

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 18 December 2012 at 6.30pm**

MINUTES

PRESENT: Annemieke Waite (Chair) Rod Symmons
 John Waldron (Vice Chair) Lawayne Jefferson
 Sarah Baker (Headteacher) Anthony Ward
The meeting was Darren McKimm Barry Trahar
noted to be quorate Alison Cossons Marian Curran (Attendee)
 Rita Deegan Elizabeth Jahn (Clerk)
 Claire Pick

ITEM	MINUTE	ACTION
1	<p>Presentation of the RAISEonline Data Summary Report</p> <p>The summary report was distributed; the Headteacher explained the background and format of the RAISEonline data which compares the school's attainment and progress data as well as the school's cohort data (eg the number of children registered for free school meals (FSM) and the number of children with special educational needs (SEN) etc) with national data based on averages. Governors were asked to read the report and compile questions for the Headteacher and Director of the North Bristol Post 16 Centre which were raised and discussed in groups.</p> <p>The Headteacher highlighted the key information in the report including that the number of higher attaining students is increasing which brings the challenge of needing to ensure that a greater number of students make 3 levels of progress from Key Stage 3 (KS3) to KS4. The school will also need to ensure that it continues to offer an appropriate curriculum to meet the students' needs particularly at KS4. Governors were pleased to note that students are making better than expected progress in English and Mathematics and that value added is above the national average and is an improvement from last year which was already above the national average.</p> <p>Governors discussed the different groups within the school and were pleased to note that the gender gap and FSM gap has been narrowed significantly. Governors recognised that the RAISEonline data does not include comparisons regarding for example, engagement of parents/carers although this can, to a certain extent, be gleaned from the Kirkland Rowell Survey etc. The data does include some comparisons re number of students from different wards and level of deprivation but the report does not give a full picture of the context of the school.</p> <p>Whilst Governors noted that on face value, the outcomes for Modern Foreign Languages (MFL) appears to be below that of other subjects, Governors recognised that as MFL is compulsory at the school, there will be a mixed and wide-ranging spread of ability which will impact on the overall outcomes. Last year, approximately 25% of students took MFL at KS4 nationally.</p> <p>The Chair, on behalf of Governors, thanked Kim Garland, Deputy Headteacher, for the enormous amount of hard work and support she has provided to the Governing Body. Governors wished Kim huge success in her new role as Headteacher and congratulated her on this well-deserved promotion.</p>	
2	<p>Policy Adoption/Review</p> <ul style="list-style-type: none"> Governors' Code of Conduct Policy <p>The National Governors Association's (NGA) model Code of Practice Policy had previously been distributed; the Chair outlined the rationale behind recommending that the NGA version be adopted to replace the Governors' current Code of Conduct. Governors noted that the policy is not a legal document but a document setting out how the Governing Body expected individual Governors to behave both within meetings and outside of meetings.</p>	

Approval (Initials)

Governors discussed at length the principles behind collective responsibility and best practice regarding Governors' behaviour and conduct. Governors noted with concern some comments raised which implied that Governors could and would criticise the school and Governing Body if they did not agree with the decisions made.

Following discussion, Governors agreed to adopt the NGA Code of Practice subject to minor amendments recommended by Veale Wasbrough Vizards. Governors also agreed that understanding their role and expectations placed on them by the Nolan Committee, in particular understanding and accepting collective responsibility, is a fundamental responsibility of Governors.

Governors agreed to sign a form to indicate that they have read the policy and that they recognise 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 they would be judged by their actions and not on whether they signed the statement. One Governor refused to sign the form.

- **Finance Policy**

Governors considered and agreed the Finance Policy that had been recommended for approval by the Finance, Leadership & Management Committee.

- **Health & Safety Policies**

Governors had previously been allocated a number of policies each to review and bring comments/recommendations to the Governing Body prior to the health and safety training session, led by Bill Crocker, the school's Health & Safety Consultant, which is due to take place during the whole Governing Body visit in January. Following discussion, it was generally found that the policies were out-dated and written in such a way that could make it difficult to understand for staff.

Governors fully supported moving a significant number of the policies to procedures that could be attached as Appendices to the overarching Health & Safety & Well-Being Policy. It was also agreed that the procedures, where possible, should be reduced in size so that the details are concise and easy to follow.

3 Welcome, Apologies for Absence & Routine Governing Body Business Including:

- **Attendance & Business/Pecuniary Interest Register**

The Chair welcomed everyone to the meeting, particularly Rita Deegan who had been invited to attend the meeting as a prospective Community Governor. Apologies were received and accepted from Judy Patterson, Lawayne Jefferson, Kim Garland and Rupert Maule. Sylvia Townsend was absent from the meeting.

Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.

- **Governing Body Vacancies Update**

[Rita Deegan left the meeting.]

Governors considered and agreed to appoint Rita Deegan as a Community Governor (Director) of the Governing Body.

[Rita Deegan entered the meeting.]

Governors considered and agreed to appoint Claire Wilkins and Lauren Metcalf as Community Governors (Directors) of the Governing Body.

- **Approval of Establishing a Staffing Committee & an Audit Committee & Appointment of Committee Members**

The Chair outlined the rationale for establishing the Committees and following discussion, the Governing Body agreed to establish a Staffing Committee and an Audit Committee.

The Finance, Leadership & Management Committee will take forward identifying Committee membership and Terms of Reference (TOR).

	<ul style="list-style-type: none"> • Review & Approval of Governing Body's Scheme of Delegation <p>Governors considered and agreed the Scheme of Delegation that had previously been distributed and recommended for approval by the Finance, Leadership & Management Committee.</p> <ul style="list-style-type: none"> • Appointment of Responsible Officer for Finance & Named Governor for Health & Safety & Well-Being <p>This item was deferred until the next meeting.</p> <ul style="list-style-type: none"> • Feedback from Charter Working Group & Approval of Terms of Reference (TOR) & Proposal <p>The Charter Working Group's meeting notes, draft TOR and proposal had previously been distributed. Concern was raised as to whether appointment of a consultant to take forward the consultation process was best value for money; the Headteacher stated that the Strategic Leadership Team (SLT) does not have the capacity to take this forward and re-allocating leadership time to this piece of work would be more costly than appointing an outside consultant. When the Governing Body agreed to reduce the number of people on the SLT it was with the understanding that for certain pieces of work it would be necessary to bring in external support.</p> <p>Following a lengthy discussion, the Governing Body agreed the Working Group's TOR and agreed that the Working Group be given delegated responsibility to take forward the appointment of an external consultant. Governors supported the appointment as it was recognised that there was not enough capacity within the Governing Body or SLT at this time to take this piece of work forward. Governors also understood that the consultant would be commissioned to carry out the 'groundwork' but that any decisions would remain with the Governing Body.</p> <ul style="list-style-type: none"> • Approval of Minutes of Previous Meetings: 11 July, 11 September, & 6 November 2012 <p>This item was deferred until the next meeting.</p> <ul style="list-style-type: none"> • Carried Forward Matters & Matters Arising From Previous Minutes <p>There were no matters arising.</p> <ul style="list-style-type: none"> • Correspondence <p>There was no correspondence to consider.</p>	<p>EJ</p> <p>EJ</p>
<p>4</p>	<p>Headteacher's Verbal Report</p> <p>This item was discussed as part of the RAISEonline item.</p> <p>Governors were encouraged to take part in the Science, English and ADT Faculty Reviews and should contact the Chair if they would like further information.</p>	<p>All</p>
<p>5</p>	<p>Governors' Report Including:</p> <ul style="list-style-type: none"> • Committee Minutes <p>The draft Minutes had previously been distributed, there were no further queries or comments. The Finance, Leadership & Management Committee and Teaching & Learning Committees' draft Minutes were in the process of being approved for distribution.</p> <ul style="list-style-type: none"> • School Visits & Link Governor Reports Including Named Governor for Special Educational Needs (SEN) Annual Report <p>The Named Governor for SEN was unfortunately unable to attend the meeting; her annual report had previously been distributed.</p> <ul style="list-style-type: none"> • Training Undertaken <p>Details of EPM's recommended training had previously been distributed; Governors noted the contents.</p>	

	The Chair and Rod Symmons had previously attended RAISEonline data training which was interesting; Governors were encouraged to undertake the training.	All
6	AOB There was no other business to consider.	
7	Association of Bristol Governors' Meeting Date Tuesday 5 March 2013, 6.30-8.30pm; venue to be confirmed	
8	Date & Time of Next FGBM Thursday 24 January 2013, whole day visit: details to be confirmed	

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

SIGNED: **DATE:** 24 January 2013