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## Full Governing Body General Meeting Minutes

Tuesday 8<sup>th</sup> July 2014 – 4.00pm for 4.30pm start

### Venue: Learning Centre

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**Present:** Allan Foulds (AGF), Angie Langley (AL), Tim Mansfield (TM), Guy Wareing (GW), Matthew Gray (MRG), Keith Chamberlain (KC), Vanessa Weir (VW), Susie Dawson (SD), Steve Reis (SRs), Phil Avery (PA), Stephen Rudge (SR), Karen Smith (KS), Dereck Freeman (DF), Tracy Lawrence (TL), Rob Farrow (RAF)

**In attendance:** Scott Harvey (SH), Gareth Burton (GB), Sian Kellow (SEK), Karen Hanley (KJH)

**Apologies:** Richard Knight (RK), Antonia Noble (AN), Andy Ponting (AP) and Ian Batty (IB)

**Clerk:** Sharon Peacey (SDP)

The formal part of the meeting was preceded by an opportunity to meet this year's NQTs. This was immediately followed by a presentation by Lucy Watkins on Upper Ability Students.

#### 1. Apologies for absence

- Apologies from RK, AN, AP and IB were received and accepted.

#### 2. Chairman's introductory comments

- NS thanked the NQTs for attending the meeting and congratulating them on successfully completing their NQT year.
- NS explained that SH was attending the meeting as an observer and that later in the meeting he would be proposing his appointment to the Governing Body. NS introduced SH to the Governors and asked him to say a few words about himself. SH stated that he has worked as an engineer and within recruitment and spent many years employed by GCHQ. SH has also had many years' experience as a Governor at Cheltenham College and the University of Gloucestershire.

#### 3. To declare any financial and other interests

- There were no declarations of financial or other interests made.

#### 4. To confirm the minutes of the previous meeting

- The Governors agreed to approve the minutes at the next FGB meeting due to some missing information relating to SR's SEN report.

#### 5. Matters arising

- AGF confirmed that a list of acronyms had gone to the Curriculum Committee.
- GB confirmed that as an outcome of the review at HODs meeting a bespoke letter has been sent to individual parents.

#### 6. Governors' appointment

AGF chaired the meeting at this point and advised the Governors that NS's term of office ends on 30<sup>th</sup> August 2014. AGF confirmed that he had discussed this with NS who had confirmed that he wished to remain a Governor. AGF asked for a proposer for NS's term of office as a Governor to be continued for a further 4 years. AGF reminded Governors the role of Chair is decoupled from the reappointment of

NS as a Governor. The election of Chair and Vice Chair of Governors is annually reviewed and will be dealt with at the first FGB meeting of the academic year.

**PROPOSAL:** NS to be reappointed as a Governor for a further 4 years from 31<sup>st</sup> August 2014

**PROPOSED:** SD

**SECONDED:** KC

All in favour

**APPROVED:** NS to be reappointed as a Governor from 31<sup>st</sup> August 2014 for a further 4 year term of office.

NS stated that both DF and GW would be standing down at the end of their terms of office (both ending 31<sup>st</sup> August 2014).

**PROPOSAL:** NS proposed that Scott Harvey be appointed for a 4 year term of office to replace GW from 1st September 2014.

**PROPOSED:** NS

**SECONDED:** TL

All in favour

**APPROVED:** Scott Harvey to join the Governing Body for a 4 year term of office from 1<sup>st</sup> September 2014.

NS stated that KS and TL's terms of office end on 30<sup>th</sup> September 2014 and 3<sup>rd</sup> October 2014 respectively. NS confirmed that TL would not be seeking re-election and that KS would be standing down at the end of this term.

NS stated that DF had been a Governor for over 26 and GW for over 25 years. NS thanked both DF and GW on behalf of the school and the Governing Body for all of their hard work and commitment over the years. NS presented both DF and GW with a gift from the Governing Body.

## **7. To receive the Headteacher's Report**

- AGF highlighted key points from his report. This included:
  - The success of the new staff induction day on 8<sup>th</sup> July 2014.
  - AGF reported that 53 students in Year 9 have applied to become Anti Bullying Ambassadors (ABAs)
  - AGF highlighted the 'Careers and Work Related Learning' section of the report and stated that it had been a particularly busy June and July. AGF praised Karen Heppleston for her commitment and organisational skills. DF echoed this. SEK thanked all Governors who have been involved in recent careers events.
  - AGF highlighted the upcoming educational reforms and stated that we are heading into unprecedented areas in curriculum reforms. AGF stated that staff are aware of what they are going to need to respond to.
  - AGF stated that the exclusion situation is broadly optimistic with a reduction in the number of days lost. However the number of individual students being excluded has gone up. The number of exclusions of students from an ethnic minority has risen this academic year to 9 exclusions (7 individual students). On analysing the data it was clear that each student belonged to a different ethnic minority. AGF stated that the school would continue to monitor this situation. SR added that as Chair of the Discipline Committee he is aware of how seriously the school takes any decision to exclude a child.

## **8. Finances**

### Financial Report

- AGF stated that the full report had been fully scrutinised by the Finance & General Purposes Committee meeting of 24<sup>th</sup> June 2014.
- AGF reminded the Governors that the full report is available on request to the Clerk.
- AGF stated that the income and expenditure is progressing as expected and that we are confident that the school can meet all of its liabilities.
- There will be significant surplus and previously reported as expected.

### Provisional Budget 2014/15

- AGF stated that he was not seeking Full Governing Body approval for the provisional budget.
- NS stated that the provisional budget was the result of continuous thinking and was a follow on from the work previously carried out by the F&GP Committee on projected 3 year expenditure.
- AGF reminded the Governors that this was a confidential and commercially sensitive document.
- AGF explained that this report had gone in full to the F&GP Committee with explanatory notes.
- AGF stated that he was grateful to Alan Hastings, Business Manager for his work in this area.

### Finance & General Purposes (F5) 24<sup>th</sup> June 2014

- NS/SRs summarised the F&GP Committee of 24<sup>th</sup> June 2014. The minutes were presented.
- NS reminded the Governors that all Health & Safety incidents are reported in full to the F&GP Committee. The full file of H&S incidents is available for scrutiny.

## **9. Reports from Committees**

### Curriculum (C4) 10th June 2014

- GB reported that KJH had presented data relevant to Post-16 achievement and progress at the meeting.
- The validity of predictions had been discussed in detail at the meeting.
- The curriculum available for students to study from September 2014 was discussed.
- From September 2014 a full time student will attract £4k funding. To be considered full time a student must be studying for 540 hours.
- GB stated that unprecedented curriculum reforms were ahead. More detail of these reforms are in the Headteacher's Report to Governors.
- NS stated that the basis for funding in the Sixth Form is changing
- It was confirmed that the list of acronyms were now on FROG.

### Policy (PO5) 17th June 2014

- Joint Core Strategy and the effects of developments in the south side of Cheltenham were discussed.
- Further contact with Andrew North, CEO Cheltenham Borough Council is being sought.

### Pay (PA3) 18th December 2013

- NS stated that this meeting was broadly decisions regarding SLT pay and the Headteacher's review. NS explained that the Headteacher's review had taken place without an external consultant on this occasion. The Headteacher's objectives however would be reviewed/set by Caroline McKee (external consultant).

### Pay (PA4) 24th June 2014

- This meeting reviewed the Performance Management and Review (PMR) and the Pay (including staffing structure) policies.

## **10. To receive and approve policies**

### Special Educational Needs – reviewed at C4

- It was noted that this was an extremely important policy and that SR in his role of Responsible Officer for Inclusion and Child Protection had had an opportunity to review the amended policy prior to its presentation to the FGB and was in full support.
- AGF explained that both Beth Warren and Allyson Godwin were responsible for the changes to the policy and the lead in this area. The amendments/review had been carried out to bring the policy in line with national changes to SEN provision.
- It is compulsory as an academy to have a 'Local Offer' – this is the appendix to the reviewed policy.
- AGF explained that the emphasis looks at partnership between parents and the school.

**PROPOSAL:** SEN 2014/15 to be approved by the FGB

**PROPOSER:** SR

**SECONDED:** TL

All in favour

**APPROVED:** SEN Policy 2014/15 approved

### Trips and Visits – reviewed at C4

- AGF highlighted the minor amendment to the policy

**PROPOSAL:** Trips and Visits Policy 2014/15 to be approved by the FGB

**PROPOSER:** AGF

**SECONDED:** SRs

All in favour

**APPROVED:** Trips and Visits Policy 2014/15 approved

### Homework – reviewed at C4

- There was minimal change to this policy other than to bring it into line with current practice.

**PROPOSAL:** Homework Policy 2014/15 to be approved by the FGB

**PROPOSER:** MRG

**SECONDED:** VW

All in favour

**APPROVED:** Homework Policy 2014/15 approved

### Behaviour & Anti Bullying – reviewed at PO5

- This was previously the Behaviour and Attendance Policy with a separate Anti-Bullying Policy

**PROPOSAL:** Behaviour & Anti-Bullying Policy 2014/15 to be approved by the FGB

**PROPOSER:** SR

**SECONDED:** SD

All in favour

**APPROVED:** Behaviour & Anti-Bullying Policy 2014/15 approved

### Complaints – reviewed at PO5

- AGF highlighted the minor amendments to this policy. These were the extension of the timescale within which it is a requirement to respond to a complaint, who can attend and clarity regarding who the policy is aimed at i.e. parents of pupils currently on roll within the school.
- A discussions regarding the need to protect against potential vexatious complaints took place.

**PROPOSAL:** Complaints Policy 2014/15 to be approved by the FGB

**PROPOSER:** SRs

**SECONDED:** PA

All in favour

**APPROVED:** Complaints Policy 2014/15 approved

#### Child Protection & Safeguarding—reviewed at PO5

- AGF highlighted minor amendment to the policy.
- Further small typographical error and formatting to be amended.

**PROPOSAL:** Child Protection & Safeguarding Policy 2014/15 to be approved by the FGB

**PROPOSER:** RAF

**SECONDED:** SR

All in favour

**APPROVED:** Child Protection & Safeguarding Policy 2014/15 approved (pending further agreed minor amendment)

#### Performance Management & Review –reviewed at PA4

- GB confirmed that there had been very little change to this policy since it underwent significant review/amendment at the start of this academic year.

**PROPOSAL:** PMR Policy 2014/15 to be approved by the FGB

**PROPOSER:** PA

**SECONDED:** KS

All in favour

**APPROVED:** PMR Policy 2014/15 approved.

#### Pay - reviewed at PA4

- AGF explained that there had been very little change to this policy. AGF stated that the changes related to support staff.

**PROPOSAL:** Pay Policy 2014/15 to be approved by the FGB

**PROPOSER:** AGF

**SECONDED:** RAF

All in favour

**APPROVED:** Pay Policy 2014/15 approved.

### **11. Governance 2014/15**

#### Meeting Planner

- A discussion took place regarding the timings for the committee meetings.

**AGREED:** Start times for committee meetings to remain at 5.30pm

- September FGB agenda was discussed and it was agreed that the agenda would include:
  - Ofsted
  - Election of Chair and Vice Chair of Governors
  - Formal approval of budget
  - Governors' Committees and Delegated Powers Policy
- NS asked that if any Governor would like to be considered to be placed on another committee then please let him know.
- NS asked that if any Chairs of committee have any specific difficulties with particular meeting dates then please alert SDP.

#### SLT support for governance

- A document was presented which clearly showed which members of the SLT will be supporting the work of each committee.

### **12. To consider the Policy Schedule**

- It was acknowledged that the Staff Conduct, Capability and Grievance Policy was the only policy not reviewed this academic year. This will be reviewed at the beginning of the next academic year.

**13. To consider the training/awareness issues for the next meeting**

- Ofsted (September meeting)
- Informal opportunity to meet new staff (September meeting)
- Heads of Department (various throughout year)
- SEN Team (October 2014 meeting)

**ACTION:** SR/SDP to liaise with SEN team

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

- There were no items of any other business raised.

End of meeting

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