

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 15 December 2015 at 6.15pm

### MINUTES

<b>PRESENT:</b>	Lawayne Jefferson (Chair)	Barry Trahar
	Tim Whitaker (Vice Chair)	Kate Teal
	Sarah Baker (Headteacher)	Rod Symmons
	Naresh Rao	Andrew Scoble
	Catherine Hallam	Ciara Campfield
	Rita Deegan	Sarah Everett-Cox
	Darren McKimm	Louise Blundell (Deputy Headteacher)
	Marilyn Barnard	Elizabeth Jahn (Clerk)
	Rachel Richardson	

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1.	<b>Welcome, Introductions &amp; Apologies for Absence</b>	
	The Chair welcomed everyone to the meeting, particularly Sarah-Everett Cox and Ciara Campfield, proposed new Community Governors. Apologies were received and accepted from Marian Curran, Nicholas Lind, Hilary Jeffkins and Fiona Elder.	
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>2014/2015 Annual Trustees' Report &amp; Audited Accounts</b></p> <p>The Trustees' Report &amp; Annual Accounts to 31 August 2015 together with the management/representation letter to Bishop Fleming 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. Governors were pleased to note that there were no significant concerns or issues identified; this was reflected in the Annual Trustees' Report. Governors were also pleased to note that the audit process had improved from last year and suggestions had been made to improve the process even further next year. Bishop Fleming, the school's external auditors, would take the Committee's recommendations forward with the school.</p> <p>Governors considered and agreed the Audit Committee's recommendation to reappoint Bishop Fleming as the school's external auditors for 2015-2016. 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 asked if resignation of the two Trustees noted as the original signatories, detailed in the Articles of Association, would result in vacancies that needed to be filled; the Clerk advised that this had been raised with the Department for Education (DfE) Academies Department when Governors had agreed to amend the Articles and the DfE advised that the vacancies in themselves did not need to be filled as long as there remained a minimum of 3 Trustees in place. Once all 3 original signatories were no longer Trustees, this section of the Articles could be amended to remove reference to the original signatories, but this was not essential as it would have no material impact on the composition of the Academy Trust in practice. The Chair also advised that this had been raised with the school's solicitors, Veale Wasbroughs, and it was anticipated that the advice would be the same. The Clerk confirmed that the outgoing Governors' resignations had been recorded with Companies House.</p>	

Approval (Initials) .....

<p><b>3.2</b></p>	<p><b>Enrichment Curriculum: ‘Wednesday pm Enrichment Programme’</b></p> <p>Louise Blundell, Deputy Headteacher, provided an overview of the Enrichment Programme, which had also been discussed by the Students Committee and a working group of Governors. A background document had also previously been distributed. Governors asked if more thought had been given to how the impact could be measured; the Deputy Headteacher advised that the school was currently reviewing the strategies that could be used to measure the impact in a meaningful way. It was anticipated that there would be some tangible links with the impact evidenced through student progress but there were a considerable number of indirect links in terms of students’ wellbeing and personal development that might be challenging to measure in a meaningful way. It was acknowledged that this would be a pilot year and therefore, more details regarding how the impact could be measured would be identified as the programme becomes embedded in the curriculum. The Deputy Headteacher advised that it was anticipated that there would also be a positive impact on staff wellbeing.</p> <p>Governors asked if there would be a negative impact on the core curriculum; the Deputy Headteacher advised that this had been considered and changing the number of the option blocks had already been factored in to support improving capacity. This had impacted positively on staff’s teaching time and capacity to support students’ learning. The Headteacher advised that there were at least 20 staff members working within the working group to support development of the programme including representatives from different subject areas and from staff at different stages within their careers; feedback was also sought from the core subject Curriculum Team Leaders (CTL) and that had been very positive. The overwhelming response was that it would support planning, preparation and assessment (PPA) time as well as providing opportunities for learning outside of the classroom with small groups of students.</p> <p>Governors fully supported the introduction of the programme, noting that there would be cost implications. Details of the costs would be brought back to Governors in due course for noting.</p>	
<p><b>3.3</b></p>	<p><b>Headteacher’s Report</b></p> <p>The report had previously been distributed; the Headteacher provided an overview of the information contained therein. The Headteacher also provided a summary of feedback received from CTL regarding their concerns about workload. Governors were pleased to note that, as a result of the feedback, the Strategic Leadership Team (SLT) had reviewed what was expected of CTL in terms of evaluation, drastically streamlining paperwork and a commitment to make sure meetings were effective. This received a positive response from CTL and the school would hold regular meetings to ensure things did not build up in the same way again.</p> <p>The Headteacher also provided an overview of the new behaviour levels for students as judged by Mentors. It was expected that this more robust monitoring would lead in the short term to increases in behaviour points, however it should decrease in the longer term. Governors asked for clarity regarding the new system; the Deputy Headteacher provided information. Governors asked how frequently the new system would be monitored; the Deputy Headteacher confirmed that it would be monitored each Term. Governors also asked that updates on the new system and the impact on behaviour be brought to the Students Committee meetings.</p> <p>Governors noted that the school still needed to monitor a few incidents of low level disruption as well as providing support to newer teachers and supply teachers to ensure that all students experienced high quality learning at all times.</p> <p>Governors asked if the number of trips impacted on learning; the Headteacher advised that the school was committed to ensuring that the curriculum was enhanced in a positive way through this area of the enrichment provision, however, it was important to ensure that the school had the capacity to provide high quality opportunities for disadvantaged students. The school was therefore, reviewing this area of provision and if appropriate, a reduction in the number of trips would be made.</p> <p>Governors were pleased to note that a group of students won the Rotary Public Speaking competition in Bristol against mainly independent schools.</p>	
<p><b>3.4</b></p>	<p><b>Governors’ Self-Evaluation Workshop</b></p> <p>Governors carried out a workshop exercise linked to the RAISEonline Report. Following the exercise, Governors asked questions related to the data including why the number of disadvantaged students had dropped yet the gap was still present; why there was a drop in value added from 2014-2015 overall in Science and in Modern Foreign Languages (MFL) between disadvantaged and other students in similar schools; if the figures for Mathematics and English were weighted; how the school supported the choice of MFL subjects; and clarity regarding the gaps in progress in some areas including in Mathematics. The Headteacher would take forward the questions asked with the SLT and provide answers at the next meeting. The Headteacher also provided an overview of the context to the data in relation to the questions asked.</p>	

3.5	<p><b>Governor Development Day</b></p> <p>Governors were pleased to note that a guest speaker had been identified to support the discussions around multi-Academy Trusts (MAT); Ciara Campfield also agreed to provide a briefing summary for Governors' information. It was agreed that time at the end of the day should be set aside so that Governors could consider their options without external input. It was noted that the decision to convert to a MAT was not, in itself, an issue as this would be a relatively straightforward process, however, Governors would need to consider what, if anything, they would wish to pursue if the school becomes a MAT.</p>	
<p><b>4. Routine Governing Body Business</b></p>		
4.1	<p><b>Appointment of New Governor</b></p> <p>[Sarah Everett-Cox and Ciara Campfield left the meeting.]</p> <p>Governors considered and agreed to appoint Fiona Hallworth, Sarah-Everett Cox and Ciara Campfield as Community Governors.</p> <p>Governors also noted that Naresh Rao had stepped down as Vice Chair and Chair of the Leadership Committee due to work and personal commitments; Governors agreed to elect Tim Whitaker as Vice Chair and Chair of the Leadership Committee for the remainder of this academic year.</p>	
4.2	<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>	
4.3	<p><b>Approval of Committee Terms of Reference (TOR)</b></p> <p>Governors considered and approved the TOR that had been reviewed and recommended for approval by the Committees.</p>	
4.4	<p><b>Policy adoption review:</b></p> <p><b>i) Complaints Procedure</b></p> <p>Governors considered and agreed the Complaints Procedure that had been updated in line with DfE guidance.</p> <p><b>ii) Health, Safety &amp; Wellbeing Policy</b></p> <p>Governors also considered and agreed the Health, Safety &amp; Wellbeing Policy that had been reviewed and recommended for approval by the Finance Committee.</p>	
4.5	<p><b>Other Matters / Updates</b></p> <p><b>i) Correspondence</b></p> <p>There was no correspondence to consider.</p>	
<p><b>5. Information Sharing</b></p>		
5.1	<p><b>Governors' Report Including:</b></p> <p><b>i) Committee Chairs' Reports</b></p> <p><b>i) Audit/Finance Committees</b></p> <p>The draft Minutes had previously been distributed; the Chair of the Committee had also provided a summary of key areas of discussion earlier in the meeting.</p> <p><b>ii) Leadership Committee</b></p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided a summary of key areas of discussion.</p> <p><b>iii) Students Committee</b></p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided a summary of key areas of discussion.</p>	

5.2	<p><b>Governor Visits</b></p> <p>Completed visit report forms had previously been distributed; Governors noted the contents. The Chair also advised that the Strategic School Development Plan (SSDP) 2015-2018 – Governor &amp; SLT Leads had been updated to include expectations for Governor feedback.</p> <p>The Governor Responsible for Premises provided an update on the new build project; a summary document had also previously been distributed. Governors were pleased to note that there were no significant concerns or issues at this time.</p> <p>The Governing Body asked if Governor representation was required at the consultation meetings; the Headteacher confirmed that it would be useful and the consultation arrangements would be shared in due course.</p>	
5.3	<p><b>Training</b></p> <p>There was nothing significant to note at this time.</p>	
5.	<b>AOB</b>	
	There was no other business to consider.	
6.	<b>Date &amp; Time of Next FGBM</b>	
	Tuesday 26 January 2016, 3.15-4.00pm, Development Day details TBC.	

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

**SIGNED:** ..... **DATE:** 26 January 2016