

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

ANNUAL GENERAL MEETING & FULL GOVERNING BODY MEETING – TERM 2

Held at the school on Tuesday 9 December 2014 at 6.30pm

MINUTES

PRESENT:	Lawayne Jefferson (Chair) Naresh Rao (Vice Chair) Sarah Baker (Headteacher) Annemieke Waite Catherine Hallam Darren McKimm Sylvia Townsend Rachel Richardson	Barry Trahar Kate Teal Rod Symmons Rita Deegan Karen Thompson Hilary Jeffkins Louise Blundell (Deputy Headteacher) Elizabeth Jahn (Clerk)
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The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting, particularly Marilyn Barnard and Tim Whitaker, proposed new Parent Governors, Simon Eakins and Joe Scaife, Bishop Fleming, the school's external auditors. Apologies were received and accepted from Marian Curran, John Waldron, Rupert Maule and Andrew Scoble. Annemieke Waite and Kate Teal apologised they would be late.	
2.	'Knowing Our School'	
2.1	<p>Pupil Premium (PP)/Disadvantaged Children Active Survey Report</p> <p>A background document had previously been distributed; Mark Turner, NPQH trainee, explained the contents and highlighted the findings of the survey. Governors were advised that there were no differences in terms of aspirations between Pupil Premium and non-Pupil Premium Year 11 students; no evidence of students feeling less valued, and feedback was very positive about the school from both Pupil Premium and non-Pupil Premium students; although interestingly, Pupil Premium students were less articulate at explaining support available to them which suggested that Pupil Premium students might be more inclined to 'accept their lot' rather than vocalise what they feel they need to support their learning. There were some differences in terms of levels of achievement although this appeared to be more linked to individual children's needs.</p> <p>[Annemieke Waite and Kate Teal entered the meeting.]</p> <p>Governors asked whether a personalised programme would be effective if the cohort was larger than 8 (in the survey); the Deputy Headteacher advised that it would be supportive and the school already had plans to build pen portraits for each student to ensure that the school was clear about their goals and aspirations and what they thought were the barriers to their learning. The Deputy Headteacher also advised that the school was investigating how the rigour of the tracking systems and processes could be tightened up to support identifying gaps in learning earlier so that appropriate interventions could be implemented to support those students.</p> <p>Governors were pleased to note that the school was exploring formalising Key Stage 3 (KS3) and KS4 after-school clubs, which would be supported by Teachers, Progress Mentors and Learning Support Assistants (LSA) to support students' homelearning. Governors noted that some students would be required to attend and asked how the school would prevent students feeling that it was a punishment; the Deputy Headteacher advised that it would be presented to the students in a supportive way and it was hoped that over time, they would see the benefits.</p> <p>Governors asked if there were common reasons for why some students in the survey did not take up extra-curricular activities; Mark Turner advised that generally, it was because students did not want to take part in anything after school and for some, it was because they were not interested in the activities/clubs on offer.</p>	

Approval (Initials)



	<p>Governors also asked why there was a discrepancy in the progress made for the different Year Groups evidenced in the table included in the background document and asked if it was possible to identify trends; the Deputy Headteacher advised that it was difficult to compare trends at this stage, although this would be included in future tables; the Headteacher also advised that this would be investigated and reported back at the next Students Committee meeting. Governors acknowledged that the needs of the different cohorts might be different and the numbers involved different, however, they supported the school identifying commonality regarding barriers to learning for Pupil Premium students so that strategies could be implemented to narrow the gap in progress made compared to their peers and non-Pupil Premium students.</p> <p>Governors thanked Mark Turner for attending the meeting and for his informative report and presentation.</p> <p>[Mark Turner left the meeting.]</p>	
<p>2.2</p>	<p>2013/2014 Annual Trustees' Report & Audited Accounts</p> <p>The Trustees' Report & Annual Accounts to 31 August 2014 together with the management and representation letters to Bishop Fleming had previously been distributed. Governors also noted the Audit Committee Minutes that had previously been distributed; and that the Chair of the Audit Committee had met with Joe Scaife and Simon Eakins to discuss the audit process. Joe Scaife provided a brief overview of the process; Governors were pleased to note that there were no significant concerns or issues identified; this was reflected in the Annual Trustees' Report.</p> <p>The Chair of the Audit Committee fed back from her meeting with Joe Scaife, noted above and confirmed that there were no concerns or issues with the Accounts presented for approval. Governors asked for clarity regarding issues of materiality, and asked if there were any recommendations, which sat outside of the audit; Joe Scaife advised that examples of minor irregularities (below £10k), ie areas that could be improved but did not cause any material concerns, were included in the letter from Bishop Fleming that had previously been distributed.</p> <p>Governors considered and agreed the Audit Committee's recommendation to reappoint Bishop Fleming as the school's external auditors for 2014-2015.</p> <p>Governors thanked Joe Scaife and Simon Eakins for attending the meeting and presenting the Annual Trustees' Report & Audited Accounts.</p> <p>[Joe Scaife and Simon Eakins left the meeting.]</p> <p>Governors agreed that the Annual Trustees' Report was a very useful document particularly for new Governors, and should therefore, be approved and submitted to Companies House, uploaded to the school's website, and included in the new Governor's induction pack and in the Useful Information folder in Google Drive.</p>	
<p>3.</p>	<p>Routine Governing Body Business</p>	
<p>3.1</p>	<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>	
<p>3.2</p>	<p>Approvals, Appointments and or Ratification:</p> <p>i) Appointment of new Governors</p> <p>Governors considered and agreed to formally appoint Andrew Scoble, Marilyn Barnard and Tim Whitaker as Parent Governors.</p> <p>ii) Minutes of Previous Meeting, Carried Forward Matters & 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> <p>iii) Committee membership</p> <p>Governors considered and agreed to ratify the following recommendations of the Leadership Committee:</p> <p>To appoint Barry Trahar to the Finance and Audit Committees; agreeing that Barry would therefore, not be a member of the Leadership Committee.</p> <p>To appoint Naresh Rao to the Leadership Committee.</p>	

	<p>To appoint Sylvia Townsend to the Students; agreeing the Sylvia would therefore, not be a member of the Finance and Audit Committees.</p> <p>To appoint Catherine Hallam, Kate Teal and Lawayne Jefferson to the Leadership Committee's Pay sub-Committee.</p> <p>Governors noted that the new Parent Governors would be appointed to Committees in due course.</p> <p>iv) Named Governors:</p> <p>a) PP/Disadvantaged Students</p> <p>Governors considered and agreed to ratify the recommendation of the Students Committee re the appointment of Rita Deegan as the Governor Responsible for Vulnerable Students.</p> <p>b) Performance Management of the Headteacher</p> <p>Governors considered and agreed to ratify the recommendations of the Leadership Committee re the appointment of Rita Deegan to join Catherine Hallam and Lawayne Jefferson as the Governors Responsible for the Performance Management Review of the Headteacher.</p> <p>v) Terms of Reference (TOR)</p> <p>Governors considered and agreed to ratify the recommendations of the Committees re the TOR including approval of the amended TOR for the Governor Responsible for Premises & Sustainability.</p>	
3.3	<p>Policy adoption review:</p> <p>i) Governors' Code of Practice Policy</p> <p>Governors were reminded to sign the form circulated at the meeting to confirm that they had read the policy and understood that failure to comply with the principles of best practice contained within the policy could result in their removal from office by the Academy Trust.</p> <p>[Barry Trahar left the meeting.]</p>	
3.4	<p>Other Matters / Updates</p> <p>ii) Parental, student and staff surveys</p> <p>The Headteacher advised that the Kirkland Rowell survey would now take place bi-annually, which would support parental engagement with the survey and hopefully, generate a higher level of response and therefore, more meaningful data. During the year in-between the Kirkland Rowell survey, the school would carry out smaller surveys on specific areas via Survey Monkey.</p> <p>iii) Articles of Association</p> <p>The Clerk confirmed that advice had been sought from the school's solicitors regarding the cost of making minor amendments to the Articles to reflect changes within the Committee structure; the school had been quoted between £600-800 plus VAT, which was not considered value for money. The Clerk had therefore, contacted the Department for Education's (DfE) Academies Department to ask if a more cost-effective option was available to seek the Secretary of State for Education's consent to make the minor amendments required; a response had not yet been received. An update would be provided when available.</p> <p>iv) Parental, student and staff surveys</p> <p>Governors agreed to appoint Darren McKimm to liaise with the school regarding the uniform and new contract tendering process on the Governing Body's behalf.</p> <p>v) Correspondence</p> <p>Governors noted the Minutes received from the school's Inclusion Steering Group that had previously been distributed.</p> <p>[Kate Teal left the meeting.]</p>	
4.	<p>Information Sharing</p>	
4.1	<p>Headteacher's Interim Report</p> <p>The interim report had previously been distributed; the Headteacher went through the contents, which included extracted pages from the school's RAISEonline Report, which is based on a national database that ranks the end of year results for each school against national averages.</p>	

	<p>Governors were extremely pleased to note that the RAISEonline data evidenced that the progress students made during their time at the school from Year 7 to the end of Year 11 (KS2 to KS4) was well above the national average of 1000 at 1042 for 2013-2014 and demonstrated a 3-year outstanding trend.</p> <p>Governors asked why some of the tables did not total the number on roll at the end of the academic year; the Headteacher advised that this was due to a child not having KS2 data, eg children joining the school from abroad, and therefore, they were not included when comparing progress made between Key Stages.</p> <p>[Naresh Rao left the meeting.]</p> <p>Governors congratulated staff on the outstanding RAISEonline Report outcomes, which reflected their hard work and dedication, as well as the hard work of students and parents.</p>	
4.2	<p>Memorandum of Understanding (MoU) Between RGS and Claremont School</p> <p>The Headteacher advised that a meeting had taken place with the Chair and Headteacher of Claremont School and Redland Green School to discuss drawing up a MoU to formalise the general principles of the schools and what that would look like in practice. The draft MoU principles would now be finalised following that meeting; the practical organisation of the principles would then be drawn up including financial and premises-related aspects. The MoU would be brought back to the full Governing Body (FGB) meetings at each school for consideration and approval once finalised. Governors asked if there would be an opportunity to review the MoU and working arrangements following implementation to ensure that they were appropriate, particularly where financial recharges were difficult to define; the Headteacher confirmed that the arrangements would be reviewed during the course of the year to ensure they were effective.</p> <p>Governors noted that a similar arrangement was in place for Cotham School and asked that the cost-analysis data of the partnership arrangements be brought to the Finance Committee for information and Governors' understanding.</p>	
4.3	<p>Governors' Report Including:</p> <p>i) Committee feedback:</p> <p>a) Finance</p> <p>The draft Minutes had previously been distributed; the Chair provided a brief overview of the key areas of discussion at the meeting.</p> <p>b) Leadership (including Pay sub-Committee and Headteacher's Performance Management Panel)</p> <p>The draft Leadership Minutes and Pay sub-Committee Confidential Minutes had previously been distributed; the Chair provided a brief overview of the key areas of discussion at the meetings including the new arrangements for reviewing performance-related pay recommendations for all teachers.</p> <p>c) Students</p> <p>The draft Minutes had previously been distributed; the Acting Chair of the Committee provided a brief overview of the key areas of discussion at the meeting.</p> <p>ii) Governor visits and Governor Responsible for, reports</p> <p>Governors noted the Lawayne Jefferson's completed visit report forms; Lawayne provided a brief overview of the contents. Governors were reminded to complete visit report forms following visits.</p> <p>The Chair also provided a summary report of the Headteacher's performance management review meeting, which was supported by the School Improvement Officer (SIO). The Chair confirmed that the process was rigorous and the outcomes positive.</p> <p>iii) Training</p> <p>Governors were pleased to note that the Chair had passed Education Personnel Management's (EPM) online assessment as part of her Safer Recruitment for Interviewers on School Recruitment Panels training. Governors also congratulated the Chair on completing the National College for Teaching & Leadership Chairs' of Governors Leadership Development Programme.</p> <p>Governors noted that staff training re radicalisation would be taking place at the school on the 10 February 2015, 3.20-4.30pm; Governors were welcome to attend but should let the Deputy Headteacher know in advance.</p>	

	<p>The email link for the new safer recruitment training would be shared with Governors in due course and Governors were encouraged to undertake the training.</p> <p>iv) Key Dates for Governors</p> <p>Governors were reminded to check key dates at the beginning of the Students Bulletin or on the school's website; Governors were also encouraged to attend the school's pantomime and the Christmas evening concert.</p>	
5.	AOB	
	There was no other business to consider.	
6.	Date & Time of Next FGBM	
	Tuesday 3 February 2015, 6.30-8.30pm; Governors noted that the meeting would be a development session.	

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

SIGNED: **DATE:** 3 February 2015