

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 24 March 2015 at 6.30pm**

### **MINUTES**

<b>PRESENT:</b>	Lawayne Jefferson (Chair) Naresh Rao (Vice Chair) Sarah Baker (Headteacher) Sylvia Townsend Darren McKimm Annemieke Waite Barry Trahar Fiona Elder	Rod Symmons Rita Deegan Hilary Jeffkins Karen Thompson Rupert Maule Louise Blundell Elizabeth Jahn (Clerk)
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*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
<b>1.</b>	<b>Welcome &amp; Apologies for Absence</b>	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Catherine Hallam, Rachel Richardson, Marian Curran, John Waldron and Kate Teal.	
<b>2.</b>	<b>Attendance &amp; business/pecuniary interest register</b>	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
<b>3.</b>	<b>Report &amp; Review</b>	
<b>3.1</b>	<p><b>Headteacher's Report</b></p> <p>Governors were pleased to note that, following a successful recruitment process, the Deputy Headteacher's appointment panel recommended that Nicholas Lind should be appointed. Governors approved the panel's recommendation.</p> <p>The Headteacher's report had previously been distributed; Governors asked for clarification regarding students with English as an additional language (EAL), which was provided by the Headteacher who confirmed that there were approximately 10% of students who had EAL. However, Governors noted that some parents do not wish to declare themselves as EAL for a variety of reasons and this meant that the school needed to be proactive in identifying students who might be EAL.</p> <p>Governors asked if the North Bristol Teaching &amp; Learning Partnership would help in sharing best practice regarding provision for EAL students and also for identifying additional strategies to support those students; the Headteacher confirmed that one of the core purposes of the Partnership was to support developing best practice. Governors discussed the challenges EAL students faced and the types of strategies that the school used to support those students and their families.</p> <p>Governors asked for feedback on the recent radicalisation training provided to staff; the Headteacher fed back from the training; the Deputy Headteacher advised that the training was focused on raising awareness of risks associated with radicalisation. The training also highlighted links to safeguarding issues and the need to use the school's existing procedures and processes to monitor and respond to concerns regarding radicalisation. The training was also discussed at length at the recent Students Committee meeting.</p> <p>Governors asked if there had been any news regarding the capital build project bid; the Headteacher confirmed that no news had been received at this time.</p> <p>Governors discussed barriers to learning for disadvantaged students and the types of strategies used to support those students. Governors were pleased to note that this would continue to be a priority focus for further development within the school.</p>	

Approval (Initials) .....

3.2	<p><b>Committee feedback:</b></p> <p><b>i) Audit</b></p> <p>The draft Committee Minutes had previously been distributed; Governors noted the contents. There were no further comments or issued raised.</p> <p><b>ii) Finance</b></p> <p>The draft Committee Minutes had previously been distributed; Governors noted the contents. There were no further comments or issued raised.</p> <p><b>iii) Leadership</b></p> <p>The draft Committee Minutes had previously been distributed; Governors noted the contents. The Chair of the Committee highlighted the key areas of discussion at the meeting.</p> <p><b>iv) Students</b></p> <p>The draft Committee Minutes had previously been distributed; Governors noted the contents. The Chair of the Committee highlighted the key areas of discussion at the meeting. The Deputy Headteacher was requested to provide feedback from parents regarding the curriculum changes agreed at the meeting; the Deputy Headteacher confirmed that there were a few notes of concern from parents regarding their children but on the whole, the feedback was positive.</p>	
3.3	<p><b>Governor visits and Governor Responsible for, reports</b></p> <p>Governors noted the completed visit forms from Rita Deegan and Rod Symmons. Governors were also pleased to note that Sylvia Townsend attended the Faculty Review meeting and the Chair met with the Student Council. Governors also noted that several members of the Governing Body had taken part in recent staff appointments including the Deputy Headteacher's recruitment process.</p> <p>Governors were advised that a draft Governor visits report form had been developed as a Google Doc and was available on the Governors' website as well as directly through Google Drive. Governors were requested to trial the form and forward any issues to the Clerk. Once the form was made fit for purpose, a similar form would be established to record Governor training.</p>	All
3.4	<p><b>School Self-Evaluation (SEF) 2014-2015</b></p> <p>Governors reviewed the SEF in groups to identify areas for which Governors required more information. Following discussion, it was agreed that it would be useful to receive more information on progress review meetings, in particular, regarding Pupil Premium students; the Deputy Headteachers advised that the meetings focused on progress data as well as attendance data. Governors also requested more information on the Social, Moral, Spiritual and Cultural (SMSC) development aspect of the curriculum and in particular, how 'British Values' were being embedded across the curriculum; this would be provided at the next Students Committee meeting.</p> <p>Governors asked for more details regarding target setting, which were provided by the Strategic Leadership Team (SLT). Governors were pleased to note that targets were aspirational and supported accelerated progress, particular for students who were identified as underperforming at Key Stage 2 (KS2).</p> <p>Governors asked for examples of non-qualification activities to be identified during the Governors' Development Day; Governors also asked for clarity regarding the role of the Careers Adviser; the Deputy Headteachers provided an overview of the role.</p> <p>The questions raised as part of the exercise would be collated by the Chair and taken forward as part of the Governors' Development Day in Term 5.</p>	SB / LJ  LJ
4.	<b>Approvals</b>	
4.1	<p><b>Memorandum of Associations (MoU): Claremont School &amp; Redland Green School and for the North Bristol Teaching &amp; Learning Partnership</b></p> <p>Governors considered the MoU between Claremont School and Redland Green School and asked whether it needed to include specific reference to the Management Agreement regarding financial arrangements. Barry Trahar, Chair of Claremont School's Governing Body, advised that the schools were working towards formalising the arrangements and the recharges applicable; it was hoped that this would be resolved soon; however, the MoU aimed to cover the broader philosophical understanding between the two schools.</p>	

	<p>Governors asked for clarity regarding 'sharing of Governors' etc and recognised that this was in terms of Governor representation on each school's Governing Body as well as providing support for appointment panels etc as appropriate. Following discussion, Governors agreed the MoU between Claremont School and Redland Green School; the draft Management Agreement would be shared with the Finance Committee and full Governing Body (FGB) in due course.</p> <p>Governors also considered and approved in principle the MoU for the North Bristol Teaching &amp; Learning Partnership. Once feedback had been received from each of the schools, the document would be finalised. Governors also noted a map of the Partnership area (North 3) as well as the North Bristol Teaching &amp; Learning Partnership document 'What do I get for my money'. Both documents had previously been distributed for information; the latter document was currently in draft form and was drawn up to help clarify the value for money element of the partnership, although it was more specifically relevant to primary schools within the Partnership.</p>	SB
4.2	<p><b>Committee membership</b></p> <p>Governors considered and agreed to appoint Lawayne Jefferson, Rita Deegan and Tim Whittaker to the Audit Committee and to the Finance Committee; Andrew Scoble to the Leadership Committee; and Marilyn Barnard, Andrew Scoble and Tim Whitaker to the Students Committee.</p>	
4.3	<p><b>Appointment of Governors Responsible for Strategic School Development Plan (SSDP) Priorities</b></p> <p>Governors considered and approved the Governors Responsible for SSDP Priorities recommendations presented in the updated Governing Body's Committee &amp; Responsibilities Matrix 2014-2015. Governors also noted that a review of the Committee structure, membership and ways of working would take place as part of the Governors' Development Day next Term.</p>	
4.4	<p><b>Policy adoption review:</b></p> <p><b>i) Admissions Statement: 11-16</b></p> <p>Governors noted that when the school converted to an Academy, the Governing Body agreed to continue using the Local Authority (LA) to manage admissions and therefore, Governors had agreed to adopt the LA's admission arrangements. The LA had now advised that they separate the admission arrangements from their policies and schools must adopt either/both; ie Governing Bodies needed to agree that the LA manages admissions; and that the LA's admission arrangements should be implemented on the school's behalf. Schools were required to consider and agree either/both of these annually.</p> <p>Governors therefore, agreed to continue using the LA to manage admissions and to adopt the LA's admission statements. In addition to the link on the school website to the LA admission section, in future there would be a link directly to the Department for Education's (DfE) Admissions Code of Practice to support parents' understanding of admissions.</p> <p><b>ii) Admissions Statement: Post 16</b></p> <p>Governors noted that the Admissions Statement for September 2015 and September 2016 had previously been reviewed and updated to reflect current legislation and terminology and agreed by the Post 16 Centre's Executive Group. Due to a change in governance arrangements for the Centre, Governors were requested to ratify the Executive Group's decision to approve the Statements; Governors therefore, ratified the approval.</p> <p>Governors requested clarity regarding the published admissions number (PAN) and whether reference to the 'Post 16 Committee' needed to be amended; the Headteacher explained how the PAN was derived; the Headteacher also advised that the Director of the Post 16 Centre and the Chairs and Headteachers of Cotham and Redland Green Schools meet to consider Post 16 issues and therefore, a basis for a Committee was already established and this would be considered in more detail by the Headteachers, Chairs and Vice Chairs of both Governing Bodies when they meet in Term 5.</p> <p><b>iii) Staff, Governors &amp; Volunteers Acceptable Use Policy Agreement</b></p> <p>Governors noted that the Acceptable Use (AU) Policy Agreement had been adopted by the Governing Body before the school had a separate E-Safety Policy; however, as the school now had an E-Safety Policy, which incorporated the AU Agreement, Governors agreed that it was no longer necessary to retain a separate AU Policy Agreement.</p> <p>Governors were requested to sign the AU Agreement section contained within the E-Safety Policy to confirm that they had read, understood and agreed to abide by the contents.</p>	

<b>4.5</b>	<b>Minutes of previous meeting, carried forward matters and matters arising</b> The Minutes were agreed and signed as a correct record.	
<b>5.</b>	<b>AOB</b>	
<b>5.1</b>	<b>Training</b> Governors were pleased to note that Rod Symmons attended a training session on safeguarding on the 10 March 2015; Tim Whitaker also attended roles and responsibilities training 1 and 2 on 22 January 2015. Other training was noted including safeguarding training; Governors were requested to log training undertaken on the new training form (discussed earlier in the meeting) when it becomes available.	All
<b>5.2</b>	<b>Key dates for Governors</b> There was nothing significant to note.	
<b>6.</b>	<b>Correspondence</b>	
	There was no correspondence to consider.	
<b>7.</b>	<b>AOB</b>	
	There was no other business to consider.	
<b>8.</b>	<b>Date &amp; Time of Next FGBM</b>	
	Thursday 7 May 2015, Development Day; details to be confirmed	

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

**SIGNED:** ..... **DATE:** 7 May 2015