

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 10 December 2013 at 6.30pm**

MINUTES

PRESENT: John Waldron (Co-Chair) Rita Deegan
 Lawayne Jefferson (Vice Chair) Jon Rawlings
 Sarah Baker (Headteacher) Anthony Ward
The meeting was Darren McKimm Rupert Maule (Attendee)
noted to be quorate Sylvia Townsend Louise Blundell (Attendee)
 Rod Symmons Elizabeth Jahn (Clerk)
 Barry Trahar

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Annemieke Waite, Karen Thompson, Alison Cossons, Marian Curran and Rachel Richardson. Jon Rawlings apologised he would be late. Governors noted that Lauren Metcalf, Claire Pick and Claire Wilkins have resigned from the Governing Body due to work and personal commitments.	
2.	'Knowing Our School'	
2.1	Curriculum Development Governors had requested an update from Rupert Maule, Deputy Headteacher, to have a better understanding of how Mathematics is being developed to support teaching and learning; this is also a response to the Parents Engagement Group. Rupert Maule firstly reported back from the recent Parents Forum meeting which identified parents' suggestions for curriculum developments including more opportunities for supporting the emotional needs of the children with additional needs; developing more links to the community eg voluntary work, working with the local elderly; more opportunities for debating/public speaking; establishing and encouraging a Year 7 choir; greater variety of extra-curricular activities; and timetabled 'extra-curricular activities' within the school day as part of the Year 7 curriculum. Governors asked if there was capacity to include more extra-curricular activities within the school day; the Deputy Headteacher advised that the school will review the timetable; however, it is unlikely that additional activities can be incorporated without reducing other areas. The Deputy Headteacher outlined the next steps which include a survey of staff and students and a review of outcomes for students in Terms 3 and 4 to identify, draw up and consult on possible models in Terms 5 and 6 with a view to agree the curriculum for September 2015 by the end of Term 6. Governors asked for the survey to be re-issued to parents/carers so that those parents/carers not in attendance at the Parents Forum have an opportunity to contribute to the feedback; or alternatively, for a summary of the findings to be distributed to parents/carers seeking feedback. It was also suggested that the school explores the reasons why not as many parents/carers attend the Parents Forum meetings compared to other events to identify whether there are ways in which attendance can be improved. Governors asked whether the model is likely to be rolled out across the school; the Deputy Headteacher advised that at this time the focus is on Year 7; it may be expanded but it is dependent upon the curriculum model adopted, the capacity of teaching staff and the benefits identified for other students. Governors fully supported the school exploring options within the curriculum model to incorporate more extra-curricular activities and looked forward to an update in due course. The Deputy Headteacher advised that RAISEonline data shows outstanding progress in Mathematics. Governors were also informed that specialist teaching for entry level students is in place for Years 10 and 11 (and Year 8).	

Approval (Initials)

	<p>The school is also considering finer setting across whole Year Groups. Governors were further advised that significant changes in the curriculum content for Mathematics GCSEs from September 2015 means that this will need to be considered as part of the school's curriculum review.</p>	
2.2	<p>Strategic School Development Plan Update</p> <p>John Waldron updated Governors on developments to premises and the school environment namely that the conversion of one of the ADT rooms and photo studio into a dedicated Science laboratory and learning space has been carried out successfully. Governors were pleased to note that the heating and ventilation issues have been resolved within the allocated budget; the windows have also had extended openers which has helped the ventilation issues.</p> <p>Governors were also pleased to note that planning permission in principle as well as financial support from FORGS is in place to establish a shaded area in the playground; the plans were available to view.</p> <p>Governors noted the changes to the school leaving age (17 this year and 18 next year) and the expectations for schools to provide planned learning timetables which means that there is likely to be an increase in need for additional learning spaces.</p> <p>John Waldron advised that the Capital Working Group is considering 2 main projects, a targeted basic need programme and a demographic growth capital fund application. Details of the application requirements have been identified and will be taken forward by the Working Group and school. John Waldron advised that some funding has been allocated to the basic need programme although a more realistic level of funding needed will be identified in due course with any recommendations regarding reallocation of the capital reserves brought back to the Governing Body when appropriate. Governors supported the Working Group taking forward these projects and were also pleased to note that the North Bristol Post 16 Centre is very successful in terms of applications.</p>	
3.	Routine Governing Body Business	
3.1	<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>	
3.2	<p>Review & Approval of:</p> <p>i) 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. The Deputy Headteacher updated Governors on the changes to the way schools will be ranked in future which has recently been published by the Department for Education (DfE); Governors noted that the changes are not anticipated to impact negatively on the school due to the high levels of attainment and achievement in GCSEs.</p> <p>ii) 2012/2013 Annual Trustees' Report & Audited Accounts</p> <p>Discussed later in the meeting.</p> <p>iii) Governors' Code of Practice Policy</p> <p>Governors were reminded to sign 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.</p> <p>iv) Teaching & Learning Committee Membership</p> <p>Governors agreed to appoint Rita Deegan to the Teaching & Learning Committee on a temporary basis due to unavoidable Governor absences.</p>	
3.3	<p>Other Matters / Updates</p> <p>i) Governing Body's Audit & Vacancies Update</p> <p>This item was deferred until the next meeting. The Chairs of Committees continue to identify ways in which new Governors can be recruited; potential new Governors have already been identified and will be taken forward by the Chairs. Governors also noted that there is a potential to elect/appoint another Governor from the parent body.</p>	

	<p>ii) Feedback from Charter Working Group</p> <p>Notes of the Charter consultation meeting with parents/carers had previously been distributed; Governors noted that the feedback has been consolidated into 3 main areas which will inform the Charter. Governors noted that Tim Trout has been asked to support the Working Group to ensure that the wording of the Charter is reflective of the feedback received and supportive of the school's vision. A draft will be brought back to Governors to consider in due course. Concern was raised whether Tim's previous involvement with the school would lead to a biased edit; the Working Group stressed that the input from Tim will be around the language used rather than any changes to the meaning of the Charter. The Working Group was requested to provide details of the cost of CfBT's involvement in the project to one Governor.</p> <p>iii) Parental, Student & Staff Questionnaires</p> <p>The Headteacher reported on the process for future questionnaires, namely that the school now uses survey monkey which supports a high level of responses and thus feedback to be available. Governors acknowledged their responsibility for seeking the views of students, parents/carers and staff and the need for Governors to analyse the feedback to support their own monitoring and evaluation.</p> <p>Governors recognised that it is difficult to ensure a consistent understanding of what is expected from the surveys; however, a lot of work is put in to ensure that as far as possible, explicit feedback is being sought. The Deputy Headteacher advised that where it is difficult to elicit feedback, the school has used the Parents Forum as a way to further engage with face to face communication to ensure parents/carers have an opportunity to further express their views.</p> <p>iv) Correspondence</p> <p>Governors noted the outcomes of the Local Authority's (LA) Ofsted inspection that had previously been distributed.</p>	JW
4.	Information Sharing	
4.1	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors noted the context of the school and the number of children on roll; Governors were pleased to note that on the whole, negotiated transfers are successful at the school.</p> <p>Governors noted that Rod Symmons and Lawayne Jefferson will be reviewing the RAISEonline Report with Rupert Maule, Deputy Headteacher, with a view to leading a training session in January. [Jon Rawlings entered the meeting.]</p> <p>Governors further noted that Literacy remains a focus and in particular Reading; this is being supported by staff highlighting books that they are reading. The school is also focussing on spelling, punctuation and grammar (SPaG) which is incorporated into Literacy lessons.</p> <p>Governors were pleased to note that continuing professional development (CPD) and in particular, developing leadership skills, is an area of focus and staff are very enthusiastic at identifying and participating in CPD opportunities. Governors were also pleased to note that the new Bluesky system enables the school to retain greater information regarding CPD needs and training carried out which supports evidencing value for money. Louise Blundell, Deputy Headteacher, advised that support staff are also able to access CPD opportunities; INSET days also include structured CPD for support staff.</p> <p>The Governors' Financial Summary Report was included with the Headteacher's Report; Governors were pleased to note that the budget is largely in line with the original budget set and the picture is positive at this time (the projected surplus is £248k).</p>	
4.2	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Report</p> <p>a) Audit</p> <p>The 2012/2013 audited accounts and Trustees' Report together with the Value for Money Statement and management letters had previously been distributed; Governors approved the accounts, Trustees' Report and management letters that had been recommended by the Audit Committee. Governors also approved the appointment of the external auditors, Bishop Fleming, recommended by the Audit Committee. Governors noted that the Headteacher, as the Academy Trust Accounting Officer, has signed the Value for Money Statement as requested by the Education Funding Agency (EFA).</p>	

	<p>b) Finance, Leadership & Management The Chair of the Committee highlighted the key areas of discussion at the meeting.</p> <p>c) Personal Development The Chair of the Committee highlighted the key areas of discussion at the meeting.</p> <p>d) Staff Development The Chair of the Committee highlighted the key areas of discussion at the meeting.</p> <p>e) Teaching & Learning The Chair of the Committee highlighted the key areas of discussion at the meeting. The Committee noted the positive feedback received regarding the additional contact time between students and staff at the Post 16 Centre.</p> <p>ii) Governor Visits & Named/Link Governor Reports</p> <p>a) Link Governor for Data & Assessment The Link Governor informed Governors that he has begun the review of the RAISEonline data which will inform the training session in January.</p> <p>b) Named Governor for Child Protection, Children in Care & Young Carers In the Named Governor's absence, this item was deferred until the next meeting.</p> <p>c) Named Governors for the Performance Management Review of the Headteacher The Named Governors advised that a successful appraisal meeting took place which completes the 2012/2013 cycle. The appraisal was supported by the School Improvement Adviser (SIA); 3 objectives were set for the next cycle linked to the Strategic School Development Plan (SSDP).</p> <p>d) Link Governor for STEM The Link Governor advised that he met with 2 teachers regarding STEM work; a visit report form had previously been distributed. Areas for further consideration by Governors were included in the report and include how communication can be improved to inform staff and parents/carers of all the ways that partnership working is taking place to support developing STEM in the wider community.</p> <p>iii) Training Undertaken Rod Symmons, Lawayne Jefferson and Rita Deegan attended recent training although were disappointed to note that the systems used were not the same as at the school and therefore, the training was not particularly relevant.</p> <p>iv) Full Governing Body Whole Day Visit Governors considered the focus for the visit and agreed that it would be useful to include the RAISEonline data training session; a review of the Charter; a training session focussed around Link/Named Governor/Committee roles; together with opportunities to engage with students and staff.</p>	AC
5.	AOB	
	Governors considered and approved 2 trips, one for Year 12 and 13 students to Ladakh, North India in July 2015, and one for Year 11 students to Berlin in 2014 (focused on GCSE History and German).	
6.	Date & Time of Next FGBM	
	Tuesday 21 January 2014, whole day visit, details TBC.	

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

SIGNED: **DATE:** 21 January 2014