

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 24 April 2018 at 2.30pm**

MINUTES

PRESENT: Lawayne Jefferson (Chair) Catherine Hallam
 Sarah Baker (Headteacher) Louise Blundell (Head of School)
The meeting was Tim Whitaker Nick Lind (Deputy Headteacher)
noted to be quorate Marilyn Barnard Elizabeth Jahn (Clerk)
 Rod Symmons

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sarah Everett-Cox, Barry Trahar, Andrew Scoble, Ciara Campfield. Rod Symmons apologised he would be late. Governors were disappointed to note that Kate Teal and Rachel Richardson had resigned from the Governing Body.	
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	Headteacher's Report [Rod Symmons entered the meeting.] In advance of this item, Eva Bernal, Data Protection Officer (DPO), provided an overview of the school's progress towards compliance with the General Data Protection Regulations (GDPR). An information sheet and various data protection documents including the draft Data Protection Policy had previously been distributed. Governors discussed the implications of the GDPR and the actions that had, and would, be taken in preparation of the GDPR coming into effect on the 25 May 2018. Governors noted the significant amount of work that had been carried out to date and the effective leadership that the DPO had shown in driving this forward. Governors were particularly pleased to note that, following a GDPR staff training session led by Veale Wasbrough Vizards (VWV), the VWV representative, Stephen McNamara, had emailed to express his positive views about the work that had been carried out and the DPO's strong leadership of this area stating ' <i>You are in a far stronger position from many other schools I know of. The work being undertaken on the documents etc I think is outstanding. It is essential that the work of the DPO remains recognised as of critical importance.</i> ' Governors thanked and congratulated the DPO on her hard work. Governors were reminded that school email addresses would be issued to the Governing Body in due course and it was expected that Governors use those addresses for future communications once set up. Guidance was also provided on the retention of Governing Body documents and the need to share data protection breaches with the DPO. It was recommended and agreed that a link Governor for GDPR would be appointed. Governors thanked the DPO for attending the meeting and for her informative and enthusiastic presentation, which was very useful. [Eva Bernal left the meeting.]	

Approval (Initials)



	<p>The Headteacher's report had previously been distributed; the Strategic Leadership Team (SLT) provided context to the information contained therein. Governors asked what kind of information was included on a Personal Student Plan (PSP); the SLT confirmed that the document included intervention strategies that were in place as well as strategies that had been considered but were not felt appropriate. Governors asked how the PSP was used; the SLT advised that the document was used to audit provision and support for individual students as well as being a useful tool for informing staff training eg to support students with Attention Deficit & Hyperactivity Disorder (ADHD).</p> <p>Governors asked how students' impact statements were used to measure progress following, for example, a visit to the Cheltenham history festival; the SLT provided examples of statements given by students where they identified that it had impacted on their understanding of the subject area. Governors were also advised that the tangible evidence of the impact would be on the students' outcomes and therefore, this was being monitored in terms of progress/outcomes data.</p> <p>Governors discussed the progress and attendance information contained within the report and asked for clarity regarding the current position; the SLT responded to the questions asked and provided further information to support Governors' understanding. It was also noted that the data was discussed at length at the recent Students Committee meeting. Governors asked that information on attendance and absences include national levels against the schools'. SLT agreed to include this in the future.</p> <p>Governors discussed the new format for the Headteacher's report, which included links to other information documents, and agreed that it was very useful and informative. Governors also agreed that it was a positive way of sharing information that was already available without the need to duplicate the information and creating additional, unnecessary workloads, which supported staff's work/life balance.</p>	
<p>3.2</p>	<p>Multi-Academy Trust (MAT) Update</p> <p>A confidential update report was distributed; the Headteacher provided context to the information contained therein. Governors were disappointed to note the continued delays in formal approval of the MAT application, however, it was recognised that this was out of the schools' control.</p> <p>Governors discussed the funding that had been received and how this had been spent in line with school improvement needs. Governors asked if the MAT was ready to be incorporated once the Department for Education (DfE) granted permission; the Headteacher confirmed that collectively, the schools were ready and a significant amount of work had already taken place to prepare the schools for more cohesive working eg in terms of the GDPR discussed earlier in the meeting. Governors asked if there was a risk that the MAT application would be rejected and the Governing Bodies might have to look at a different model of collaborative working; the Headteacher advised that, at this stage, there were a lot of unknowns and therefore, it was difficult to discount particular scenarios however, it was hoped that the DfE would approve the application.</p> <p>The extensive support provided to partner schools was noted in the report (SIP funding and delivery discussion mentioned above) but Governors asked if the school could evidence how the sharing of staff with other schools within the MAT had impacted on students at Redland Green School; the SLT stated that staff who were working with the other schools were extremely enthused and that enthusiasm and their ideas for different ways of working was being brought back into this school and this was impacting positively on students at Redland Green School through improved quality of teaching.</p>	
<p>3.3</p>	<p>Single Academy Trust (SAT) to MAT Risk Register Review Update</p> <p>The updated risk register had previously been distributed; there was nothing further to note at this time.</p>	
<p>3.4</p>	<p>Ready-to-Learn Review Update</p> <p>Governors had reviewed Ready-to-Learn (RTL) at the last Students Committee meeting; an overview of the discussions was provided. The Committee had agreed that it would be useful for the meeting with parents to be repeated towards the end of the academic year to support identifying if the concerns raised had been addressed; the Committee was also investigating the costs of re-running the Kirkland Rowell survey.</p>	

3.5	<p>Governor Development Day Update</p> <p>Governors noted that the next meeting was a development evening and, following discussions at the last Students Committee meeting, it was planned that an overview of Exclusions: Special Educational Needs & Disability (SEND) Discrimination Points would be a focus. The Chair would also invite Governors from the MAT schools to attend the meeting as well as the potential new Governors that had submitted applications to join the Governing Body.</p>	
3.6	<p>Governor Recruitment</p> <p>Governors were pleased to note that there had been a positive response to the Chair's advert on the Inspiring Governors website regarding the current vacancies; the Chair, Catherine Hallam, Andrew Scoble and the Headteacher were taking forward the applications and interviews would be held shortly. The strength of the applications was particularly encouraging and it was hoped that a number of appointments would be recommended in due course.</p>	
<p>4. Routine Governing Body Business</p>		
4.1	<p>Approval of Minutes of Previous Meeting, Carried Forward Matters & Matters arising</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>	
4.2	<p>Approval of Committee Terms of Reference (TOR)</p> <p><i>Action: This item to be deferred until the next meeting.</i></p>	EJ
4.3	<p>Policy Adoption/Review:</p> <p>i) Governor Visits Policy</p> <p>Governors considered and approved the policy that had previously been distributed.</p> <p>ii) Post 16 Centre - Admissions Statement - Sep 2019</p> <p>Governors considered and approved the Statement that had previously been distributed and recommended for approval by the Post 16 Steering Group.</p> <p>iii) Post 16 Centre - Complaints Procedure</p> <p>Governors considered and approved the Statement that had previously been distributed and recommended for approval by the Post 16 Steering Group.</p> <p>iv) Post 16 Centre - Governor Visits Policy</p> <p>Governors considered and approved the Statement that had previously been distributed and recommended for approval by the Post 16 Steering Group.</p> <p>v) Data Protection Policy [not included on Agenda]</p> <p>Governors considered and approved the policy subject to any comments being forwarded to the Clerk before the next meeting.</p>	
4.4	<p>Other Matters / Updates</p> <p>i) Correspondence</p> <p>There was no other correspondence to consider.</p>	
<p>5. Information Sharing</p>		
	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Reports</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussions and decisions taken.</p> <p>ii) Governor Visits</p> <p>There was nothing significant to report.</p>	

	<p>iii) Training</p> <p>Governors had been invited to, and attended, the GDPR training session that took place as part of the recent INSET discussed above. There was nothing further to note at this time.</p>	
6.	AOB	
	<p>Governors noted that an agreement had been reached between the National Joint Council (NJC) and the recognised Trade Unions on the pay award for support staff. The deal recognised a 2-year pay award covering the period April 2018 to March 2020. For staff on spinal point 20 and above (mid BG7) this award was 2% effective from 1 April 2018 and a further 2% from 1 April 2019. Staff on point 6 (BG1) - 19 (low BG7) would receive higher increases (between 3.5% and 5.5% this year). This was to address the differentials in grade that had been eroded in recent years due to the introduction of the voluntary living wage. Governors considered and approved the pay award in full with the 2018 award being backdated to 1 April 2018.</p> <p>There was no other business to consider.</p>	
7.	Date & Time of Next FGBM	
	Tuesday 22 May 2018, 6.15-8.15pm, development evening [<i>subsequently moved to 6.00-8.00pm</i>].	

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

SIGNED: **DATE:** 22 May 2018