

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

FULL GOVERNING BODY MEETING – TERM 4 **Held at the school on Tuesday 1 April 2014 at 4.00pm**

MINUTES

PRESENT:

John Waldron (Co-Chair)	Kate Teal
Lawayne Jefferson (Vice Chair)	Rod Symmons
Sarah Baker (Headteacher)	Karen Thompson
Darren McKimm	Rita Deegan
Barry Trahar	Louise Blundell (Attendee)
Hilary Jeffkins	Rupert Maule (Attendee)
Jo Sowerbutts	Elizabeth Jahn (Clerk)
Catherine Hallam	

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting, particularly Hilary Jeffkins and Jo Sowerbutts, newly elected Parent Governor nominees, and Catherine Hallam, proposed Co-opted Governor. Apologies were received and accepted from Annemieke Waite, Marian Curran, Sylvia Townsend, Alison Cossons and Rachel Richardson. Rupert Maule and Karen Thompson apologised they would be late.	
4.	Information Sharing	
4.1	<p>Headteacher's Report [taken out of order]</p> <p>The report had previously been distributed; the Headteacher went through the contents and explained the purpose and format of the report and the self-evaluation form (SEF) and in particular, the Governors' role in scrutinising the data and providing support and challenge to school leaders.</p> <p>The Headteacher also explained the purpose of negotiated transfers which is used to support vulnerable children who are at risk of being permanently excluded or not making expected progress due to their circumstances.</p> <p>Governors noted that the school is above the published admissions number (PAN) in each Year Group and that the Finance, Leadership & Management Committee has tasked the Headteacher to explore the possibility of increasing the PAN which will be brought back to Governors in due course.</p> <p>The Headteacher also highlighted the 3 key priorities of the Strategic School Development Plan (SSDP) for new Governors; an up-to-date lesson observation summary 2013/2014 Terms 1-3 including overall judgement of all lessons was distributed; the Deputy Headteacher, Louise Blundell, explained the data which evidences that 31 out of 71 lessons were judged outstanding across the school (15 in Key Stage 3 (KS3), 8 in KS4 and 8 in KS5); 32 lessons were judged good or better (16 in KS3, 7 in KS4 and 9 in KS5); and 8 lessons were judged as requiring improvement (2 in KS3, 3 in KS4 and 3 in KS5); no lessons were judged inadequate. This equates to 89% of lessons being judged good or outstanding overall (94% in KS3, 83% in KS4 and 85% in KS5).</p> <p>The outcomes of the recent learning walk focussing on speaking and listening identified that the quality of feedback is the area that has the greatest impact on pupil progress. Another learning walk took place yesterday focussing on provision for students with special educational needs (SEN); the analysis will be shared with the Teaching & Learning Committee in due course. The Deputy Headteacher advised that the outcomes demonstrate that 'typicality' (ie what 'typically' takes place) has been identified as a key area to continue to monitor for department leads to ensure consistency across the school.</p>	

Approval (Initials)

Governors noted the barriers to learning and acknowledged that good Literacy skills are imperative for pupil progress and if there are issues with a student's Literacy skills, it prevents them from accessing other parts of the curriculum and impacts negatively on progress in other subjects.

The Headteacher explained that the greatest challenge to the school as it was growing to full capacity was ensuring high quality leadership at all levels including middle leaders; as such the school has worked extremely hard to develop middle leaders including providing high quality continuing professional development (CPD) opportunities. The recent interest shown by middle leaders to undertake training also demonstrates the willingness of staff to engage in training (25 applied) and also the ambition of staff within the school. Governors noted that the school has recently purchased the Blue Sky software for recording CPD undertaken which is proving to be very useful and informative.

[Karen Thompson entered the meeting.]

Governors noted that Faculty Reviews have recently taken place; several Governors were in attendance; Lawayne Jefferson provided feedback that the Reviews were very comprehensive and interesting and it supported middle leaders taking ownership of their departments and in particular pupil progress and outcomes. It was evident from staff feedback at the Reviews that accountability is in place at all levels and this is a strength of the school which supports improving pupil progress.

The summary financial report was included in the Headteacher's Report; Governors noted that the surplus is currently £170k although some invoices have not yet been received and costs taken out of the budget, eg for exam costs and therefore, the final surplus is likely to be reduced. Governors noted that the accounts are scrutinised at length by the Finance, Leadership & Management Committee and the financial procedures by the Audit Committee. Governors asked why the staffing budget was underspent, the Headteacher advised that when the budget was set it includes anticipated costs for staffing needs (new vacancies and appointments likely to occur during the year); however, the costs are based on average costs (salaries etc) and sometimes the appointment has resulted in a cost saving, ie if a newly qualified teacher (NQT) was appointed. The Headteacher also advised that some savings have arisen due to 'natural wastage', ie when members of staff have left and have not been replaced 'like for like'.

The Headteacher highlighted the effectiveness of the support provided by Delegated Services, the school's health and safety consultants, which is also proving to be cost effective. Governors also noted that the school has made a bid to the Department for Education (DfE) for funding to expand F Block (Post 16) in line with the original plans.

The Headteacher also highlighted the collaborative working arrangements that are currently in place which are extensive including links with the Hope School in India. The Headteacher is also the Chair of the Secondary Headteachers Group which also supports contributing to the education of all secondary school children across Bristol. Governors also noted that CPD opportunities have also been possible due to collaborative working where the costs could be met by several schools and therefore, cost effective for individual schools who would otherwise not be able to afford it.

Governors were very pleased to note that Redland Green School students have been successful in the Young Enterprise competition and have secured a place in the next round which is fantastic.

Governors asked how students without work experience connections are supported to secure work experience placements; the Headteacher advised that every student is supported with finding a placement and the school has a bank of companies who are willing to take students on and who have been checked in line with safeguarding arrangements. Governors asked how long the work experience placements last and were advised that it is a week and takes place for Year 10 students during Enrichment Week.

Governors asked if there have been any issues with the quality of teaching previously, and whether the school has strategies to support teachers, and, if necessary, respond to a lack of improvement by the member of staff concerned; the Headteacher outlined the Capability Procedure and the scrutiny provided by the Staff Development Committee regarding the effectiveness of the Procedure. Governors noted that individual details are not shared with Governors for confidential reasons and also in order to enable a Panel of Governors to be appointed later in the process if needed to consider the case which may include dismissal who have not been involved in earlier discussions.

[Rupert Maule entered the meeting.]

2.	'Knowing Our School'
2.1	<p>Governing Body's Development Plan (GBDP)</p> <p>Governors noted the outcomes of the Governors' Day Governing Body self-evaluation which had previously been distributed and in particular the need to have more targeted monitoring and evaluation through more effective use of Link Governors for example and also the need to have more targeted training where necessary.</p> <p>A Governors self-evaluation - questions for school Governors document had previously been distributed; Governors were split into 4 groups of 3 Governors for 'achievement', 'teaching', 'behaviour and safety' and 'leadership'. The groups then explored the questions in relation to their area of focus and provided feedback to the Governing Body. Governors were pleased to note that collectively, Governors are very informed and were confident to ask questions where necessary; it was also noted that Governors understood that individually, they may not know all the information but that there are Governors within the Governing Body who do have an understanding, eg Committee members, Named/Link Governors etc. Governors were also confident to ask school leaders to provide information and evidence as appropriate.</p> <p>Governors noted that under the new Ofsted framework, good and outstanding schools are unlikely to receive a full inspection and it is more likely that it will be a 'light touch' inspection generally consisting of 1 day. Governors agreed that it was imperative that the Governing Body ensures that rigorous evidence-based evaluation is in place and external moderation is carried out to ensure the Governing Body can be confident that judgements are accurate.</p>
2.2	<p>Safeguarding Report on Behaviour for Learning Policy</p> <p>The outcomes of the behaviour and safety survey had previously been distributed; Governors noted that the outcomes had been discussed at length by the Personal Development Committee. Governors also noted the behaviour report in general discussed by the Committee and recorded in the draft Minutes that had previously been distributed.</p> <p>The Deputy Headteacher, Rupert Maule, highlighted the key findings from the survey which were generally very positive. Governors noted however, that 30% of students who responded, disagreed or strongly disagreed with the statement that 'bullying is rare at my school', whilst 19% of parents/carers disagreed or strongly disagreed and only 9% of staff disagreed or strongly disagreed and asked whether this is an area to further explore why there is a discrepancy and if there are any measures that need to be taken to address the imbalance; the Deputy Headteacher confirmed that it has been an area that needs further scrutiny and the Heads of House have been tasked to carry out this analysis.</p> <p>Governors asked when the next survey is taking place and were informed that it will be in Term 5/6 and will focus on bullying; the outcomes will be brought to the Term 6 Personal Development Committee for scrutiny.</p>
2.3	<p>Summary of Staff Survey on Behaviour</p> <p>Discussed as part of item 2.2.</p>
2.4	<p>Communication & Engagement: Parent Engagement</p> <p>Governors requested feedback from the recent Parents Forum meeting which was provided by the Deputy Headteacher, Rupert Maule. The meeting focussed on homelearning; Governors were pleased to note that the Vice Chair had attended the meeting. The feedback will be shared with the Strategic Leadership Team (SLT), Heads of House and other staff as appropriate. Governors asked how the Parents Forum receive feedback on outcomes resulting from discussions at the meeting; the Deputy Headteacher advised that this is usually included in the school bulletin.</p> <p>Governors noted that the Vice Chair recently met with Fiona Purnell to consider the Governors' page of the school website; following which, the page was updated including inclusion of Governor videos etc; further suggestions were welcome. The Vice Chair will continue to co-ordinate developing the Governors' page with Fiona.</p> <p>The Minutes from the recent RGS Inclusion Steering Group meeting had previously been distributed; Governors noted the contents.</p>

	<p>d) Staff Development</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion at the meeting. Governors noted the contents of the Minutes and in particular, the discussion regarding the National Governors' Association's view that Governors should not be part of appointment panels which is the polar view of the Committee. The Governing Body fully supported continuing with their involvement in appointment panels but requested that the names of short-listed candidates be forwarded to those Governors on the panel to ensure that any conflict of interest can be identified early enough to find another Governor to join the panel. It was agreed that to ensure transparency in the process, Governors who have a personal connection to any of the short-listed candidates should withdraw from the panel. The Headteacher advised that there are likely to be several appointments taking place next Term; volunteers to join the panels will be sought in due course.</p> <p>e) Teaching & Learning</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion at the meeting. Governors noted the details and contents of the Minutes.</p>	<p>KT</p> <p>KT</p>
<p>4.3</p>	<p>ii) Governor visits and Named/Link Governor reports</p> <p>a) Feedback from the Admin Staffing Structure Review</p> <p>Darren McKimm provided feedback from his involvement in the review and advised that it is continuing and the outcomes will be shared with Governors in due course.</p> <p>b) Link Governor for Business Links, Work Related Learning, Advice, Information & Guidance</p> <p>The Link Governor advised that there was nothing significant to report other than the school has appointed an independent person to provide careers advice; the Headteacher confirmed that there was not a conflict of interest with Connexions who only provide statutory advice.</p> <p>c) Named Governor for Health, Safety & Well-Being</p> <p>The Named Governor stated that it was important that Governors and staff understand that workplace safety does not just cover health and safety but also includes safeguarding and well-being; completed Governor visit forms had previously been distributed together with the Minutes of the school's Safety Committee meeting. Governors noted the recent discussion at the Staff Development Committee meeting and in particular the recommendation to involve students in future site inspections.</p> <p>d) Named Governors for the Performance Management Review of the Headteacher</p> <p>Governors were informed that the mid-year review of progress made against objectives set will be taking place shortly. Details of the review outcomes will remain confidential to the Panel and Headteacher.</p> <p>e) Named Governors for Premises</p> <p>The Named Governor had provided feedback to the Finance, Leadership & Management Committee; there was nothing significant to report. Governors had previously noted that the work regarding the extension of F Block was continuing. The Named Governor and Chair of the Audit Committee are working with the school re the extension as part of the Working Group.</p> <p>Completed visit forms had also been received from Rita Deega and Lawayne Jefferson following the Governors' Day in January.</p>	
<p>4.4</p>	<p>iii) Training Undertaken</p> <p>Governors agreed that it would be useful to organise co-ordinated training that would benefit both new and existing Governors.</p> <p>Kate Teal recently attended the roles and responsibilities training session module 1 and whilst it was somewhat broad in range of information provided; it was noted that modules 2 and 3 were generally considered more useful. New Governors were encouraged to undertake training. The Clerk will also provide details of online training available.</p> <p>Governors discussed the need to have an induction pack for new Governors; the Chair, Vice Chair and Kate Teal will take this forward.</p> <p>Lawayne Jefferson attended a leadership development training session, part 2 which focussed on effective governance and which was very useful; the third part will be taking place later in the year.</p>	<p>JW</p> <p>CH, JS & HJ / EJ</p> <p>JW, LJ & KT</p>

5.	AOB
	There was no other business to consider
6.	Date & Time of Next FGBM
	Tuesday 15 July 2014, 6.30-8.30pm

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

SIGNED: **DATE:** 15 July 2014