

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 13 December 2016 at 6.15pm**

### MINUTES

<b>PRESENT:</b>	Lawayne Jefferson (Chair)	Naresh Rao
	Sarah Everett-Cox (Vice Chair)	Barry Trahar
	Sarah Baker (Headteacher)	Rita Deegan
	Rod Symmons	Andrew Scoble
<i>The meeting was noted to be quorate</i>	Tim Whitaker	Louise Blundell (Deputy Headteacher)
	Catherine Hallam	Nicholas Lind (Deputy Headteacher)
	Marilyn Barnard	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1.	<b>Welcome, Introductions &amp; Apologies for Absence</b>	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Marian Curran, Kate Teal, Rachel Richardson and Ciara Campfield. Governors were disappointed to note that Fiona Elder had resigned from the Governing Body.	
2.	<b>Attendance &amp; Business/Pecuniary Interest Register</b>	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	<b>Strategic Development</b>	
3.1	<p><b>2015/2016 Annual Trustees' Report &amp; Audited Accounts</b></p> <p>The Trustees' Report &amp; Annual Accounts to 31 August 2016 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 of the Audit Committee 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 pleased to note that there were no significant concerns or issues identified; this was reflected in the Annual Trustees' Report.</p> <p>Governors asked if the level of reserves was identified as an issue by Bishop Fleming; the Chair of the Audit Committee confirmed that it was not and in fact, the level of reserves was quite high when compared to other Bristol Academies. Bishop Fleming's view on the reduction in reserves was that it was not an issue as it was in relation to capital works which would generate additional funding for the increased places.</p> <p>Governors also asked if there had been any incidents of fraud detected; the Chair of the Committee advised that there were no incidents reported to the Governing Body; the wording was in relation to the scope of work that Bishop Fleming carried out.</p> <p>Governors discussed the internal auditor recommendation to appoint Bishop Fleming as the school's internal and external auditors; the Chair of the Committee advised that the audits would be carried out by 2 teams, which would ensure that the processes were independent of each other. Governors were informed that in the first year, 2 audit visits would be carried out, which was above what would be considered 'normal' however, this was due to it being the first year of the audit process and it was expected that this would reduce in subsequent years.</p> <p>Governors considered and agreed the recommendation to reappoint Bishop Fleming as the school's external auditors for 2016-2017 and to appoint Bishop Fleming as the school's internal auditors.</p>	

Approval (Initials) .....

	<p>Governors also agreed that the Annual Trustees' Report should be approved and submitted to Companies House and uploaded to the school's website.</p> <p>Governors thanked the Chair, Vice Chair and the Headteacher on supporting the audit process and preparing the draft report on the Governing Body's behalf.</p>	
<b>3.2</b>	<p><b>Financial Forecast</b></p> <p>The Income &amp; Staffing for Redland Green School document was distributed; the Headteacher provided context to the information contained therein; the Headteacher also outlined anticipated funding cuts that were likely to be introduced within the next couple of years. The Chair of the Finance Committee also provided a summary of the funding issues with Post 16 funding (also noted in the Committee Minutes that had previously been distributed). Governors recognised that this meant that the original budget set had been impacted by the funding discrepancies and it was therefore, imperative that the school's finances were closely monitored, particularly given the anticipated funding cuts. Governors were informed that should insufficient savings be made, eg through 'natural wastage' (not filling vacancies after staff leave), it might be necessary to carry out another managing change situation, however, wherever possible, the school would be looking to reduce costs to mitigate the risk of having to implement the managing change process.</p> <p>Governors were disappointed to note that the school was one of the worst funded schools in Bristol; Governors asked when the funding levels for 2017/2018 would be known; the Headteacher advised that the funding details might be published by the government tomorrow, although it might be delayed. However, it was hoped that the details would be known by the end of this Term to support financial planning.</p>	
<b>3.3</b>	<p><b>Headteacher's Report</b></p> <p>Governors were very sad to note the recent death of a student and recognised that this had been a very difficult time for students and staff; the Headteacher confirmed that support was provided by the Educational Psychologist, which was positive although it had been a very challenging time.</p> <p>Louise Blundell, Deputy Headteacher, provided an overview of the Enrichment Programme, which had previously been discussed by the Students Committee (detailed in the Minutes previously distributed). Governors noted that curriculum planning would be discussed at the next Committee meeting; this would also be explored in terms of cost-effectiveness given the current financial position.</p> <p>The Headteacher provided an overview of progressing made against the Strategic School Development Plan (SSDP). Governors were pleased to note the number of actions that had been carried out to support achieving the SSDP priorities.</p>	
<b>3.4</b>	<p><b>2015-2016 Performance Management Report</b></p> <p>The Headteacher provided an overview of the appraisal process (this was also noted in detail in the Staffing Committee Minutes that had previously been distributed). Governors asked if student feedback contributed to the appraisal process; the Headteacher confirmed that feedback was a key consideration as part of the process and in some cases where pay progression was not recommended, was in relation to a teacher's teaching practice, which would have been informed by student feedback as well as lesson observations etc.</p> <p>Governors were also pleased to note that the Headteacher's performance management review had taken place and the Headteacher had met and exceeded the objectives set, which was very positive. Governors congratulated the Headteacher on her successful review and thanked her for her hard work over the course of the year.</p> <p>[Naresh Rao left the meeting.]</p>	
<b>3.5</b>	<p><b>Multi-Academy Trust (MAT) Update</b></p> <p><b>[CONFIDENTIAL MINUTES]</b></p>	
<b>3.6</b>	<p><b>Governor Development Day</b></p> <p>This was discussed earlier in the meeting.</p>	
<b>4.</b>	<b>Routine Governing Body Business</b>	
<b>4.1</b>	<p><b>Approval of Minutes of Previous Meeting, Carried Forward Matters &amp; Matters Arising</b></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>	

4.2	<b>Approval of Committee Terms of Reference (TOR)</b> Governors considered and approved the TOR that had been reviewed and recommended for approval by the Committees.	
4.3	<b>Governing Body Membership</b> Governors considered and agreed to re-appoint Rita Deegan as a Governor.	
	The Chair advised that the skills audit review identified that special educational needs (SEN) was an area where there was a gap; the Chair would therefore, invite Peter Munsie, SENCo, to a future Governing Body meeting to provide an update on SEN.	
4.4	<b>Policy adoption review:</b> <b>i) Admissions Statement: September 2018 (11-16 School)</b> Governors considered and agreed the Admissions Statement which was currently being consulted upon; the Statement would be brought back to the next meeting for formal approval following any feedback received from the consultation. <b>Action: The Admissions Statement to be brought back to the next meeting for formal approval.</b>	EJ
4.5	<b>Other Matters / Updates</b> <b>i) Risk Register</b> Governors considered and agreed the Risk Register, which had been reviewed by the Finance Committee and recommended for approval. The Committees would, in due course, take forward monitoring the Register relevant to the Committees' remit. <b>ii) Correspondence</b> There was no correspondence to consider.	
5.	<b>Information Sharing</b>	
5.1	<b>Governors' Report Including:</b> <b>i) Committee Chairs' Reports</b> The draft Minutes had previously been distributed; the Chairs of Committees provided a summary of key areas of discussion from the meetings. <b>ii) Governor Visits</b> Completed visit forms from the Vice Chair's visits to monitor the school's financial management systems had previously been distributed; Governors noted the contents, which had also been discussed earlier in the meeting. <b>iii) Training</b> Governors were pleased to note that the Clerk had completed Prevent Chanel Awareness Training and received a Certificate of Completion from the College of Policing.	
5.	<b>AOB</b>	
	There was no other business to consider.	
6.	<b>Date &amp; Time of Next FGBM</b>	
	Tuesday 7 February 2017, 3.15-4.15pm, Development Day details TBC.	

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

**SIGNED:** ..... **DATE:** 7 February 2017