

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 2017 at 3.45pm

MINUTES

PRESENT:	Lawayne Jefferson (Chair) Sarah Baker (Headteacher) Tim Whitaker Catherine Hallam Rachel Richardson Ciara Campfield Marilyn Barnard	Kate Teal Rita Deegan Andrew Scoble Louise Blundell (Deputy Headteacher) Nicholas Lind (Deputy Headteacher) Elizabeth Jahn (Clerk)
The meeting was noted to be quorate		

ITEM	MINUTE	ACTION
1.	Welcome, Introductions & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Marian Curran, Sarah Everett-Cox, Rod Symmons and Barry Trahar. Governors were disappointed to note that Naresh Rao had resigned from the Governing Body. The Chair confirmed that she and the Headteacher had thanked Naresh for his commitment and hard work; Naresh in turn, had thanked everybody very much but he no longer had time to commit further.	
2.	Attendance & Business/Pecuniary Interest Register	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	Strategic Development	
3.1	<p>Multi-Academy Trust (MAT) Update</p> <p>Governors summarised the discussions that had taken place earlier as part of the Governor Development Day; these covered Governors' expectations for outcomes of the day eg the multi-Academy Trust (MAT) risk analysis, funding, role of executive leaders, structure of the MAT, financial sustainability of the MAT and to Redland Green School (RGS) including backfiling at RGS. Governors discussed and agreed RGS as a sponsor school and Teaching School in parallel with the MAT conversion, to straighten capacity through formalised wider networks and collaboration and increase income, as the three-fold preferred model for successful MATs.</p> <p>Governors agreed that they had detailed discussions and debates, which gave them a good chance to understand fully the various aspects and implications of MAT conversion. Governors also agreed that their expected outcomes for the day were met. Following further discussions, Governors then considered and agreed that RGS should proceed with the formal application to the Headteachers' Board to change status from a single Academy Trust (SAT) to a MAT with Ashton Park, Ashtonvale, Compass Point and Luckwell Primaries.</p> <p>The following decisions were made: the informal consultation was agreed; the formal application to be made to the Regional Schools Commissioner (RSC); to review the outcomes of the informal consultations by the 10 March 2017; to bring a summary of the outcomes back to the full Governing Body (FGB); to commence the formal consultation following the RSC's approval; the Steering Group was approved and the Terms of Reference would be drawn up; for the Steering Group to determine a group for Trustees and Members. The Governors noted that the immediate tasks for the Steering Group was to agree the TOR and job specifications for Member and Trustees and to review the informal consultation outcomes.</p> <p>Governors also considered and agreed that the school should submit an application to be a sponsor school; the details of the school(s) to be sponsored would be determined at a later date.</p>	

Approval (Initials)



	<p>Governors discussed the timeline for the MAT application process at length; Governors also considered and agreed the draft informal consultation document subject to minor amendments that had been identified earlier during the Governor Development Day discussions as well as ensuring that there was clarity in some of the contextual information and that the proposed schools in the MAT should be clearly set out early in the document. Governors agreed that the document should be considered in terms of how user-friendly it was in setting out what the MAT meant to each school in the executive summary (each school's version of the document would be identical except the executive summary, which would be personalised). It was also suggested that the document should include clarity about the vision for the MAT in terms of expected/preferred growth etc.</p> <p>Action: The draft consultation document to be amended as discussed above.</p> <p>The formal consultation document would also need to be reviewed again after the informal consultation to identify if any amendments were required as a result of feedback received. Governors clarified that step 1 of the process would be the informal consultation; step 2 would be the formal application to the Regional Schools Commissioner (RSC); step 3 would be to review the outcome of the informal consultation with a summary of the responses received shared with the Governing Bodies of the proposed MAT. Step 4 of the process would be the formal consultation with step 5 reviewing any feedback received. Step 6 would be the outcome of the application and this would inform any further steps that were required, although it was hoped that the next stage would be taking forward setting up the MAT in line with the agreed Articles of Association and proposed structures etc.</p> <p>It was noted that additional FGB meetings might be needed during the process although it was hoped that key stages would tie in with FGB meeting dates that had already been set. However, as the dates would need to be aligned to the timeline, and there could be delays in the process, it might be necessary to add additional meetings.</p> <p>Action: The Chair to confirm the proposed date(s) if any additional meeting(s) are required.</p> <p>Governors agreed that the Steering Group should consist of the Headteachers and Chairs of Governors from each of the MAT schools and part of the Group's remit should be taking forward the appointment of a Project Manager. The Group should also review feedback from the informal consultation process and present this to the Governing Bodies as noted earlier in the meeting. It was envisaged that the Group would consider the initial composition of the Trust and the Local Governing Bodies (LGB) and bring recommendations to the Governing Bodies; the Group would also consider other recommendations from the RSC and inform their FGBs accordingly.</p> <p>Governors agreed that the process for carrying out due diligence should also form part of the Group's remit although it was recognised that each school would need to take responsibility for ensuring that their own Governing Body was confident that due diligence had been carried out comprehensively. It was anticipated that some schools, including RGS, might engage the services of an independent professional, eg Bishop Fleming, to carry out due diligence on their behalf although this would be a matter for each Governing Body to determine.</p> <p>Governors agreed that it would be useful for an FGB meeting to be held with Governors of the MAT partner schools after the outcome of the application was known, possibly around April 2017. It was also agreed that during that meeting it would be useful to discuss the draft job descriptions for Members and Trustees and the role of the LGBs so that those considering putting themselves forward had a clear understanding of the expectations of the roles.</p>	<p>SB / LJ</p> <p>LJ</p>
4.	Routine Governing Body Business	
4.1	<p>Approval of 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.</p>	
5.	Training & Development: Feedback on Training & Development Courses Attended by Governors	
5.1	<p>i) Strategic Briefing for Governors</p> <p>Governors were pleased to note that the Vice Chair had attended the briefing and would be able to provide feedback at the next meeting.</p>	
6.	AOB	
	<p>Governors considered and agreed to reappoint Rachel Richardson for a term of office of one year pending the outcome of the MAT application and the resulting composition of the Trust and LGBs.</p>	

	<p>Governors discussed the current RGS Governing Body vacancies and agreed that whilst it would be useful to continue to identify potential new Governors where this was possible, it was also beneficial to await the outcome of the MAT application so that the number of vacancies could be confirmed in line with the Articles of Association.</p> <p>Governors also considered and agreed the Admissions Statement for 2018/2019 (11-16 school) following the public consultation. One response had been received suggesting that Pupil Premium children be given first priority, however, this would set the Statement against that of the Local Authority (LA) and therefore, the suggestion was not included in the Statement.</p> <p>There was no other business to consider.</p>	
7.	Date & Time of Next FGBM	
	<p>Tuesday 4 April 2017, 6.15-8.15pm, although any additional FGB meeting(s) noted in 3.1 would be confirmed in due course.</p>	

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

SIGNED: **DATE:** 4 April 2017