

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

### **FULL GOVERNING BODY MEETING – TERM 5** Held at the school on Tuesday 22 May 2018 at 6.00pm

#### **MINUTES**

**PRESENT:**

Lawayne Jefferson (Chair)	Jenny Suggate
Tim Whitaker	Marc Griffiths
Andrew Scoble	Louise Blundell (Head of School)
Tim Walton	Nick Lind (Deputy Headteacher)
Andrew Morgan	Matt Gould (CPD item only)
Mark Robson	Natasha Spence (CPD item only)
Peter Dixon	Beatrice Parry (CPD item only)
Rod Symmons	Elizabeth Jahn (Clerk)

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1.	<b>Welcome &amp; Apologies for Absence</b>	
	<p>The Chair welcomed everyone to the meeting, particularly Andrew Morgan and Tim Walton who were joining the Governing Body as Support Staff Governors (shared role); Mark Robson and Peter Dixon who were joining the Governing Body as Teaching Staff Governors (shared role); Jenny Suggate and Marc Griffiths who were attending the meeting as proposed new Community Governors; and Beatrice Parry who had been invited to attend the continuing professional development (CPD) session at the start of the meeting. The Chair also welcomed Matt Gould, Alternate Learning Provision Commissioning Hub and Inclusion Officer from Bristol City Council, and Natasha Spence, Education Inclusion Manager, who were leading the CPD session on Exclusions Training in relation to SEND &amp; Disability Discrimination.</p> <p>Apologies were received and accepted from Sarah Baker, Sarah Everett-Cox, Barry Trahar, Catherine Hallam and Ciara Campfield.</p> <p>Governors were disappointed to note that Marilyn Barnard had resigned from the Governing Body.</p>	
2.	<b>Strategic Development</b>	
2.1	<p><b>Continuing Professional Development (CPD): Exclusions Training in relation to SEND &amp; Disability Discrimination</b></p> <p>Matt Gould summarised the best practice and statutory requirements in relation to permanent exclusions (PEX); Governors noted in particular the primary responsibility of schools to seek, wherever possible, an alternative to a PEX. There also needed to be a key focus on the views of the parents as well as the child.</p> <p>Governors asked whether moderation of PEX review meetings took place; Matt Gould confirmed that the LA moderated exclusions through attendance of the Inclusion Officer at PEX review meetings held by Governing Bodies. A blank change of provision form, which schools needed to complete was also uploaded to Google Drive for Governors' information.</p> <p>Governors were provided with an overview of the PEX pack including the expectations regarding the Headteacher's statement and supporting documents that Governors should reasonably expect to see in the pack. Governors asked if there were any risks in terms of the General Data Protection Regulation (GDPR) should a freedom of information (FOI) request be made; Matt Gould advised that this had not specifically been considered, although it was a closed meeting and all present received a copy of the papers and it would be unlikely that any documents would be eligible to be shared beyond those attending, or invited to attend the meeting under an FOI request due to the personal nature of the documents specific to the child being excluded although general PEX information might be subject to a FOI request, eg the number of students who had been PEXed by a school, an analysis of the ethnicity, age, gender of those PEXed etc.</p>	

Approval (Initials) .....



	<p>The Governors' panel would need to focus their decision on whether the information contained in the exclusion pack or presented at the meeting evidenced that the child had done what he or she was alleged to have done on the balance of probabilities (ie was it more likely or less likely, given the evidence, that the child did what was alleged). The panel would then need to assess whether the exclusion was a proportionate response to the behaviour stated given all the available evidence and if the school did all that it could reasonably have done to avoid the exclusion. Alongside these decisions, the panel would need to review whether the process was followed in line with statutory guidance including timescales and whether the school's policies were clear that the behaviour was likely to result in a PEX, ie had the student been made aware, at all stages, of the likely consequences of his/her behaviour.</p> <p>At the conclusion of the presentation, Governors were provided with points 'worth remembering' including the impact on pupils that had been PEXed in terms of outcomes and life chances. Following the presentation, Governors split into small groups to consider the quality of anonymised PEX packs, which was very useful.</p> <p>Governors asked whether managed moves, more commonly called negotiated transfers (NT), were successful; Matt advised that when all parties were positive about the NT, it was typically very successful, however, when one party was not, it often failed. The Deputy Headteacher advised that 8 students had joined Redland Green School on NTs and 1 student had moved out of Redland Green on an NT this year. Of the 8 students who joined the school, 2 came via the Bristol Inclusion Panel (BIP) and 6 were through school to school negotiations.</p> <p>Governors asked whether the LA had statistics on the proportion of exclusion reviews that had resulted in the Headteacher's decision being overturned; Natasha Spence confirmed that she had just received a report that included that information and she would forward it to the Chair to distribute.</p> <p>Matt Gould followed up the PEX review panel training with an overview of the Independent Review Panel process and purpose. Matt stressed that one of the key things that he would like Governors to take away from the meeting was the understanding of the Governing Body's responsibility to hold the school to account for policies and in particular, whether the wording of policies, particularly those around behaviour or IT acceptable use, which was now a part of the Behaviour Policy suite, was clear in regards to the likely consequences of certain behaviours including certain behaviours related to IT use.</p> <p>Governors thanked Matt Gould and Natasha Spence for their informative presentation and Beatrice Parry for attending the CPD session.</p> <p>[Matt Gould, Natash Spence and Beatrice Parry left the meeting.]</p>	
<b>3.</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>4.</b>	<b>Redland Green School's Full Governing Body Meeting</b>	
<b>4.1</b>	<p><b>Feedback from CPD Session</b></p> <p>Governors agreed that the session was useful and informative.</p> <p><i>Action: An update on the changes that have been implemented to support the transparency and effectiveness in behaviour management, the school's related graduated response, and an update on the suite of behaviour-related policies including for IT acceptable use and how cohesively the policies were aligned, particularly in the context of a PEX, to be brought to the next Students Committee meeting.</i></p>	LB & NL
<b>4.2</b>	<p><b>Multi-Academy Trust (MAT) Update</b></p> <p>The Chair advised that there had not yet been any movement in terms of the MAT conversion and therefore, there was nothing significant to report at this time.</p>	
<b>4.3</b>	<p><b>Single Academy Trust (SAT) &amp; SAT to MAT Risk Registers</b></p> <p>The updated risk registers had previously been distributed; the Chair summarised the reviews that had taken place and the amendments made to the registers. Governors were pleased to note that dates had been incorporated into the SAT to MAT risk register in response to a recommendation from the school's auditors; specific roles had also been included in the register, which was useful.</p>	

	Further adjustments were made to the scoring in light of progress made and the updated version of the register was uploaded to Google Drive.	
4.4	<p><b>Compliance Tracker</b></p> <p>An update report on Governor items on the Compliance Tracker had previously been distributed; Governors noted the contents, which were also referred to whilst reviewing the SAT to MAT risk register above.</p>	
4.5	<p><b>Governor Recruitment</b></p> <p>Governors considered and agreed to appoint Andrew Morgan and Tim Walton as Support Staff Governors (shared role); Mark Robson and Peter Dixon as Teaching Staff Governors (shared role); and Jenny Suggate and Marc Griffiths as Community Governors. John Worthington would be appointed as a Community Governor at the first meeting in Term 1.</p>	
5.	<b>Routine Governing Body Business</b>	
5.1	<p><b>Approval of Minutes of Previous Meeting, Carried Forward Matters &amp; Matters arising</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>Governors noted that model GDPR documents had been made available in Google Drive together with the finalised Data Protection Policy for information.</p> <p><i>Action: GDPR to be included on future Agendas.</i></p>	EJ
5.2	<p><b>Approval of Committee Terms of Reference (TOR)</b></p> <p><i>Action: This item to be deferred until the next meeting.</i></p>	EJ
5.3	<p><b>Other Matters / Updates</b></p> <p><b>i) Correspondence</b></p> <p>Governors considered an email received from a member of the public requesting the Governing Body considers reviewing the catchment area for Redland Green School. Governors discussed the request and agreed that the review of the school's catchment area, was the responsibility of the LA as it would need to be reviewed in the context of the other schools in the vicinity. It was noted that the Deputy Headteacher had already provided this information to the person concerned in response to their email and therefore, no further action was required.</p> <p>There was no other correspondence to consider.</p>	
6.	<b>Information Sharing</b>	
6.1	<p><b>Governors' Report Including:</b></p> <p><b>i) Governor Visits Including Feedback from Attendance at Faculty Reviews</b></p> <p>Governors agreed that feedback from the Faculty reviews would be discussed at the next meeting.</p> <p><b>i) Training</b></p> <p>Governors were pleased to note that the Chair had undertaken 'priorities for teacher retention and development – support, quality and leadership' training facilitated by the Westminster Education Forum; the session was very informative and recommended CPD increased hours for teachers in the UK compared with Europe; new teacher and student resilience training being trialled at Bradford University, and the development of parental communications training courses.</p>	
7.	<b>AOB</b>	
	<p>Governors considered 2 business cases that had previously been distributed regarding continuation of an honorarium payment for GDPR responsibilities, and for a temporary Behaviour Manager post. The business cases included the responsibilities and outcomes, as well as a detailed cost analysis. Governors discussed the proposals as part of the risk register reviews and agreed that they were appropriate to meet the needs of the school at this time; the proposals were therefore, approved.</p> <p>There was no other business to consider.</p>	

8.	<b>Date &amp; Time of Next FGBM</b>	
	Tuesday 17 July 2018, 6.15-8.15pm.	

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

**SIGNED:** ..... **DATE:** 17 July 2018