

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 15 October 2013 at 6.30pm**

### **MINUTES**

**PRESENT:** Annemieke Waite (Chair) Rita Deegan  
 Lawayne Jefferson (Vice Chair) Jon Rawlings  
 Sarah Baker (Headteacher) Anthony Ward  
*The meeting was* John Waldron Rupert Maule (Attendee)  
*noted to be quorate* Darren McKimm Louise Blundell (Attendee)  
 Lauren Metcalf Tim Cox (Attendee, item 2 only)  
 Claire Wilkins Elizabeth Jahn (Clerk)  
 Sylvia Townsend

ITEM	MINUTE	ACTION
1	<p><b>Welcome, Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Barry Trahar, Claire Pick, Rod Symmons, Marian Curran, Karen Thompson and Rachel Richardson. John Waldron apologised he would be late.</p>	
2	<p><b>'Knowing Your School'</b></p> <p><b>2.1 ICT development</b></p> <p>Governors had requested an update from Tim Cox, Curriculum Team Leader of Business, ICT &amp; Economics/Whole School ICT Lead and seconded to the Strategic Leadership Team (SLT) during this academic year, to have a better understanding of how ICT is used to support teaching and learning. Tim Cox led Governors in a workshop exercise identifying ICT development priorities. Following the exercise, Governors discussed the findings and agreed that it is important that ICT is used to support teaching and learning but also that students and staff have opportunities to use other options, including paper based strategies etc.</p> <p>Tim Cox advised that the school has identified 9 Digital Champions within the teaching staff to share developments within ICT systems and resources over the course of the next 3 years to their Curriculum Teams so that all staff are aware of what is taking place in the wider ICT world.</p> <p>Tim Cox also advised that training has not been a barrier at the school with some systems introduced before training has taken place; staff are generally supportive of new systems if they can see a clear reason for using them. Once introduced, training opportunities are identified and offered to support staff's understanding and effective use of the systems. Tim also advised that the school is not prioritising being seen as a cutting edge school in ICT as it is important that best value is achieved and in light of that, it is important that expensive systems and equipment are tested before the school spends a significant amount of money on resources.</p> <p>[John Waldron entered the meeting.]</p> <p>An ICT Systems and Developments Briefing Sheet was distributed; Tim Cox went through the contents which identifies key priorities and anticipated costs.</p> <p>Governors noted that the school has also identified student Digital Technicians who are developing their own programming and technical support skills while assisting the IT Support Team with a number of IT hardware and software projects.</p> <p>Governors also noted that under the direction of the E-Learning Support Assistant, the school is trialling the use of iPads to support teaching and learning.</p>	

Approval (Initials) .....



Governors asked if the iPads are distinct from the iPads bought 2 years ago to support disengaged students; Tim Cox advised that the project ended following a change of curriculum which better supported those students' needs, and different ICT resources, as appropriate, are now used to support those students; the iPads have therefore, been brought back into whole school use.

Governors asked if there is sufficient funding available to support all the projects in the briefing sheet; the Headteacher advised that the list is included in the school's 2-year development plan, however, future funding is not yet known and Governors will have to review priorities once the details are known.

Governors asked if consideration is given to repairing equipment rather than replacing it; Tim Cox advised that a lot of consideration is given to this including how often the piece of equipment needs to be repaired and how this has impacted on supporting teaching and learning.

Governors were interested in how the ICT curriculum supports developing students' skill sets and in particular, their creative skills; Tim Cox advised that the curriculum does support developing creative skills including teaching programming, however, the needs of students is continually changing as a result of new technology and therefore the curriculum needs to be regularly monitored to ensure it is appropriate.

Governors asked if students are being prepared for the pace of developments that may be taking place in their own home; Tim Cox advised that it is likely that there will always be a gap but the school is focusing on developing children's education on how they use that technology including e-safety.

## **2.2 2012-2013 student outcomes**

Governors reviewed the outcomes presented by Rupert Maule, Deputy Headteacher, and contained in the Headteacher's Report that had previously been distributed, in order to celebrate success and to inform the Strategic School Development Plan (SSDP) quality of teaching and learning priorities. Governors were thrilled to acknowledge the outstanding achievements of students and staff and that improvements have been made on last year's outcomes which are significantly above the national average. Governors were also pleased to note that the school is narrowing the gap for Pupil Premium students which demonstrates that the school is using the Pupil Premium funding effectively to support raising students' aspirations and attainment.

Governors noted that the school will be reviewing the RAISEonline data when the report is published in Term 2 to identify the number of students who exceeded expected progress.

Governors also noted that an Ofsted Inspector was commissioned to carry out a review of the school's self-evaluation form (SEF), contained in the Headteacher's Report, and were pleased to read the very positive comments on the SEF from the Inspector.

Governors asked if the introduction of the iGCSE was part of the reason for the improved outcomes in English; the Deputy Headteacher confirmed that it has had a positive impact together with other strategies to support improving the quality of teaching and learning including improving students' preparation for exams. The evidence supports that the iGCSE is a better qualification for some students and there has been a significant increase in the number of students sitting the exams. The school is also exploring the use of other exams to ensure that the iGCSE is the most appropriate qualification.

Governors agreed that 'raising achievement' and 'continuing to narrow the gap' should remain a priority on the SSDP including at Post 16.

Governors noted that the government released information yesterday regarding proposed changes to the way progress is assessed and therefore how that will impact on the way schools are ranked; this will be discussed in more detail once firmer information is provided by the Department for Education (DfE).

## **3 Routine Governing Body Business Including:**

### **3.1 Attendance & Business/Pecuniary Interest Register**

Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.

[Anthony Ward left the meeting.]

### **3.2 Review and approval of Chair and Vice Chair's Terms of Reference (TOR)**

The Chair and Vice Chair's TOR that had previously been distributed was agreed.

### **3.3 Election of Chair and Vice Chair**

Governors discussed the option of having Co-Chairs for one year to support succession planning. Governors fully supported the move to elect Co-Chairs.

[Annemieke Waite and John Waldron left the meeting].

There was one nomination for Annemieke Waite and John Waldron for the position of Co-Chairs. As there were no oppositions and all members were in support, Annemieke Waite and John Waldron were duly elected for a term of office of 1 year.

[Lawayne Jefferson left the meeting.]

There was one nomination for Lawayne Jefferson for the position of Vice 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].

### **3.4 Review and approval of:**

#### **i) Committee structure**

The Governing Body agreed the Committee structure and membership that had previously been distributed.

#### **ii) Committees' TOR**

The Governing Body agreed the Committee TOR that had previously been distributed.

#### **iii) Named Governors' TOR**

The Governing Body agreed the Named Governors' TOR that had previously been distributed.

#### **iv) Appointment of Named and Link Governors**

Alison Cossons was re-appointed Named Governor for Child Protection, Children in Care & Young Carers; John Waldron was re-appointed Named Governor for Premises; Annemieke Waite, Rod Symmons and Barry Trahar were re-appointed Named Governors for the Performance Management Review of the Headteacher; and Alison Cossons was appointed Named Governor for Special Educational Needs (SEN) (Pastoral) & Inclusion.

Governors agreed to seek a new Governor to join the Governing Body with SEN experience and understanding so that they can take on the role of Named Governor for SEN (Educational) & Inclusion and join the Teaching & Learning Committee.

The Governing Body also agreed to appoint the Link Governors as per the list that had previously been distributed.

#### **v) Governing Body's Scheme of Delegation**

The Governing Body agreed the Scheme that had previously been distributed.

#### **vi) Staff Fund Constitution**

Governors considered and approved the Constitution submitted by the Staff Voice Committee which sets out that all staff will be invited to make a contribution to the fund at the beginning of each academic year and then, if a member of staff leaves, has a baby, gets married or forms a civil partnership, or suffers a bereavement, they receive a card and flowers from the school paid for by the fund.

<p><b>vii) Minutes of previous meeting, carried forward matters and matters arising</b></p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment; there were no carried forward matters or matters arising that were not already included on the Agenda.</p>	
<p><b>viii) Draft 2012/2013 Annual Trustees' Report and Constitution</b></p> <p>The draft reports had previously been distributed; Governors noted that the format follows that put forward by Bishop Fleming, the school's external auditors, and includes all the areas that the Trustees need to report on. Where appropriate, example statements were provided and personalised for Redland Green School. Governors were requested to check the document for accuracy and to submit any comments by the end of this Term so that the finalised document, including the updated financial element which cannot be completed until the audit has taken place, can be considered by the Audit Committee prior to being brought back to the next full Governing Body (FGB) meeting in Term 2 for approval. Governors noted that Bishop Fleming has strongly recommended that the reports are not amended at that meeting and therefore, it is imperative for comments to be received and the report updated, as appropriate, prior to the Audit Committee meeting on the 21 November 2013.</p> <p>Governors thanked the Headteacher, Director of Finance &amp; Administration and Clerk for their work in drawing the reports together.</p>	All
<p><b>ix) Related Parties form</b></p> <p>Governors were requested to complete the form by the end of this week for submission to Bishop Fleming to support the annual audit.</p>	All
<p><b>3.5 Policy adoption review:</b></p>	
<p><b>i) Governors' Code of Practice Policy</b></p> <p>Governors considered and approved the policy; Governors also signed the form circulated at the meeting to confirm that they have read the policy and understand 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. Governors also noted that should a Governor not sign the form, it may be necessary to request that the Governor withdraws from the meeting when confidential items are discussed and those Governors are unlikely to be appointed to a Committee. Absent Governors will be requested to sign the form at the next meeting.</p>	EJ
<p><b>ii) Admissions Statement (North Bristol Post 16 Centre)</b></p> <p>Governors considered and approved the updated Statement (which reinstates Oasis Academy Brightstowe as a named partner school). Governors noted that the partner school Governing Bodies are also being requested to approve the updated Statement. Governors asked if there are any implications for admission numbers from the partner schools and noted that there are not.</p>	
<p><b>3.6 Other Matters / Updates</b></p>	
<p><b>i) Governing Body's audit and vacancies update</b></p> <p>The Chair advised that the skills audit has been completed by almost all Governors and was very informative. The system generated draft report will be reviewed by the Chairs of Committees to identify any gaps before being brought back to the next meeting for further discussion.</p>	AW
<p>Governors considered and agreed to re-appoint Barry Trahar as a Community Governor; the Chair was asked to approach the One Stop Shop for Governors to identify possible new Governors to fill the current vacancies (1 Community Governor and 3 Co-opted Governors).</p>	AW
<p><b>ii) Feedback from Charter Working Group</b></p> <p>Notes of the Charter consultation meeting with parents/carers had previously been distributed; Governors noted that the next steps are for the Working Group to meet to consider the feedback including additional feedback from parents/carers which has been received by email. Governors noted that the email feedback from parents/carers which was received following the consultation meeting reflected the Governors' perception of the meeting and discussions that took place.</p>	

	<p><b>iii) Appointment of volunteers</b></p> <p>Rod Symmons and Lawayne Jefferson were appointed from the Personal Development Committee and the Teaching &amp; Learning Committee to review the RAISEonline data report (to be published in November/December) and lead on the analysis presentation at the Term 2 or 3 meeting (depending on when the report is published). Rod and Lawayne agreed to arrange a meeting with Rupert Maule, Deputy Headteacher, to support their preparation for the presentation when the report is published.</p> <p><b>iv) Correspondence</b></p> <p>There was no correspondence to consider</p>	RS & LJ
4	<p><b>Information Sharing</b></p> <p><b>4.1 Headteacher's Report</b></p> <p>The Headteacher's Report and Premises Report had previously been distributed; Governors noted the contents and supported the school's move away from 'gifted and talented' identification which focuses on the top 10% of the cohort and could disadvantage a significant number of other higher attaining students and move towards a re-focus on higher attaining students, ie those students who achieved Level 5 at Key Stage 2 (KS2) (ie at least 50% of students).</p> <p>Governors were pleased to note that Rod Symmons and Lawayne Jefferson will be attending the Standards Review meeting at the school.</p> <p>Louise Blundell, Deputy Headteacher, explained that the school has started developing collaborative links with Bristol Brunel Academy and St Mary Redcliffe School; existing links with Clarendon School and Cotham School continue to be strengthened including identifying opportunities for continuing professional development. Governors noted that the school has also formed a partnership with Backwell School. Governors asked if there are any links promoting Science, Technology, Engineering and Mathematics (STEM); the Headteacher advised that there are links with Mathematics etc but not specifically STEM at this time.</p> <p>Governors considered and agreed the SSDP which had been slightly amended since the last meeting. Governors fully supported retaining 'improving the quality of teaching and learning' as the main priority and agreed that, despite the outstanding 2012/2013 achievements, there are still areas that can be further improved.</p> <p>Governors asked if the lesson observation outcomes were accurate given the outstanding achievements students made; the Headteacher advised that students' outstanding progress is not just determined by the quality of teaching and learning that goes on in the classroom; a significant factor is the additional support that is in place, some of which may not take place in the classroom. Louise Blundell, Deputy Headteacher, reminded Governors that the lesson observation judgements have been validated by external consultants and the school now has rigorous procedures in place. Louise Blundell confirmed that the percentage of outstanding lesson observations is accurate and the target is not unreasonable given the improvements that have been made.</p> <p><b>4.2 Governors' Report Including:</b></p> <p><b>i) Governor Work Programme</b></p> <p>The Annual Year Planner had previously been distributed; Governors considered and agreed the Planner which will inform the setting of the relevant meeting Agendas. Governors were pleased to note that Committee Chairs are developing a more active lead in Agenda setting and it is hoped that the Planner will support that development.</p> <p><b>ii) Committee Chairs' Report</b></p> <p>The Finance, Leadership &amp; Management Committee meeting draft Minutes had previously been distributed; there was nothing new to report.</p> <p><b>iii) Governor visits and Named/Link Governor reports</b></p> <p>Completed visit forms from Claire Wilkins, Lawayne Jefferson, Rita Deegan and Sylvia Townsend had previously been distributed; Governors noted the contents.</p>	

	<p>Visiting Governors provided verbal feedback with all agreeing that the visits were very useful and informative including looking at data where appropriate.</p> <p>Governors congratulated the school on the successful open evenings and other school events which Governors have taken part in recently which were very well attended with a positive atmosphere.</p> <p>Details of forthcoming events had previously been circulated; Governors were encouraged to attend where possible.</p> <p>Governors noted that a celebration 'tea and cakes with staff' will be taking place on the 25 October 2013, 10.45-11.15am with teaching staff and 11.15-11.45am with support staff. It is hoped that as many Governors as possible attend this event.</p> <p><b>iv) Training undertaken</b></p> <p>Completed training forms from Lawayne Jefferson had previously been distributed; Governors noted the contents and were encouraged to undertake training so that a full review of the training service providers can take place at the end of the academic year so that Governors can consider best value before re-subscribing etc.</p>	<p>All</p> <p>All</p> <p>All</p>
<b>5</b>	<p><b>AOB</b></p> <p>There was no other business to consider.</p>	
<b>6</b>	<p><b>Date and Time of Next FGBM</b></p> <p>Tuesday 10 December 2013, 6.30-8.30pm</p>	

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

**SIGNED:** ..... **DATE:** 10 December 2013