

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 May 2011 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	John Waldron
Darren McKimm (Vice Chair)	Ian Campion-Smith
Sarah Baker (Headteacher)	Judy Patterson
Tim Trout	Bharti Joshi
Peter Hallam	Barry Trahar
Kate Hawkey	Kim Garland (Associate Member)
Rod Symmons	Rupert Maule (Associate Member)
Alex Wilkinson	Marian Curran (Attendee)
Astrid Kopmels	Elizabeth Jahn (Clerk)
Penny Mooney	

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Vice Chair welcomed everyone to the meeting. Apologies were received and accepted from Matthew King, Sylvia Townsend, Robert Moloney and Emma Waldon. Lawayne Jefferson was absent from the meeting. John Waldron apologised he would be late.</p>	
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
3	<p>Claremont School Update</p> <p>Barry Trahar, Chair of Claremont School's Governing Body, informed Governors that a site for the hydrotherapy pool has been identified in the car park near to the entrance of Claremont School. The project will need planning permission but the Headteacher will not progress the project in terms of planning permission unless funding is secured. At this time fundraising has only just begun; the Starfish charitable organisation has pledged funds but this will lapse if the foundations are not dug within 2 years. The school could reapply but there is no guarantee that the funding would still be available. Barry Trahar advised that whilst Governors are involved in discussions regarding the hydrotherapy pool, it is a school-led initiative managed by the Headteacher.</p> <p>Barry Trahar and Kim Garland also updated Governors on the inclusion class based at Redland Green School and staffed by Claremont School. The class has proven very successful and students are progressing well.</p>	
4	<p>Academy Status Update</p> <p>It was agreed that John Waldron, Tim Trout, Mike Farmer, Peter Hallam and Darren McKimm will form the Academy working group.</p>	
5	<p>Parental Survey Working Group Update</p> <p>Rod Symmons informed Governors that there is some discrepancy in the number of returns contained within the analysis report (a significant number appear not to have been included). Rod Symmons will liaise with Fiona Purnell to look into the matter.</p> <p>[John Waldron entered the meeting.]</p>	RS

Approval (Initials)

	The working group will meet with the Strategic Leadership Team (SLT) to identify the key points from the survey. A response to parents/carers will also be drawn up together with an action plan.	
6	<p>Governors' School Visits & Full Governing Body Meetings for 2011-2012</p> <p>[Rupert Maule entered the meeting.]</p> <p>Governors considered and agreed the proposal to hold 2 day-time full Governing Body meetings in 2011/2012 to include a learning walk/staff and student presentations etc; one in Term 2 and the other in Term 4. The Steering Committee will review the Committee structure and membership for next year and bring recommendations to the next meeting.</p>	Steering
7	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> School Self Evaluation Outcomes: Quality of Provision <p>The report based on progress against the Strategic School Development Plan (SSDP) 2010-2013 had previously been distributed; the Headteacher went through the contents. Continuing professional development (CPD) will include more in-house training next year.</p> <p>Governors discussed the staff leavers' list and asked if the level of staff turnover impacts on practices; the Headteacher advised that it does need to be overcome but is balanced against fresh ideas and new expertise. It has been more difficult up to now, but this year the school is not bringing in another Year Group's learning. Curriculum Team Leaders (CTL) and Key Stage Co-ordinators are more confident in their roles and working more collaboratively is now emerging so the percentages of good/outstanding lesson observations should improve. The Chair will write on the Governing Body's behalf to congratulate Lesley Evans who is leaving due to promotion to a Deputy Headteacher.</p> <p>There will be 4 key areas for Ofsted under the new framework with a narrower focus on teaching and learning including more student discussions.</p> <p>Governors asked why there would be only Year 8 celebrations; the Headteacher advised that the original focus of the group [<i>discussed at the Learning & Teaching Committee meeting</i>] was higher attaining pupils (HAP) boys as they were a group of students identified as under-achieving. Feedback from those students was that they felt celebrating success was a key priority. The SLT gave responsibility to middle leader volunteers so they can take forward the outcomes from their discussions with students. This is a pilot and if successful, it could replace school assembly celebrations which have been variable in quality. It is unlikely that the celebration evening will take place in Term 6 but it is important that the group takes ownership of the initiative and takes it forward; the SLT is providing support when appropriate.</p> <p>The Behaviour for Learning Policy and procedures have been reviewed; behaviour has improved, but as the school changes the effectiveness of the policy needs to be monitored and reviewed regularly.</p> <p>Governors asked for more information regarding the split lunch considerations; Rupert Maule advised that the school is investigating the possibility of split lunches which it is believed could increase learning spaces by 20% if the learning spaces not used during the lunch period were used for teaching however this is restricted by teaching numbers and there have been some concerns from staff about disruption to learning by students on their lunch-break; the impact on lunch-time clubs would also need to be considered. The architect has been asked to look at options and viability; Rupert Maule will also draw up 2 timetables one with split lunches and one without to compare the pros and cons. A decision by the SLT will be taken early in Term 6.</p> <p>[Bharti Joshi left the meeting.]</p> <p>Attendance is currently 94.7% (target 95%); the school is now comparable with other schools and attendance is considered high for a secondary school.</p> <p>The school is developing strong links between Orchard School's Mathematics Department and the Post 16 Centre.</p>	AW
8	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed, there were no further queries or comments.</p>	

9	<p>Approval of 2011/2012 Budget & Best Value Statement (BVS)</p> <p>The school has received additional funding in the Standards Fund which has been reflected in the 2011/2012 budget. Governors asked whether the financial position has improved for 2012/2013; the Headteacher advised that the in-year budget will be more or less break-even this year and the school could use the surplus to cushion the impact of funding cuts for next year although post 16 funding will increase next year as it will be funded on 450 places. The Local Authority (LA) has also indicated that energy costs are likely to increase dramatically. The budget is further constrained by services that used to be provided by the LA at little or no cost to the school, now being charged.</p> <p>The Governing Body considered and agreed the 2011/2012 budget and Best Value Statement that had been recommended for approval by the Steering Committee. The budget will now be submitted to the LA for consideration.</p>	
10	<p>Policy Adoption/Review Including:</p> <ul style="list-style-type: none"> • Finance Policy <p>Governors considered and agreed the Finance Policy that had been recommended for approval by the Steering Committee.</p> <ul style="list-style-type: none"> • Finance Policy & Procedure Manual <p>Governors considered and agreed the Finance Policy & Procedure Manual that had been recommended for approval by the Steering Committee.</p> <ul style="list-style-type: none"> • Financial Scheme of Delegation <p>Governors considered and agreed the Financial Scheme of Delegation that had been recommended for approval by the Steering Committee.</p>	EJ
11	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 5 April 2011</p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p>	
12	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
13	<p>Governors' Reports Including:</p> <ul style="list-style-type: none"> • Agenda Briefing Feedback <p>There was nothing to report.</p> <ul style="list-style-type: none"> • Correspondence <p>A Complaint Handling Information Pack from the Governor Development Service (GDS) had previously been distributed.</p> <p>A Young Person's Guide to the Ofsted Framework was available to read.</p> <ul style="list-style-type: none"> • Training Undertaken <p>There was nothing to report.</p>	
14	<p>AOB</p> <p>Governors had been invited to the leavers' assembly and the post 16 film showing.</p> <p>Governors asked how many Redland Green School students had applied to the Post 16 Centre; the Headteacher advised that 166 Year 11 students had applied; the Centre will need to ensure that all students are fully integrated as there will be approximately 100 students from other partner schools.</p> <p>The Vice Chair will send a card on Governors' behalf to Sylvia Townsend for her speedy recovery.</p>	

15	Bristol Governors' Forum Meeting Date Wednesday 22 June 2011, 7.00-9.00pm, Hannah More Primary School	
16	Date & Time of Next Full Governing Body Meeting Tuesday 19 July 2011 at 7.00pm	

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

SIGNED: **DATE:** 19 July 2011