

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 14 October 2014 at 6.30pm**

### **MINUTES**

<b>PRESENT:</b>	Annemieke Waite (Chair)	Kate Teal
	Lawayne Jefferson (Vice Chair)	Rod Symmons
	Sarah Baker (Headteacher)	Rita Deegan
	John Waldron	Naresh Rao
<i>The meeting was noted to be quorate</i>	Catherine Hallam	Marian Curran (Director)
	Darren McKimm	Louise Blundell (Deputy Headteacher)
	Sylvia Townsend	Rupert Maule (Deputy Headteacher)
	Rachel Richardson	Elizabeth Jahn (Clerk)
	Barry Trahar	

ITEM	MINUTE	ACTION
1.	<b>Welcome &amp; Apologies for Absence</b>	
	The Chair welcomed everyone to the meeting, particularly Naresh Rao, proposed new Governor. Apologies were received and accepted from Karen Thompson. Hilary Jeffkins was absent from the meeting. Governors were sad to note that Joanne Sowerbutts had resigned from the Governing Body due to personal reasons.	
2.	<b>'Knowing Our School'</b>	
2.1	<b>Curriculum Development: Improving learning and teaching at Redland Green School and developing a 'growth mindset'</b>  The Pedagogy Newsletter and Impact of the Newsletter & Staff Meetings on all Staff had previously been distributed; Nick Lawrence explained the rationale for the focus on pedagogy and the growth mindset approach including through the use of a workshop exercise which included challenging the false barriers students put up including their 'can't do' attitude. Governors asked for examples on how this was addressed through teaching strategies; examples were provided by Nick Lawrence and Louise Blundell.	
2.2	<b>Premises capacity and impact of increasing the published admissions number (PAN)</b>  The Expansion Options: Background Paper and Space Requirements for Potential Expansion Reports from the Governor Responsible for Premises & Sustainability had previously been distributed. The Headteacher and Deputy Headteacher explained how the over-subscription and increase in student numbers due to appeals being upheld had impacted on provision and in particular, curriculum timetabling and space requirements. Governors noted that the increase in funding resulting from an increase in the PAN would be more than the costs involved in supporting an increased PAN. The Governor Responsible for Premises & Sustainability outlined the outcomes of the two bids to the Department for Education (DfE) for funding to increase the number of learning spaces for Post 16 students. John Waldron advised that an exercise should now be carried out to explore the impact in more detail.  Governors asked if the increase would impact on other schools within the local area; the Headteacher advised that there might be implications although there was an issue anyway within North Bristol due to the significant increase in primary and subsequently secondary school aged children. Governors noted that a meeting was due to take place shortly with the Local Authority (LA) regarding secondary school provision; it was anticipated that there would be support for an increase in PAN although it is uncertain whether the LA would be able to provide additional funding to support the development of the school.	

Approval (Initials) .....

	<p>Governors asked what the impact would be on those classes that already had larger class sizes; the Deputy Headteacher advised that strategies were already in place to support larger class sizes and the impact on class sizes as children moved through the school. The Headteacher advised that there was not anticipated to be any additional issues; the Headteacher also advised that the impact of increased funding would support the school addressing any unforeseen issues arising due to an increase in PAN.</p> <p>Governors asked what would happen if the Governing Body agreed to increase the PAN and no additional funding was received other than the student funding; the Headteacher advised that approximately £400k was available through the school's reserves to support developing the site although Governors would need to be mindful that the reduction in reserves could make the school more vulnerable if there were further losses in funding in future years.</p> <p>Following discussion, it was agreed that the school should carry out the exercise discussed above, supported by the Governor responsible for Premises &amp; Sustainability with a report of the findings brought back to the Finance Committee and/or Leadership Committee as appropriate. Governors also agreed that they would be supportive of increasing the PAN if sufficient funding was available to address the space requirements.</p>	
<b>3.</b>	<b>Routine Governing Body Business</b>	
<b>3.1</b>	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
<b>3.2</b>	<p><b>Review and approval of Chair and Vice Chair's Terms of Reference (TOR)</b></p> <p>The TOR that had previously been distributed was agreed.</p>	
<b>3.3</b>	<p><b>Election of Chair and Vice Chair</b></p> <p>[Lawayne Jefferson and Naresh Rao left the meeting.]</p> <p>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.</p> <p>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.</p> <p>[Lawayne Jefferson and Naresh Rao entered the meeting.]</p> <p>Governors thanked Annemieke Waite for her fantastic contribution to the school and the work of the Governing Body including providing Governors and staff with excellent personal support and guidance as and when needed. Governors agreed that the success of the school over the last few years had been a direct reflection of Annemieke's hard work and leadership of the Governing Body. Annemieke in turn, thanked Governors, the Clerk and staff for their support and for making the role so enjoyable despite the challenges of trying to create and establish a new school and Governing Body.</p>	
<b>3.4</b>	<p><b>Review &amp; Approval of:</b></p> <p><b>i) 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> <p><b>ii) Committee structure, membership and TOR</b></p> <p>Governors reflected on the Committee structure and membership approved at the last meeting and noted that Annemieke Waite would be the interim link Governor for Claremont School pending expansion of the Governing Body. Governors also noted that the North Bristol Post 16 Committee would not be a specific Committee of the Governing Body moving forward; a proposal was currently being drawn up to clarify the format and remit of the group, including the group's title; once agreed, the summary document would be updated. Governors also agreed that the Chair of that group should be a member of the Students Committee (Darren McKimm).</p>	

	<p>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. The review would also inform the Governing Body's Annual Planner and the determination of Governors responsible for each of the Strategic School Development Plan (SSDP) priorities.</p> <p>[Barry Trahar left the meeting.]</p> <p>Governors discussed the implications for the Articles of Association regarding membership of the Academy Trust in light of the agreed Committee structure including feedback received from the school's solicitors. It was agreed that this should be discussed further at the Leadership Committee meeting with recommendations brought back to the next full Governing Body (FGB) meeting.</p> <p><b>iii) The TOR for Governors' responsible for Child Protection, Children in Care &amp; Young Carers, Health, Safety &amp; Well-Being, Premises, Performance Management Review of the Headteacher, and Special Educational Needs (SEN) &amp; Inclusion</b></p> <p>Governors considered and agreed the TOR for Governors' responsible for Child Protection, Children in Care &amp; Young Carers, Health, Safety &amp; Well-Being, Premises, Performance Management Review of the Headteacher, and Special Educational Needs (SEN) &amp; Inclusion that had previously been distributed.</p> <p><b>iv) Governing Body's Scheme of Delegation</b></p> <p>Governors considered and agreed the Scheme of Delegation that had been updated to reflect the change in the Committee structure and names.</p>	
<p><b>3.5</b></p>	<p><b>Policy adoption review:</b></p> <p><b>i) Governors' Code of Practice Policy</b></p> <p>Governors considered and agreed the Governors' Code of Practice Policy and signed the form circulated at the meeting 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> <p><b>ii) Safeguarding &amp; Child Protection Policy</b></p> <p>The Deputy Headteacher outlined the changes to the Safeguarding &amp; Child Protection Policy following a review in light of recently published guidance including the DfE's 'Keeping Children Safe in Education' document. The Deputy Headteacher met with the Governor Responsible for Child Protection, Children in Care &amp; Young Carers prior to bringing recommendations to the Governing Body for approval. Governors noted the recent incidents relating to child grooming and radicalisation in the press and recognised the need to regularly monitor the policy and school's practice to ensure that it was effective at addressing child protection issues as and when they occurred. Governors asked if calls to First Response could be anonymous; the Deputy Headteacher suggested that this was possible, although the school's processes do not include anonymous reporting. Governors asked if First Response responded quickly to concerns raised; the Deputy Headteacher advised that whilst it was challenging, given the number of concerns and the capacity of First Response, to date, issues had been responded to without any concerns regarding the timeframes.</p> <p>Governors considered and agreed the amended Safeguarding &amp; Child Protection Policy.</p>	
<p><b>3.6</b></p>	<p><b>Other Matters / Updates</b></p> <p><b>iii) Governing Body's Vacancies Update</b></p> <p>Governors were pleased to note that 5 nominations had been received for the 3 Parent Governor vacancies; an election would therefore, need to take place.</p> <p>[Darren McKimm left the meeting.]</p> <p>Governors considered and agreed to appoint Darren McKimm as a Co-opted Governor under Article 58 in light of the expertise Darren brought to the Governing Body from his personal background in fundraising as well as his expertise as a long-standing Governor of the school.</p> <p>[Darren McKimm entered the meeting.]</p> <p><b>iv) Related Parties form</b></p> <p>Governors were reminded to complete and return their Related Parties form, which needed to be submitted to Bishop Fleming, the school's external auditors, to support the audit process. Governors noted that the form should be completed when new Governors join the Governing Body as part of the induction process.</p>	

	<p><b>v) Correspondence</b></p> <p>Governors noted the letter received from Lord Nash, Parliamentary Under Secretary of State for Schools, regarding governorship. Governors also noted the student bulletins that had previously been distributed, which also included key dates for school events. The school and North Bristol Post 16 Centre prospectus were distributed at the meeting.</p>	
4.	<b>Information Sharing</b>	
4.1	<p><b>Headteacher's Report</b></p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors requested that the Headteacher inform Governors of the Faculty Review presentation dates to the Strategic Leadership Team (SLT) in Terms 3 and 4 to support Governors attending the reviews.</p> <p>Governors discussed the end of year outcomes and in particular, the Key Stage 4 (KS4) and KS5 outcomes. Governors were pleased to note the excellent results of the students including that the overall progress of students was significantly above the national average. Governors also discussed the progress of disadvantaged students and asked what the school would be doing to further eliminate the gap in achievement; the Headteacher provided examples and suggested that it would be useful to have a Governor Responsible for Disadvantaged Students. It was agreed that this should be discussed in more detail at the next Students Committee meeting. Governors asked if there were specific issues with some disadvantaged students, which impacted on their progress and if yes, was the school aware of those issues during the year; the Headteacher advised that the majority of disadvantaged students made better than expected progress; however, there were a few students who had a number of significant issues that arose during the year which impacted negatively on their progress, a few of which were not previously known. The Deputy Headteacher advised that the school would continue to review provision for disadvantaged students including support in place to ensure that they make progress at least in line with their peers and where possible, better than their peers so that the gap closed. The Headteacher also advised that the school now had strategies in place to ensure that predicted C grades were consolidated as well as borderline C/D grades. Governors asked for examples of strategies in place; the Deputy Headteacher advised that fine grading had been a focus to ensure that students were aware of improvements that needed to be made to consolidate their learning.</p> <p>Governors suggested that the bullet point relating to the end of year outcomes for all students should be moved to the first bullet point on the website. Governors congratulated staff, students and parents on the excellent outcomes.</p> <p>Governors noted that the school continued to employ specialists to support staff when the school did not have sufficient in-house expertise, eg to ensure compliance for health and safety, financial management, and building and grounds maintenance. Governors asked how decisions regarding buying-in services were made; the Headteacher advised that the initial decision to bring in external support was made by the Governing Body via Committees, following which, a tendering process was put in place for the more costly contracts. Governors asked if the systems were functioning better since buying-in support; the Headteacher confirmed that they were and it was currently cheaper than employing staff on a permanent basis as some of the support was on an ad-hoc basis as and when necessary. Governors agreed that at some point, it would be useful to carry out a costing exercise to determine if the structure remained value for money.</p> <p>Governors noted that there were cost implications resulting from the living wage allowance and the pay award for support staff (approximately £40k that had not been anticipated in the budget); the implications would need to be reviewed in more detail by the Finance Committee.</p> <p>Governors also noted that the third member of the Performance Management of the Headteacher's Panel to join Catherine Hallam and the Chair of the FGB would need to be agreed at the next Leadership Committee meeting, with the decision ratified at the next FGB meeting.</p> <p>Governors discussed the budget information that had been included as part of the Headteacher's Report and noted that a full review would take place at the next Finance Committee meeting; the 2013-2014 annual accounts would be brought back to the next FGB meeting for formal approval following review by the Audit Committee. The Headteacher advised that the Chair of the Finance/Audit Committee meets regularly with the Headteacher/Finance Team as appropriate to discuss the budget and financial management; the external audit by Bishop Fleming would also be carried out in due course and a representative from Bishop Fleming would be invited to the next Audit Committee meeting.</p>	SB

4.2	<p><b>Governors' Report Including:</b></p> <p><b>i) Committee Chairs' Reports</b></p> <p>There was nothing significant to report at this time. Governors were reminded to complete visit forms including summary visit forms when appropriate.</p> <p><b>ii) Training</b></p> <p>John Waldron fed back from his recent attendance at the LA's Strategic Briefing meeting. Governors were also reminded that the Governor Development Service (GDS) had published their annual training programme; Governors were encouraged to undertake training. The Clerk confirmed that she had asked the school to try to resolve the GEL online training issues, which were possibly due to subscription.</p>	
5.	<b>AOB</b>	
	There was no other business to consider.	
6.	<b>Date &amp; Time of Next FGBM</b>	
	Tuesday 9 December 2014, 6.30-8.30pm; Governors noted that the meeting would also be the Annual General Meeting and the Annual Accounts and Trustees Report would need to be approved.	

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

**SIGNED:** ..... **DATE:** 9 December 2014