



Full Governing Body General Meeting Thursday 13th March 2014

4.00pm for 4.30pm start

Venue: Learning Centre

- Present:** Allan Foulds (AGF), Keith Chamberlain (KC), Steve Reis (SRs), Tim Mansfield (TM), Tracy Lawrence (TL), Neil Spurrier (NS), Karen Smith (KS), Rob Farrow (RAF), Vanessa Weir (VW), Angie Langley (AL), Guy Wareing (GW)
- In attendance:** Gareth Burton (GB), Sian Kellow (SEK)
- Apologies:** Andy Ponting (AP), Matthew Gray (MRG), Antonia Noble (AN), Richard Knight (RK), Phillip Avery (PA), Susie Dawson (SD), Stephen Rudge (SR), Dereck Freeman (DF)
- Clerk:** Sharon Peacey (SDP)

The formal part of the meeting was preceded by a presentation by Mike Stratford and the student Anti-Bullying Ambassadors. This was extremely well received by the Governors. AGF and NS thanked Mike Stratford and the Anti-Bullying Ambassadors on behalf of the Governors for all of their hard work.

1. Apologies for absence

- Apologies were received and accepted (see above)

2. Chairman's introductory comments

- NS congratulated MRG on behalf of Governors on the recent birth of their baby girl, Charlotte.
- NS thanked all Governors for their time and commitment to the recent interviews which have taken place.
- NS explained that following the review of the E-Safety Information Technology – Acceptable Use Policy at the recent Policy Committee meeting of 13th February 2014 DAH had been invited to attend the FGB to offer further detail and explanation to Governors prior to its final approval.

3. To declare any financial and other interests

- There were no declarations of financial and other interests.

4. E-Safety Information Technology – Acceptable Use - Reviewed at PO3 13/02/2014

- DAH explained that the policy was based on a template supplied which the South West Grid for Learning (SWGfL) have produced for schools. The policy also reflects Ofsted guidance and the school's current practice.
- DAH ran through the various changes which had been recommended by the Policy Committee and had since been implemented.
- DAH stated that Ofsted are interested in evidence of the education of students regarding E-safety as opposed to simply 'locking down' systems.
- DAH confirmed that the policy will be available on FROG for new parents, to staff through training led by Sally Lees, referenced in the Staff Handbook and that annual assemblies for all year groups will be held to reinforce the messages within the policy.

PROPOSED: NS

SECONDED: TM

All in favour

APPROVED: E-Safety Information Technology – Acceptable Use 2013/14

5. To confirm the minutes of the previous meeting

- A Governor queried as to whether AFH had confirmed the definition of 'Academy equipment'

ACTION: SDP to check with AFH re whether he has ascertained the meaning of 'academy equipment' and communicated this to the relevant Governor.

6. Matters arising

- A Governor asked if Parent Pay information had been recirculated to staff. Staff Governors confirmed that they had not received the information.

ACTION: SDP to check with AFH if information has been recirculated.

ACTION: SDP to add 'Confidential to Bournside' on SED

ACTION: SDP to amend the 'Confidential' Minute for the last FGB meeting to read 'Additional' minute

7. Finances

a) Financial Report

- AGF explained that the information presented to the Governors was a subsection of a much fuller report which went to the F&GP Committee. The F&GP Committee scrutinised information taken directly from the school's financial accounting system.
- AGF stated that the full information is available to any Governor upon request.
- AGF reported that the contingency had risen by £435,433. A predicted significant carry forward had been realised. This does not represent flexibility to spend.
- All income and expenditure currently progressing as expected.
- AGF confirmed that the financial position of the school is a healthy one this year with a predicted surplus the end of the year.
- A Governor asked if the £30k in the budget for VAT represented non reclaimable VAT.

ACTION: AFH to speak to this Governor directly to offer more detailed explanation regarding VAT.

ACTION: Governors to request full finance report from SDP should they wish to see it.

b) Report from F&GP Committee (03/03/14)

- The F&GP Committee's main focus was the 3 year projected budget.
- Early work on the projected budget had predicted a slight deficit in the 3rd year, however this assumed continued expenditure at current cost levels. The committee agreed that AFH to relook at the projections and bring views back to the next F&GP Committee meeting.

8. Headteacher's role

- AGF reported that NS had written to all parents on behalf of the Governing Body informing them of the change to the Headteacher's role in September 2014.

ACTION: SDP to forward a copy of this letter to Governors for information.

- AGF confirmed that he had spoken to all staff.
- AGF reported that to date he had not received any feedback from parents.
- There has been some feedback from staff and this has been very positive.
- AGF reiterated that there would be no diminution to the provision of the school and absolutely no financial cost to the school as a result of the agreed alterations to his role.

9. To receive the Headteacher's Report

- AGF reported that he was delighted the Governors have appointed Jules Godfrey to the post of Deputy Headteacher. Jules will be joining the school from September 2014 from the Oasis Academy Brightstowe, Birstol.

- AGF reported that Karen Hanley (KJH) had successfully been appointed as Associate Deputy Headteacher with effect from September 2014. This will be a fixed term position for two years.
- The model for the SLT in September 2014 will be as follows:
 - Allan Foulds – Headteacher
 - Gareth Burton – Associate Headteacher (two year fixed post)
 - Jules Godfrey – Deputy Headteacher
 - Karen Hanley – Associate Deputy Headteacher (two year fixed post)
 - Sally Lees – Assistant Heateacher
 - David Hilyard – Assistant Headteacher
 - Mike Stratford – Associate Assistant Headteacher
 - Beth Warren – Assistant Headteacher (on maternity leave)
 - Alan Hastings – Business Manager
- AGF stated that from September the SLT will teach fewer hours than they currently do thus increasing overall leadership capacity.
- AGF stated that roles and responsibilities for overall leadership of the Sixth Form have yet to be confirmed.
- AGF continued through his report to Governors picking out key highlights which included information relating to the Careers and Work Related Learning department. Across February representatives from 30 businesses came into school to give their time to our students.

10. Reports from Committees

a) Curriculum - 20/01/2014

- GB reported that RAISEonline had been the main agenda item at the Curriculum Committee meeting.
- GB explained that RAISEonline is the document that Ofsted will refer to prior to commencement of an inspection.
- RAISEonline is available in December and following scrutiny the SED is updated as a result.
- The second Curriculum Committee of each academic year receives a presentation of the full SED.
- GB reported that systems are in place in the school to pick up on and/or support groups of students who are either over or underperforming. These identification systems are monitored frequently.
- Early Entry plan for English and Maths to go to the next Curriculum Committee meeting (C3 27th March 2014)
- GB explained that the committee had discussed and approved the removal of RS as a short course from the curriculum however the provision remains as an opt-into subject.

b) Policy - 13/02/2014

- The Policy Committee's main focus was Pupil Premium (PP)
- GB explained that the number of PP in school varies and numbers at Bournside are currently below average. GB reported that the number of students at the school either in receipt of or eligible for FSM is increasing (this is not the trend nationally).

11. To receive and approve policies

a) Home School Agreement Policy

This was reviewed by the Curriculum Committee on 20/01/2014

ROPOSED: AGF

SECONDED: SRs

All in favour

APPROVED: Home School Agreement Policy 2013/14

b) Assessment Policy

- This was reviewed by the Curriculum Committee on 20/01/2014

ROPOSED: VW

SECONDED: RAF

All in favour

APPROVED: Assessment Policy 2013/14

c) Curriculum Policy

- This was reviewed by the Curriculum Committee on 20/01/2014

ROPOSED: AL

SECONDED: RAF

All in favour

APPROVED: Curriculum Policy 2013/14

d) Equality & Diversity Policy

- This was reviewed by the Policy Committee on 13/02/2014

ROPOSED: VW

SECONDED: KS

All in favour

APPROVED: Equality & Diversity Policy 2013/14

e) Anti – Fraud & Corruption Policy

- This was reviewed by the Finance & General Purposes Committee on 03/03/2014

ROPOSED: SRs

SECONDED: TM

All in favour

APPROVED: Anti-Fraud & Corruption Policy 2013/14

f) Anti-Bribery Policy

- This was reviewed by the Finance & General Purposes Committee on 03/03/2014

ROPOSED: TL

SECONDED: GW

All in favour

APPROVED: Anti-Bribery Policy 2013/14

12. Recruitment of Governors

- Recruitment of Governors to be brought back to the next FGB meeting.

AGENDA: Recruitment of Governors – FGB – 20/05/14

13. To consider the Policy Schedule

- It was noted that all policies due to be reviewed to date have been reviewed. NS stated that he was grateful for all the work that is carried out at committee level on policies.

14. To consider the training/awareness issue for the next meeting

- It was agreed that AFH should attend the next FGB meeting of 20/05/14 to give a presentation on the building developments that have taken place around the school in recent years and also to look forward to possible future developments in this area.

ACTION: AGF to invite AFH.

ACTION: It was agreed that SDP would liaise with Sally Lees (SAL) to invite this year's NQTs along to the last FGB meeting of the year in July (08/07/14)

15. Any other business (by notification to the Chair ahead of the meeting)

- There were no items of any other business raised.

End of meeting
