

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 15 July 2014 at 6.30pm**

MINUTES

PRESENT:

John Waldron (Co-Chair)	Darren McKimm
Lawayne Jefferson (Vice Chair)	Kate Teal
Sarah Baker (Headteacher)	Rod Symmons
Catherine Hallam	Karen Thompson
Marian Curran	Rita Deegan
Sylvia Townsend	Naresh Rao
Rachel Richardson	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The Vice Chair welcomed everyone to the meeting, particularly Naresh Rao, prospective Governor. Apologies were received and accepted from Annemieke Waite, Barry Trahar, Alison Cossons, Hilary Jeffkins, Joanne Sowerbutts, Louise Blundell and Rupert Maule.	
2.	'Knowing Our School'	
2.1	Curriculum Development: Evaluation of Learning & Teaching Development 2013/2014 Unfortunately, due to Nick Lawrence's absence, this item was deferred until the next meeting. Governors noted the contents of 'The Equality Act 2010 & Schools' document that had previously been distributed.	EJ
2.2	Communication & Engagement: Parent Engagement Catherine Hallam fed back from the recent Parents Forum meeting, which focused on 'healthy lifestyles'; Catherine's completed visit form had previously been distributed. Governors noted that the meeting was generally positive, however, Governors questioned the validity of the feedback provided from parents given the low number in attendance (8). Governors asked whether the low number in attendance, that is often the case at these type of meetings, constituted poor use of staff time and did not support work/life balance and whether it would be better to look at online forums such as webinars; the Headteacher advised that this is being explored by the school as it may support more parental engagement. Governors noted that the outcomes of the parents' questionnaire were discussed at the Personal Development Committee meeting; an update was also provided later in the meeting when Committee reports were discussed.	
2.3	Self-Evaluation of the Governing Body & Report on Governor Development Day The draft Strategic School Development Plan (SSDP) had been distributed prior to the Governor Development Day. Governors carried out a workshop exercise looking at Governor self-evaluation including questions such as 'were Committee meetings well chaired'; 'was information/reports presented in an easy to understand format'; 'did the meetings finish on time'; 'was participation good'; 'what impact did the work of the Committee have on school development'; and 'what is the best time for Governor meetings'. Following the exercise, Governors fed back on their findings; areas identified for improvements were less paperwork supported by more focused meetings; clarity on the Agendas regarding what Governors are being asked to do, eg approve something or discuss something. Governors also discussed whether full participation was restricted due to having only 3 meetings per academic year; it was generally felt that this needed to be supported by effective feedback from Governor visits.	

Approval (Initials)



	<p>Areas of strength included partnership working at the North Bristol Post 16 Committee meetings including collaborative working with the partner school Governors with the meeting clearly focussed on strategic direction; meetings are generally well chaired and do not usually over-run; and staff involvement has been very effective with staff effectively sharing information in an open and transparent manner.</p>	
2.4	<p>School Self-Evaluation (SEF) & Strategic School Development Plan (SSDP)</p> <p>Governors considered the SSDP and supported the 3 key priorities (to further improve the quality of learning; outstanding leadership; and personal development) continuing next year to further imbed good practice that is now in place. Governors asked why particular objectives had been included within the SSDP priorities; the Headteacher advised that where appropriate, statutory expectations were included in the area of development objectives. Governors discussed the stress levels of students as was also discussed at the Personal Development Committee, and fully supported 'resilience' being included on the SSDP.</p> <p>Governors were pleased to note that an external consultant had commented positively on the SSDP and how easy it was set out to focus on the key priorities. Following discussion, Governors considered and approved the SSDP.</p>	
3.	Routine Governing Body Business	
3.1	<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>	
3.2	<p>Review & Approval of:</p> <p>i) 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> <p>ii) 2014/2015 Budget</p> <p>Governors considered and agreed the 2014/2015 budget, which had been scrutinised at length by the Finance, Leadership & Management Committee.</p> <p>iii) Business Continuity Plan (BCP)</p> <p>Governors considered and agreed the draft Business Continuity Plan (BCP) that had previously been distributed; Governors noted that the document will need to be reviewed following staff changes over the course of the next few months and in relation to the draft risk register and will need to be updated to reflect that review. An updated BCP will be brought back to the Finance, Leadership & Management Committee in due course.</p>	
3.3	<p>Other Matters / Updates</p> <p>i) Governing Body's Vacancies Update</p> <p>Governors considered and agreed to appoint Naresh Rao as a Governor as recommended by the Academy Trust.</p> <p>Governors were sad to note that Alison Cossons would be resigning at the end of the academic year due to personal reasons; Governors also noted that John Waldron would be stepping down as Co-Chair in Term 1 although since this post was not specifically included in the Governing Body's Articles of Association, this would not require an election; elections for Chair and Vice Chair would take place in Term 1 as usual. Governors further noted that some of the current Parent Governors' terms of office end in Term 1 and therefore, the Trust will need to consider membership of the Governing Body in Term 1 including the possible impact of current Parent Governors not being re-elected. The Trust will also need to consider membership of the Trust given the proposed changes to the Committee structure and inclusion within the Articles of named Chairs (eg for the Staff Development Committee etc, ie Committees that may no longer exist if the proposed structure is approved).</p>	

	<p>ii) Committee Structure & Membership, Link Governor Roles & Meeting Dates 2014/2015</p> <p>The proposed Governing Body's Committee & Responsibilities Matrix 2014/2015 had previously been distributed; the Matrix had been drawn up following the Governors' working group review of the current structure. The Co-Chair presented the rationale for the proposals via the Whiteboard and highlighted the move towards 'Governor responsible for' rather than 'Named/Link Governor' to further enhance the remit of the roles. Governors discussed the proposal and in particular, the frequency of meetings, and agreed that in line with an area for improvement identified earlier in the meeting, it would be useful if items that are distributed prior to the meeting for formal approval eg policies, are grouped together under one item with Governors raising any comments/questions prior to the meeting so that approval can be given without the need for additional discussion and time can be better spent on key areas of discussion. Governors recognised the need for individual monitoring and evaluation by Governors with specific responsibility in-between meetings. It was also recognised that additional meetings could be added if it was deemed appropriate.</p> <p>Following discussion, Governors approved the document contents including the proposed dates subject to renaming the Committees 'Leadership', 'Business', 'Audit' and 'Students' rather than use acronyms which supports new people joining the Governing Body having an understanding of the Committee's remit. The name of the North Bristol Post 16 Committee will be determined once the proposals for ways of working have been confirmed and agreed by the partner schools' Governing Bodies.</p> <p>iii) Staff, Volunteer & Governor ICT Acceptable Use Policy Agreement</p> <p>The Clerk will include reference to the Agreement in the signed sheet distributed at the first meeting of the academic year, which also confirms that Governors have read and agreed to abide by the Governors' Code of Practice.</p> <p>iv) Correspondence</p> <p>There was no correspondence to consider.</p>	
4.	Information Sharing	
4.1	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors discussed the report and asked if the 50% target for outstanding teaching was still achievable; the Headteacher confirmed that it was and staff are clear that the focus will be on the outcomes of the lessons.</p>	
4.2	<p>Governors' Report Including:</p> <p>i) Committee Chairs' Reports</p> <p>a) Finance, Leadership & Management</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion at the meeting. Governors noted the details and contents of the Minutes.</p> <p>b) North Bristol Post 16</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion at the meeting. Governors noted the details and contents of the Minutes and the proposed changes to ways of working moving forward. Governors were pleased to note in particular that the meeting was very positive and proposals will be drawn up in due course reflecting discussion to be considered by each of the partner schools.</p> <p>c) Personal Development</p> <p>The draft Minutes had previously been distributed; Rita Deegan highlighted the key areas of discussion at the meeting. Governors noted the details and contents of the Minutes.</p> <p>d) Staff Development</p> <p>The draft Minutes and Chair's summary report had previously been distributed; Governors noted the details and contents of the Minutes and report.</p> <p>Governors were also pleased to note that the proposal to the Local Authority (LA) regarding funding the Headteacher's role as Chair of the Secondary School Headteachers Group to enable appropriate backfill and support can be put in place to ensure the amount of work needed does not impact on school improvement, had been approved.</p>	

	<p>e) Teaching & Learning</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted the key areas of discussion at the meeting. Governors noted the details and contents of the Minutes.</p> <p>Governors also considered and agreed the Chair of the Committee's recommendation for the German exchange trip; details had previously been provided via the Chair's completed Governor visit form.</p> <p>ii) Governor visits and Named/Link Governor reports</p> <p>A completed Governor visit form had been received from Lawayne Jefferson, John Waldron and Rod Symmons following their attendance at the Faculty Review meetings; from Lawayne Jefferson re her visit in relation to her Student Research Council (SRC) Link Governor role; and Catherine Hallam's completed visit report form, which was discussed earlier in the meeting.</p> <p>Governors also noted the Annual Report from the Named Governor for Child Protection, Children in Care & Young Carers that had been discussed at the Personal Development Committee meeting.</p> <p>iii) Training Undertaken</p> <p>The Governor Development Service (GDS) Annual Training Programme had previously been distributed; Governors were encouraged to undertake training. The Clerk will also investigate issues with the ELC online training system with the school.</p>	
5.	AOB	
	<p>Governors congratulated the Headteacher on receiving an award from the Major on her contribution to improving education within Bristol.</p> <p>There was no other business to consider</p>	
6.	Date & Time of Next FGBM	
	Tuesday 14 October 2014, 6.30-8.30pm	

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

SIGNED: **DATE:** 14 October 2014