

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 27 March 2012 at 2.30pm**

#### **MINUTES**

**PRESENT:**

Annemieke Waite (Chair)	Ian Campion-Smith
Sarah Baker (Headteacher)	Judy Patterson
Tim Trout	Bharti Joshi
Dave Jackson	Anthony Ward
Alison Cossons	Astrid Kopmels
Rod Symmons	Kim Garland (Associate Member)
Sylvia Townsend	Rupert Maule (Associate Member)
John Waldron	Elizabeth Jahn (Clerk)
Emma Waldon	

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1	<p><b>Welcome &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Darren McKimm, Claire Pick, Lawayne Jefferson, Barry Trahar, Steph Ball, Penny Mooney and Marian Curran. Emma Waldon apologised she would be late.</p>	
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
3	<p><b>Academy Consultation Update, Governance Structure &amp; Application to Convert Decision</b></p> <p>Governors thanked the Working Group and the Strategic Leadership Team (SLT) for their hard work during the recent consultation period and for the informative feedback report that had been previously distributed.</p> <p>Governors discussed the executive summary at length; the Working Group advised that the summary clearly outlined how they felt after listening to and reviewing all the feedback. It was agreed that it was very helpful to have the consultation taking place at an early stage. The feedback had been very useful, particularly from parents/carers. Governors discussed the format of the consultation meeting with parents/carers, and whilst it was noted that the table format could cause some parents/carers to feel disempowered as the energy was directed inwardly at one another and not at the Governors/school, it was noted that a Governor had been at every table which enabled more small group discussions which could then be taken forward to the wider forum. It was felt that this supported quieter parents/carers who may feel disempowered by one or two more dominant characters. Governors also made it clear that they were happy to make as much time available as necessary to answer questions at all the consultation meetings. The overall impression was that the majority of staff, students and parents/carers were happy with the consultation meetings.</p> <p>Governors queried whether a decision to convert could be reversed; the Working Group advised that the school will have to enter into a 7-year funding agreement which means that they could make a decision at that point not to enter into a further agreement, however it was noted that the future of education is unknown at this time.</p> <p>Governors discussed admissions and the designated area of first priority and noted that whilst there were no plans to change the admissions criteria, this could be an option should the school convert. There has recently been an issue with siblings of students in the Post 16 Centre who have not been offered a place at the school. It is envisaged that the Local Authority (LA) will continue to manage admissions on the school's behalf; it is anticipated that this will be at no charge to the school.</p>	

Approval (Initials) .....



	<p>Governors discussed TUPE and noted that the school and trade unions have tried to ensure that staff understand the implications of TUPE but a lot of that work will be carried out should the Governing Body agree to convert. It was noted that employment law will enshrine terms and conditions however there is a government drive to dismantle public sector workforce agreements which could impact on staff terms and conditions. A consultation document has recently been published. It is not anticipated that any staff will leave specifically as a result of becoming an Academy.</p> <p>Governors were concerned to note that the school has still not received the funding figures for 2012/2013.</p> <p>[Emma Waldon entered the meeting.]</p> <p>Governors agreed that they are committed to supporting the LA but acknowledged that the LA's resources and capacity have diminished.</p> <p>Governors noted that the speed of change is alarming but agreed that the school has not rushed into making a decision as the Working Group has spent a considerable amount of time finding out information etc.</p> <p>The Headteacher advised that all Headteachers in this locality are collaborating to improve learning and there is a strong commitment to support each other through resources or emotional support. The schools and Academies in Bristol have a written commitment to support negotiated transfers and managed moves.</p> <p>Governors discussed the recommendations at the end of the executive summary and agreed each area which is recommended to form part of the school's charter. However whilst the financial statement was valid it was agreed that it should not form part of the charter.</p> <p>Governors discussed TUPE and staff terms and conditions and agreed that the sentence needs to be slightly amended to ensure it is clear.</p> <p>Concern was raised that the charter could impact on the 'freedoms' of Academisation, however the Working Group advised that they felt it was not beneficial to change any of the areas identified in the charter.</p> <p>Governors will need to look at governance models and whether more formal collaborative agreements are needed. The school has identified Claremont School as the formal 'outstanding' school to work with in partnership.</p> <p>Governors agreed the principles of the charter; the Working Group will take the wording forward.</p> <p>Governors considered and agreed to make an application to convert to an Academy with the proposed date of conversion the 1 October 2012. Governors will need to stay abreast of developments prior to signing the funding agreement. Governors supported the appointment of a Project Manager, funded from the £25k funding provided by the Department for Education to support the conversion process. The Headteacher and John Waldron have met with 3 companies and quotes have since been received. The Headteacher will appoint CFBT Education Trust who provided best value for money.</p> <p>It was agreed that when the school's personalised work programme is finalised, a copy will be provided to Governors, staff and others as appropriate. Once the plan is finalised, Governors will need to take forward identified tasks; it is important that all Governors are involved in the process so that they have a shared understanding of what needs to be done and shared ownership. The Headteacher hopes to meet with CBFT before the school holiday so that the work programme can move forward after the holiday.</p> <p>[Tim Trout left the meeting.]</p>	<p>WG</p> <p>SB</p> <p>SB</p> <p>All</p>
<p><b>4</b></p>	<p><b>Headteacher's Verbal Report</b></p> <p>The Headteacher advised Governors that AS module outcomes were good and A2 outcomes were in line with national trends. The Centre is reviewing January modules as they work with some subjects but not others.</p>	

	<p>Governors were pleased to note that the Year 10 mock exam outcomes were very good especially Science with 76% of students achieving A*-C. It was noted that Science is an area of strength for the school; there are lots of extra-curricular opportunities for students that also benefit other subjects. Next year there will be 22 Science classes in Post 16.</p> <p>A survey of students and staff took place last Term re behaviour; overall the feedback was very positive. Students are slightly less positive about behaviour in Years 8 and 9 which will be further investigated. All girls feel safe and the majority of boys feel safe; this will also be further explored.</p> <p>The new notebooks have been installed in the Hub with the older computers moved to other areas. An iPad project has been implemented to support engagement in learning for some students.</p> <p>The Staff Leavers &amp; Recruitment information sheet was distributed; the Headteacher outlined the contents.</p> <p>Governors noted the Financial Summary Report dated the end of February 2012 which had previously been distributed.</p> <p>The post of teacher of ADT has been deleted as the post holder is leaving; there is also a reduction in the number of students opting for ADT in Key Stage 4 (KS4).</p> <p>Redland Green School Student Numbers as of 26 March 2012 was distributed. The total number of students on roll is 1357 with a waiting list of 28. Years 7-10 include the Claremont School students who participate in most of the lessons (one per Year Group). The school has supported more students transferring to the school on a negotiated transfer than the number of students leaving the school. The school will wait until the number of students on roll in a Year Group drops to 188 before students on the waiting list are offered a place. It is expected that next year more students will move from Year 12 to 13.</p>	
5	<p><b>Committee Minutes</b></p> <p>The draft Minutes will be distributed in due course.</p>	EJ
6	<p><b>Approval of Minutes of Last Full Governing Body Meetings (FGBMs) Held on 18 October &amp; 13 December 2011, 24 January &amp; 7 February 2012</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	
7	<p><b>Carried Forward Matters &amp; Matters Arising From Minutes of Previous Meeting</b></p> <p>There were no matters arising.</p>	
8	<p><b>Governors' Reports Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback From Association of Bristol Governors Meeting</b></li> </ul> <p>There was nothing to report.</p> <ul style="list-style-type: none"> <li>• <b>Correspondence</b></li> </ul> <p>There was no correspondence to consider other than feedback from the consultation which had been responded to and discussed earlier in the meeting.</p> <ul style="list-style-type: none"> <li>• <b>School Visits &amp; Link Governor Reports</b></li> </ul> <p>Anthony Ward fed back from his visit with Paul Norris today to discuss ICT and e-safety. The visit included discussions re inappropriate access to websites, Twitter, cyber bullying etc. Governors were pleased to note that 30 students have applied to be cyber mentors trained by an external provider. Anthony Ward met with 4 of the mentors and was informed that the room has been identified for mentors to be on duty on a rota basis but the cyber mentor support is not yet fully up and running.</p> <p>Dave Jackson met with the Headteacher and Directory of Finance &amp; Administration prior to the full Governing Body meeting to discuss procurement, financial decision making and opportunities to make savings.</p>	

	<p>The Chair attended the recent drama production and congratulated students and staff for an excellent performance.</p> <ul style="list-style-type: none"> <li>• <b>Training Undertaken</b></li> </ul> <p>Alison Cossons completed the roles and responsibilities training, modules 1, 2 and 3.</p> <ul style="list-style-type: none"> <li>• <b>Decision to Continue Subscription to Governor Development Service (GDS)</b></li> </ul> <p>Governors agreed to continue subscription to the GDS. This will need to be considered again when the school converts to an Academy.</p>	WG
9	<p><b>AOB</b></p> <p>There was no other business to consider.</p>	
10	<p><b>Date &amp; Time of Next Full Governing Body Meeting</b></p> <p>Tuesday 22 May 2012 at 7.00pm <i>[to be confirmed]</i></p>	

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

**SIGNED:** ..... **DATE:** 22 May 2012