

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 12 July 2016 at 6.15pm**

### **MINUTES**

**PRESENT:**

Lawayne Jefferson (Chair)	Rod Symmons
Sarah Baker (Headteacher)	Catherine Hallam
Naresh Rao	Andrew Scoble
Marilyn Barnard	Sarah Everett-Cox
Rachel Richardson	Louise Blundell (Deputy Headteacher)
Rita Deegan	Elizabeth Jahn (Clerk)
Kate Teal	

*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1.	<b>Welcome &amp; Apologies for Absence</b>	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Marian Curran, Fiona Elder, Ciara Campfield, Barry Trahar, Darren McKimm, Nicholas Lind and Tim Whitaker. Fiona Hallsworth was absent from the meeting.	
2.	<b>Attendance &amp; Business/Pecuniary Interest Register</b>	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	<b>Strategic Development</b>	
3.1	<b>Managing Change Report</b>	
	<p>The Headteacher provided a summary of the process undertaken; Governors were pleased to note that following conclusion of the process today, it would not be necessary to carry out a selection process as affected staff had either asked for voluntary redundancy, which had been accepted, or had taken up alternative posts.</p> <p>Governors noted the cost savings that were generated as a result of the process and asked if there were any increased costs due to the Teaching &amp; Learning Responsibility (TLR) elements; the Headteacher confirmed that all the costs had been included when calculating the cost savings.</p> <p>Governors asked how staff morale was; the Headteacher advised that morale was naturally low although a number of staff who were affected now see some aspects as positive, ie where they have secured new posts at this school or outside of the school. The process also had an impact on staff who were not directly affected. Governors asked if staff accessed the support available; the Headteacher advised that it was not possible to know as the helpline was confidential, however, staff had been encouraged to seek support if they so wished. Governors asked if all staff were able to access the helpline; the Headteacher confirmed that they were although the school was prioritising staff who were directly affected at this time.</p> <p>Governors were pleased to note that there were 7 internal applicants for the TLR posts, which was very positive. However, Governors agreed that as other staff were leaving, the school should not promote the new posts at this time; a letter would go out to parents in due course.</p>	
3.2	<b>2016/2017 Budget &amp; Reserves</b>	
	The draft budget and Finance Action Plan had previously been distributed; Governors also noted the discussions that had taken place at the recent Finance Committee meeting. Sarah Everett-Cox confirmed that she had attended a meeting with key staff to discuss the budget and provided an overview of the questions that she had asked and the school's response to clarify the details under specific budget headings.	

Approval (Initials) .....

	<p>Governors were pleased to note that the Finance Committee would receive regular monitoring reports to support their own monitoring and evaluation and where necessary, Sarah Everett-Cox or the Chair of the Finance Committee would meet with staff to discuss any concerns that might arise regarding assumptions within the budget.</p> <p>Governors asked if there were plans to go out to tender for the catering contract; the Headteacher advised that it was likely that this would take place next year following the external review of the catering provision outcomes that had previously been discussed. Governors fully supported a cost analysis being carried out to support the decision regarding the possible tender.</p> <p>Governors agreed that the budget should be approved and submitted to the Department for Education (DfE).</p>	
<p><b>3.3</b></p>	<p><b>Headteacher's Report</b></p> <p>The finance and staffing updates were provided earlier in the meeting; the quality of teaching and learning was also provided via the Ofsted Report outcomes; Governors were requested to carry out a workshop exercise to review the Strategic School Development Plan (SSDP) in light of the Ofsted report and in light of discussions that had taken place during the course of the year as well as evidence that had been provided to Governors from the Strategic Leadership Team (SLT) and through their own monitoring and evaluation during, for example, the Governors' Development Day.</p> <p>Governors discussed the key priorities to determine whether they were met or whether there were still aspects that had not yet been met and therefore, whether the priority should be included on next year's SSDP. Following the exercise, Governors agreed that the headline priorities were all still relevant, however, it would be beneficial to narrow down and focus in particular on the progress of vulnerable groups. Governors also agreed that the new model for the enrichment programme would support a lot of the current priorities and therefore, the successful implementation of the programme should be an overarching priority with actions that would focus on developing aspects such as workability and resilience etc. Governors agreed that the progress of vulnerable students should also be a priority within the leadership section, and in particular, a priority for the Governing Body to ensure that the impact of the Pupil Premium funding was supporting progress.</p>	
<p><b>3.4</b></p>	<p><b>KR Survey</b></p> <p>Governors were pleased to note that there had been an increase in the number of responses to the parents' survey (403) compared to last year. Andrew Scoble provided an overview of the responses; the full survey would be uploaded to Google Drive for Governors to peruse.</p> <p>Governors were informed that parents had identified the quality of teaching in terms of consistency and in particular, with supply and cover staff, as an area for improvement. Governors were pleased to note that the school would be employing another cover supervisor which would support addressing this concern.</p> <p>Parents also raised the links between the school and the school's community and stated that this was an area for improvement. It was hoped that the enrichment programme would support this, although it was also noted that this was a two-way matter and parents needed to engage more with the school.</p> <p>Andrew Scoble advised that work experience was raised as an issue as well as communication with parents. Governors were pleased to note that the school's bulletin had been changed in response to parental feedback. The Headteacher advised that the school was also reviewing the format of the parents' evenings and volunteers had been sought from the parent body to support this focus group.</p> <p>Some parents had suggested that maintaining the standards of the uniform should be raised as an issue; the Headteacher confirmed that the school had focussed on the uniform but there were challenges in that other parents felt that the school was too focused on maintaining the standards of the uniform. Likewise, some parents had raised homelearning as an issue, but it was recognised that other parents were happy with the level of homelearning. However, the Headteacher advised that the school would continue to monitor the consistency of setting homelearning.</p> <p>Governors also noted that parents had raised concern about fizzy drinks in the vending machines, although it was noted that most of these drinks were actually low in sugar compared to perceived 'healthy' alternatives. The Headteacher advised that this would fall within the catering review.</p> <p>Governors were pleased to note that the action plan was being finalised in response to the survey outcomes and would be shared with the Governing Body in due course.</p> <p><b>Action: The survey report and action plan to be forwarded to the Clerk to be uploaded to Google.</b></p>	<p>AS</p>

3.5	<p><b>Governing Body Structure &amp; Governing Body Development Plan (GBDP) 2016/2017 Against SSDP Priorities</b></p> <p>Governors fully supported the establishment of a group focussing on vulnerable students to support the Governing Body monitoring and evaluating the impact of the Pupil Premium funding and it was anticipated that this would include representatives from each of the Committees so that progress could be measured in terms of finance, students, and leadership.</p> <p>Governors also fully supported changing the Pay &amp; Performance Review Group into a formal Committee with Terms of Reference (TOR). Membership of the Committee and the TOR would be considered in more detail at the Term 2 meeting after the Committee had reviewed the TOR.</p> <p>The Chair advised that she would be carrying out a skills audit over the summer holiday with a view to identifying any training needs for next year. A draft GBDP would also be drawn up and brought to the Governing Body for consideration.</p>	
3.6	<p><b>Multi-Academy Trust (MAT) Update</b></p> <p>The Leadership Committee's draft Minutes had previously been distributed, which included an update on the MAT; Governors also noted that a small group of the Leadership Committee had met yesterday to discuss the MAT further. Governors noted that there were a number of options that the school was exploring and the Governing Body would be updated on any developments as and when they occurred although Governors recognised that due to the number of national changes that had taken place within the political landscape, the urgency of forming a MAT had reduced at this time and therefore, the Governing Body was able to take time to explore options to identify what would be the best option for the school.</p>	
<b>4. Routine Governing Body Business</b>		
4.1	<p><b>Approval of Minutes of Previous Meeting, Carried Forward Matters &amp; Matters Arising</b></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><b>Policy Adoption/Review</b></p> <p><b>i) Post 16 Admissions Statement: September 2017</b></p> <p>Governors ratified the Post 16 Steering Group's recommendation to approve the Statement, which had been updated in terms of key dates.</p> <p><b>ii) Pay Policy [not included on Agenda]</b></p> <p>Governors discussed the draft School Teachers Pay &amp; Conditions Document (STPCD) and noted that it was unchanged other than a 1% pay increase for teaching staff. Governors agreed that it was not in the best interests of the school to move away from the STPCD at this time and therefore, the Pay Policy for September 2016 should be updated in line with the new STPCD when the final version was published. The Pay Policy would be brought back to the Leadership Committee for formal approval in Term 2 but in the meantime, Governors agreed that the appraisal process from September should be aligned, where appropriate, to the STPCD.</p>	
4.3	<p><b>Other Matters / Updates</b></p> <p><b>i) Block E/New Build</b></p> <p>Governors were pleased to note that the build was going well both financially and in terms of the capital works and there were no significant concerns or issues at this time. Naresh Rao confirmed that if appropriate, a snagging list would be drawn up once the works had been completed.</p> <p><b>ii) Meeting Dates 2016/2017</b></p> <p>Governors considered and agreed the proposed dates. Governors agreed that the structure remained appropriate, subject to the changes discussed earlier in the meeting; Governors also agreed that membership of the Committees should remain the same subject to any requests to move Committees or Governor Responsible roles.</p> <p><b>Action: The Clerk to redistribute the Committee membership and Governors Responsible for document with the Term 1 meeting papers; Governors to advise the Chair if they would like to make any changes.</b></p>	EJ All

	<p><b>iii) PSC Register</b></p> <p>Governors noted that due to changes to the law affecting UK companies, as of 6 April 2016, all Academy Trusts and their trading subsidiaries now needed 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><b>iv) Related Parties Form</b></p> <p><i>Action: The Chair of the Finance Committee to distribute an updated version of the form.</i></p> <p><b>v) Correspondence</b></p> <p>Governors were pleased to note that a letter had been received from the Local Authority (LA) congratulating the school and the Governing Body on the recent Ofsted outcome.</p>	KT
5.	<b>Information Sharing</b>	
5.1	<p><b>Governors' Report Including:</b></p> <p><b>i) Committee Chairs' Reports</b></p> <p><b>i) Finance Committees</b></p> <p>The draft Minutes had previously been distributed; Governors noted the contents. Governors also noted that it had been agreed that it was not necessary to hold an Audit Committee meeting at this time.</p> <p><b>ii) Leadership Committee</b></p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided a summary of key areas of discussion.</p> <p><b>iii) North Bristol Post 16 Steering Group</b></p> <p>The draft Minutes would be distributed in due course; the Chair provided a summary of key areas of discussion.</p> <p><b>iv) Students Committee</b></p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided a summary of key areas of discussion.</p> <p><b>ii) Governor Visits</b></p> <p>A completed visit report form from Rita Deegan had previously been distributed; Governors noted the contents, which had been discussed at the last Students Committee meeting.</p> <p><b>iii) Training</b></p> <p>Governors were pleased to note the Chair's successful application to be a designated 'National Leader of Governance' (NLG).</p>	
6.	<b>AOB</b>	
	<p>Governors thanked the Headteacher and all staff for their hard work and dedication during a difficult year of change.</p> <p>There was no other business to consider.</p>	
7.	<b>Date &amp; Time of Next FGBM</b>	
	Tuesday 18 October 2016, 6.15-8.15pm	

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

**SIGNED:** ..... **DATE:** 18 October 2016