

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 19 July 2011 at 7.00pm**

MINUTES

PRESENT:

Annemieke Waite (Chair)	Sylvia Townsend
Tim Trout (Vice Chair)	Astrid Kopmels
Sarah Baker (Headteacher)	Matthew King
Peter Hallam	Robert Moloney
Alex Wilkinson	Kim Garland (Associate Member)
Rod Symmons	Kate Rick (SSIO)
Emma Waldon	Marian Curran (Attendee)
Penny Mooney	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

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, Darren McKimm, Barry Trahar, Ian Campion-Smith, John Waldron, Kate Hawkey Judy Patterson and Rupert Maule.</p>	
2	<p>Secondary School Improvement Officer's (SSIO) Annual Report</p> <p>Kate Rick's (SSIO) report had previously been distributed; the SSIO outlined the key headlines. Barry Trahar and John Waldron attended the core visit meeting. The role of the School Improvement Partner (SIP) has been deleted by the present government. The purpose of the SSIO's visit was to bring all the information together to reflect on the past year and look to the future. The SSIO is excited about the 2011 expected outcomes and said that it is important to remember and congratulate the school on achieving a good Ofsted report and Governors have been a major contributing factor.</p> <p>Key Stage 3 (KS3) outcomes are showing a positive picture; students have exceeded targets and attainment is high. The school is confident particularly in the core subjects around the reliability and robustness of teacher assessments.</p> <p>Areas for improvement include ensuring the school continues to narrow the gap for children registered for free school meals (FSM); although it is a small cohort, they are not performing as well as the whole cohort. This is in line with national trends and is a reason for the introduction of the pupil premium. One FSM student is on track to achieve in line with their peers and it was suggested the student could be used as a role model for identifying strategies that support progress.</p> <p>Children with special educational needs (SEN) are making good progress in English and Mathematics.</p> <p>The school is on track to achieve the KS4 target of 85% 5A*-C including English and Mathematics which is a significant achievement; the national average is 55%. Strategies have been put in place to support progress of boys in English.</p> <p>AS outcomes are slightly lower than A2 but this is due to a large number of students coming from a variety of contexts. It is a slight concern but the school needs to continue to build the bridge for transition from mainstream to the 6th form.</p> <p>The school needs to celebrate and capture the success of some subjects and share across the school. There are some subjects at A2 that need to be reviewed to ensure teachers are moving the students on but there is excellent practice across the Centre that the school can build on.</p>	

Approval (Initials)

	<p>The school needs to focus on groups, eg BME students that are below the national average at AS and A2 to ensure the gaps are narrowed.</p> <p>Attendance is high although KS5 attendance is only satisfactory; the school is addressing this issue.</p> <p>Progress of children in care (CiC) (5 students) overall is below the rest of the cohort but one Year 9 student is making excellent progress.</p> <p>The school is working on data and the ways it can be used which is leading to more ownership and staff recognise that data tells a story. Middle leaders are now being held to account and they are enjoying it and relishing the responsibility. The school has invested significantly in continuing professional development (CPD) plans for 2011/2012.</p> <p>The SSIO validated the school's judgements and advised that the school is moving to outstanding to lots of areas. Governors asked what key priority 2 meant; the SSIO stated that progress in some departments is variable and where departments are not as strong; the school needs to ensure strategies are put in place. It is important that the school tries to narrow the gap between departments.</p> <p>The parents/carers' survey had raised the perception of discipline being an issue at the school; the SSIO suggested that the school looks at ways to evidence that behaviour is in fact good. The school is now trying to log good behaviour more robustly. In line with Ofsted feedback and also feedback from the parents/carers' survey, the school needs to further develop communication particularly around celebration.</p> <p>Governors thanked Kate Rick for her informative report.</p> <p>[Kate Rick left the meeting.]</p>	
3	<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>	
4	<p>Academy Status Update</p> <p>The working group has met and identified key factors which need to be considered including the possible benefits and challenges of becoming an Academy. The group is working towards a December deadline to bring a recommendation to the Governing Body. Mike Farmer is looking at the financial aspects.</p>	
5	<p>Parental Survey Working Group Update</p> <p>The group needs to meet with the Strategic Leadership Team (SLT) to explore the key messages from the survey. At the back of the report are charts comparing the school against other similar schools. In lots of areas the school is below parental outcomes for other schools except for Years 10 and 11. The group need to explore whether it is because by Year 11 parents/carers are more comfortable in the school or if it is something around those cohorts. As it is the first time the survey has been carried out, the group cannot draw any hard or fast conclusions at this stage, however it will provide a benchmark for future surveys and hopefully evidence the impact of improvements put in place. The 3 top issues appear to be the quality of learning (mainly to do with Mathematics, despite 25% of the cohort already working at Level 8), careers' education and discipline. It is felt that a lot of parents/carers still do not understand the Levels and at this stage it would appear that there is more of a perception issue.</p> <p>The school is developing an improved communication strategy which will hopefully address some issues raised. It was noted however that the percentage of responses was 23.6% (318 parents/carers) and that often the people who tend to respond are those that have an issue, although it is important to triangulate with other data and test out hypothesis. Governors agreed that if there are concerns, even if perception, it needs to be addressed. The working group will meet with the SLT in Term 1.</p>	
6	<p>Appointment of Governing Body Members</p> <p>[Barry Trahar, Astrid Kopmels, Bharti Joshi, John Waldron, Judy Patterson, Rod Symmons and Tim Trout left the meeting.]</p>	

	<p>Governors agreed to appoint Barry Trahar as Sponsor Governor and Astrid Kopmels, Bharti Joshi, John Waldron, Judy Patterson, Rod Symmons and Tim Trout as Community Governors to the new 11-19 school. The Governing Body will be incorporated on the 10 October 2011; Parent and Staff Governor nominations will be sought in Term 1.</p> <p>[Barry Trahar, Astrid Kopmels, Bharti Joshi, John Waldron, Judy Patterson, Rod Symmons and Tim Trout entered the meeting.]</p>	
7	<p>Approval of Committee Structure, Membership, Terms of Reference (TOR) & Proposed Meeting Dates for 2011-2012</p> <p>Governors considered and agreed the new Committee structure, membership and TORs that had previously been distributed. Governors will review the TORs at their first Committee meetings to ensure they reflect the remit of the Committees.</p>	
8	<p>Review Strategic School Development Plan (SSDP) & Priorities for 2011/2012</p> <p>The Headteacher's Report that had previously been distributed was an evaluation of where the school is against the SSDP priorities. A 1-page summary of the key priorities for 2011/2012 was also included. Governors considered and agreed the SSDP key priorities. The items in bold reflected changes as a result of Ofsted and parent/carer feedback.</p> <p>Governors congratulated Emma Waldon on leading the Duke of Edinburgh Award and were pleased to note that 80 Year 9 students have signed up to take part and lots of staff are supporting students. The Headteacher has visited activities and confirmed that it is amazing to see what the students are doing. An award ceremony will be taking place in January.</p> <p>[Emma Waldon left the meeting.]</p>	
9	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. The Year 9 End of Key Stage Assessment Data 2011 was included in the Headteacher's Report. The Governors' Financial Summary Report dated the 30 June 2011 was also included. The data raises questions that the school is already discussing internally. In terms of progress of study, the school is constrained by relevant software. In areas other than Mathematics, generally staff do not feel that they have robust assessment data available to assess Level 8.</p> <p>Feedback on KS4 Work Experience 2011 was distributed; as funding has been cut, the school will need to consider whether they wish to continue to fund work experience. Governors asked what costs are involved; the Headteacher advised costs include CRB applications and admin support etc.</p> <p>The Clerk has been appointed as the school's Health & Safety Co-ordinator.</p> <p>The school is working with Orchard School and Fairfield School to provide an alternative curriculum for disaffected students; this is a pilot which may be extended if successful. The school is committed to supporting vulnerable students where they can. Governors asked how many disaffected students there were; the Headteacher advised that there are 3 students with potentially 2 more. The school does however; need to be mindful of the costs of running the project which is very expensive for such a small number of children. At the moment it is impossible to provide the service in-house.</p>	
10	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> • Approval of Forecast Outturn to 30 June 2011 • SEN Governor's Annual Report <p>The draft Minutes had previously been distributed; Governors agreed the forecast outturn.</p> <p>The Named Governor reported that the school has received support from the Local Authority (LA) to limit the number of statemented students coming to the school which has been successful, although due to a recent tribunal outcome, the LA is now unable to put forward the case for the school which is a concern. The school has been advised not to attend meetings in Years 5 or 6 as it infers a placement in the future. It is a challenge as it is contrary to an inclusive school and does not support transition.</p>	

	<p>The significant number of SEN children is challenging during exams; the school is coping well but it is an area that needs to continue to be monitored.</p> <p>[Peter Hallam left the meeting.]</p>	
11	<p>Review of School Prospectus & School Profile Update</p> <p>The review is in hand; the new prospectus will include GCSE outcomes and updated pictures. Schools are currently unable to access the School Profile; the data is also not being updated by the Department for Education (DfE).</p>	
12	<p>Approval of Minutes of Last Full Governing Body Meeting Held on 24 May 2011</p> <p>The Minutes were agreed and signed as a correct record.</p>	
13	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p>	
14	<p>Governors' Reports Including:</p> <ul style="list-style-type: none"> • Governors' Visits & Link Governor Reports <p>Penny Mooney's completed visit report had previously been distributed.</p> <ul style="list-style-type: none"> • Association of Bristol Governors' Meeting Feedback <p>The meeting had been positively received; Governors were encouraged to attend.</p> <ul style="list-style-type: none"> • Correspondence <p>There was no correspondence to consider.</p> <ul style="list-style-type: none"> • Training Undertaken <p>There was nothing to report.</p>	
15	<p>AOB</p> <p>The Chair thanked all Governors for their support and contribution during the year, particularly to those Governors who will not be re-standing.</p>	
16	<p>Association of Bristol Governors' Meeting Dates 2011/2012</p> <p>Thursday 10 November 2011, Wednesday 29 February 2012, Tuesday 19 June 2012 All meetings 7.15-9.00pm; venue to be confirmed</p>	
17	<p>Dates & Times of Committee & FGBM Meetings for 2011/2012</p> <p>The schedule of meeting dates that had previously been distributed was agreed.</p>	

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

SIGNED: **DATE:** 18 October 2011