

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 23 May 2017 at 6.15pm**

MINUTES

PRESENT:

Lawayne Jefferson (Chair)	Rita Deegan
Sarah Baker (Headteacher)	Rod Symmons
Tim Whitaker	Barry Trahar
Andrew Scoble	Louise Blundell (Deputy Headteacher)
Kate Teal	Nick Lind (Deputy Headteacher)
Rachel Richardson	Guest Governors from Local Schools (Item 3 only)
Ciara Campfield	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting, particularly guest Governors who were invited to attend the development session. Apologies were received and accepted from Sarah Everett-Cox, Catherine Hallam, Marilyn Barnard and Marian Curran.	
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>Governors' Continuing Professional Development:</p> <p>a) Good Governance/Practice in Appeal Panels - exclusions, admissions, disciplinary, complaints</p> <p>Powerpoint slide presentations were distributed in hardcopy relating to exclusions training, dealing with complaints and Academy Trust governance; Ciara Campfield explained the information provided. Governors asked for clarity regarding some of the information; Ciara provided further information in response, which was also available in statutory guidance.</p> <p>Governors noted that the school would be introducing a new Behaviour for Learning Policy to reflect the 'ready to learn' protocol that would also be introduced. Governors asked how students would be made aware of the new policy, and in particular, the new expectations; the Deputy Headteacher confirmed that the school would be using lots of opportunities to explain and promote the new expectations including through the use of assemblies, Mentors and lessons. Governors were reminded that there might be an increase in the number of fixed term exclusions during the transition stage of the new policy, but it was anticipated that this would quickly be resolved as the new expectations were embedded.</p> <p>Governors were very pleased to note the impact of the fair access forum, which had significantly reduced the number of permanent exclusions across Bristol since it was set up. Governors were also pleased to note that the Headteacher and Chair were trained to sit on Independent Review Panels, which was the appeal stage of the exclusion review by the Governing Body.</p> <p>Following on from exclusions, complaints guidance was discussed; Governors were mindful that the process for complaints were similar to exclusions, or in fact, most appeal processes, and in the majority of cases, where possible, it was in a school's best interests to try to resolve the issues early in the process.</p>	

Approval (Initials)



	<p>b) Collective Responsibility</p> <p>The Academy Trust governance presentation focused on the legal framework within which Academy Trusts operate, multi-Academy Trust (MAT) governance, Members' and Directors' rights, role and liabilities, Charity Law and Company Law duties and Director liability. The presentation also included information relating to collective responsibility in relation to decisions that had been validly made, even if a Director was absent from the meeting at which a decision was made. Therefore, it was essential that Directors took an active role in making decisions by critically and objectively reviewing proposals and challenging assumptions. Directors were collectively required to act in the best interest of the company and had shared duties under Company Law including reporting duties.</p> <p>The presentation also included information relating to the boundaries of governance and management and common mistakes that made boards ineffective including lessons learnt from early MATs.</p> <p>The Governing Body thanked guest Governors for attending the development session; those Governors in turn, thanked the Governing Body for hosting the session.</p> <p>[Guest Governors left the meeting.]</p>	
<p>3.2</p>	<p>Headteacher's Verbal Report</p> <p>The updated 5-year rolling financial forecast was distributed; the Headteacher provided context to the information contained therein including adjustments made to the revenue, expenditure and staff cost assumptions. Governors noted in particular that the revenue was based on the funding statement and assumed that catering would be outsourced and therefore, there would be no income. The forecast also included the published admissions number (PAN) increase of 16 places with the associated rise in lagged funding and the growth fund received as per 2016/2017 with addition of increased PAN. It was also anticipated that donations to the school would increase to £30k and lettings would increase to £50k. However, it was also noted that there would be an increase of costs associated with the increase in PAN for 2018/2019; this had been included in the forecast.</p> <p>Governors were informed that converting to a Teaching School generated £60k of funding. However, the capitation and other budgets had been reduced by 5-25% although the infrastructure and premises budgets had increased to allow for increased utility costs etc. The Headteacher advised that the forecast assumed no deferment for the new build payment.</p> <p>Governors noted that 1% in staff costs had been included to reflect the living wage increase and the staffing costs were modelled on known and expected changes from April 2017 including the managing change outcomes.</p> <p>Governors asked if the assumptions were realistic; the Headteacher confirmed that they were as realistic as possible given the information available at this time. The staff costs include increases resulting from grade/scale progression where applicable although these would be confirmed following the appraisal process. The Headteacher also advised that it was likely that there would be a reduction in staffing numbers over time in real terms ie through 'natural wastage' (not replacing outgoing staff).</p>	
<p>3.3</p>	<p>Multi-Academy Trust (MAT) Update</p> <p>The notes from the MAT Transition Steering Group meetings were available to view on Google Drive; the Chair provided an overview of the notes. Governors were pleased to note that the Headteacher had been appointed as the Chief Executive Officer (CEO) Designate but asked if support would be considered at Redland Green to ensure that the time directed to the MAT did not impact on leadership of the school. The Headteacher advised that it was anticipated that approximately 40% of her time would be in relation to the MAT and where necessary, backfill arrangements would be made to support the school. This would be considered in more detail and if appropriate, any recommendations would be brought back to the Governing Body in due course.</p> <p>Governors also asked whether the Academy Trust Boards had been determined; the Chair advised that some names had been put forward as part of the MAT application, although until the Order had been made, it was not possible at this stage to appoint the Trustees. A skills audit would inform membership of the Academy Trust and the local Governing Bodies.</p> <p>Governors asked at which point would the Governing Bodies be asked to approve the membership for the MAT; the Headteacher advised that it was ultimately the Education Funding Agency (EFA) and the Regional Schools Commissioner (RSC) who would approve the nominees who were required to submit detailed CVs to support their applications, outlining their experience and skills. However, the individual Governing Bodies would be provided with the information once available.</p>	

8.	Date & Time of Next FGBM
	Tuesday 11 July 2017, 6.15-8.15pm.

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

SIGNED: **DATE:** 11 July 2017