headteacher taking regular dedicated headship time, which will also assist career development for the Acting Headteacher in the Headteacher's absence. An updated staff list as at the 14 July 2008 had been previously distributed.</p>	
<p>6</p>	<p>Governing Body's Development Plan</p> <p>Progress against the 2006-2007 self-evaluation action points and areas for further development were discussed. Specialist science will be put on the agenda for next year, unfortunately, whilst funding is provided the school will lose subsidy so it appears there will be lots of work for no extra money.</p> <p>The Chair and Kate Hawkey met with the Ofsted Inspectors and whilst governance was judged outstanding, Governors were reminded that there are still areas for further development and they need to ensure that the standard is sustained. Governors also need to ensure they carry out their role as critical friend in relation to standards and achievement, and the quality of the SEF and hold the school to account on outcomes. They need to ensure they are involved in the development of the SDP and that they monitor the impact of actions implemented, particularly in areas for development identified by the Ofsted visit. Governors need to continue fulfilling their statutory duties and Chairs of Committees need to ensure they are clear on action points, ie whether feedback from SLT will be brought back to a particular meeting.</p>	<p>Chairs</p>

	Members of the Governing Body met with members of the Governing Body of Bradley Stoke earlier in the year and the Chair will make contact again to ensure regular contact is maintained.	AW
7	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed, there were no further queries or comments.</p>	
8	<p>Approval of Draft Budget & Statement of Internal Control</p> <p>The Chair of the Finance & Premises Committee outlined the background to top-up funding and went through the draft budget, which had been previously distributed, highlighting any issues. The school is 4 months into the financial year and it is still unclear from the Local Authority what funding will be available, which has made budget setting and monitoring very challenging. The Chair confirmed that the Finance & Premises Committee carries out robust and rigorous scrutinising of the budget and it has been agreed by the Committee to recommend the draft budget and Statement of Internal Control to the full Governing Body for approval. A report from the Director of Business & Administration had also been distributed.</p> <p>The Governing Body approved the draft budget and Statement of Internal Control and the Chair will sign the documents.</p> <p>In light of the forthcoming Parent Governor Elections, Matthew King took the opportunity on behalf of the Finance & Premises Committee and Governing Body of thanking the Chair of the Committee for his commitment and hard work.</p>	AW
9	<p>Policy Adoption/ Review</p> <ul style="list-style-type: none"> • Governors' Expenses Policy <p>The Governors' Expenses Policy, which had been recommended for approval by the Finance & Premises Committee was approved.</p> <ul style="list-style-type: none"> • Finance Policy <p>The Finance Policy, which had been recommended for approval by the Finance & Premises Committee was approved.</p> <ul style="list-style-type: none"> • Freedom of Information Policy <p>Governors considered and agreed the Freedom of Information Policy.</p> <ul style="list-style-type: none"> • Complaints Procedure <p>Governors considered and agreed the Complaints Procedure.</p>	
10	<p>Progress of School Profile</p> <p>Work on the school profile has started and will be discussed by the Student & Curriculum Committee in due course.</p>	S&C
11	<p>Carried Forward Matters from Previous Minutes</p> <ul style="list-style-type: none"> • School Uniform Working Group <p>There have been no comments raised to date from the new Year 7. The school has written to FORGS about establishing a uniform fund, which could then be published on the website and in the prospectus. Both FORGS and the school have second hand uniforms available for parents/carers. The Student Research Council (SRC) has discussed the uniform with the SLT. The Headteacher informed students that in Term 6 they were not required to wear blazers due to the heat.</p> <ul style="list-style-type: none"> • Official Opening Working Group <p>The Chair has contacted a prominent figure to attend an autumn opening if possible and will report back to the Governing Body on progress at the next meeting.</p>	AW

12	<p>Governors' Visits & Link Governor Reports</p> <p>Astrid Kopmels visited the school and completed a Governor's visit form. She thanked the staff for welcoming her and found it very interesting and highly recommended for other Governors. To date 75% of Governors have attended at least one visit to the school, this will continue as a rolling programme.</p>	
13	<p>Governors' Training Reports</p> <p>Astrid Kopmels attended exclusion training. The Chair attended the recent ESP meeting in Rod Symmons' absence. A further date will be set in September.</p>	
14	<p>Bristol Governors Forum Representative's Report</p> <p>There was nothing to report.</p>	
15	<p>Clerk's Report</p> <ul style="list-style-type: none"> • Governing Body Membership <p>Governors were informed that several Parent Governors' term of office ends on the 15 October 2008 and therefore elections will be necessary in Term 1:</p> <p>Alex Wilkinson Kate Hawkey Philip Shoebridge Katharine Alsop</p> <p>Nominees will be sought for the Staff Governor vacancy when the new cohort of staff joins the school in September. Due to Shelia Brill's resignation as Sponsor Governor, the Clerk will seek a nominee from Claremont School in due course.</p> <p>Governors discussed the term of office of Parent Governors and agreed to extend their term of office to 3 years. The Clerk will ensure the Instrument of Government is amended accordingly.</p>	<p>EJ EJ</p> <p>EJ</p>
16	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
17	<p>AOB</p> <p>Tim Trout raised the issue of inadequate signage, particularly for visitors entering the building. The school is also now in a position where it should consider improving the reception area in terms of seating etc. It was suggested that FORGS may be able to fund-raise. There is also an urgent need for a room to be identified for distressed students or parents/carers.</p> <p>The Chair on behalf of the Governing Body thanked Sheila Brill and the Parent Governors for their contribution and support. The Chair also thanked the Chairs of Committees.</p>	<p>SLT</p>
18	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 1 April & 23 May 2008</p> <p>The Minutes and Confidential Minutes were agreed and signed as a correct record.</p>	
19	<p>Date & Time of Next FGBM & Proposed FGBM Dates for 2008-2009</p> <p>Tuesday 21 October 2008 at 7.00pm</p> <p>The proposed meeting dates for 2008-2009 were agreed.</p>	

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

SIGNED: **DATE:** 21 October 2008