

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 12 December 2017 at 6.15pm

MINUTES

PRESENT:

Lawayne Jefferson (Chair)	Andrew Scoble
Sarah Everett-Cox (Vice Chair)	Louise Blundell (Head of School)
Rod Symmons	Nicholas Lind (Deputy Headteacher)
Tim Whitaker	Marian Curran (Director)
Rachel Richardson	Elizabeth Jahn (Clerk)
Marilyn Barnard	

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome, Introductions & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sarah Baker, Kate Teal, Barry Trahar, Rachel Richardson, Catherine Hallam and Ciara Campfield.	
2.	Attendance & Business/Pecuniary Interest Register	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	Strategic Development	
3.1	<p>2016/2017 Annual Trustees' Report & Audited Accounts</p> <p>The Trustees' Report & Annual Accounts to 31 August 2017 together with the management and representation letters had previously been distributed. Governors also noted the Audit Committee Minutes that had previously been distributed; the Chair provided a summary of the discussions and the scrutiny that had taken place both at the meeting and at the audit clearing meeting. Governors were very pleased to note that there were no significant concerns or issues identified; this was reflected in the Annual Trustees' Report, and Bishop Fleming, the school's auditors, were very positive about the audit process and the improvements in financial management and finance team cohesiveness that had developed over the last year.</p> <p>Governors agreed to approve the Annual Trustees' Report and submit them to Companies House and uploaded to the school's website. Governors also considered and agreed the recommendation to reappoint Bishop Fleming as the school's external auditors for 2017-2018 and to appoint Bishop Fleming as the school's internal auditors. Governors thanked the Chair, Vice Chair and the Headteacher for supporting the audit process and preparing the draft report on the Governing Body's behalf.</p>	
3.2	<p>Headteacher's Report</p> <p>The report had previously been distributed; Louise Blundell, Head of School, provided context to the information contained therein, which was also discussed at length at the recent Committee meetings. The Head of School also provided an overview of progress made against the Strategic School Development Plan (SSDP) priorities as well as planned next steps.</p> <p>Governors discussed the Ready to Learn (RTL) and Thrive strategy, and in particular, feedback from parents, which had been sent to the Governing Body. Governors also reviewed and discussed an RTL Term 1 report provided by the school detailing RTL referrals, evaluation and monitoring, survey findings and assessment of findings culminating in change actions to address areas for improvement. These included 'Emerging Priorities':</p>	

Approval (Initials)



- Continue to establish consistency through continuing personal professional development (CPPD) with teaching staff in regards to using RTL within lessons
- Clearer communication with parents that have concerns for their child in working with the system and areas for support both within school and at home
- Establish the graduated response of support for students through the updated Personal Support Plan framework to better track and support identified students through RTL
- Continue to evaluate the impact of RTL and action necessary changes to ensure clarity for students, parents and staff
- Collate staff, parent, student feedback and sharing overall initial findings regarding RTL across the school; and respond to and make necessary and reasonable adjustments in line with feedback

Following further discussion of the report, Governors agreed that there were areas for improvement and also that there appeared to be confusion amongst some parents about the distinction between RTL and detentions and it would be useful to include an overview of the two systems when the Governing Body responds to parents via the school's newsletter once the behavior audit had been completed, as this would support parents' understanding.

The Chair assigned a working group to take forward reviewing RTL; the Chair of the Students Committee would be a member of the working group and the Governor Responsible for Special Educational Needs (SEN) & Inclusion would also support the working group's review if needed. Two further Governors would be appointed to the working group.

Governors were disappointed to note that there had been 2 permanent exclusions since the last meeting, but, following further discussion, were satisfied that the exclusion process, carried out by members of the Governing Body, was rigorous and robust and all possible alternatives to exclusion had been exhausted.

[Sarah Everett-Cox entered the meeting.]

3.3 Multi-Academy Trust (MAT) Update & Review of MAT Documents & Governance Moving Forward

The Draft MAT Governance Structure, Gatehouse Green Learning Trust (GGLT) LGB Constitution & Terms of Delegation Template, GGLT Scheme of Governance Template and updated RGS Risk Register - SAT to MAT had previously been distributed together with the Governors' self-evaluation and skills audit forms, which Governors had been requested to complete and return to the Chair.

Governors discussed at length Veale Wasbrough Vizard's (VWV), the school's legal adviser's, recommendation to pass a resolution to become a MAT (subject to the approval of the Articles by Members); to accept the converting schools into the MAT with effect from the 1 February 2018 (or such later date as might be desirable); to approve the establishment of a trading subsidiary of which the MAT is the sole shareholder (and confirm an authorised representative to act on behalf of the MAT in this capacity); to approve entry in the list of documents and any other document, which is necessary or desirable in order to effect the documents; subject to the further satisfaction of Sarah Baker and/or another person with delegated responsibility. The solicitors also recommended that the Governing Body authorises, if required under hand (a simple contract), any Trustee, or, if required by deed, any 2 of the Trustees or a Trustee with a witness, to execute the documents on behalf of Redland Green School/the MAT (subject to any amendments prior to executions as they may consider necessary or desirable).

Following a lengthy discussion, it was agreed that Governors would pass a resolution to:

Form a MAT called The Gate House Green Learning Trust of which Redland Green School is a part (subject to approval of the Articles by Members). Accept the converting schools: Ashton Park, Ashton Vale, Compass Point Luckwell: into the MAT with effect from 1 February 2018 (or such later date as might be desirable). Approve the establishment of a trading subsidiary of which the MAT is the sole shareholder (and confirm an authorised representative to act on behalf of the MAT in this capacity). Approve entry in the list of statutory documents and any other document which is necessary or desirable in order to effect the above ("the Documents") subject to the further satisfaction of Sarah Baker and Lawayne Jefferson. Authorise signing of contracts by Sarah Baker and Lawayne Jefferson to execute the documents on behalf of RGS/the MAT (subject to any amendments prior to executions as they may consider necessary or desirable).

Governors noted that the documents included the master and supplemental funding agreements. Other documents being prepared included the commercial transfer agreements for each of the converting schools; transfer of school sites (TR5); transfer of playing fields; transfer of sports centre; licences for breakfast clubs, out-of-hours-clubs; after school clubs; caretaker's house; and the Novation of National Heritage Memorial Fund Agreement.

	Governors recognised that the governance documents were likely to be live documents during the initial stages of the MAT's development but were welcome to comment on the documents so that this could influence the approved version of the documents to be taken forward by the MAT board.	
3.4	Governor Development Day Governors agreed that Redland Green School's Local Governing Body's (LGB) structure should be a key focus of the Day as well as the usual opportunities to meet with staff and students and review data etc using the new SISRA system. The areas for discussion should be membership of the LGB (including recruitment of new Governors), Committee structure, membership and Terms of Reference (TOR), as well as key Named/ Link Governor roles and any gaps moving forward.	
4.	Routine Governing Body Business	
4.1	Approval of Minutes of Previous Meeting, Carried Forward Matters & Matters Arising 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.	
4.2	Approval of Committee Terms of Reference (TOR) <i>Action: This item to be deferred until the next meeting.</i>	EJ
4.3	Policy adoption review: i) Admissions Statement: September 2019 (11-16 School) Governors considered and approved the school's Admissions Statement and the Local Authority's (LA's) co-ordinated admissions documents, which had previously been distributed. ii) Safeguarding & Child Protection Policy Governors considered and approved the Safeguarding & Child Protection Policy, which had been reviewed against current terminology, best practice and statutory guidance, and updated as appropriate.	
4.4	Other Matters / Updates i) Correspondence There was no correspondence to consider.	
5.	Information Sharing	
5.1	Governors' Report Including: i) Committee Chairs' Reports The draft Minutes had previously been distributed; the Chairs of Committees provided a summary of key areas of discussion from the meetings. ii) Governor Visits The Chair and Chairs of Committees had met with key Strategic Leadership Team (SLT) members to support Agenda setting for the Committee meetings; there was nothing further to note at this time. iii) Training Governors were encouraged to undertake training where possible, particularly if they were considering taking on additional roles within the MAT.	
5.	AOB	
	Governors discussed the North Bristol Post 16 Centre's leadership structure following the resignation of the Director. There was no other business to consider.	
6.	Date & Time of Next FGBM	
	Tuesday 30 January 2018, 3.15-4.15pm, Development Day details TBC.	

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

SIGNED: **DATE:** 30 January 2018