

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 18 October 2011 at 7.00pm**

MINUTES

PRESENT:	Annemieke Waite (Chair)	Ian Champion-Smith
	Darren McKimm (Vice Chair)	Judy Patterson
	Sarah Baker (Headteacher)	Lawayne Jefferson
	Dave Jackson	Bharti Joshi
	Alison Cossons	Anthony Ward
<i>The meeting was noted to be quorate</i>	Rod Symmons	Astrid Kopmels
	Claire Pick	Steph Ball
	Barry Trahar	Kim Garland (Associate Member)
	Sylvia Townsend	Rupert Maule (Associate Member)
	John Waldron	Marian Curran (Attendee)
	Tim Trout	Elizabeth Jahn (Clerk)
	Emma Waldon	

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting, particularly Alison Cossons, Dave Jackson, Claire Pick and Anthony Ward, new Parent Governors, and Steph Ball, new Staff Governor. Matthew King was absent from the meeting. Tim Trout and Bharti Joshi apologised they would be late.</p>	
2	<p>Governors' Roles & Responsibilities</p> <p>The NGA Code of Practice together with the Governors' Code of Conduct Policy had previously been distributed. The Chair outlined the expectation of Governors including that Governors are not responsible for the day to day management of the school and need to be mindful that their role is strategic. Governors were requested to sign and return a copy of the Governors' Code of Conduct Policy.</p> <p>Governors considered and agreed the Strategic School Development Plan (SSDP) Link Governor 2011-2012 list.</p>	All
3	<p>Presentation on 2010/2011 Student Outcomes</p> <p>Powerpoint presentation from Rupert Maule, Deputy Headteacher; a hardcopy of the presentation was distributed; the press release had previously been distributed.</p> <p>[Bharti Joshi entered the meeting.]</p> <p>Rupert Maule went through the data and explained the acronyms. The school only had one student who was not in education, employment or training (NEET) at the end of Year 11, which is a significant achievement and is a reflection of the hard work of Heads of House, particularly in the current climate. Governors were also pleased to note that 80% of Year 11 students have continued to the Post 16 Centre which is incredibly high.</p> <p>Governors were thrilled to note that attainment is outstanding (evidenced by comparisons to national measures) and is in the top 2-3% of schools nationally. Achievement is at least good but the school is awaiting national data which is changing the way that schools calculate progress. The school expects this to be available when the outcomes are validated in January. This is the last year that contextual value added (CVA) will be included in the RAISEonline data; in future the data will be for value added (VA) only.</p>	

Approval (Initials)

	<p>[Tim Trout entered the meeting.]</p> <p>Governors asked if the school will be disappointed with the outcomes if they are not higher than 83% 5A*-C including English and Mathematics next year; the Headteacher advised that the outcomes can be dependent upon the cohort including their starting point at the end of Key Stage 2 (KS2). Next year's cohort is stronger and it is expected that outcomes will be better; however it is difficult to make year on year comparisons. The outcomes had been discussed at length by the Learning & Teaching Committee, Post 16 Committee and Steering Committee. The Chair has congratulated staff on Governors' behalf.</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>Approval of Chair & Vice Chair's Terms of Reference (TOR) & Election of Chair & Vice Chair</p> <p>The Chair and Vice Chair's Terms of Reference previously distributed were agreed.</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 elected for a term of office of 1 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 1 year.</p> <p>[Darren McKimm entered the meeting.]</p>	
6	<p>Review Governing Body's Scheme of Delegation</p> <p>The Governing Body considered and agreed the Scheme of Delegation that had previously been distributed.</p>	
7	<p>Approval of Committee Membership & Named/Link Governor Roles & TORs</p> <p>The Governing Body considered and agreed the Committee membership and TORs that had previously been distributed. The Link Governor roles had been agreed earlier in the meeting. Darren McKimm was appointed Named Governor with Financial Responsibility. Governors had been provided with staff contact details for their link areas but reminded that they were not to be used for non-Governing Body enquiries.</p>	
8	<p>Claremont School Update</p> <p>Barry Trahar updated Governors that currently Claremont School students (secondary) need to be taken by bus to the primary school site to use the pool facilities. Due to the nature of the children's needs, this can be very time consuming and also challenging for both the students and the staff. The school is therefore investigating the possibility of installing a hydrotherapy pool at the secondary school site. It is very early days of the project; £300k funding has been pledged but the project is expected to cost approximately £1m. The school has sought advice from the Local Authority (LA) and has appointed architects who are currently working with staff and to an extent, students to prepare plans. Once the plans are finalised a series of consultation events will be organised for stakeholders, following which a planning application will be made (anticipated to be in December). Following planning permission being granted, the school will begin fundraising. It is anticipated that the work would begin in late 2012 with the pool ready for use in autumn 2013.</p> <p>Claremont School's Headteacher has regular contact with the Headteacher and Director of Finance & Administration to update on progress of the project and to discuss any matters that may impact on Redland Green School.</p>	8

	<p>In consultation with the LA, architects and Redland Green School, Claremont School has identified what is believed to be the optimum and most discrete site for the pool. Sylvia Townsend informed Governors that she has visited the site and met with the architects and believes that the spot chosen is good and a lot of thought and hard work has gone into the project to date. Redland Green students are likely to be involved in the project. Governors asked what is currently on the site identified; Barry Trahar advised that it is a small garden.</p> <p>Governors asked if Claremont School is likely to hire out the pool; Barry Trahar advised that the school will not organise individual lettings themselves but at the primary school, organisers hire the pool and then organise sub-lets themselves.</p>	
9	<p>Headteacher's Report</p> <p>The report had previously been distributed together with the RGS Progress Compared to National Trends 2010 Report, SSDP and financial forecast outturn dated the 31 August 2011; the Headteacher advised that group numbers have not yet been included as the numbers are still settling down. A full profile of groups, eg special educational needs (SEN), children registered for free school meals (FSM) etc will be provided in due course.</p> <p>Governors discussed the impact of funding changes for the Post 16 Centre; next year the school will be funded for 416 students which is a concern, although potentially the school will be funded for 450 students the following year. Unfortunately due to the reduction in funding, the post 16 class sizes have to be slightly larger than previous years. The school still has a relatively 'cheap' staff as the profile of staff is young, however the costs are increasing year on year. Governors asked if the school had a policy on appointing newly qualified teachers (NQTs); the Headteacher advised that it does not, the best appointment possible is made which may or may not be an NQT; the school currently has 2 NQTs.</p> <p>Key priorities for improvement include Assessment for Learning (AfL) and narrowing the gap for FSM students. Pupil Premium funding is being used to support FSM students and enable them to participate in educational/extra-curricular activities to help raise aspirations.</p> <p>This Term has been particularly challenging for staff and Governors need to be mindful of staff well-being.</p> <p>[Rupert Maule left the meeting.]</p> <p>The school is working to improve reporting and recording of rewards and sanctions so there is a consistent approach across the school. Governors asked if the reward system works well for older students; the Headteacher advised that older students do like receiving rewards.</p>	
10	<p>Committee Minutes</p> <p>The draft Minutes will be distributed in due course.</p>	EJ
11	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 19 July 2011</p> <p>The Minutes were agreed and signed as a correct record.</p>	
12	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
13	<p>Governors' Reports Including:</p> <ul style="list-style-type: none"> • Agenda Briefing Feedback <p>There was nothing to report.</p> <ul style="list-style-type: none"> • Correspondence <p>There was no correspondence.</p>	

	<ul style="list-style-type: none"> • School Visits & Link Governor Reports <p>Details of the Governing Body's whole day school visit due to take place on Tuesday 13 December 2011 will be distributed in due course.</p> <ul style="list-style-type: none"> • Training Undertaken <p>There was nothing to report.</p>	AW
14	<p>AOB</p> <p>An update from the Academy Working Group is being prepared and will be distributed in due course.</p>	DMK
15	<p>Association of Bristol Governors' Meeting Dates 2011/2012</p> <p>Thursday 10 November 2011, Wednesday 29 February 2012, Tuesday 19 June 2012, 7.15-9.00pm, Hannah More Primary School</p>	
16	<p>Date & Time of Next FGBM</p> <p>Tuesday 13 December 2011: whole day visit with FGBM at 3.15pm</p>	

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

SIGNED: **DATE:** 7 February 2012