

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

FULL GOVERNING BODY MEETING – TERM 6 **Held at the school on Wednesday 11 July 2012 at 7.00pm**

MINUTES

PRESENT: Annemieke Waite (Chair) Judy Patterson
 Darren McKimm (Vice Chair) Lawayne Jefferson
 Sarah Baker (Headteacher) Penny Mooney (Associate Member)
The meeting was Tim Trout Kim Garland (Associate Member)
noted not to be quorate Alison Cossons Rupert Maule (Associate Member)
 John Waldron Marian Curran (Attendee)
 Emma Waldon Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Bharti Joshi, Anthony Ward, Sylvia Townsend, Claire Pick, Barry Trahar, Ian Campion-Smith, Rod Symmons, Steph Ball and Astrid Kopmels. Governors noted that Dave Jackson and Astrid Kopmels had unfortunately resigned from the Governing Body due to personal commitments; the Chair thanked Dave and Astrid on the Governing Body's behalf for their contribution and support.</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>Academy Conversion Update From Steering Group</p> <p>The meeting notes had previously been distributed; Governors noted the contents. A further meeting is taking place tomorrow. A TUPE meeting with regional and local trade union representatives took place today. The Chair and Headteacher are preparing a letter to parents/carers and staff to update them on the current position.</p>	
4	<p>Approval of Committee Structure & Key Areas of Responsibility & Meeting Dates for 2012/2013</p> <p>The draft Committee structure and Terms of Reference (TOR) including proposed meeting dates/times for 2012/2013 had previously been distributed. Governors noted that the draft monitoring and evaluation section of the TOR will be considered at the FGBM in Term 1 or 2 and that Governors were only requested to consider the structure and areas of responsibility at this stage. The areas of responsibility are aligned to the School's Strategic Development Plan (SDP) and the Ofsted criteria for outstanding leadership and management.</p> <p>Following discussion, the Governing Body agreed the structure and areas of responsibility; the Committees will take forward reviewing the TOR. The structure and TOR will be formally approved at the Term 1 or 2 full Governing Body meeting.</p> <p>Governors supported developing the role of Link Governors and the reduced number of meetings to enable Governors to have more time to undertake visits to the school.</p> <p>Governors also supported setting up Working Groups on an ad-hoc basis to carry out task and finish work.</p> <p>In recent weeks there have been a lot of Governors visiting the school for various reasons including taking part in the recruitment process; this has been well received by staff. The development of the Link Governor visits would also be very positive for staff.</p>	<p>EJ</p> <p>EJ</p>

Approval (Initials)

5	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • School's Self-Evaluation Document (SED) • Progress of Strategic School Development Plan (SSDP) & Priorities for 2012/2013 <p>The report had previously been distributed; the Headteacher went through the contents. The report included the review of the 2011/2012 SSDP and where carried forward priorities are included in the 2012/2013 SSDP.</p> <p>Student progress is very good; the school is in the top 10% of schools for attainment. Achievement is therefore judged to be outstanding.</p> <p>The school needs to ensure that good induction is in place to further develop and embed good practice.</p> <p>The Headteacher went through the list of staff who will be leaving/joining the school in September. Governors were pleased to note that all staff were moving on due to promotion.</p> <p>Governors discussed the SSDP at length and noted that departmental action plans will be developed as part of the Faculty Reviews to support the SSDP priorities.</p> <p>Governors welcomed more information about what is taking place at the school that they would be able to support and/or take part in, eg the Faculty Reviews.</p> <p>Governors were pleased to note that 90 children have signed up for the Duke of Edinburgh awards; this is the largest number of students in a maintained school participating in the scheme.</p>	
6	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> • Approval of Forecast Outturn to 30 June 2012 <p>The draft Minutes and forecast outturn had previously been distributed; Governors considered and agreed the outturn which will now be submitted to the Local Authority (LA).</p>	
7	<p>Approval of Minutes of Last Full Governing Body Meetings (FGBMs) Held on 9 & 22 May 2012</p> <p>The Minutes were agreed and signed as a correct record.</p>	
8	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
9	<p>Governors' Reports Including:</p> <ul style="list-style-type: none"> • Correspondence <p>Guidance on the new Ofsted framework had previously been distributed.</p> <ul style="list-style-type: none"> • School Visits & Link Governor Reports <p>There was nothing to report.</p> <ul style="list-style-type: none"> • Training Undertaken <p>There was nothing to report.</p>	
10	<p>AOB</p> <p>Governors congratulated the Deputy Headteacher on her new appointment as Headteacher.</p>	
11	<p>Dates & Times of Association of Bristol Governors (ABG) Meetings for 2012/2013</p> <p>Wednesday 14 November 2012, Tuesday 26 February 2013, Thursday 13 June 2013, 6.30-8.30pm, venues to be confirmed</p>	

12	Date & Time of Next FGBM Tuesday 11 September 2012 at 6.30pm	
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 18 December 2012