

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 Wednesday 18 October 2016 at 6.15pm**

MINUTES

PRESENT:

Lawayne Jefferson (Chair)	Naresh Rao
Sarah Everett-Cox (Vice Chair)	Catherine Hallam
Sarah Baker (Headteacher)	Tim Whittaker
Barry Trahar	Marian Curran (Director)
Marilyn Barnard	Louise Blundell (Deputy Headteacher)
Ciara Campfield	Nicholas Lind (Deputy Headteacher)
Rachel Richardson	Elizabeth Jahn (Clerk)
Rod Symmons	

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Andrew Scoble, Kate Teal, Rita Deegan and Fiona Elder.	
2.	Attendance & Business/Pecuniary Interest Register	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	Strategic Development	
3.1	<p>Headteacher's Report Including 2015/2016 End of Year Outcomes</p> <p>The report had previously been distributed; Governors discussed student recruitment for the North Bristol Post 16 Centre as well as admissions for the 11-16 school and asked if it was possible to increase the published admissions number (PAN) for the 11-16 school above that which had already been agreed by the Governing Body; the Headteacher confirmed that it was possible to increase by an additional class. Governors noted that the Admissions Statement for the 11-16 school would be reviewed next Term and as part of the review, an increase in the PAN would be discussed.</p> <p>The end of year outcomes were presented; Governors congratulated staff and the students on the excellent results but asked why the school did not fall within the top 10% of schools nationally given the results; the Headteacher advised that the school was in the top 20% of schools nationally, however, those schools in the higher bracket were typically grammar or other selective schools and therefore, did not necessarily have such a wide range of ability as this school. The Headteacher stated that as part of the school's strategic development, an analysis of the outcomes had already identified areas that could be further improved and this would be discussed in more detail with the Students Committee.</p> <p>The provisional Post 16 outcomes were distributed; Governors asked if the value added progress measure (-0.31) was likely to change once the national figures were published; the Director confirmed that this was a possibility although scrutiny of the measure would still be carried out to identify where further interventions were needed.</p> <p>Governors asked if it was possible to compare the Key Stage 4 (KS4) performance Indicators with the data from last year; the Deputy Headteacher confirmed that this was carried out last year and that it was possible to compare and this would be brought to the next Students Committee meeting.</p> <p>Action: Comparison of KS4 performance indicators to be brought to the next Students Committee meeting.</p>	LB & NL

Approval (Initials)



	<p>Governors asked if the gap between Pupil Premium students and non-Pupil Premium students was narrowing; the Headteacher confirmed that it was, although narrowing the gap would continue to be a priority for the school. Governors also asked if the school was monitoring the curriculum to ensure that it was appropriate for Pupil Premium students; the Headteacher confirmed that this was taking place as well as the school monitoring pathways for those students to ensure that they were on the correct pathway for their next stage of learning.</p> <p>The Deputy Headteacher provided an overview of the development of teaching at the school to support Pupil Premium students and pupil progress in general; Governors asked if teachers were better able to measure progress without being reliant upon data; the Deputy Headteacher confirmed that staff understood that they could not simply rely on data to measure progress as this could result in a delay before interventions were implemented. Governors asked if the school was confident that it would be possible to measure the quality of learning without relying on the data; the Headteacher stated that she was confident that the quality of learning was being sustained at a high standard and that the system was a better system for moving progress on. The school would of course continue to use data to triangulate judgements but in terms of teaching, it was important that staff knew the children and developed their confidence to be able to identify gaps using that knowledge.</p> <p>Governors asked if the morale of staff was still a concern given the recent managing change situation; the Headteacher advised that it was challenging as staff adapted to new jobs; it was also difficult for some staff whose colleagues had left the school, however, the school continued to support those members of staff and it was hoped that morale would improve as staff settled into their new roles.</p>	
<p>3.2</p>	<p>Governors' Review of SDP Priorities</p> <p>Governors carried out a workshop exercise focussing on the draft Strategic School Development Plan (SSDP) priorities. Feedback included that in relation to the 'Targeted' priority, it would be useful for Governors to receive information on what evidence was available to Governors for Pupil Premium students eg for comparator information on progress, attendance, behaviour and extra-curricular take-up as well as case studies to identify the types of barriers that those students were facing and how the school was addressing those barriers. Governors recognised that information on these areas was provided to the Students Committee for scrutiny, however, it would be useful to pull out from this information case studies for Pupil Premium students as this would support the Governing Body being able to monitor the impact of what the school was doing to support those students. An expanded Governor Pupil Premium monitoring group comprising Rita Deegan, Marilyn Barnard and Lawayne Jefferson was agreed.</p> <p>Governors agreed that in relation to the 'Prudent' priority, the Governing Body would need to monitor more closely how the Pupil Premium funding was being spent and the impact of the funding on raising standards and aspirations. Governors also agreed that in light of the curriculum changes, it was important that the school monitored the impact of the curriculum earlier this year; the Headteacher confirmed that the school had already identified that this needed to happen and therefore, a review would be carried out in Term 2 rather than in Term 3 which had happened in previous years.</p> <p>Governors asked whether there was any information available that would support the Governing Body benchmarking against comparator schools; the Headteacher confirmed that there were national comparisons available in the performance data provided by the government; the Finance Committee had also benchmarked against comparator schools in terms of staff costs etc. It was noted that the school spent more per head on staff/admin costs compared to some schools but there were no areas of concern that had been identified.</p> <p>Governors agreed that the Governing Body would need to continue to monitor progress against the priorities through school visits and attendance at key school events as well as discussions with senior and middle leaders, staff and students.</p>	
<p>3.3</p>	<p>Multi-Academy Trust (MAT) Update</p> <p>[Marian Curran, Louise Blundell and Nicholas Lind left the meeting.]</p> <p>The Headteacher provided an update on discussions that had taken place since the last meeting, which included looking at the type of Articles that the MAT might wish to take forward.</p> <p>Governors asked whether it was still beneficial to move forward with a MAT given that the government did not appear to be pushing MATs at this time; the Headteacher advised that whilst the government was focusing elsewhere at this time, there was no indication that their expectations re MATs would not continue. The Headteacher also suggested that with the national and Local Authority (LA) cuts in both funding and provision, it was imperative for the school to continue to explore ways of working more closely with other schools to ensure that the school would be able to sustain high quality teaching and learning through benefitting from collaborative links.</p>	

	<p>Governors asked whether there was a view that this school was failing by not already being in a MAT; the Headteacher advised that it was not the view that this school was failing, however, there was an expectation that as an outstanding school, this school should be moving forward to lead a MAT. The Headteacher advised that a meeting with the Regional Schools Commissioner (RSC) would be taking place in approximately 4 weeks' time.</p> <p>Governors also asked whether the school was proactively exploring primary schools in the north of Bristol to join the MAT; the Headteacher advised that the school was working with the North Bristol Teaching & Learning Alliance (NW24) however, at this time, the majority of the primary schools in the north did not wish to pursue a MAT.</p> <p>Governors asked whether Cotham School was planning to join a MAT; the Headteacher advised that MATs were being discussed with Cotham in general terms and they were currently carrying out a consultation with their stakeholders around forming a MAT.</p> <p>Governors asked the Chair of Claremont School if they were considering a MAT; the Chair confirmed that the Governing Body was exploring MATs although at this time, the thinking was that this would be a MAT of special schools, however, it was early days and no decisions had been taken regarding MATs other than to continue to explore options.</p> <p>[Marian Curran, Louise Blundell and Nicholas Lind entered the meeting.]</p>	
4.	Routine Governing Body Business	
4.1	<p>Review & Approval of Chair & Vice Chair's Terms of Reference (TOR)</p> <p>Governors considered and approved the TOR that had previously been distributed.</p>	
4.2	<p>Election of Chair & Vice Chair</p> <p>[Lawayne Jefferson 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 re-elected for a term of office of 1 year.</p> <p>[Lawayne Jefferson entered the meeting; Sarah Everett-Cox left the meeting.]</p> <p>There was one nomination for Sarah Everett-Cox for the position of Vice Chair; as there were no oppositions and all members were in support, Sarah Everett-Cox was duly elected for a term of office of 1 year.</p>	
4.3	<p>Committee Membership</p> <p>The RGS Committee & Responsibilities Matrix 2016-2017 had previously been distributed; Governors discussed the contents and agreed that the Committee structure and membership should be approved subject to minor amendments. 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 Chairs of Committees would also be elected at the next meetings and any changes would be updated in the Matrix.</p> <p>Action: The Clerk to update the Matrix re Committee Chairs following the next Committee meetings.</p>	EJ
4.4	<p>The TOR for Governors' Responsible for Key Areas & Appoint Link Governors</p> <p>Governors considered and approved the TOR for key areas that had previously been distributed. Governors also agreed the proposed Governors' Responsible for recommendations set out in the RGS Committee & Responsibilities Matrix 2016-2017.</p> <p>It was noted that there were some vacancies within the Governing Body and as such, Governors had been requested by the Chair to complete a skills audit form to identify any gaps in the Governing Body. Once identified, the Governing Body would seek to fill the vacancies.</p> <p>Action: Governor vacancies to be taken forward once the skills audit is completed.</p> <p>Governors were pleased to note that the Chair had submitted an application for a Governing Body award for excellence; the Chair would keep Governors informed should the application be taken forward.</p>	LJ

4.5	<p>Governing Body's Scheme of Delegation</p> <p>Governors considered and approved the Scheme that had previously been distributed.</p> <p><i>Action: The Clerk to ensure that the Scheme now includes reference to the re-established Staffing Committee.</i></p>	EJ
4.6	<p>Approval of Minutes of Previous Meeting, Carried Forward Matters & Matters Arising</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>	
4.7	<p>Policy Adoption/Review</p> <p>i) Post 16 Admissions Statement: September 2017</p> <p>Governors considered and agreed the Admissions Statement that had previously been distributed and amended by the Executive Group to reflect the criteria for admissions. Governors asked if the criteria was now appropriate; the Director confirmed that it was.</p> <p>ii) Governors' Code of Practice Policy</p> <p>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.</p> <p>The Chair advised that a new supplementary governance framework document was being produced by the National School Commissioner's Office in conjunction with a team of NLGs and when published, this would be brought back to the Governing Body to consider.</p>	
4.8	<p>Other Matters/Updates</p> <p>i) Related Parties Form</p> <p><i>Action: Kate Teal to forward a model form to the Clerk.</i></p> <p>ii) Edubase Information Collection</p> <p><i>Action: Governors to forward completed forms to the Clerk.</i></p> <p>iii) Keeping Children Safe in Education</p> <p>Governors noted the Keeping Children Safe in Education that had been updated from September 2016.</p> <p>iv) Registration of Persons with Significant Control Guidance</p> <p>Governors also noted the Registration of Persons with Significant Control Guidance, which had also been discussed at the meeting in Term 6.</p> <p>v) Correspondence</p> <p>There was no correspondence to consider.</p>	KT All
5.	Information Sharing	
5.1	<p>Governors' Report Including:</p> <p>i) Governor Visits</p> <p>A completed visit form from Rod Symmons following his visit to discuss behaviour with the Deputy Headteacher had previously been distributed; Governors noted the contents.</p> <p>ii) Training</p> <p>Governors were encouraged to undertake training; the Governor Development Service (GDS) training programme was available to view in the generic 'Useful Information' folder on Google Drive.</p>	
6.	AOB	
	There was no other business to consider.	

7.	Date & Time of Next FGBM & Confirmation of the Annual General Meeting Date	
	Tuesday 13 December 2016, 6.15-8.15pm; Governors also agreed that the AGM should be held on this date and time as a combined meeting.	

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

SIGNED: **DATE:** 13 December 2016