

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 13 December 2011 at 3.15pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Ian Campion-Smith
Darren McKimm (Vice Chair)	Lawayne Jefferson
Sarah Baker (Headteacher)	Astrid Kopmels
Tim Trout	Bharti Joshi
Judy Patterson	Barry Trahar
Alison Cossons	Penny Mooney (Associate Member)
Rod Symmons	Kim Garland (Associate Member)
Claire Pick	Rupert Maule (Associate Member)
Sylvia Townsend	Marian Curran (Attendee)
John Waldron	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Steph Ball, Emma Waldon, Dave Jackson and Anthony Ward. The Chair advised that unfortunately Matthew King has stepped down as a Governor due to work and personal commitments.</p>	
2	<p>Feedback From Whole Governing Body Visit</p> <p>Feedback included:</p> <ul style="list-style-type: none"> – Special educational needs (SEN) provision: all the information provided and everything seen evidenced that the school has very robust policies in place which are being developed and embedded. The students’ needs have been identified and addressed. Governors were very impressed with the impact of Pupil Premium funding and the hard work and dedication of staff. The school goes to great lengths to minimise disadvantages in terms of education and well-being. The safeguarding procedures are extremely robust. – Sex and relationships education (SRE): students were very positive and informed Governors that SRE is gradually introduced and they felt that it was appropriate for their age. Students did feel that the student voice has lost vigour and also were disappointed that the outside furniture had broken and not been repaired (the Headteacher advised that there was a fault with the concrete which is being resolved by the manufacturers). Next Term and in Term 4, the Young Leaders and Prefects and Student Research Council (SRC) will be developing how they work together. Governors were pleased to see students’ enthusiasm to get involved. – Community cohesion/equalities: some issues were identified with homophobic language being used within the school; students developed a campaign ‘use another word’ which was excellent and had a very positive impact. The school is working on developing the student voice and links with the community. – Communications: Governors met with the admin team as communication with parents/carers was identified by Ofsted as an area for development. The school has since used technological opportunities to improve communication, eg the website, email, text messaging service etc. Governors discussed the challenge of dealing with different expectations from parents/carers and were impressed by the positivity of the team who are engaged in working as a team and actively trying to make changes, often going above and beyond the call of duty. 	

Approval (Initials)



- Key Stage 4 (KS4) student feedback: concern was raised regarding the pressures of lack of space and students felt they have nowhere to go when it is raining which causes a degree of frustration. Students also felt that planners did not relate to when work is set and that they should have responsibility for their own planning and that the planners were more for parents/ carers and staff rather than for themselves. Students stated that it contradicts the school's vision for independent learning. Students would also like more space in the Vista as the lack of quiet space was a concern; they would also like more games, more adult books, and the ability to access the Vista from 8.15am.
- Staff Forum: the support for families is excellent. Governors noted that it would make a significant difference to staff morale if Governors thanked them individually rather than as a 'whole staff thank you'. There are some staff concerns eg it is very difficult to have all the staff together except during the INSET day (and that is challenging).
- Work related learning: a huge amount of work has been undertaken for WRL, every Year 10 student has been on a placement since the programme was introduced 2 years ago; 50% of which were arranged by the students. Approximately 90% felt that WRL was meaningful. The first year the programme ran was very challenging but as relationships were established and developed it has become easier to manage. The whole process is effective and clear and will continue for the foreseeable future.
- E-safety, cyber-bullying: Governors noted that it is a challenging area to manage as the pace of new technology makes it difficult to keep up with the changes, however, cyber-bullying is not a significant concern for the school; when reported, procedures are followed and incidents are dealt with effectively. The school is developing staff awareness, particularly ensuring there is a gap between personal and work life. The cyber-bullying incidents are mainly text message related; Facebook is not accessible in school.
- Faculty Reviews: there is a robust and rigorous system in place; Governors looked at the English Department. Middle leaders are given decision making opportunities and are taking on more responsibility which is very positive. The school is able to make good use of Local Authority (LA) support. Assessment is changing nationally which is being incorporated into the school's assessment systems. Governors were impressed with the amount of data available and the new system in place for Curriculum Team Leaders (CTLs) to look at data which helps identify individual students who are not making expected progress. There is however a concern that there could be an overload of data and the different ways of using the data is not always joined up, eg LA, Department for Education (DfE), Pupil Premium data etc.
- Science data logging suite: the logging suite is used as a computer room for Mathematics but unfortunately, not yet for Science. The software is on the system and available to staff but is not yet available to students; the server needs to be updated which should hopefully be carried out at Easter. The IT team is working hard but issues remain following the changeover of systems; lots of things need to be set up and configured etc.
- Specialist Science Status: lots of good things are taking place but the vision is not yet fully embedded. There are a lot of 'inward' facing things happening but there is not so much evidence of 'outward' facing things. It was suggested that the school may need to reflect the impact of the lack of funding in the Strategic School Development Plan (SSDP) as some priorities may take longer due to the lack of funding.
- Post 16 Centre: Governors were very impressed with discussions with students who were comfortable and happy to talk to Governors. Students stated that they felt supported in their work and with pastoral care. They were engaged and the Centre is looking at ways to involve students more. Governors asked if there were any differences now that Redland Green School students have progressed to the Centre; the Director advised that it feels more cohesive. An introduction of morning registration had a huge impact and feedback from Redland Green School students and students from partner schools was very positive. Governors were impressed with the quality of information, advice and guidance (IAG) from KS4-5 and KS5 to universities etc.
- Christmas lunch: staff seemed very relaxed and the lunch was fantastic. Governors did note however that the queues seemed very long; the Headteacher advised that this was a one-off situation because it was Christmas lunch and there was only hot food available (normally cold food is also available), the majority of students and staff had the Christmas lunch. On other days, the queues are no longer than 15 minutes. Dave Jackson is discussing Healthy Schools/ Food for Life with the Catering Manager including the effectiveness of lunchtime arrangements.

3	<p>Academy Status Update</p> <p>The working group's recommendation will be brought to an extraordinary full Governing Body meeting (FGBM) on Tuesday 10 January 2012 at 7.00pm. <i>[Subsequently moved to the 24 January 2012.]</i></p>	DMK
4	<p>Parental Survey Working Group Update</p> <p>A follow-up meeting will be organised by Rod Symmons and an update provided at the FGBM on the 7 February 2012.</p>	RS
5	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • Senior School Improvement Officer's Core Visit Report: Achievement & Standards <p>The report had previously been distributed together with the core visit report; the Headteacher went through the contents. Governors noted that the Secondary School Improvement Officer (SSIO) was very impressed with the evidence presented at the core visit and is keen for the school to consider itself outstanding; priorities for improvement include developing middle leadership, more robust systems for behaviour, progress of specific groups of students to ensure they are in line with their peers. RAISEonline data was included in the report including a profile of the school.</p> <p>[Sylvia Townsend left the meeting.]</p>	
6	<p>Governing Body Standing Business Including:</p> <ul style="list-style-type: none"> • Attendance & Business/Pecuniary Interest Register <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <ul style="list-style-type: none"> • Committee Minutes <p>The Minutes will be available at the next meeting.</p> <ul style="list-style-type: none"> • Association of Bristol Governors (ABG) Meeting Feedback <p>The meeting focused on Academy conversion, members of the Governing Body attended the meeting and feedback will be included as part of the Academy Working Group's report.</p> <ul style="list-style-type: none"> • Correspondence <p>There was no correspondence to consider.</p> <ul style="list-style-type: none"> • Training Undertaken <p>There was nothing to report.</p> <ul style="list-style-type: none"> • Approval of Minutes (18 October 2011) <p>The Minutes will be approved at the next meeting.</p> <ul style="list-style-type: none"> • Carried Forward Matters & Matters Arising Including Return of Signed Governors' Code of Conduct Policy <p>Governors were reminded to sign and return the Governors' Code of Conduct Policy.</p> <ul style="list-style-type: none"> • AOB <p>Governors thanked staff for the fantastic day which was well organised and provided a valuable insight into the life of the school. Governors agreed to thank staff personally.</p>	<p>All</p> <p>All</p>
7	<p>Date & Time of Next Association of Bristol Governors (ABG) Meeting</p> <p>Wednesday 29 February 2012, 7.15-9.00pm; Hannah More Primary School</p>	

8	Date & Time of Next FGBM Extraordinary FGBM on Tuesday 10 January 2012 at 7.00pm [<i>subsequently moved to the 24 January 2012</i>]; Tuesday 7 February 2012 at 7.00pm	
---	--	--

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

SIGNED: **DATE:** 7 February 2012