

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 20 July 2010 at 7.00pm**

### **MINUTES**

<b>PRESENT:</b>	Annemieke Waite (Chair)	Darren McKimm
	Tim Trout (Vice Chair)	Ian Campion-Smith
	Sarah Baker (Headteacher)	Matthew King
	Peter Hallam	Barry Trahar
<i>The meeting was noted to be quorate</i>	Kate Hawkey	Valerie McCarthy
	Rod Symmons	Kim Garland (Associate Member)
	Astrid Kopmels	Rupert Maule (Associate Member)
	Sylvia Townsend	Louise Sharples (SSIO)
	Steve Rush	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Welcome &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Gerry Swarbrick, Penny Mooney, Judy Patterson, John Waldron, Ian Muir and Bharti Joshi. Alex Wilkinson was absent from the meeting.</p>	
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
3	<p><b>Update on the Introduction of the School Counsellor</b></p> <p>Led by Hannah Wilcox; a report was distributed. Governors asked whether the service is operating at maximum capacity; Hannah Wilcox confirmed that it is. Three finishing sessions are taking place this week.</p> <p>Governors asked whether there is a waiting list; Hannah Wilcox confirmed that there is with about 20 students on the list. It was explained that the Heads of House prioritise students' needs. Students accessing the service are in crisis or near to crisis. Governors asked whether the service has been offered to post 16 students; Hannah Wilcox advised that this was not possible at this stage due to the limited capacity, however post 16 students are able to assess Off the Record, an external service.</p> <p>Concern was raised that there is a greater need than the school is able to provide services for and that next year funding is in question due to the change in Government. The school will be putting in a funding application but it was felt that if unsuccessful there is still a moral obligation to provide the service and as the school does not have the capacity/skill to offer the service internally, Governors may be asked to consider whether it is possible to fund directly from the school's budget. Funding is currently provided by the Locality Executive Board from the Extended Schools Partnership (ESP) budget.</p> <p>Governors asked whether the number of students accessing the service was an accurate reflection of the way it will always be; Hannah Wilcox felt that there will always be some students at crisis point but it is hoped that child protection (CP) cases will be lower as the service is embedded in school; the number of bereavement cases will probably stay the same.</p> <p>Governors thanked Hannah Wilcox for her informative presentation.</p> <p>[Hannah Wilcox left the meeting.]</p>	

Approval (Initials) .....

4	<p><b>End of Key Stage 3 Results Summary</b></p> <p>Led by Kim Garland, Deputy Headteacher; data documents were distributed. The profile of Level 8 needs to be raised and this has highlighted a training need for all staff to know how to challenge students and promote Level 8s. Children in Care (CiC) targets are relatively low and need to be improved; the school is amending FFT targets where it is felt appropriate.</p> <p>Governors discussed the outcomes of gifted and talented (G&amp;T) students; it was noted that core subject registration criteria needs to be reviewed. Subject specific registration is emerging in schools and it is hoped networking will help define identification.</p> <p>Governors asked whether there was any concern with the English department; Kim Garland advised that the issues were not with the quality of teaching and learning but mainly to do with not having the Head of English in post. There has been development within the department but now there needs to be a focus on establishing the team and making it stable. The English department is a priority for the Advanced Skills Teacher. Testing is robust for Mathematics and Science but needs to be improved for English. Governors asked how the school will improve engagement of boys next year; Kim Garland advised that the range of texts for next year should help to address this.</p>	
5	<p><b>Approval of Annual Resolution of Delegation (Post 16 Committee)</b></p> <p>The Annual Resolution of Delegation (Post 16 Committee) previously distributed, was explained and agreed.</p>	
6	<p><b>Governors Whose Term of Office Ends Next Academic Year</b></p> <p>It was noted that the following Governors' term of office ends in the next academic year:</p> <p>Community Governor - Bharti Joshi (15/10/10)  LEA Governor - Matthew King (11/10/10)  Sponsor Governor - Barry Trahar (20/10/10)  Staff Governor - Steve Rush (02/10/10)</p>	
7	<p><b>Review Overall Effectiveness &amp; Efficiency of the Governing Body</b></p> <p>Ten Responses have been received to date; Governors were reminded to complete and return the self-evaluation form to the Chair. An analysis of the responses will be provided at the next meeting.</p>	All AW
8	<p><b>Review Strategic School Development Plan (SSDP) &amp; Self-Evaluation Form (SEF) &amp; Identify Key Priorities for 2010/2011</b></p> <p>The SSDP and SEF had been previously distributed; a full review of the SSDP had been carried out by the Steering Committee (please refer to the Steering Committee Minutes).</p> <p>The application form for the Science specialism had been previously distributed; the Headteacher confirmed that the school has passed this stage of the application process (approval by the Senior Secondary School Improvement Officer (SSSIO)); the school is now awaiting confirmation from the Department of Education that the application has been approved.</p> <p>Governors thanked Kim Garland, Rupert Maule, Darren McKimm and Matthew King for their hard work.</p> <p>It was suggested that the school sets up the standing orders now so that they are in place ready to start in September.</p>	SB
9	<p><b>Headteacher's Report Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Update on Science Specialist Status</b></li> <li>• <b>Update on Lesson Observations &amp; Quality of Teaching &amp; Learning</b></li> </ul> <p>The report had previously been distributed; the Headteacher went through the contents. A positive Strategic Leadership Team (SLT) meeting took place off-site with new starters re the school's vision.</p> <p>Governors felt there should be celebration in September re the specialism and in light of the school being full.</p>	

	<p>The SSDP main priority for next year is establishing consistency across the school especially with new starters and developing the quality of teaching and learning and leadership. Some performance management (PM) lesson observations have taken place this term instead of next to improve the quality of teaching and learning. Next year there will be more paired observations to improve moderation.</p>	
10	<p><b>Committee Minutes Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Approval of Forecast Outturn to 30 June 2010</b></li> </ul> <p>The draft Minutes had previously been distributed. The financial outturn to the end of June 2010 was distributed which sets out the up-to-date position following approval of the budget at the last meeting. Governors approved the forecast outturn which will now be submitted to the Local Authority (LA).</p> <p>The Audit Report had been previously distributed; Governors were very pleased with the report and achievement of the Financial Management Standard in Schools (FMSiS).</p> <p>Governors agreed that as there are no indoor spaces for the 200 extra students next year, an outside canopy has now become essential.</p> <p>The Special Educational Needs (SEN) Governor's Annual Report had been previously distributed; the SEN Governor re-emphasised that the funding issue is unresolved. Governors thanked the SEN Governor for his hard work.</p> <p>The CiC Governor's Annual Report had been previously distributed. The LA's revised Annual Safeguarding Report will be distributed to schools in September. Governors thanked the CiC Governor for her hard work.</p>	
11	<p><b>Review School Prospectus &amp; School Profile</b></p> <p>Fiona Parnell has been involved with the review and update of the prospectus; a new version will be drafted next year when the school is full. Governors congratulated and thanked Fiona Parnell for her hard work and in helping to raise money for the specialism sponsorship funding.</p>	
12	<p><b>Approval of Minutes &amp; Matters Arising From Last Full Governing Body Meeting (FGBM) Held on 25 May 2010</b></p> <p>The Minutes were agreed and signed as a correct record; there were no matters arising.</p>	
13	<p><b>Governors' Reports Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Bristol Governors' Forum Feedback</b></li> </ul> <p>There was nothing to report.</p> <ul style="list-style-type: none"> <li>• <b>Correspondence</b></li> </ul> <p>There was no correspondence to consider.</p> <ul style="list-style-type: none"> <li>• <b>School Visits</b></li> </ul> <p>Governors were encouraged to undertake school visits; an updated SSDP Link Governor list including school contact details will be provided at the next meeting. Governors were also reminded to complete Governor visit forms.</p> <ul style="list-style-type: none"> <li>• <b>Training Undertaken</b></li> </ul> <p>Peter Hallam undertook the Roles and Responsibilities training session, which he recommended. Barry Trahar has completed the online safer recruitment training.</p>	<p>All AW All</p>
14	<p><b>AOB</b></p> <p>There was no other business to consider.</p>	

<p><b>15</b></p>	<p><b>Bristol Governors' Forum Meeting Dates</b></p> <p>Tuesday 16 November 2010  Thursday 17 March 2011  Wednesday 22 June 2011</p> <p>7.00-9.00pm, Hannah More Primary School</p>	
<p><b>16</b></p>	<p><b>Date &amp; Time of Next Full Governing Body Meeting</b></p> <p><u>Monday</u> 18 October 2010 at 7.00pm</p>	

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

**SIGNED:** ..... **DATE:** 18 October 2010