

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

FULL GOVERNING BODY MEETING – TERM 1 **Held at the school on Tuesday 10 October 2017 at 6.15pm**

MINUTES

PRESENT:

Lawayne Jefferson (Chair)	Marilyn Barnard
Sarah Baker (Headteacher)	Rod Symmons
Tim Whitaker	Barry Trahar
<i>The meeting was noted to be quorate</i>	Louise Blundell (Head of School)
Rachel Richardson	Nick Lind (Deputy Headteacher)
Sarah Everett-Cox	Marian Curran (Director)
Catherine Hallam	Elizabeth Jahn (Clerk)
Ciara Campfield	

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	<p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Kate Teal and Andrew Scoble. Louise Blundell and Nick Lind apologised they would be late.</p> <p>Governors were disappointed to note that Rita Deegan had resigned from the Governing Body, but were pleased to note that the Chair and Clerk had emailed Rita on the Governing Body's behalf to thank her for her hard work and contribution to the school and Governing Body.</p>	
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>Headteacher's Report Including 2016/2017 end of year outcomes</p> <p>The report had previously been distributed; the SIMS report was also distributed; the Headteacher provided context to the information contained therein.</p> <p>Governors noted that in terms of pupil numbers, the Governing Body's decision to increase the published admissions number (PAN) was evident in Year 7 with 232 students (8 classes of 29 students) and also in Year 8 with 223 students. There were also 192 students in Year 9; 194 in Year 10; and 194 in Year 11. In terms of Post 16, there were 210 students in Year 12 and 209 in Year 13; totalling 1454 students across the school. Governors asked where the additional students came from in Years 9-11; the Headteacher advised that these were mainly students on the waiting list, but also included new arrivals (children coming to the United Kingdom) as well as students entering the school on a negotiated transfer.</p> <p>Governors noted that it was hoped that there would be 220 students entering in Year 12 but only 210 had been admitted and asked why this was the case; the Director advised that whilst retention into Year 13 was strong, due to more providers competing for a limited number of students, applications to Year 12 had reduced. Governors agreed that it was vital that the Centre promoted Post 16 provision not only with partner schools, but also within Redland Green and Cotham Schools. Governors asked whether there were any other contributing factors; the Director confirmed that this was also due to a lower birth rate for that year; the birth rate had increased and this was likely to be reflected in applications for 2020.</p> <p>[Sarah Everett-Cox entered the meeting.]</p> <p>Governors asked the Director to provide information to the Students Committee regarding how many of the Pupil Premium students in Year 11 moved into Year 12.</p>	

Approval (Initials)

	<p>Action: The Director to provide details of the number of Pupil Premium students in Year 11 moving into Year 12 to the Students Committee at the next meeting.</p> <p>Governors discussed the new ready to learn approach for behaviour and asked for clarity regarding detentions; the Headteacher provided an overview of the circumstances in which detentions were issued and how this was recorded and the detentions facilitated. The new system helped the school identify which students were getting detentions and what for. Parents were informed immediately by text, but it was felt, following feedback, that there was not enough information provided in the text to support parents' understanding; therefore, the school had improved the rigor of reporting to parents by ensuring that students and the texts were clear about why a child received a detention. Since this had been done, there had been fewer comments raising concerns.</p> <p>Governors asked what students were expected to do in detention; the Headteacher advised that students were generally given lists to write out from random pieces of text, eg a list of capital cities and their countries, or a list of Pulitzer winners. Governors agreed that this was an excellent way of expanding a students' learning experience alongside issuing a sanction. Governors were also pleased to note that the number of incidents resulting in a detention had decreased, which evidenced that the new Behaviour Policy was having an impact on reducing the number of low level disruption issues.</p> <p>[Louise Blundell entered the meeting.]</p> <p>Governors asked if the school had a breakdown of sanctions in terms of vulnerable groups; the Head of School advised that this was currently being taken forward but due to the small number of recorded incidents, it was difficult to draw any meaningful conclusions at this stage, although the indications were that black and minority ethnic (BME) students and boys in Year 9 were disproportionately represented.</p> <p>Action: The Head of School to provide a breakdown of sanctions issued in terms of vulnerable groups to the Students Committee at the next meeting.</p> <p>Governors asked if the Post 16 faculty reviews would be included when the other faculty reviews took place; the Director confirmed that they would.</p> <p>Governors congratulated the school and students on the excellent Key Stage 4 (KS4) outcomes, particularly the English and Mathematics teams, whose hard work had been reflected in the excellent outcomes, which were significantly above the national average figures.</p> <p>Governors asked if the national figures had been published for Pupil Premium students; the Head of School confirmed that they had not, but once published, this information would be taken to the next Students Committee meeting; the individual subject breakdowns were available in the school's prospectus on the website and would be discussed in more detail at the next Committee meeting together with the breakdown for Post 16.</p> <p>A summary of Post 16 attainment and progress had previously been distributed; the Director provided context to the information contained therein. The Director also summarised the steps taken to ensure good progress, which included that the progress of disadvantaged students had been identified as a key development priority and therefore, this had been included in the relevant department planning for Post 16 teaching and learning. The Post 16 senior tutor would also oversee disadvantaged students' progress as a performance management objective and work with academic mentors and the Assistant Headteachers to monitor student progress throughout the year. Governors were also informed that 'Futurequest' was now being used to support aspiration and progress for Year 12 disadvantaged students.</p> <p>In terms of improving recruitment, Governors asked if feedback from partner schools would inform improvements moving forward; the Director confirmed that it did already and provided an example of this in practice.</p> <p>Governors noted the attendance information within the Headteacher's report, and were pleased to note that it had improved. Governors asked whether the ready to learn approach was expected to impact on attendance; the Head of School advised that it was expected to impact on punctuality but it was not the most appropriate strategy to support good attendance.</p>	<p>MC</p> <p>LB</p>
<p>3.1</p>	<p>Governing Body's Development Plan (GBDP) Priorities</p> <p>A summary of the Governors' workshop outcomes carried out at the last meeting was distributed; the Chair reminded Governors of the feedback shared following the exercise, which had been summarised into key points to take forward. It was noted that a number of the priorities were focussed on the Multi-Academy Trust (MAT) governance structure moving forward, and as noted on the Agenda, this would be discussed in more detail at the next meeting.</p>	

	<p>The draft formal consultation document was distributed; Governors noted that whilst a formal consultation was not a legal requirement, it was being carried out as part of best practice. The new name for the MAT was 'Gatehouse Green Learning Trust' as it was felt to be inclusive for the schools forming the MAT, although each individual school would retain its own name.</p> <p>Governors agreed that the covering letter to parents and to staff should include that there was not expected to be a negative impact on Redland Green School; it would also be useful to highlight the anticipated positive impact specific to this school.</p> <p>[Ciara Campfield left the meeting.]</p> <p>Governors asked when the formal consultation would begin; the Headteacher confirmed that this would be as soon as possible once the consultation document had been checked and proof-read and the covering letters written.</p>	
4.	Routine Governing Body Business	
4.1	<p>Reappointment of Barry Trahar</p> <p>Governors considered and agreed to reappoint Barry Trahar as a Governor.</p>	
4.2	<p>Election of Chair and Vice Chair and approval of Committee structure, Terms of Reference, Governors Responsible for etc</p> <p>Governors agreed that this item should be deferred until the next meeting when the governance arrangements for the MAT were finalised as this would inform the Governing Body's Committee structure moving forward. Current membership of the Committees would continue for the Term 2 meetings.</p> <p><i>Action: This item to be deferred until the next meeting.</i></p>	EJ
4.3	<p>Approval of 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>	
4.4	<p>Policy Adoption/Review</p> <p>i) Behaviour for Learning Policy</p> <p>The policy had been discussed earlier in the meeting; Governors considered and agreed the policy, which was expected to support behavioural management, particularly for low level disruption; and as noted earlier, the impact was already evident in the number of detentions issued, which was very positive.</p> <p>ii) Governors' Code of Practice Policy</p> <p>Governors considered and agreed the Governors' Code of Practice Policy that had previously been distributed. Governors signed a form 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>	
4.5	<p>Other Matters / Updates</p> <p>i) Related Parties Form</p> <p><i>Action: Governors to complete the form for the forthcoming audit and return to the Clerk.</i></p> <p>ii) Correspondence</p> <p>There was no correspondence to consider.</p>	All
5.	Training & Development: Feedback on Training & Development Courses Attended by Governors	
5.1	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Reports</p> <p>The draft Post 16 Steering Group Minutes had previously been distributed; Governors noted the contents; the Post 16 2016/2017 outcomes were shared earlier in the meeting.</p> <p>ii) Governor Visits</p> <p>The Chair had carried out a recent visit; the completed visit form would be shared in due course.</p>	

	iii) Training Governors were encouraged to undertake training. It was also agreed that training needs would need to be considered once the MAT governance arrangements were confirmed; this would be supported through a skills audit and self-evaluation exercise.	
6.	AOB	
	There was no other business to consider.	
7.	Date & Time of Next FGBM	
	Tuesday 12 December 2017, 6.15-8.15pm.	

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

SIGNED: **DATE:** 12 December 2017