

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 21 January 2014 at 4.00pm**

MINUTES

PRESENT: John Waldron (Co-Chair) Rod Symmons
 Lawayne Jefferson (Vice Chair) Karen Thompson
The meeting was Sarah Baker (Headteacher) Rita Deegan
noted to be quorate Darren McKimm 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, Kate Teal, Sylvia Townsend, Alison Cossons, Marian Curran, Louise Blundell, Rupert Maule and Rachel Richardson. Governors noted that Anthony Ward and Jon Rawlings had resigned from the Governing Body.	
2.	'Knowing Our School'	
2.1	<p>Whole Day Visit Outcomes</p> <p>Governors fed back their initial thoughts following the full Governing Body's (FGB) whole day visit that took place prior to the meeting. The day included a support session on GoogleDocs; an overview of the school leadership; 'how to be an excellent Governing Body in a changing education landscape' led by Profession Chris James, IoE University of Bath; the Redland Green Charter discussion; a review of outcomes from the Governor training day 2013 and identifying objectives for 2014; group work reflecting Link/Named Governor roles; together with an opportunity to feedback from group work.</p> <p>Governors found the visit extremely useful in engaging with staff and students and experiencing 'a day in the life of the school'. Governors felt very welcome and that they were not intruding and did not compromise learning.</p> <p>Governors were requested to complete visit forms to evidence their visit and to provide feedback on their experience.</p> <p>Governors reviewed the outcomes of the training day 2013 and felt that new Governors need to receive clarification upon appointment regarding the Governors' Code of Practice and confidentiality. It is hoped that Governors will be able to attend Faculty Reviews; dates will be shared with Governors.</p> <p>Governors also agreed that more Governors need to undertake data training; it was also agreed that there needed to be greater clarity at an early stage before appointment regarding the expectations of a Governor and the commitment required to carry out the role effectively.</p> <p>Whilst Chairs of Committees are now providing verbal feedback at FGB meetings it was agreed that there needs to be more ownership regarding presentations with Governors taking a lead on which areas should be a focus at FGB meetings.</p> <p>It was noted that the Named Governor report forms have been drawn up but that there needs to be a discussion in Term 5 regarding the expectation of Named Governors for presenting their annual report in Term 6.</p> <p>Governors agreed that the new Agenda format is proving useful and Chairs are beginning to take a better lead on setting the Agendas although this is still an area for further development.</p>	All

Approval (Initials)



	<p>Governors also agreed that whilst they are more involved in seeking the views of parents/carers, there is more work that could be done to improve seeking the views of staff and students.</p> <p>Governors noted that they need to check that the website is complying with Data Protection regulations, eg the use of cookies etc; Darren McKimm agreed to look into this on the Governing Body's behalf.</p> <p>Governors agreed that there is more Governing Body evaluation now than previously; however, this remains an area for improvement. The Committees will need to take this forward and particularly evaluating the self-evaluation form (SEF) to ensure that the school's judgements are rigorous and robust and evidence-based.</p> <p>It was noted that papers are going out earlier on the whole although it is still an area that can be further improved. Governors were pleased to note that there are plans to improve the wireless facilities in the conference room which will enable Governors to access papers online. There will also be a system to enable visitors to access a guest network. Following discussion it was agreed that it would be useful to use Governors' own Gmail email addresses to share documents which would be more secure than a group email as well as being easier for those people who already have Gmail email addresses and have problems logging in and out of Google Drive; the Clerk will take this forward.</p> <p>Governors are much better at reading papers ahead of meetings as has been evidenced by questions asked.</p> <p>The Chairs group has been set up and is working very well and proving useful in driving governance forward.</p> <p>It was agreed that induction is an area for improvement as discussed earlier in the meeting and it would also be useful to identify training opportunities outside of the Governor Development Service (GDS) and particularly for new Governors.</p> <p>It was agreed that the Governors' self-review needs to be taken forward more regularly during the academic year so that progress against areas for development can be reviewed to ensure that things do not slip; a review of progress therefore, needs to be considered in Terms 2 and 6 with a full review during the Governors' Day in Term 4.</p> <p>It was also agreed that Governors need to review the support services that they subscribe to so that they are able to evaluate the quality of the support provided and to determine if they should continue subscription. It was therefore agreed to discuss this at the next meeting.</p>	<p>DMcK</p> <p>EJ</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; none were noted that have not previously been declared.</p>	
3.2	<p>Review & Approval of:</p> <p>i) Appointment of New Governor</p> <p>Governors considered and agreed to appoint Kate Teal as a Community Governor to replace Jon Rawlings. Governors also considered and agreed to elect Kate as Chair of the Audit Committee due to her extensive financial background and experience.</p> <p>ii) 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>	
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. Governors noted the details of prospective Governors previously distributed. The Chairs of Committees will take forward seeking nominees for the Parent Governor vacancies together with making recommendations regarding new Community Governors.</p> <p>ii) Staff Development Committee Membership</p> <p>Governors noted Claire Pick's resignation and considered membership of the Staff Development Committee. As there is only one more Committee meeting before the end of this academic year, it was agreed to wait until the FGB is full before considering Committee membership as a whole.</p>	

	iii) Correspondence There was no correspondence to consider. [Rod Symmons left the meeting.]	
4.	Information Sharing	
4.1	Headteacher's Verbal Report The Headteacher advised that a new Assistant Headteacher needs to be appointed; a Governor will be needed to join the recruitment panel. Discussions regarding pupil progress, staffing, finance etc had taken place before the meeting as part of the Governors' Day.	
4.2	Governors' Report Including: i) Governor Visits & Named/Link Governor Reports a) Link Governor for Induction The Governing Body discussed Governor recruitment and the effectiveness of the buddying system earlier in the meeting and noted that this is an area for further development.	
5.	AOB	
	There was no other business to consider	
6.	Date & Time of Next FGBM	
	Tuesday 1 April 2014, 6.30-8.30pm	

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

SIGNED: **DATE:** 1 April 2014