



Full Governing Body General Meeting

Tuesday 20th May 2014 – 4.00pm for 4.30pm start

Venue: Learning Centre

Present: Allan Foulds (AGF), Neil Spurrier (NS), Steve Reis (SRs), Phil Avery (PA), Ian Batty (IB), Vanessa Weir (VW), Angie Langley (AL), Tim Mansfield (TM), Guy Wareing (GW), Matthew Gray (MRG), Keith Chamberlain (KC), Andy Ponting (AP), Antonia Noble (AN), Susie Dawson (SD), Rob Farrow (RAF), Steve Rudge (SR)

In attendance: Gareth Burton (GB), Karen Hanley (KJH), Alan Hastings (AFH)

Apologies: Richard Knight (RK), Dereck Freeman (DF), Karen Smith (KS), Tracy Lawrence (TL)

Clerk: Sharon Peacey (SDP)

The formal part of the meeting was preceded by a presentation from Alan Hastings (AFH), Business Manager, 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.

1. Apologies for absence

- Apologies were received and accepted from RK, DF, KS and TL

2. Chairman's introductory comments

- NS apologised for the need for some papers to be tabled.

3. To declare any financial and other interests

- There were no declarations of financial or other interests.

4. Sixth Form Dress Code

- KJH stated that she was looking for Governors to support changes in the Sixth Form dress code.
- KJH presented a document detailing the proposed new dress code and stated that this was the result of extensive SLT consideration/discussion and consultation of students.
- KJH explained that there is an opportunity to consult on the Sixth Form dress code every 3 years. The consultation ordinarily via questionnaires involves staff, parents and students. Previously there has been a polarisation of views in response.
- KJH reported on this occasion only students were consulted. Students were given two options of either 'smart business wear' or for the uniform policy to remain the same. Generally students were opposed to complete freedom of choice and were keen to look smart and remain identifiable as Bournside students. Students wanted some flexibility particularly with regard to colour.
- KJH stated that a uniform policy cannot be gender specific.
- KJH stated that a school badge and/or tie must be worn to make the students easily identifiable. KJH stated that students are aware of the importance of remaining identifiable in terms of safeguarding.
- A Governor suggested that the wording 'dark' colour may be too vague.
- A Governor suggested 'tailored' shirt as opposed to plain.
- The inclusion of a sentence to indicate that clothing may be worn on religious grounds was discussed and it was agreed that this would be better dealt with via Sixth Form brochure/prospectus.

- NS reminded the Governors that all policies are reviewed annually.

PROPOSED: NS proposed the policy to be approved subject to minor refinement to reflect discussion agreed by SLT.

All in favour

APPROVED: Sixth Form Dress Code 2014

5. Budget projections

- AGF stated that a school cannot legally set a deficit budget.
- AGF stated that an initial draft of the budget forecast had been shared with the Finance and General Purposes Committee in March. Since then the projections have been reworked. The detail of the reworking had been carried out by the Senior Leadership Team (SLT).
- A final reworked budget forecast was brought to the Finance and General Purposes Committee in May.
- AGF stated that currently the school is in a better position than previously forecast.
- AGF stated that the contingency forecasted for 2016/17 was £101.9k.
- Cost pressures and income were discussed. AGF stated that the school remains relatively underfunded (as do all schools in Gloucestershire) AGF stated that Ofsted do not expect higher funded schools to achieve more. Other factors affecting the school include inflation and the changes to Post-16 funding. These were discussed.
- AGF stated that in 2015/16 there is a £192k loss of income forecast due to the levelling of Sixth Form funding.
- AGF stated that it was legitimate for the Sports Centre to accrue more money than forecasted.

ACTION: Governors to ask SDP for a copy of the detailed budget projections which went to the Finance and General Purposes Committee should they wish further detail.

6. To confirm the minutes of the previous meeting

- The minutes were agreed to be an accurate record of the meeting of Thursday 13th March 2014 pending the agreed minor amendments.

7. Matters arising

- NS confirmed that Governor Recruitment would come to the next FGB meeting.

AGENDA: Governor Recruitment

8. Headteacher's Role – ratification

- NS reminded stated that the Governors had, in principle, approved the Headteacher's change of role to become the Vice President of ASCL from September 2014 however this had not been formally ratified by the Governors.
- NS stated that this had been agreed on the understanding that the provision to students and overall standards would not be affected and that there would be no financial loss to the school.
- NS reported that the Policy Committee have discussed and approved the leadership roles and responsibilities and the Finance and General Purposes Committee have discussed and approved the financial arrangements. ASCL have written to AGF and approved the agreed financial arrangements.

APPROVED: The Headteacher's change of role to ASCL from September 2014 was approved (all in favour)

9. SEN Report

- SR highlighted key points from his report to Governors, these included:
 - The Learning Support team consists of 23 members of staff, currently led by Beth Warren (Assistant Headteacher)

- SR reported that the team is led by the Assistant Headteacher, Beth Warren who also has responsibility for inclusion. SR stated that there was a mix of skills specific to child protection, learning support, SEN and inclusion within the team.
- SR stated that the role of the Learning Support Team has become increasingly important due to recent changes.
- SR stated that it was clear that the team are highly motivated and have embraced recent changes which have provided more autonomy and greater challenges.
- SR gave a brief overview of the changes and the new EHC plans (Health and Care Plans) and the implications of these changes to Bournside.
- SR outlined the key areas of work which the Learning Support Team carry out which included:
 - Transition of year 6 pupils from primary school
 - Careful planning of tutor groups alongside HO
 - Year 7 and 9 tests
 - Year 7 initial support
 - Teaching Assistant deployment
 - Support in English and Mathematics
 - Exam arrangements
 - Annual reviews
 - Departmental meetings
 - Reading club
 - Breakfast club – for Literacy (started January 2014)
 - Role of Learning Mentor
 - Student Support Services
- SR asked for his praise and thanks to be communicated to all in the team.

10. To receive the Headteacher's Report

- AGF highlighted key points from his report to Governors.
- GB stated that ordinarily the last Friday before the first exam Year 11s go on study leave however this year a different approach has been taken. A structured revision/study/exam 'warm up' timetable has been created. The aim being to maintain as much contact with teachers as is supportive prior to examinations. For around half of the Year 11 cohort attendance is compulsory. Feedback from parents, staff and students has been extremely positive.
- Two Parent Governors at the meeting confirmed that this has been received very well by their own children.
- GB confirmed that this approach would be reviewed at the forthcoming Heads of Department Conference in June.

11. Financial Report

- NS apologised for the delay in the distribution of the Financial Report.
- AGF also apologised and stated that the document presented was a subset of a much fuller and detailed report that the Finance and General Purposes Committee had scrutinised on 12th May.
- AGF stated that the fuller report is available to any Governor upon request (ask SDP/Clerk).
- AGF stated that the contingency shown does not represent facility to spend.
- AGF stated that both the income and expenditure are progressing as expected and that there is confidence that the school can meet all of its liabilities.
- AGF reported a likely surplus balance at the end of the financial year.

12. Reports from Committees

Curriculum Committee (C3) – 27/03/14

- GB reported that there had been two main issues discussed at the Curriculum Committee i.e. English and Maths Early Entry Response Plan and the Year 11 Performance Indicators.
- GB confirmed that he would be bringing a list of educational acronyms to the next meeting as requested.
- A Governor asked for GB to also bring a list of staff and their initials.

ACTION: GB and SDP to produce list of staff and their initials and a list of educational acronyms to the Curriculum Committee in June.

Policy Committee (PO4) – 30/04/14

- The Policy Committee looked at the latest version of the SED (Self Evaluation Document) and discussed local housing developments and the potential impact on admissions. The committee also received a report on the most recent TLR (Teaching and Learning Review)

Finance & General Purposes Committee (F4) – 12/05/14

- The Finance & General Purposes Committee had fully scrutinised the income and expenditure report and the 3 year budget projections.

13. To receive and approve policies

Religious Education (inc Collective Worship)

The Religious Education Policy was reviewed by the Curriculum Committee on 27th March 2014. GB highlighted the amendments to the policy. Changes to RS were approved at C2. GB confirmed that RS is a compulsory subject which is offered to all students in some form and some may choose as a GCSE option.

PROPOSED: AL

SECONDED: VW

All in favour

APPROVED: Religious Education Policy 2014

Sex Education Policy

The Sex Education Policy was reviewed by the Curriculum Committee on 27th March 2014. GB confirmed that the policy had not undergone any significant amendments.

PROPOSED: PA

SECONDED: SR

All in favour

APPROVED: Sex Education Policy 2014

Drugs Policy

The Drugs Policy was reviewed by the Policy Committee on 29th April 2014. AGF confirmed that there had been no significant amendments made to the policy however it had been thoroughly scrutinised against current guidance and legislation.

PROPOSED: RAF

SECONDED: GW

All in favour

APPROVED: Drugs Policy 2014

14. To consider the Policy Schedule

- It was noted that all policies due to be reviewed have been reviewed.

15. To consider the training/awareness issues for the next meeting

- It was noted that the NQTs would be attending the next FGB meeting of Tuesday 8th July 2014

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

- There were no items of any other business raised.

