

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

FULL GOVERNING BODY MEETING – TERM 3 **Held at the school on Tuesday 7 February 2012 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Sylvia Townsend
Darren McKimm (Vice Chair)	Ian Campion-Smith
Sarah Baker (Headteacher)	Anthony Ward
Tim Trout	Barry Trahar
Rod Symmons	Astrid Kopmels
Claire Pick	Steph Ball
John Waldron	Penny Mooney (Associate Member)
Judy Patterson	Kim Garland (Associate Member)
Lawayne Jefferson	Rupert Maule (Associate Member)
Emma Waldon	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 Alison Cossons, Dave Jackson, Bharti Joshi and Marian Curran.</p>	
2	<p>Presentation on Behaviour</p> <p>Presentation from Nicholas Jump, SENCo, Assistant Headteacher; a detailed Powerpoint Presentation was distributed. Governors noted that 92% of lesson observations were judged good or outstanding for behaviour which is a 17% improvement on the previous year.</p> <p>Improved on-call procedures were introduced in Term 4 as records had previously been incomplete. The number of on-calls per day is significantly lower now than under the old system, although there is a small number of students with a high level of need who require careful individual planning.</p> <p>The number of internal exclusions per week has remained constant since it was introduced (approximately 2.4) despite the increased use of internal exclusions as an alternative to fixed term exclusions. Student Voice indicates that students feel internal exclusion is a stronger deterrent than internal seclusion, it is more effective at supporting improved behaviour and students report that they can “get more work done” in internal exclusion although generally, students feel that isolation is a severe sanction. There is a requirement to comply with expectations of work and behaviour in internal exclusions which is effective as only two students have failed to meet the standards required, necessitating a repeat internal exclusion.</p> <p>The school will continue to monitor the number of internal exclusions and fixed term exclusions to assess the impact of internal exclusions in reducing fixed term exclusions. The school has a lower number of fixed term exclusions than the national average for secondary schools, particularly for girls however, some groups are over-represented in comparison to national data, ie students with English as an additional language (EAL), students on School Action Plus, and black students, particularly those from ‘Other Black Backgrounds’.</p> <p>Further improvements include an assessment of the implications of changes to the law and Ofsted framework and an adjustment of the policy and practice, as required; an analysis of students requiring individualised support for behaviour for learning by cross-referencing the on-call log, internal exclusion records, concerns noted on reports and SIMS behaviour points; development of effective individual behaviour plans and communication; and an assessment of the potential impact of individual behaviour plans on narrowing the gap between groups in terms of exclusion data (School Action Plus, BME (black) and EAL students).</p>	

Approval (Initials)

	<p>The INSET in March will include practical strategies to support behaviour for learning and better management of challenging behaviour.</p> <p>The school needs to gather and evaluate the views of students, staff and parents/carers and improve the communication and effectiveness of sanctions in line with the sanction review.</p> <p>Governors thanked Nicholas Jump for his informative presentation; the Chair will also write to congratulate staff.</p> <p>[Nicholas Jump left the meeting.]</p>	AW
3	<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>	
4	<p>Claremont School Update</p> <p>Barry Trahar advised that the project has been submitted for planning permission. No objections were received during the consultation stage. The school anticipates that planning permission will be approved shortly; fundraising will then be re-launched.</p>	
5	<p>Parental Survey (Communications) Working Group Update</p> <p>The Working Group has considered the questionnaire and agreed that the questions should remain largely the same so that a comparison to last year's feedback can be made which will enable the school to benchmark and identify where improvements have been made as well as areas for continued improvement. Reminders that the questionnaire will be distributed to parents/carers prior to distribution of the questionnaire will be published in the hope that this will encourage parents/carers to have conversations with their children before completing the questionnaire which should hopefully result in a more informed response.</p>	
6	<p>Academy Consultation Update & Initial Discussions Regarding Possible Academy Governance Structure</p> <p>The consultation document had previously been distributed; the document will be distributed/made accessible to all interested parties including partner schools. Although the document is quite long, the Working Group agreed that the document needs to reflect how much information has been investigated and considered by the Governing Body. Governors thanked the Working Group for the document which was clear and informative.</p> <p>Members of the Working Group will attend the consultation meetings together with the Chair and Headteacher.</p> <p>An article from the Academy magazine on governance had previously been distributed together with further information on governance. Governors noted that although governance is similar to that of a maintained school, there are key differences including that the Trust takes on responsibility as the employer and has responsibility for health and safety etc.</p> <p>Governors discussed the Articles of Association at length and agreed that further clarity was needed particularly around appointment/removal of Trust members. It was agreed that Governors should read all the documents distributed prior to the next meeting so that they are well-informed to consider this further. The Working Group will seek clarity regarding the Articles. It was noted that should the Governing Body decide to apply to convert, £25k will be received to support the conversion process which could be used to buy-in expert legal advice.</p>	All Working Group
7	<p>Headteacher's Report</p> <p>The report had previously been distributed; Governors discussed the contents. The Headteacher outlined the new starters and current vacancies; Governors will be sought to take part in the interview process.</p> <p>The school is trying to imbed the use of data to identify strengths and weaknesses.</p> <p>[Rupert Maule left the meeting.]</p>	

	<p>The Performance of Disadvantaged Students Compared to Non-Disadvantaged Students in the City of Bristol 2011 was distributed together with Value Added (Progress) of Students from Different Sub-Groups in RGS.</p> <p>The school has compared progress of the current Year 11 students to last year's end of year results and is confident that the outcomes will be better.</p> <p>The school will need to review the Strategic School Development Plan (SSDP) in light of government changes.</p> <p>Attendance is outstanding overall but there are too many persistent non-attenders, although it was noted that this is less than the national average. Poor attendance is a barrier to learning and will impact on the outcomes of the students who tend to be disadvantaged eg students registered for free school meals (FSM), students on School Action Plus etc.</p> <p>The school is reviewing safeguarding in light of the recent news report to identify 'this wouldn't happen at RGS because...'</p> <p>Option choices have been made, the school is now determining the Key Stage 4 (KS4) curriculum. A large number of students will qualify for the Baccalaureate but the school is not enforcing History or Geography as an option. Modern foreign languages (MFL) have always been a compulsory element of the school's curriculum.</p> <p>The Headteacher outlined the work of the Greenfield at Orchard project which is a pilot scheme run by Redland Green School, Orchard School and Fairfield School collaborating to support disengaged students.</p> <p>The data logging suite is now being used; the school is working with the North Bristol ICT Partnership led by Orchard School and will receive funding to undertake an action research project using iPads.</p>	
8	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed; there were no further queries or comments.</p>	
9	<p>Approval of Minutes of Last Full Governing Body Meetings (FGBMs) Held on 18 October & 13 December 2011 & 24 January 2012</p> <p>Due to an issue with Google, Governors had not had access to the Minutes; approval of the Minutes will therefore be brought to the next meeting.</p>	EJ
10	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
11	<p>Governors' Reports Including:</p> <ul style="list-style-type: none"> • Agenda Briefing Feedback <p>There was nothing to report.</p> <ul style="list-style-type: none"> • Correspondence <p>There was nothing to report.</p> <ul style="list-style-type: none"> • School Visits & Link Governor Reports <p>Visit report forms from Claire Pick and Penny Mooney had previously been distributed. Claire Pick reported that she had met with Katie Dicks, Office Manager, and members of the office team and was very impressed with the feedback provided and the obvious dedication of staff.</p> <ul style="list-style-type: none"> • Training Undertaken <p>Bharti Joshi, Ian Champion-Smith and Annemieke Waite attended the data training session which was useful. Annemieke Waite also attended the new Ofsted framework training; Claire Pick and Rod Symmons attended management of change training which was interesting but complex.</p>	

12	AOB There was no other business to consider.	
13	Date & Time of Next Association of Bristol Governors (ABG) Meeting Wednesday 29 February 2012, 6.30-8.45pm; St Mary Redcliffe & Temple School	
14	Date & Time of Next FGBM Tuesday 27 March 2012 at 2.30pm; the whole day visit was cancelled in light of the Academy consultation being undertaken.	

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

SIGNED: **DATE:** 27 March 2012