

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 Tuesday 11 July 2017 at 6.15pm

MINUTES

PRESENT:	Lawayne Jefferson (Chair)	Andrew Scoble
	Sarah Baker (Headteacher)	Rita Deegan
	Tim Whitaker	Rod Symmons
<i>The meeting was noted to be quorate</i>	Rachel Richardson	Barry Trahar
	Sarah Everett-Cox	Louise Blundell (Deputy Headteacher)
	Catherine Hallam	Marian Curran (Director)
	Marilyn Barnard	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Kate Teal, Ciara Campfield and Nick Lind.	
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	Data Tracking Systems Demonstration The Deputy Headteacher provided an overview of the SISRA Analytics system, which was introduced to support data tracking. Governors noted that for some students, their Key Stage 2 (KS2) information was missing and asked why this was; the Deputy Headteacher advised that this was due to a variety of reasons including that the students might have come from a private school, or from abroad, or that they did not take SATS exams. In some cases, the information was simply missing. However, Governors were informed that where information had not been received, the school was proactive in chasing the information. Governors asked how often the data was inputted into the system; the Deputy Headteacher confirmed that it was inputted twice a year for most Year Groups and 3 times per year for Year 11. The inputted information was spread out throughout the year with different Year Group information being inputted at different times appropriate to the specific Year Group. Governors further asked if the attendance information was linked to SIMS; the Deputy Headteacher advised that the information originated from SIMS but was inputted separately as the system currently did not link directly with SIMS. It was noted therefore, that the attendance data was a snapshot at the point of input. Governors asked whether the system allowed the school to identify trends; the Deputy Headteacher confirmed that it would be able to once more information was available in the system. Governors also asked whether it would be possible for Governors to log-in to an anonymous area of the system to view the data; the Deputy Headteacher confirmed that this was possible and she was investigating how to set this up.	
3.2	2017/2018 Budget & Reserves The draft budget and budget commentary had previously been distributed; the Chair of the Finance Committee provided an overview of the figures and the discussions that had taken place at the last Committee meeting.	

Approval (Initials)



	<p>Governors asked whether the budget made any assumptions in relation to the multi-Academy Trust (MAT); the Chair of the Committee advised that the budget was for the school regardless of the MAT as at the time of drafting, the application to become a MAT had not been approved. It was noted however, that there might be some savings due to economies of scale although this would likely impact on future budgets rather than the budget for 2017/2018.</p> <p>Governors also asked whether inflation had been built into the budget; the Chair of the Committee advised that an element of inflation contingency had been built in including an assumed 1% pay award, pay increments and performance related pay progression. Governors were informed that the budget was based on what was known at this time although the school would continue to try to identify potential savings including through natural waste (not replacing outgoing staff) where appropriate.</p> <p>Governors asked for clarity regarding the deferred payment to the Local Authority (LA) for G Block; the Chair of the Committee advised that the LA had still not confirmed whether it was possible to defer the payment, but it was hoped that this would be agreed. It was noted that this would not remove the cost from the school but it would ease the pressure on the budget in the short term.</p>	
<p>3.3</p>	<p>Headteacher's Report</p> <p>The report and Standards Review report had previously been distributed; the SIMS School Report was also distributed together with details of staff leavers. The Headteacher's report included an overview of progress against the 2016/2017 Strategic School Development Plan (SSDP). Governors noted the impact of funding issues, which made it challenging to deliver the SSDP priorities but were pleased to note that opportunities to increase income were being identified including through increased lettings.</p> <p>The Deputy Headteacher provided an overview of feedback from the Enrichment Afternoons, which were largely successful although it had become apparent that it was more successful for some Year Groups than for others, eg it was not as successful for Post 16 students. Staff were particularly pleased with the block for their personal wellbeing and curriculum areas and the block for planning and development. The review of feedback had informed the model for September; the Deputy Headteacher demonstrated the new model on the school's website.</p> <p>Governors were informed that the school's application to become a Teaching School had not yet been approved, however it was anticipated that it would be. Governors asked if staff, parents and students had been informed that the MAT order had been approved; the Headteacher confirmed that at this stage they had not as confirmation had not yet been received in writing. Once written confirmation had been received, it would be shared with the wider community.</p> <p>Governors asked why the number of exclusions had increased since last year; the Headteacher advised that this was in relation to a small number of students with particularly challenging behaviour; it was hoped that the introduction of the new 'ready to learn' programme would support those students and reduce the number of incidents. Governors asked how the impact of the new Behaviour for Learning Policy would be monitored by the Governing Body; the Chair advised that this would be through Governors Responsible for, eg for Special Educational Needs (SEN) & Inclusion, Children in Care (CiC) etc as well as through the Students Committee and as appropriate, the Leadership Committee. Governors agreed that it might be useful to identify a Governor specially Responsible for Behaviour next year, whilst the new policy was introduced and embedded; this would be discussed further when the Governors Responsible for specific areas were approved.</p>	
<p>3.4</p>	<p>SSDP & Governing Body Development Plan (GBDP) 2017/2018</p> <p>Governors carried out a workshop exercise to consider how the proposed SSDP could be aligned to the GBDP and what the Governing Body needed to focus on to support the school delivering the SSDP. Following the workshop, Governors agreed that the SSDP was appropriate and approved it.</p> <p>Governors agreed that it would be important to review the impact of the MAT on the Governing Body's Committee structure in Term 2 so that there could be a smooth transition into the structure from January when the MAT was established. Governors recognised that the roles and responsibilities of the Committees and Governors Responsible for, might need to change/adapt in light of the MAT.</p> <p>Feedback from the workshop was summarised; the Chair would collate the information to inform the GBDP. It was also agreed that in relation to objective 2: developing the curriculum, improving teaching, learning and assessment, it would be useful to receive feedback from all the Key Stage forums to identify what issues were emerging.</p>	

3.5	<p>Risk Register</p> <p>Governors noted that the school's risk register had been reviewed at length by the Finance and Leadership Committees; the Committees had made amendments where appropriate and recommended that the register should be approved. Following discussion, Governors agreed to approve the register, although it was noted that Kate Teal had volunteered to further review the register, particularly in terms of the risk probability calculations and the added section at the end of the register and bring any recommendations to the Committees to consider.</p>	
3.6	<p>Multi-Academy Trust (MAT) & MAT Risk Register Update</p> <p>An update on the MAT application had been provided earlier in the meeting; the Chair also provided a summary of the Regional Schools Commissioner for the South West (RSC SW) Newsletter July 2017, which had just been received.</p> <p>The MAT risk register had previously been distributed; Governors noted that it focused specifically on section 8.0: Risks specific to Academy conversion. Governors were advised that an additional Finance Committee meeting would be taking place next week to discuss the MAT register in more detail and to receive updates on finance and premises matters discussed at the last Committee meeting and referenced in the Committee's draft meeting Minutes. Governors approved the register although it was recognised that the risk register was a 'living document' that would need to be updated as the MAT conversion progressed and more information was received and analysed.</p> <p>Governors suggested that it would be beneficial to provide an update to staff before the end of Term even if the official confirmation had not yet been received as there might be an element of concern due to the lack of information. Governors asked if parents would also receive an update; the Headteacher suggested that if written confirmation had not been received, it was likely that parents would be informed in September, however, the press release was ready to be published should official confirmation be received before the end of Term.</p> <p>Governors asked when the formal consultation would begin; the Headteacher advised that it was likely to be in September. The consultation would be 4-6 weeks and this would allow sufficient time for the process to take place.</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. There were no carried forward matters or matters arising that were not already included on the Agenda.</p>	
4.2	<p>Other Matters / Updates</p> <p>i) Meeting Dates 2017/2018</p> <p>Governors considered and agreed the proposed dates; it was acknowledged that the Committee meeting structure/dates might change from January, although it was anticipated that any changes would likely result in a reduction in the number of Committees and therefore, dates, or a change to the title of the remaining Committees rather than the need to add additional dates.</p> <p>ii) PSC Register</p> <p>Governors noted the requirement for all Academy Trusts and their trading subsidiaries to maintain a register of people that had control or influence over the Academy Trust (a 'PSC Register'). Governors noted that the definition of what constituted control or influence was very broad and therefore, DfE guidance had previously been distributed.</p> <p>In line with the statutory guidance, the Academy Trust carried out an audit in relation to the PSC Register. As a result, the Academy Trust knows or has reasonable cause to believe that there was no registrable person or registrable relevant legal entity in relation to Redland Green School.</p> <p>iii) Related Parties Form</p> <p>Action: Governors to complete the form when distributed in due course.</p> <p>iv) Correspondence</p> <p>There was no correspondence to consider.</p>	<p>All</p>

5.	Training & Development: Feedback on Training & Development Courses Attended by Governors	
5.1	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Reports The draft Minutes had previously been distributed; the Chairs of Committees provided an overview of key areas of discussion.</p> <p>ii) Governor Visits There was nothing significant to note.</p> <p>iii) Training There was nothing significant to note; the Governor Development Service (GDS) training programme should be available shortly.</p>	
6.	AOB	
	There was no other business to consider.	
7.	Date & Time of Next FGBM	
	Tuesday 10 October 2017, 6.15-8.15pm.	

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

SIGNED: **DATE:** 10 October 2017