

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

FULL GOVERNING BODY MEETING – TERM 2 **Held at the school on Tuesday 6 November 2012 at 6.30pm**

MINUTES

PRESENT: Annemieke Waite (Chair) Judy Patterson
 John Waldron (Vice Chair) Lawayne Jefferson
 Sarah Baker (Headteacher) Barry Trahar
The meeting was noted to be quorate Darren McKimm Kim Garland (Attendee)
 Claire Pick Marian Curran (Attendee)
 Sylvia Townsend Elizabeth Jahn (Clerk)

| ITEM | MINUTE | ACTION |
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| 1 | <p>Mix Music Education – Jam-Pods</p> <p>Presentation by Emily Wilson; information about the proposal including financial details had previously been distributed. Emily Wilson outlined the vision behind the proposal which is hoped will inspire students' love of music and music learning.</p> <p>Governors asked for clarity about how the jam-pods work including the flexibility of use and how music learning takes place. Emily Wilson advised that the jam-pods and hubs will enable all students to learn to play a musical instrument if they wish. Governors also asked how administration of the after-school use would be managed; the Headteacher advised that a dedicated person(s) would be identified to run the project, a few people have already expressed an interest.</p> <p>Governors queried the benefit of the jam-pods/hubs which do not specifically target traditional instruments; the Headteacher referred Governors to the recent government report which states that children should be encouraged to learn music and as not all children are enthused by traditional instruments, the pods/hubs will enable those children to be inspired, particularly children who are not easily able to take up music lessons outside school. Feedback from Parent Governors was very enthusiastic based on experience with their own children.</p> <p>[Sylvia Townsend entered the meeting.]</p> <p>Governors asked for further information regarding the quotes obtained, the background of the company and whether the money could be better spent on other things; Emily Wilson assured Governors that all these details have been looked into and as Leader of Music, she is confident that the jam-pods/hubs will provide the most benefit to the students at this time. The Headteacher advised that the funding will come from the main budget (contingency) rather than the Music Department's budget which is being used for other necessary purchases. The pods/hubs are robust but due to technological improvements, a repair/replacement budget will need to be built in to the budget. The school feels strongly that the purchase of the pods/hubs will benefit all students where as other expenditure, eg a mini-bus, will benefit only a limited number of students.</p> <p>Governors supported and approved the purchase but requested that the school explores sponsorship and funding opportunities as appropriate. It was suggested that a marketing plan could be drawn up highlighting the benefits to the community which could be submitted to organisations that offer sponsorship/patronage opportunities; Darren McKimm offered to support contacting the organisations.</p> <p>It is hoped the equipment will be installed before Christmas; Governors are welcome to visit the Department and see the pods/hubs in action.</p> <p>[Emily Wilson left the meeting.]</p> | <p>SB</p> <p>DMK</p> <p>All</p> |

Approval (Initials)



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| 2 | <p>Welcome, Apologies for Absence & Routine Governing Body Business Including:</p> <ul style="list-style-type: none"> Attendance & Business/Pecuniary Interest Register <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Rod Symmons, Rupert Maule, Alison Cossons and Anthony Ward.</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <ul style="list-style-type: none"> Approval of Chair & Vice Chair's Terms of Reference (TOR) & Election of Chair & Vice Chair <p>The Chair and Vice Chair's TOR that had previously been distributed was agreed. The Chair thanked Darren McKimm for his support as he was stepping down as Vice Chair.</p> <p>[Annemieke Waite and John Waldron 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 1 year.</p> <p>There was one nomination for John Waldron for the position of Vice Chair. As there were no oppositions and all members were in support, John Waldron was duly elected for a term of office of 1 year.</p> <p>[Annemieke Waite and John Waldron entered the meeting].</p> <ul style="list-style-type: none"> Review of Committee Membership & TOR, Appointment of Named Governors & Approval of TOR & Appointment of Link Governors <p>The Governing Body agreed the Committee structure, membership and TOR that had previously been distributed. As the school will buy-in health and safety support from an external provider (on a 1-year contract initially), a Named Governor for Health, Safety & Well-Being is not now necessary. Also, as the school will be appointing a Responsible Officer for Finance and also external auditors due to conversion to an Academy, it is not necessary to have a Named Governor with Financial Responsibility.</p> <p>Alison Cossons was 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 Judy Patterson was re-appointed Named Governor for Special Educational Needs (SEN). The appointment of Link Governors will be considered when the Governing Body is full.</p> <p>As an Academy, the Strategic Leadership Team (SLT) and Governors will need to revisit over the course of the next few months how the school manages and monitors different areas of responsibility particularly in light of buying in external providers for support, to ensure that the things that need to be done are being done effectively and robustly.</p> <ul style="list-style-type: none"> Review & Approval of Governing Body's Scheme of Delegation <p>This will be reviewed by the Finance, Leadership & Management Committee and brought to the next meeting for approval.</p> <ul style="list-style-type: none"> Governing Body Vacancies Update <p>The Chair has registered the vacancies with the One Stop Shop for School Governors as unfortunately, there has been no take-up following the expressions of interest previously shown; Governors discussed the possible reasons behind the lack of interest. Governors will try to identify potential Governors and pass on the details to the Chair.</p> <ul style="list-style-type: none"> Correspondence <p>The school has now received the Funding Agreement from the Department for Education (DfE).</p> | <p>AW</p> <p>EJ</p> <p>All</p> |
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| 3 | <p>Policy Adoption/Review</p> <ul style="list-style-type: none"> Freedom of Information Policy <p>Governors considered and agreed the Freedom of Information Policy.</p> <ul style="list-style-type: none"> Governors' Code of Conduct Policy <p>Governors considered and agreed the Governors' Code of Conduct Policy subject to updating the Department title to the DfE and the web link.</p> | EJ |
| 4 | <p>Academisation Update</p> <p>The Local Authority (LA) has still not responded regarding the heating and ventilation issues; the Director for Finance & Administration continues to chase the LA. The school is moving forward with setting up new areas specific to becoming an Academy.</p> | |
| 5 | <p>Headteacher's Interim Report Including Any Urgent Business</p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors congratulated staff and students on the GCSE and post 16 outcomes.</p> <p>Two members of staff have been seconded to the SLT for this year which has provided additional support and capacity as well as providing excellent continuing professional development (CPD) opportunities.</p> <p>Kim Garland worked with the office staff during the recent INSET to look at how they support the Strategic School Development Plan (SSDP) which proved very beneficial and motivating for staff.</p> <p>The performance management processes have changed nationally; the school has worked with staff and the unions to develop effective policies; performance management is focussed on school improvement and personal and professional development.</p> <p>The school's self-evaluation document (SEF) has been rewritten and checked by an external moderator and will be reviewed by each of the Committees at their next meetings.</p> | |
| 6 | <p>AOB</p> <p>The school will seek nominations for the Staff Governor roles.</p> <p>The Chair will contact TEN Governor to see if the trial period can be extended; Governors will need to determine if they wish to continue subscribing to the Governor Development Service (GDS) or whether to subscribe to an alternative provider. The Chair will email web links to other providers; Governors were requested to use the trial periods to evaluate the services so that an informed decision can be made in due course.</p> | EJ AW AW All |
| 7 | <p>Association of Bristol Governors' Meeting Date</p> <p>Wednesday 14 November 2012, 6.30-8.30pm; St Mary Redcliffe & Temple School</p> | |
| 8 | <p>Date & Time of Next FGBM</p> <p>Tuesday 18 December 2012 at 6.30pm</p> | |

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

SIGNED: **DATE:** 18 December 2012