

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 16 July 2013 at 6.30pm**

### **MINUTES**

**PRESENT:**

Annemieke Waite (Chair)	Karen Thompson
John Waldron (Vice Chair)	Anthony Ward
Barry Trahar	Rachel Richardson
Rita Deegan	Rupert Maule (Attendee)
Lawayne Jefferson	Louise Blundell (Attendee)
Sylvia Townsend	Elizabeth Jahn (Clerk)

***The meeting was noted to be quorate***

ITEM	MINUTE	ACTION
1	<p><b>Welcome, Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Jon Rawlings, Lauren Metcalf, Claire Pick, Darren McKimm, Rod Symmons, Claire Wilkins, Marian Curran and Sarah Baker.</p>	
2	<p><b>'Knowing Your School' &amp; 'How Do You Know?'</b></p> <p>Governors were split into 3 groups to carry out a workshop exercise based around Ofsted questions and Governors' self-evaluation evidence gathering. The feedback from the exercise was collated and will be discussed at the Chairs of Committees meeting later this week and will inform areas for further development.</p> <p>Governors were advised that the Governing Body has been subscribed to the One Stop Shop for Governors to carry out a skills audit during the summer so that any gaps in expertise/experience can be identified.</p>	
3	<p><b>Routine Governing Body Business Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Attendance &amp; Business/Pecuniary Interest Register</b></li> </ul> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <ul style="list-style-type: none"> <li>• <b>Approval of Minutes of Previous Meeting, Carried Forward Matters &amp; Matters Arising</b></li> </ul> <p>The Minutes were agreed and signed as a correct record.</p> <ul style="list-style-type: none"> <li>• <b>Feedback from Charter Working Group</b></li> </ul> <p>Governors noted that the aims and values survey has been drawn up and details provided to stakeholders; the findings will inform the review. It was noted that there has been a bit of confusion regarding some of the questions, however, feedback meetings are planned for Term 1 and it is hoped any confusion can be resolved at those meetings.</p> <ul style="list-style-type: none"> <li>• <b>Approval of the Best Value Statement (BVS)</b></li> </ul> <p>Governors ratified the Finance, Leadership &amp; Management Committee's recommendation to approve the BVS.</p>	

Approval (Initials) .....



	<ul style="list-style-type: none"> <li>• <b>Policy Adoption Review: Safeguarding Policy</b></li> </ul> <p>Governors considered and agreed the Safeguarding Policy which had been updated to reflect current practice. The Named Governor for Child Protection (CP), Children in Care (CiC) &amp; Young Carers (YC) had been closely involved in the review of the policy with the Designated CP Officers.</p> <ul style="list-style-type: none"> <li>• <b>Correspondence</b></li> </ul> <p>The Chair advised that a formal complaint had been lodged by parents who subsequently withdrew the complaint following the school meeting the resolutions put forward by the parents. However, the broader context of the points raised will be taken forward by the relevant Named Governors to ensure the processes and procedures remain effective and that any areas for further improvement can be identified.</p>	
4	<p><b>Headteacher's Report</b></p> <p>The self-evaluation summary (SEF) had previously been distributed; Governors noted that the Deputy Headteacher, Rupert Maule, has added national averages to the data to provide context; an updated version will be shared with Governors in due course. Governors asked for an update regarding the English iGCSE; the Deputy Headteacher updated Governors on the background to the use of the iGCSE last year and advised that strategies have been put in place to support students this year. Once there is more clarity regarding the changes to exams, the school will be better able to put in place support measures appropriate to the school's cohort.</p> <p>Governors congratulated staff on the excellent feedback from the Consultant who recently came into school to review the effectiveness of the school's self-evaluation processes and outcomes. The Chair advised that she is liaising with the Headteacher to identify staff who have contributed significantly to students' academic and pastoral development including the Duke of Edinburgh leader etc so that a 'thank you' letter can be sent on the Governing Body's behalf; further recommendations for staff achievements were welcome.</p>	RM  All
5	<p><b>Governors' Report Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Committee Minutes</b></li> </ul> <p>The draft Committee Minutes had previously been distributed; Governors were requested to read them and direct any comments/questions to the Chairs of the relevant Committees (via the Clerk) before the Committees next meet. The Staff Development Committee is meeting next week; draft Minutes will be distributed in due course. Governors noted that regular meetings of the Chairs of Committees take place in addition to the Finance, Leadership &amp; Management Committee meetings.</p> <ul style="list-style-type: none"> <li>• <b>Governor Visits &amp; Named/Link Governor Reports</b></li> </ul> <p>The Named Governor for Child Protection (CP), Children in Care (CiC) &amp; Young Carers Annual Report had previously been distributed; Governors noted the contents.</p> <p>A draft summary reporting form for visits had also previously been distributed; Governors supported using the forms to record visits such as taking part in interview panels, attending school events etc. Completed Governor visit forms had previously been distributed from Rita Deegan, Rod Symmons and Lawayne Jefferson; Alison Cossons also submitted a summary visit form.</p> <p>Governors were reminded that the Association of Bristol Governors will be meeting tomorrow night, 6.30pm, at the Council House; the key speaker is the Mayor of Bristol, George Ferguson.</p> <ul style="list-style-type: none"> <li>• <b>Training Undertaken</b></li> </ul> <p>A draft training report form had previously been distributed; Rita Deegan had trialled the form to record and feedback from her attendance at the roles and responsibilities training modules 1, 2 and 3. Rita found the form easy to complete.</p>	EJ
6	<p><b>AOB</b></p> <p>Governors were advised that they can access the new Parents' Handbook via the school's website [parents' area].</p>	

	<p>The Chair advised that the school is currently compiling a list of key dates for next year which will be circulated in due course.</p> <p>Governors were sad to note that Judy Patterson has resigned as a Governor and thanked Judy for her support and contribution to the school and Governing Body since the Temporary Governing Body was originally set up 7 years ago.</p> <p>Governors thanked the Clerk for her support over the course of the last year particularly during the Academy conversion process. The Chair also thanked the Vice Chair for his incredible support over the last year.</p> <p>Governors noted the Chair's intention to step down at the end of the next academic year, in the meantime, it was suggested that the Chair and Vice Chair could become Co-Chairs during the next year with a view to appointing a Vice Chair to support succession planning. However, nominees for Chair as well as Vice Chair were also welcome.</p>	
7	<p><b>Proposed Dates &amp; Times of Governing Body Meetings 2013/2014</b></p> <p>Tuesday 15 October 2013 at 6.30pm</p>	

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

**SIGNED:** ..... **DATE:** 15 October 2013