

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 13 October 2015 at 6.15pm**

MINUTES

PRESENT: Lawayne Jefferson (Chair) Kate Teal
 Sarah Baker (Headteacher) Tim Whitaker
 Catherine Hallam Rod Symmons
 Andy Scoble Marilyn Barnard
The meeting was Rachel Richardson Louise Blundell
noted to be quorate Rita Deegan Nick Lind
 Darren McKimm Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting, particularly Nick Lind, newly appointed Deputy Headteacher. Apologies were received and accepted from Marian Curran, Naresh Rao, Barry Trahar and Hilary Jeffkins.	
2.	Attendance & business/pecuniary interest register including summary sheet to be published on the school's website	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed. Governors were also reminded to declare interests in line with the new guidance from the Department for Education (DfE) so that the Business/Pecuniary Interests Register could be updated and uploaded to the school's website; including details of governorship at any other educational establishments, and relationships with members of the school staff including spouses, partners and relatives.	
3.	Strategic Development	
3.1	Pupil Premium Reports	
	The 2014-2015 Pupil Premium Evaluation Governors' Report and 2015-2016 Pupil Premium Projected Spend Report had previously been distributed; Louise Blundell, Deputy Headteacher provided an overview of the contents. Governors asked if the school provided Reading programmes specifically for Pupil Premium students; the Deputy Headteacher confirmed that the school provided a number of intervention strategies for students including one to one support where appropriate. Governors agreed that the report and particularly the impact of the funding on raising aspirations and attainment should be considered in more detail at the next Students Committee meeting.	
3.2	Headteacher's Report including 2014/2015 end of year outcomes and self-evaluation cycle.	
	The Headteacher's Report, Self-Evaluation document (SEF) and 2014-2015 Results & Priorities for Governors presentation had previously been distributed. Nick Lind, Deputy Headteacher, provided context to the presentation, which was also displayed on the Whiteboard. Governors asked if there was good attendance at the Parents meetings; the Deputy Headteacher confirmed that attendance was very high. Governors asked if the school could evidence why there was a drop in progress levels from previous years; the Deputy Headteacher advised that this was due to the high levels of students on entry, particularly at Level 6 and therefore, it was more challenging to evidence progress for those students.	

Approval (Initials)

	<p>Governors asked why modern foreign languages (MFL) had not been included on the slides; the Deputy Headteacher confirmed that the details related only to core subjects. The Headteacher advised that whilst MFL performed well, it was an area that could benefit from further improvement.</p> <p>Governors asked for the information relating to non-core subjects to be presented at the next Students Committee meeting together with progression mapping so that these could be scrutinised in more detail.</p> <p>Governors agreed that whilst it was important to recognise that each Year Group was unique and comparisons were difficult, they asked for more information relating to why this was more evident in the progress data this year; the Deputy Headteacher advised that the school had moved to a model of predicted grades, but more work was needed to ensure that staff used their professional judgement to ensure that all students not on track or at risk of falling behind were identified quickly. The Deputy Headteacher also advised that regular meetings now took place with Curriculum Coordinators/Subject Leaders to discuss the progress of individual students and those underperforming or at risk of underperformance had been identified and the details captured on the confidential display board.</p> <p>Governors noted that the RAISEonline Report would be published in November/December and it would be useful for the contents to be scrutinised by a small group of Governors from the Students Committee with the Strategic Leadership Team (SLT).</p> <p>The Headteacher provided an overview of the contents of her report; Governors asked why the positive gap between the Post 16 Centre's outcomes at A2 and the national average was smaller when compared to the AS outcomes, where there was a bigger gap; the Headteacher advised that nationally, some students taking AS level were not moving on to A2 and therefore, it was challenging to compare like for like as the national average was lower with approximately 10%+ of students taken out of the national average for A2. The Centre had identified that there were improvements that could be implemented to ensure more effective information, advice and guidance (IAG) for students in Year 11 to ensure they were on the most appropriate pathway, as it was acknowledged at the Post 16 Steering Group meeting that the timing of the publication of GCSE results meant that some students, who had not achieved expected outcomes, did not have sufficient time to reconsider their options and therefore, this could be improved so that students were better informed and had were able to opt for a more appropriate pathway in light of the unexpected outcomes. The Headteacher also advised that, as discussed earlier in the meeting, there were areas of staff development needed regarding predicted grades to ensure that feedback to students was as effective as possible.</p>	
<p>3.3</p>	<p>Statutory responsibilities of the Governing Body and best practice</p> <p>The 'Governors Best Practice - How Do We Know' document had previously been distributed; Governors carried out a workshop exercise to identify how the Governing Body knows that the information provided by the SLT in reports or through verbal presentations was accurate and a true reflection of the current position of the school.</p> <p>Feedback included that Governors know about the quality of teaching through attendance at Faculty reviews; further input could be evidenced through student feedback although it was recognised that the Link Governor for Student Voice attends School Research Council (SRC) meetings and provides feedback to the Students Committee.</p> <p>Governors noted that performance management was carried out by the Pay & Performance Panel, a sub group of the Leadership Committee, where performance was rigorously monitored and pay progression was linked to performance. Governors also celebrated staff achievements at other Committee meetings, through informal events with staff and through letters of congratulations from the Chair/Chairs of Committees on the Governing Body's behalf.</p> <p>Governors recognised that the effectiveness of policies and procedures was evidenced through Governor visits as well as through meetings with key staff through Named and Link Governor roles, eg the Named Governor for Health, Safety & Wellbeing's attendance at the school's Health & Safety Committee meetings as well as the Chair of the Finance Committee meeting with members of the Finance Team to scrutinise the effectiveness of the financial management statement.</p> <p>Re student achievement, this was evidenced through national and school data, eg RAISEonline Reports, exam outcomes. As noted, Governors also attend Faculty reviews and individual Governors meet with key staff including members of the SLT to discuss and scrutinise the robustness of the data presented.</p>	

4.	Routine Governing Body Business	
4.1	Review and approval of Chair and Vice Chair's Terms of Reference (TOR) Governors considered and approved the TOR that had previously been distributed.	
4.2	Election of Chair and Vice Chair [Lawayne Jefferson left the meeting.] There was one nomination for Lawayne Jefferson for the position of Chair; as there were no oppositions and all members were in support, Lawayne Jefferson was duly elected for a term of office of 1 year. [Lawayne Jefferson entered the meeting.] There was one nomination for Naresh Rao for the position of Vice Chair; as there were no oppositions and all members were in support, Naresh Rao was duly elected for a term of office of 1 year.	
4.3	Committee structure, membership and TOR The RGS Committee & Responsibilities Matrix 2015-2016 had previously been distributed; Governors discussed the contents and agreed that the Committee structure and membership should be approved. Governors noted that the Committee TORs would be reviewed by each of the Committees in Term 2 with recommendations brought back to the Governing Body for approval.	
4.4	The TOR for Governors' responsible for key areas and appoint SDP link Governors Governors considered and approved the TOR for key areas that had previously been distributed. Governors also discussed the SSDP 2015-2018 Leads document that had been distributed and agreed that it should be approved.	
4.5	Governing Body's Scheme of Delegation Governors considered and approved the Scheme that had previously been distributed.	
4.6	Minutes of previous meeting, carried forward matters and 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.	
4.7	Policy Adoption/Review i) Governors' Code of Practice Policy Governors considered and agreed the Governors' Code of Practice Policy that had previously been distributed. Governors acknowledged that they would be requested at the next meeting to sign 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. ii) Admission Statement Years 7-11 A document setting out the proposed 2017-2018 RGS Determined Admission Arrangements and a draft letter to the Local Authority (LA) regarding the proposed increase in the published admission number (PAN) had previously been distributed. Governors noted that the increase in PAN had been discussed at length at the Leadership Committee meetings and had been approved by the Committee subject to confirmation of funding to support the necessary building extension and modifications to ensure adequate capacity. The Headteacher confirmed that the LA had now confirmed that additional funding would be allocated to the school to support the necessary building work. It was anticipated that the work would start before the end of this calendar year to ensure that it would be completed by September 2017. Following discussion, Governors considered and agreed the 2017-2018 RGS Determined Admission Arrangements and in particular, to increase the PAN to 216 in Years 7 and 8 and subsequent years from September 2017, and to apply the criteria set out in the document to determine places where there was oversubscription. Governors also agreed to instruct the LA to manage admissions applications on the school's behalf in line with the 2017-2018 RGS Determined Admission Arrangements document.	

	<p>Governors agreed that the draft letter should be submitted to the LA advising of the Governing Body's decision. Governors also agreed the request from the LA that the increase would not be publicised until after the 31 October 2015 when the current admissions process (first round) had been completed to avoid confusion.</p> <p>It was noted that the school currently had 15 students above PAN due to the number of successful appeals. Governors asked if the school would receive additional funding for those students; the Headteacher confirmed that if the number on roll remained the same by the census in January, the school would receive retrospective funding.</p> <p>iii) Complaints Procedure</p> <p>Governors considered and agreed the Complaints Procedure that had previously been distributed and updated to reflect current statutory guidance.</p> <p>iv) Linking Policy</p> <p>Governors considered and agreed the Linking Policy that had previously been distributed.</p> <p>v) Post 16 Centre – Complaints Procedure</p> <p>Governors were informed that the Post 16 Steering Group had reviewed each of the Post 16 Centre policies and it was recommended that they should be approved.</p> <p>Governors considered and approved the recommendation to agree the Complaints Procedure.</p> <p>vi) Post 16 Centre – Curriculum Policy</p> <p>Governors also considered and approved the recommendation to agree the Curriculum Policy.</p> <p>vii) Post 16 Centre – Drugs & Substance Abuse Policy</p> <p>The Chair confirmed that the Drugs & Substance Abuse Policy had been updated following the Post 16 Steering Group meeting. Governors considered and approved the recommendation to agree the Drugs & Substance Abuse Policy.</p> <p>viii) Post 16 Centre – Policies Statement</p> <p>Governors also considered and approved the recommendation to agree the Policies Statement.</p> <p>It was agreed that due to issues with access to Google Drive, approval of the above documents was granted subject to any comments being received by Friday 16 October 2015.</p> <p>Governors asked if the school's website was up-to-date; the Headteacher confirmed that a review of the content of both the school's and the Centre's websites was carried out by an external consultant and the websites were up-to-date subject to including the Governors' Business/Pecuniary Interests Register, discussed earlier in the meeting and which would be uploaded in due course.</p>	
4.8	<p>Other Matters / Updates</p> <p>i) School expansion</p> <p>This was discussed earlier in the meeting.</p> <p>ii) Meeting dates 2015/2016 including confirmation of the Annual General Meeting (AGM) date</p> <p>The dates had previously been distributed; Governors agreed that the AGM should be held on Tuesday 15 December 2015.</p> <p>iii) Correspondence</p> <p>Governors noted The Bristol Governor and Governor Development Service (GDS) training programme that had previously been distributed.</p>	
5.	Information Sharing	
5.1	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Reports</p> <p>a) North Bristol Post 16</p> <p>The draft Minutes had previously been distributed; the Chair highlighted the key areas of discussion.</p> <p>ii) Governor visits</p> <p>Governors were encouraged to visit the school including attendance at after school events.</p>	

	<p>iii) Training</p> <p>The 2014-2015 Governor Training Undertaken and 2015-2016 RGS Governing Body Training & Development Plan had previously been distributed; Governors noted the contents and were encouraged to undertake training.</p>	
6.	AOB including 'employability database' request	
	<p>Governors were informed that the school was collating a database of potential employers/individuals who might be willing to give up a few hours of their time to help the school deliver its employability programme eg by providing work experience opportunities, being an expert speaker, helping with mock interviews etc; Governors were encouraged to volunteer as appropriate. A letter had also been out to parents via the website asking them to fill in a form to let the school know if they could help.</p>	
7.	Date & Time of Next FGBM	
	Tuesday 15 December 2015, 6.15-8.15pm	

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

SIGNED: **DATE:** 15 December 2015