

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 4 April 2017 at 6.15pm**

MINUTES

PRESENT:

Lawayne Jefferson (Chair)	Kate Teal
Sarah Everett-Cox (Vice Chair)	Rita Deegan
Sarah Baker (Headteacher)	Rod Symmons
Tim Whitaker	Barry Trahar
Catherine Hallam	Louise Blundell (Deputy Headteacher)
Rachel Richardson	Nicholas Lind (Deputy Headteacher)
Ciara Campfield	Elizabeth Jahn (Clerk)
Marilyn Barnard	

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 and Andrew Scoble.	
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>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher provided context to the information contained therein. Governors asked for an overview of performance management and how the school supported improving the quality of teaching and learning; the Headteacher provided an overview and advised that the school was in line with best practice. Strategies used to support continuing professional development (CPD) in relation to teaching and learning included the introduction of Teach Meet, which was very well received and was working well. Governors were welcome to attend the Teach Meet session, which would be taking place during the next INSET day, 10.00-11.30am. Governors asked if Teach Meet supported developing staff's confidence; the Deputy Headteachers confirmed that it did and provided examples of staff who initially did not have the confidence to stand up in front of their peers and provide feedback on their own best practice, who since attending the session, asked to lead a subsequent session.</p> <p>Governors asked if it was normal for schools not to carry out scheduled lesson observations; the Headteacher advised that if appropriate, lesson observations were carried out where there were concerns about a teacher's performance as part of professional guidance. However, the school's approach to appraisal was in line with best practice and Ofsted expectations. Governors asked if it was challenging to validate the quality of teaching and learning without regular lesson observations; the Headteacher advised that it was challenging as the school was not able to give the percentage of teaching and learning that was outstanding, good etc, but the robustness of performance management at the school meant that staff were better able to identify areas for development earlier than waiting for feedback from a lesson observation or relying on the next 'data drop'. Governors asked if CPD was linked to the Strategic School Development Plan (SSDP); the Deputy Headteachers confirmed that it was. Governors also asked if the impact of CPD was monitored; the Deputy Headteachers confirmed that it was; the effectiveness of CPD was discussed in more detail at the Staffing Committee meeting and details were included in the Minutes from the meeting.</p> <p>Governors discussed attendance, which was also discussed at length at the recent Students Committee meeting.</p>	

Approval (Initials)



	<p>The Headteacher advised that currently, the school's attendance level (94.8%) was just above the national level for secondary schools (94.6%). Governors noted that there was a dip in attendance for Year 10 students and asked if this Year Group was impacted by the non-attenders discussed at the Students Committee meeting; the Deputy Headteachers confirmed that it was.</p> <p>The Headteacher provided an overview of the progress information detailed in the report, which was also discussed at the Students Committee meeting.</p> <p>Governors discussed the details of the rewards/sanctions detailed in the report and asked if all the rewards/sanctions issued were included in SIMS; the Deputy Headteachers confirmed that they were not as some students received, for example, postcards home, which were not always inputted into the system. Governors also asked if the targets were too challenging in some areas, eg the number of books read, given the very low number of students receiving awards, particularly older students, and were informed that this reward had only recently been introduced and it was possible that some students might be rewarded with postcards home etc and not included in the SIMS data. However, the school monitored rewards/sanctions and, if appropriate, the target number would be adjusted, particularly for older students as typically, the books that they were reading would take longer to read as they were more challenging books.</p>	
<p>3.2</p>	<p>Financial Forecast & Published Admissions Number (PAN)</p> <p>The Impact Assessment of Increasing Class Size at RGS Report had previously been distributed; Barry Trahar, Rod Symmons and Louise Blundell, Deputy Headteacher, provided context to the information contained therein; a document setting out the increased income that would be generated from increasing the class size from 27 to 29 students was also distributed. Governors noted that two areas that would need to be monitored were the impact on ADT and the impact on staff workload, however, it was noted that the school would be reviewing the ADT curriculum for next year and therefore, any impact could be mitigated; in terms of workload, it was anticipated that the impact would be minimal.</p> <p>Governors asked if the Local Authority (LA) was supportive of the school increasing the PAN; the Headteacher confirmed that the LA had asked the school to increase the PAN and therefore, were very supportive. Governors were pleased to note that as the LA had requested the increase, if approved, the school would receive the additional funding in December 2017 rather than later in the academic year as the LA would provide growth funding.</p> <p>Following discussion, Governors considered the possible risks and agreed to increase the PAN to 29 students per class from September 2017.</p> <p>The updated 5-year rolling forecast, 2016/2017 – 2020/2021 was distributed; the Headteacher provided details of the projected figures. Summaries of the revenue, staff cost and expenditure assumptions were detailed in the document.</p>	
<p>3.3</p>	<p>Multi-Academy Trust (MAT) Update</p> <p>The MAT Overview, Trustee Applications Information & Process, Trustee Job Description, Trust Board Terms of Reference, Member Job Description, Academy Governing Body Terms of Reference, Member Agreement and Articles of Association had previously been distributed; the Chair provided an overview of the documents, which had been reviewed by the Steering Group. The Chair advised that the job descriptions, Terms of Reference etc had been slightly amended since they were distributed, although the amendments were grammatical rather than specifically in relation to the contents. Governors were informed that the draft Articles of Association were being presented to the Governing Body to consider and approve before being submitted to the Regional Schools Commissioner (RSC). Governors were provided with an explanation of the combination of cooperative model 6 Articles and standard model 1 Articles that would form the framework of the MAT.</p> <p>Following discussion, Governors approved the documents to be submitted to the RSC.</p> <p>Action: Minutes of the MAT Steering Group meetings to be distributed to Governors once available.</p> <p>Governors discussed the role of the Trust Board and the Local Governing Bodies (LGB) and asked for clarity regarding delegated authority, for example, whether the Board or the LGB would make a decision regarding the PAN in future; the Headteacher advised that it would be the individual schools as each school was responsible for its own admissions, however the Board would ultimately be responsible for the financial sustainability of the MAT and the strategic direction and therefore, it was likely that it would be a collaborative decision.</p>	<p>LJ</p>

	The Chair advised that the Headteachers' Board deadline had been changed to the 13 April 2017; Governors noted that it was likely that the MAT would not be established until around October rather than September 2017 to ensure the conversion was manageable within the timeframe.	
4.	Routine Governing Body Business	
4.1	Approval of Minutes of Previous Meeting, Carried Forward Matters & Matters Arising 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.	
4.2	Policy Adoption/Review: i) Admissions Statement: September 2018 (Post 16) Governors noted that the Statement had been reviewed and slightly amended in line with the Code of Conduct for Admissions; approval of the Statement was delegated to the Headteacher, who was reviewing the document with the Headteacher from Cotham School. Once approved, the Statement would be uploaded to the Centre's website.	
4.3	Other Matters / Updates i) Correspondence Governors were pleased to note that the school had received a letter of congratulations from the Right Honourable Nick Gibbs acknowledging the school's English Baccalaureate outcomes.	
5.	Training & Development: Feedback on Training & Development Courses Attended by Governors	
5.1	Governors' Report Including: i) Committee Chairs' Reports The draft Minutes had previously been distributed; Governors noted the contents, which were also discussed earlier in the meeting; there were no further comments or questions raised. ii) Governor Visits Rod Symmons' completed visit forms had previously been distributed; Governors were pleased to note that the visit focussed on safeguarding and the use of the CPOMS software system for schools. Rod Symmons had also taken part in the catering contract tendering process 'tasting day', which was very useful. iii) Training There was nothing to report at this time.	
6.	AOB	
	Governors considered and agreed the request for an additional INSET to support collaborative working across the MAT. There was no other business to consider.	
7.	Confidential Item: Staff members will be asked to leave for this item	
	[Louise Blundell, Nick Lind and Rachel Richardson left the meeting.] Confidential documents setting out a managing change proposal including the business case, current staffing structure and proposed staffing structure had previously been distributed. The Headteacher provided context to the information contained therefore, which was also discussed by the Staffing Committee. Governors asked whether the managing change would still be necessary in light of the MAT; the Headteacher confirmed that it was still necessary as the current staffing structure was not financially sustainable. The Chair of the Finance Committee confirmed that the proposal would still be put forward regardless of the MAT. Governors also asked if the staffing structure would need to change again once the MAT was established; the Headteacher stated that it was possible that another proposal might need to be brought to the Governing Body to consider.	

	<p>Governors asked if the forecasts anticipated cost-saving measures such as 'natural wastage' (not replacing staff who leave); the Headteacher confirmed that natural wastage savings had already been made and whilst there were likely to be opportunities in future for further natural wastage savings, and to reduce staffing costs through economies of scale as part of the MAT, as noted at a previous meeting, those savings would not be possible initially upon set-up of the MAT, but would be likely in the future.</p> <p>Governors were reminded that the school was obliged to follow a statutory timeline for implementing the managing change process and therefore, the consultation for the proposal needed to begin as soon as possible to meet the school's statutory responsibilities.</p> <p>Governors asked if the reference to a particular person's gender in the business case was appropriate; the Headteacher confirmed that this was checked with Education Personnel Management (EPM) who confirmed that it was appropriate in this particular case as the ring-fenced person brought skills that were not available in the other postholders, and therefore, it was appropriate to be person specific rather than role specific as would normally be the case in a managing change proposal.</p> <p>Governors also asked if other staff (ie those not affected by the proposal) would be informed; the Headteacher confirmed that EPM had advised that they should be informed after the managing change process had been completed.</p> <p>Following discussion, Governors agreed that the school should implement the managing change process and begin the consultation process regarding the proposed staffing structure.</p>	
8.	Date & Time of Next FGBM	
	Tuesday 23 May 2017, 6.15-8.15pm, Development Evening details TBC.	

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

SIGNED: **DATE:** 23 May 2017