

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

LOCAL GOVERNING BODY MEETING – TERM 6

Held at the school on Tuesday 17 July 2018 at 6.15pm

MINUTES

PRESENT: Catherine Hallam (Acting Chair) Jenny Suggate
 Lawayne Jefferson (Acting GGLT Chair) Andrew Morgan
 Tim Whitaker Tim Walton
The meeting was Rod Symmons John Worthington
noted to be quorate Sarah Everett-Cox Louise Blundell (Head of School)
 Barry Trahar Nick Lind (Deputy Headteacher)
 Andrew Scoble Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1.	Welcome, Introductions & Apologies for Absence	
	The Acting Gatehouse Green Learning Trust (GGLT) Chair welcomed everyone to the meeting, particularly John Worthington, proposed new Community Governor, and two parents from the PTA. Following introductions, apologies were received and accepted from Sarah Baker, Mark Robson and Peter Dixon. Governors noted that Ciara Campfield was no longer a member of the Local Governing Body (LGB) and Sarah Everett-Cox would also no longer be a member.	
2.	Attendance & Business/Pecuniary Interest Register	
	Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.	
3.	Election of Temporary Chair for the Meeting	
	There was one nomination for Catherine Hallam for the position of Acting Chair for the meeting; as there were no objections and Governors were in support of the nomination, Catherine was duly elected as the Acting Chair.	
4.	Strategic Development	

Approval (Initials)



<p>4.1</p>	<p>Presentation from Chair RGS PTA, Scott Littlejohn</p> <p>Two parent representatives from the PTA summarised the work that had been carried out by the PTA including fundraising activities that had taken place. It was noted that unfortunately, there had been a dip in parental engagement as well as a reduction in enthusiasm for parental contributions/donations. Governors asked why this was the case in the PTA's view; the parents suggested that there had been missed opportunities and therefore, it had become apparent that there needed to be greater collaborative working between the school and the PTA to support identifying fundraising opportunities and ensuring that parents were kept up-to-date on how much had been raised to support the school. The school had since identified staff links to liaise more closely with the PTA to support taking this forward.</p> <p>Governors recognised their duty to engage with parents and agreed that opportunities to develop relationships and links with the PTA would be a very useful and beneficial way to do this. The PTA representatives agreed that this was felt to be a key way forward. to do this, indeed it has been identified as a priority for the school and governors for the next academic year.</p> <p>Governors were pleased to note that Andrew Scoble had already begun liaising more often with the PTA and it was hoped that this would continue. Governors fully supported Andrew formally taking on the role as Governing Body lead for parental engagement and were encouraged that ideas and suggestions were already being discussed and this would continue next year with the identified staff links.</p>	
	<p>Governors asked if teachers were actively involved in the PTA; the PTA representatives stated that teachers were helpful in identifying fundraising priorities, however, this needed to be developed in a more joined up way; the resources that had been funded by the PTA were summarised.</p> <p>Governors discussed how effectively the school reported back to the Governing Body on how the PTA funds had been spent; the Chair of the Leadership, Finance & Staffing Committee confirmed that this had been discussed and the funds were accounted for separately in the budget, however, it was recognised that this could be done in a more explicit way and therefore, this was an area for development as well as sharing more information with parents.</p> <p>Governors thanked the PTA representatives for attending the meeting and for their useful feedback. [The PTA representatives left the meeting.]</p>	
<p>4.2</p>	<p>Appointment of Governors to LGB & Governor Recruitment</p> <p>Governors noted that formal appointment of the LGB would be taking place in the next week, whereby existing Governors would be appointed to the LGB except Ciara Campfield, Sarah Everett-Cox and Lawayne Jefferson who would be appointed to the GGLT. Governors unanimously agreed to propose that John Worthington should also be appointed to the LGB.</p> <p>The Acting Chair summarised details of other potential Governors, one of which, George Boss, was recommended for appointment; Governors fully supported this proposal. Other appointments would be considered in due course</p>	

<p>4.3</p>	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Head of School provided context to the information contained therein. Governors asked why there had been a significant increase in the number of in-year admissions; the Deputy Headteacher advised that some of the admissions were in relation to the increase in the published admissions number (PAN), the school had also taken students via the Bristol Inclusion Panel (BIP). It was also noted that a few students had left the school as they had moved back to their home country post the Brexit referendum.</p> <p>The Head of School summarised the process for negotiated transfers (NT) ie that the NT was subject to a successful 12-week probationary period and decisions were taken as quickly as possible whether the school was able to accept the student at the conclusion of the probationary period. Catch-up sessions were also arranged for students joining the school on an NT to ensure that any gaps were identified and measures taken to address them.</p> <p>The Head of School outlined the support that was in place to improve attendance and this would remain a focus for next year.</p> <p>Governors recognised the need to continue to engage with parents regarding Ready to Learn next year. It was noted that 1 permanent exclusion (PEX) had been omitted from the exclusions data in the report for Year 11. Governors asked if there was a reason why behaviour and the risk of exclusion appeared to increase in Year 9; the Deputy Headteacher suggested that this was a period in students' lives that required the school to continue to encourage them to proactively engage in school life; this was also true of Year 10. The school used achievements to support student engagement and the changes to the House Team had been particularly positive in recognising students' achievements and effort.</p> <p>Governors noted that the Pupil Premium Report would be presented at the first Students Committee meeting next year; the Head of School advised that outcomes for Pupil Premium students was expected to be above the national average, however, 4 of the 5 students being educated elsewhere were Pupil Premium students and it was likely that their outcomes would be impacted by the reduced curriculum that they were accessing, although provision was appropriate for their needs.</p> <p>Governors asked why the pupil numbers were so different from Year 7 to Year 11; the Deputy Headteacher advised that the later Year Groups' PAN was at the lower level and did not reflect the increase in the PAN, although the school had accepted additional students into those Year Groups.</p>	
<p>4.4</p>	<p>Gatehouse Green Learning Trust</p> <p>i) LGB Roles & Responsibilities</p> <p>Governors noted the GGLT Scheme of Governance, draft Governance Structure, Finance Manual and Finance Scheme of Delegation that had previously been distributed; the Acting GGLT Chair summarised the context to the documents and how these would be used to inform governance arrangements moving forward.</p> <p>Action: Pen portraits of GGLT Members and Trustess to be shared with the LGB.</p>	<p>LJ</p>

	<p>Governors asked if the Members had met at a formal meeting; the Acting GGLT Chair advised that an informal meeting had been held but the first formal meeting would take in September and this would include a discussion regarding governance and how it would work in practice as well as preparations for the first Annual General Meeting (AGM).</p> <p>Governors asked how the number of 10-12 members of the LGB was arrived at; the Acting GGLT Chair advised that there was a requirement to have a minimum of 3, however, there was no maximum level although the optimum number of Governors was considered to be 10-12 and that was why this number had been agreed, although there would be scope to adjust this number should it be beneficial for the individual school requesting an increase.</p> <p>The Acting Chair advised that she had spoken to a number of Governors regarding roles within the LGB, and provisional allocations had previously been distributed; Staff Governors would discuss roles and responsibilities with the Head of School. It was recognised that this was a work in progress at this stage but it was hoped that the roles could be finalised at the first meeting in the new academic year. Governors also fully supported more collaborative working with groups of Governors with connected link areas.</p> <p>It was noted that a Pay Committee (or Staffing Committee) would need to be added to the governance document to consider performance related pay recommendations unless this was anticipated to be considered by the Trust.</p> <p>Action: The Acting GGLT Chair to confirm governance arrangements for pay progression decisions.</p> <p>Governors noted that training and continuing professional development (CPD) would need to be considered in due course and this would be taken forward at the first meeting in the new academic year. Governors were reminded that they also had access to The Key for School Governors and the National Governors Association (NGA) for sourcing useful information.</p> <p>ii) Committee Structure, Membership & Terms of Reference (TOR)</p> <p>Details of the proposed Committee structure had previously been distributed; Governors noted that LGB Committees mirrored those of the Trust. A brief summary of the Committees' responsibilities was included on the governance diagram; the TOR would be taken forward in due course.</p> <p>iii) Meeting Dates 2018/2019</p> <p>The proposed meeting dates had previously been distributed; Governors agreed that it was important to add an extra LGB meeting date in late September/early October to finalise governance arrangements. Governors also agreed that it was important to build into the meeting schedule the Governors' Development Day.</p> <p>Action: Andrew Scoble to take forward arranging the date for the first meeting in Term 1.</p> <p>Action: The Acting Chair to take forward subsequent meeting dates with the The Acting Chair Acting GGLT Chair and the Head of School.</p>	<p>LJ</p> <p>AS</p> <p>CH</p>
<p>4.5</p>	<p>Proposed Arrangements for School Leadership Post MAT</p> <p>[Andrew Morgan, Tim Walton, Louise Blundell and Nick Lind left the meeting.]</p> <p>The Acting GGLT Chair summarised the provisional arrangements for school leadership now that the MAT was established; Governors recognised that this was likely to be a transitional period pending the MAT being fully up and running, however, it was agreed that there needed to be clarity about the Strategic Leadership Team's (SLT's) roles and the appointment process into those roles and how the LGB fitted into that. It was agreed that the Acting Chair would take this forward and if necessary, a small working group of the LGB would be set up to discuss this in more detail.</p> <p>Action: The Acting Chair to take forward seeking clarity regarding the SLT's roles and appointment process with the Acting GGLT Chair.</p>	<p>CH & LJ</p>
<p>4.6</p>	<p>2018/2019 Budget</p> <p>The Chair of the Leadership, Finance & Staffing Committee provided details of discussions that had taken place at the last Committee meeting; the draft Minutes had previously been distributed. Discussions had also taken place with Trust members regarding the 'top-slice' for each school, ie the amount of funding that would be redirected to the Trust to fund costs in relation to the Chief Executive Officer's (CEO's) role, HR support, finance support etc. It was anticipated that the level of top-slice would be lower for primary colleagues (anticipated to be 3%) and higher for secondary colleagues (anticipated to be 4%).</p> <p>The Chair of the Committee also summarised the draft financial scheme of delegation.</p>	

4.7	Risk Register Review Governors noted that the Single Academy Trust (SAT) risk register would need to be adapted for the new LGB and this would be taken forward in the new academic year.	
4.8	General Data Protection Regulation (GDPR) Tim Whittaker provided an overview of GDPR progress made to date including feedback from his meeting with the Data Protection Manager; notes of the meeting had previously been distributed for Governors' information.	
5.	Routine Governing Body Business	
5.1	Approval of Minutes of Previous Meeting, Carried Forward Matters & Matters arising 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.	
5.2	Policy Adoption/Review: i) Special Educational Needs & Disability (SEND) & Inclusion Policy Governors considered and approved the policy that had previously been distributed subject to updating the details of the Governor Responsible for SEND & Inclusion to George Boss who had agreed to take on this role from September. ii) Uniform Policy Governors considered a recommendation from the school to add shorts to the list of gender neutral acceptable school uniform items. The LGB considered the request and agreed that it was beneficial and supportive and it was therefore, agreed.	
5.3	Other Matters / Updates i) PSC Register Governors noted that this would need to be taken forward in September for the MAT. ii) Correspondence There was no other correspondence to consider.	
6.	Information Sharing	
6.1	Governors' Report Including: i) Visits (Link Governors & Other Governors), Feedback on Faculty Reviews, Key Points From Committee Meetings The draft Minutes had previously been distributed; Governors noted the key areas of discussion and decisions taken. ii) Training Governors noted that the September INSET would include training on safeguarding and Governors were invited to attend. There was nothing further to report.	
7.	AOB	
	Governors thanked the Clerk for her support as she was leaving at the end of the academic year and presented her with gifts in appreciation. The advert for a new Clerk had been published and it was hoped that an appointment would be made in September. There was no other business to consider.	
8.	Date & Time of Next FGBM	
	To be confirmed.	

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

SIGNED:

DATE: