

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 Monday 18 October 2010 at 7.00pm**

MINUTES

PRESENT:	Annemieke Waite (Chair)	Ian Campion-Smith
	Darren McKimm (Vice Chair)	Bharti Joshi
	Sarah Baker (Headteacher)	Barry Trahar
	Judy Patterson	Emma Waldon
	Tim Trout	Robert Moloney
<i>The meeting was noted to be quorate</i>	Peter Hallam	John Waldron
	Astrid Kopmels	Kim Garland (Associate Member)
	Sylvia Townsend	Marian Curran (Attendee)
	Penny Mooney	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Welcome, Introduction of New Governing Body Members & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting, particularly Emma Waldon and Robert Moloney, newly elected Staff Governors. Unfortunately Ian Muir has resigned from the Governing Body due to work commitments; Lucy Driver and Lawayne Jefferson have been elected as new Parent Governors (Post 16) and will be attending the next meeting. Apologies were received and accepted from Alex Wilkinson, Rupert Maule, Kate Hawkey and Louise Sharples. Rod Symmons and Matthew King were absent from the meeting.</p>	
2	<p>Presentation on Post 16 Centre Student Outcomes 2009-2010</p> <p>Presentation from Marian Curran, Director, Post 16 Centre. The Director went through the provisional post 16 results – August 2010 [see data sheet]. Governors discussed the quality of information, advice and guidance (IAG). The Director advised that it is difficult to get feedback from those students that have left but during the Enrichment Week feedback is sought via a questionnaire. The Centre is looking at improving IAG across the partner schools to ensure students receive appropriate IAG so they can make the right choices; the Director will be visiting Primary Schools.</p> <p>During Term 1, the first 6 weeks are focused on transition and what it means to take an A Level. It is important that the work being carried out to improve transition continues when Redland Green School students progress to Year 12 to ensure the partner school students are not disadvantaged.</p> <p>[Sylvia Townsend entered the meeting.]</p> <p>Governors congratulated staff and students on the excellent outcomes.</p>	
3	<p>Strategic Item:</p> <ul style="list-style-type: none"> • School Improvement Partner’s (SIP) Annual Report to Governors • Ofsted Inspection Outcomes • Effectiveness & Efficiency of the Governing Body <p>The SIP’s reports, Strategic School Development Plan (SSDP) and Ofsted reports had previously been distributed. Governors noted that the SIP’s judgements were in line with the Ofsted outcomes. Priorities for improvement are already reflected in the SSDP. Governors noted that there appeared to be discrepancies between the 2 Ofsted Reports as a result of having 2 inspection teams.</p>	

Approval (Initials)

	<p>The school has been in start-up mode for the last few years as the number of students and staff has grown. The appropriate priority at that time was ensuring effective systems were in place and good quality teaching and learning was consistently embedded across the school. The school is now in a position to refocus priorities.</p> <p>Governors need to focus on re-establishing the Governor visit programme and develop engagement with staff, students and parents/carers. It is hoped a more structured approach can be taken in ensuring Governor attendance at school events, eg parents/carers evenings. It is important for Governors to be accessible and also understand the school more. Staff feedback from the last open evening was very positive and staff appreciated Governors looking at the work that goes on in their Departments; they felt it showed that Governors were interested in what staff/students were doing.</p> <p>A member of the Admin Team is currently working on a whole school annual calendar which will also help identify opportunities for Governing Body involvement.</p>	
4	<p>Attendance & Business/Pecuniary Interest Register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
5	<p>Appointment of Governing Body Members</p> <p>[Bharti Joshi and Barry Trahar left the meeting].</p> <p>The Governing Body agreed to re-appoint Bharti Joshi as a Community Governor and Barry Trahar as a Sponsor Governor.</p> <p>[Bharti Joshi and Barry Trahar entered the meeting].</p>	
6	<p>Approval of Chair & Vice Chair's Terms of Reference & Election of Chair & Vice Chair</p> <p>The Chair and Vice Chair's Terms of Reference that had previously been distributed were agreed subject to a minor amendment. Tim Trout had advised of his intention to stand down as Vice Chair. The Chair thanked Tim Trout for his support.</p> <p>[Annemieke Waite left the meeting].</p> <p>There was one nomination for Annemieke Waite for the position of Chair. As there were no oppositions and all members were in support, Annemieke Waite was duly re-elected for a term of office of one year.</p> <p>[Annemieke Waite entered the meeting, Darren McKimm left the meeting].</p> <p>There was one nomination for Darren McKimm for the position of Vice Chair. As there were no oppositions and all members were in support, Darren McKimm was duly elected for a term of office of one year.</p> <p>[Darren McKimm entered the meeting].</p>	
7	<p>Approval of Committee Structure, Membership & Terms of Reference</p> <p>The Governing Body agreed the Committee structure, membership and Terms of Reference that had previously been distributed. Lucy Driver and Lawayne Jefferson will be appointed to Committees when they have had the chance to settle into their role.</p>	
8	<p>Appointment of Named Governors & Approval of Terms of Reference for:</p> <ul style="list-style-type: none"> • Child Protection (CP), Children in Care (CiC) & Young Carers (YC) <p>Astrid Kopmels was re-appointed Named Governor for CP, CiC & YC for a term of office of one year.</p> <ul style="list-style-type: none"> • Extended Schools Partnership (ESP) <p>Rod Symmons and Bharti Joshi were appointed Named Governors for ESP for a term of office of one year.</p>	

	<ul style="list-style-type: none"> • Financial Responsibility <p>Alex Wilkinson was re-appointed Named Governor with Financial Responsibility for a term of office of one year</p> <ul style="list-style-type: none"> • Health, Safety & Well-being <p>Penny Mooney was re-appointed Named Governor for Health, Safety & Well-being for a term of office of one year</p> <ul style="list-style-type: none"> • Performance Review of the Headteacher <p>Annemieke Waite, Rod Symmons and Kate Hawkey were re-appointed Named Governors for the Performance Review of the Headteacher's Panel for a term of office of one year</p> <ul style="list-style-type: none"> • Premises <p>John Waldron was re-appointed Named Governor for Premises for a term of office of one year</p> <ul style="list-style-type: none"> • Special Educational Needs (SEN) & Inclusion <p>Peter Hallam has been re-appointed as Named Governor for SEN & Inclusion by the Learning & Teaching Committee; Judy Patterson was appointed as a Link Governor for SEN.</p> <p>The Governing Body agreed the Terms of Reference that had previously been distributed.</p>	
9	<p>Link Governors: Update on School Contact Details</p> <p>Barry Trahar was appointed Link Governor for Business Links, Work Related Learning & Information, Advice & Guidance. Bharti Joshi was appointed Link Governor for Community Cohesion.</p> <p>Contact details for Link Governors had previously been distributed; the Headteacher will discuss with the Strategic Leadership Team (SLT) the best way forward to initiate contact. It is hoped that Link Governors will be able to attend faculty reviews. The Admin Team is currently being reorganised; the Headteacher will ensure a contact person is identified within the reorganisation for Governor visits and bring the contact details to the Governors' attention.</p>	SB
10	<p>Approval of Governing Body's Scheme of Delegation</p> <p>The Governing Body considered and agreed the Scheme that had previously been distributed.</p>	
11	<p>Headteacher's Report</p> <p>The report was distributed; the Headteacher went through the contents. Governors asked how many students were registered for free school meals (FSM); the Headteacher advised that there are approximately 3.2% FSM students, 5 or 6 per Year Group.</p> <p>Governors raised concern that fizzy drinks were available in the dining hall; the Headteacher advised that they do meet nutritional standards.</p> <p>Governors asked about the progress of the Homelearning Review; the Deputy Headteacher advised that there were some parental concerns that homelearning had not been recorded in students' planners; a clear message to staff to record homelearning in the planner has been given and is being monitored.</p> <p>Governors discussed the re-designation of the 11-16 school and closure of the 16-19 school. The re-designation will not impact on the Post 16 Centre; the impact will be on reducing the need for additional administrative processes and in the significant amount of time updating 2 systems. The re-designation will also enable the school to receive revenue funding for the Science specialism as an 11-19 school; and also to benchmark against comparable schools which is challenging given the current set-up of the schools.</p> <p>Governors asked if there was any indication of how many Redland Green School students will continue into Year 12; the Headteacher advised that applications need to be submitted by January so the school will have an indicative figure then, but it will be dependent upon exam results.</p>	

	<p>Governors congratulated staff and students on the successful Ofsted outcomes; the Chair has written to staff on the Governing Body's behalf.</p> <p>Governors raised concern that the specialist status capital funding has been reduced from £100k to £20k; it was suggested that parents/carers be informed as soon as possible. The school is liaising with FORGS to consider ways of collecting parents/carers' pledges; it was recommended that this happens as soon as possible. Governors asked what the impact was likely to be due to the reduction of capital funding; the Headteacher advised that it is likely to mean that the school will have only 1 data suite instead of 2. The school needs to see what happens as a result of the Government's spending review; what funds will be available and the best use of the available funds.</p> <p>Governors were concerned to note that the school continues to experience significant ICT problems. The Local Authority (LA) is aware but it has not been resolved. The school needs to start looking at alternative options for when the contract finishes.</p>	<p>SB</p> <p>SB</p>
12	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> Governors' Financial Summary Report as at 30 September 2010 <p>The draft Minutes and Governors' Financial Summary Report had previously been distributed. Governors asked why there was a variance in staffing costs; the Headteacher advised that this was due to recruiting more NQTs than anticipated and the school has not yet reached its full complement of Learning Support Assistants (LSAs) and SMSAs. The reorganisation and restructure of the Admin Team will reflect the needs of the school now it is full; the school will then be able to appoint as appropriate; there are currently staff on temporary contracts.</p>	
13	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 20 July 2010</p> <p>The Minutes were agreed and signed as a correct record.</p>	
14	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
15	<p>Governors' Reports Including:</p> <ul style="list-style-type: none"> Correspondence <p>The Chair advised that a letter has been received from Annie Hudson, CYPS Director, congratulating the school on its successful Ofsted inspection.</p> <p>A further letter from the LA has been received advising that the school is a category 1 school which means that the school is secure in its capacity to improve.</p> <p>A letter from a parent has been received following Ofsted; the Chair and Headteacher will meet with the parent and follow up.</p> <ul style="list-style-type: none"> School Visits <p>There was nothing to report.</p> <ul style="list-style-type: none"> Training Undertaken <p>There was nothing to report.</p>	
16	<p>AOB Including:</p> <ul style="list-style-type: none"> Approval of Trips <p>Governors considered and approved trips for Film & Media Studies (Post 16); a Biology Field Trip (Year 12); and the Bristol Bordeaux Exchange.</p>	
17	<p>Bristol Governors' Forum Meeting Date</p> <p>Tuesday 16 November 2010, 7.00-9.00pm, Hannah More Primary School</p>	

18	Date & Time of Next Full Governing Body Meeting Tuesday 7 December 2010 at <u>7.15pm</u>	
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 7 December 2010