

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 Thursday 24 January 2013 at 3.30pm

MINUTES

PRESENT:

Annemieke Waite (Chair)	Lawayne Jefferson
John Waldron (Vice Chair)	Sylvia Townsend
Sarah Baker (Headteacher)	Anthony Ward
Darren McKimm	Rupert Maule (Attendee)
Judy Patterson	Louise Blundell (Attendee)
Lauren Metcalf	Marian Curran (Attendee)
Claire Wilkins	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome, Apologies for Absence & Routine Governing Body Business Including:</p> <ul style="list-style-type: none"> Attendance & Business/Pecuniary Interest Register <p>The Chair welcomed everyone to the meeting, particularly new Governors and Louise Blundell, newly appointed Deputy Headteacher. Apologies were received and accepted from Barry Trahar, Rita Deegan, Rachel Richardson and Claire Pick. Anthony Ward apologised he would be late.</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <ul style="list-style-type: none"> Governing Body Vacancies Update <p>Governors considered and agreed to appoint Jon Rawlings and Fiona Elder as Community Governors (Directors) of the Governing Body. It was felt that both would provide valuable skills that have been identified as a gap within the Governing Body's current skills set.</p> <p>Governors also considered and agreed to appoint Robin Whelan as a Co-opted Governor (Director).</p> <ul style="list-style-type: none"> Approval of Staffing Committee & Audit Committee Membership & Terms of Reference (TOR) <p>The Governing Body considered and agreed the Committees' TOR; the Audit Committee TOR will be further reviewed at the Committee's first meeting to ensure it reflects the Committee's remit effectively.</p> <p>It was agreed to review membership of the Committees at the next meeting.</p> <ul style="list-style-type: none"> Appointment of Responsible Officer for Finance & Named Governor for Health & Safety & Well-Being <p>The Governing Body considered and agreed to appoint Robin Whelan as the Responsible Officer for Finance; the Named Governor for Finance and the Named Governor for Health & Safety & Well-Being will be appointed at the next meeting. Clarity around the role of the Responsible Officer for Finance and the Named Governor for Finance will be provided in due course.</p> <ul style="list-style-type: none"> Feedback from Charter Working Group <p>The Working Group is organising a meeting with CfBT to discuss the charter brief in more detail.</p>	<p>EJ</p> <p>EJ</p>

Approval (Initials)

	<ul style="list-style-type: none"> • Approval of Minutes of Previous Meetings <p>The Minutes dated the 11 July, 11 September and 6 November 2012 were agreed and signed as a correct record; the Minutes dated the 18 December 2012 will be brought to the next meeting for approval.</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>	EJ
2	<p>Headteacher's Report</p> <p>The report and school's self-evaluation form (SEF) was distributed; the Headteacher went through the contents. Governors noted that the report was based on progress against the Strategic School Development Plan (SSDP) 2010-2013 and included evaluation detail and comments.</p> <p>Governors commented that the review of the homelearning and marking process appeared to take quite a long time and asked if this could be improved; the Headteacher advised that feedback shows that homelearning and marking has improved since the last survey in May 2012 but that it is still an area for development. Claire Pick is liaising with Emma Cottell, seconded to the Strategic Leadership Team (SLT), to receive updates and will report to the next Teaching & Learning Committee meeting.</p> <p>[Anthony Ward entered the meeting.]</p> <p>Governors were invited to attend Faculty Reviews and should inform the Clerk or Headteacher's PA should they wish to attend.</p> <p>The school has been invited to host a stand at an employability fair to showcase what is being done at Redland Green School. Governors asked what else the school is doing to improve employability skills outside of 'teaching and learning'; the Deputy Headteacher advised that there are enrichment opportunities available eg internships offered by external organisations etc. The school also has a contract with an external provider to offer impartial careers advice to students.</p> <p>[Judy Patterson left the meeting.]</p> <p>Governors asked how the school knows that parental engagement has improved; the Headteacher advised that this is evidenced in feedback from the Kirkland Rowell parents/carers survey as well as general feedback from parents/carers.</p> <p>New Governors also asked if the Governing Body had been given an opportunity to contribute to the SEF; the Headteacher confirmed that they have at both Committee and full Governing Body level, however it was important to note that the SEF is a 'living document' and therefore will need to be updated during the year to reflect the progress made. Governors need to be involved in that process and be involved in contributing to the judgements of the SEF.</p>	All
3	<p>Approval of the 2012/2013 Budget</p> <p>The Director's report and finance papers had previously been distributed together with an updated budget and supplementary note. The Finance, Leadership & Management Committee (FL&M) had reviewed the budget at length and recommended that the budget is approved for submission to the Education Funding Agency (EFA). Governors noted that the budget would normally be submitted at the start of the financial year however, the current budget is already part way through the year due to the date of Academy conversion.</p> <p>Governors considered and agreed the budget although it was requested that a more detailed report should be presented to the full Governing Body in due course to ensure all Governors have a better understanding of the financial position of the school and the financial challenges that may be faced in the future.</p>	MF

4	<p>Governors' Report Including:</p> <ul style="list-style-type: none"> Training Undertaken <p>Rod Symmons attended the secondary school RAISEonline data training session which was very useful.</p> <p>Governors agreed that the 'training day' which included Governing Body self-evaluation and an overview of health and safety requirements was very useful. The Chair will summarise the key priorities for development/improvement from the feedback provided and an action plan will be drawn up and brought back to the next meeting.</p>	AW
5	<p>AOB</p> <p>Governors requested that papers and draft Minutes be provided earlier.</p> <p>There was no other business to consider.</p>	EJ
6	<p>Date & Time of Next Association of Bristol Governors (ABG) Meeting</p> <p>Tuesday 5 March 2013, 6.30-8.30pm; venue to be confirmed</p>	
7	<p>Date & Time of Next FGBM</p> <p>Tuesday 19 March 2012 at 6.30pm</p>	

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

SIGNED: **DATE:** 19 March 2012