



Full Governing Body General Meeting

Thursday 9th July – 4.00pm for 4.30pm start

Venue: H2

Present:	Katherine Safe (KSS), Matthew Gray (MRG), Neil Spurrier (NS), Ian Batty (IB), Antonia Noble (AN), Tim Mansfield (TM), Susie Dawson (SD), Keith Chamberlain (KC), Philip Avery (PA), Rob Farrow (RAF), Nicola Hayward (NH), Allan Foulds (AGF), Steve Reis (SRs), Richard Knight (RK), Angie Langley (AL), Krissy Scott (KS)
In attendance:	Jules Godfrey (JMG), Sally Lees (SAL), Karen Hanley (KJH), Gareth Burton (GB), Alan Hastings (AFH)
Contributed (not present):	
Apologies:	Scott Harvey (SH), Stephen Rudge (SR)
Clerk:	Sharon Peacey

Newly Qualified Teachers

The formal part of the meeting was preceded by the opportunity for Governors to meet this year's Newly Qualified Teachers (NQTs). SAL offered the Governors a brief overview of the NQT process. Claire Finch, Bethan Foster-Roderick and Danielle Gay each introduced themselves and shared their experiences of their NQT year. This was followed by some questions by the Governors. NS congratulated the NQTs on successful completion of their first year. AGF commented that it is often reported that the NQT year is the hardest year in teaching and added to NS's congratulations.

It was noted that Beth Warren (BW) will oversee NQTs next academic year.

ACTION: NS to arrange an opportunity for Governors to come into school to meet with next year's NQTs earlier in the year in order to give an overview of the work of governance.

SAL and the NQTs left the meeting.

1. Apologies for absence

- Apologies were received and accepted from SH and SR.

2. Chairman's introductory comments

- NS introduced KS. KS stated that she was very proud to report that a team of the school's Sixth Form engineers who worked on the EDT Engineering Education Scheme with Ultra Electronics PALS were very successful at the assessment day at Rolls Royce in Filton and in fact won the top prize and came away with a trophy.
- NS stated that PA would be standing down at the end of his term of office on 13th July 2015 and therefore this will leave another Appointed Governor vacancy.
- NS reported that Andy Ponting has expressed an interest in returning to the board of Governors when he has the capacity in terms of time in order to fully commit.
- NS noted that the Pay Policy would be taken as part of item 10d.

3. To declare any financial and other interests

- There were no declarations of financial or other interests.

4. To confirm the minutes of the previous meeting

- The minutes were agreed to be an accurate record of the previous meeting of 14th May 2015 pending the agreed minor amendments.

5. Matters arising

AGREED: It was discussed and agreed to extend the recording of Governors who 'contributed but not present' to all committee meetings.

- KJH confirmed that there was no requirement to opt out of opting in early to Progress 8.
- AGF stated that he had spoken to the media regarding the national recruitment crisis from the perspective of ASCL as opposed to Cheltenham Bournside School. AGF stated that there may have been some inaccurate reporting on the school's budget for recruitment.
- AGF stated that the CPD/Training for Governors liaison point would be BW.
- AGF confirmed that he had liaised with AFH following the previous meeting regarding the budget as agreed.
- NS confirmed that a meeting between the school and the LA with regard to possible expansion had been scheduled to take place on 30th June. However this has been postponed at the LA's request. The school is waiting for an alternative meeting date to be offered.
- AGF confirmed that the previous minibuses did not have disabled access.
- NS confirmed that it remained his intention to write to all teaching staff and that he would draft something for SDP to send out on his behalf.

6. To receive the Headteacher's Report

- AGF highlight key aspects of the report.
- AGF stated that the quality of student performance in sport across the year had shone through at the recent Sports Awards.
- The level of performance at the recent Summer Concert had been phenomenal.
- AGF stated that his work with ASCL was picking up pace and he envisaged a much busier August than he would usually experience. AGF stated that his resolve to stay completely connected with the school despite his absence over the coming year remained absolute.
- It was noted that there was a higher level of exclusions within the current Year 9 than any other year group. GB stated that the current Year 9 had been under subscribed and had therefore taken in students from other schools who came to us with significant behavioural issues. GB stated that it was vital that the school did not lower its high level of expectations of students and the SLT are looking at ways of responding to challenging behaviour. From September 2015 there will be a new ladder of consequences.

7. Critical Incident

- A confidential minute was taken and is a matter of separate record.

8. Governance Self Review recommendations

- SD stated that on Friday 1st May 2015 the Governors met for a 'Review of Governance meeting'. Since the initial meeting there have been a further 3 informal meetings which looked at the issues raised the initial review meeting, which included training, recruitment and induction amongst other areas.
- It was agreed that SH should chair this committee initially with RK as Vice Chair. SH and RK to invite individuals to join the committee.
- The Governance & Nominations Committee will consider and make recommendations on governance to the Governing Body, update the Governing Body regarding vacancies, monitor and maintain the FGB Skills Audit and the Code of Conduct for Governors, consider Equal Opportunities, and Risk Assessments.

PROPOSAL: To set up a new Governance & Nominations Committee to meet approximately 3 times per academic year.

PROPOSED: SD

SECONDED: SH

All in favour

APPROVED: Governance & Nominations Committee to be set up.

9. Finances

a) Financial Report

- A fuller and more detailed report had been fully scrutinised by the F&GP Committee at the meeting of 30/06/15. The report concludes that all income is on track, the majority of cost centre are currently underspent with the exception of some slight over spends. AFH confirmed that the overspends will have no material effect on the end of year position. The school is in a financially strong position.

KS arrived.

b) Draft budget 2015/16

- AGF stated that he was grateful for AFH's presence at the meeting.
- AGF confirmed that the proposed draft budget had been redrafted following the F&GP committee.
- AGF stated that he was seeking approval of the budget as a 'draft budget' only at this stage.
- The forecast over the next 2 years is for a £250k in-year deficit.
- The budget shows a £201,803 drop in 6th form funding. This has been predicted for some time. AGF was clear that the main school funding stream props up the sixth form.
- There is an increase to teaching staff costs which to an extent is offset against performance management and staff movement. AFH added that the school's National Insurance rebate has been removed which further adds to an increase in this area.
- AGF stated that the figure for recruitment and advertising is a difficult figure to predict and therefore this may need to be increased.
- The increase to the Examinations cost centre was acknowledged. AFH stated that this was partly in relation to the new European Driving Licence and new ICT programme which will be in place and requires separate accreditation.
- NS confirmed that there is now a budget for Governor training.

APPROVED: The Draft Budget 2015/16 was approved pending further opportunity for the Governors to approve the final budget in September 2015.

c) F&GP Committee Meeting – 30/06/15

- The committee looked at capital development and a feasibility plan. The committee agreed to refine the plan to make it more succinct and for it to support the 3 Year Strategic Plan.
- SRs confirmed that it had been a busy year for the committee in terms of policy review.
- The committee had scrutinised the budget.
- A report/presentation on the Dining Centre had been offered and further detail of this area to come to the committee in Autumn.

10. Report from Committees

a) Admissions (A2) 20/05/15

- The document used to convince appeal panels was discussed. It was noted that any potentially contentious issues had been removed.
- AFH stated that 22 appeals have now been heard the results of which have not yet been disclosed.
- The public perception of an oversubscribed school was discussed.
- A Governor asked if a parent can make an appeal to more than one school. AFH confirmed that this was possible.

AN left the meeting.

b) Curriculum Committee (C4) 09/06/15

- KJH updated the committee on the school's Level 2 provision which is aimed at students who do not meet the criteria for Level 3. KJH reported that at the end of the first year of the school offering this provision there was a 100% retention rate. 9 students are currently predicted 5A* to C grades who prior to taking the level 2 course were not predicted such high grades.
- KJH stated that the level 2 provision addressed a question posed by Ofsted during the last inspection regarding provision.
- The committee had also reviewed the school's language provision and decided on no change for 2015/16 however the committee will review for 2016/17.
- The committee had looked at the new grading from September and the inevitable confusion for parents when it comes to reports. KJH stated that the ambition is to engage parents in the process.

c) Policy Committee (PO4) 18/06/15

- The committee had discussed the recent critical incident.
- The road safety and potential options to improve it along Warden Hill Road were discussed. NS stated that the school is currently doing as much as it can to improve this.

d) Pay Committee (PA5)30/06/15

- The committee met to review the Pay Policy.

PROPOSAL: To approve the Pay Policy 2015

PROPOSED: NS

SECONDED: NH

All in favour

APPROVED: Pay Policy 2015 approved.

11. To receive and approve policies

a) Special Educational Needs - Reviewed at C4

- NS confirmed that the amended policy had been sent to Steve Rudge who had given his support for the policy.
- KJH offered explanation of the changes which were mostly language changes to reflect the new terminology.
- The Local Offer was removed as a separate annexe to the policy. This would prevent the entire policy needing to be reviewed and approved every time a change to the Local Offer is changed. KJH confirmed that the Local Offer is on the school's website.

b) Trips and Visits - Reviewed at C4

- There Trips and Visits policy now includes a reference to the Charging and Remissions Policy.

c) Homework - Reviewed at C4

- No change to the premise or aims of the policy. Slight change to the presentation of the timings in order to offer more clarity.

d) Complaints - Reviewed at PO5

The policy was amended to include details of the process to be followed in the event of a complaint directly against the Headteacher. In this event the Chair would act as the Headteacher.

e) Uniform 6th Form - Reviewed at PO5

- From September 2015 Sixth Form students will be required to wear lanyards. There is also no longer a requirement for shirts to be 'plain'.

f) Behaviour & Anti Bullying - Reviewed at PO5

- The categories of bullying were amended. JMG stated that the categories within the policy are what she would expect to see on a policy and are reflected within various guidance offered.

ACTION: JMG to locate the standard.

g) Child Protection & Safeguarding - Reviewed at PO5

- GB confirmed that the policy had been sent to KS for comment/approval.

PROPOSAL: To approve the Special Educational Needs Policy, Trips and Visits Policy, Homework Policy, Uniform 6th Form Policy, Behaviour and Anti-Bullying Policy, Child Protection and Safeguarding Policy 2015

PROPOSED: NS

SECONDED: AGF

All in favour

APPROVED: Special Educational Needs Policy, Trips and Visits Policy, Homework Policy, Uniform 6th Form Policy, Behaviour and Anti-Bullying Policy, Child Protection and Safeguarding Policy 2015

h) Disciplinary & i) Grievance

- It was noted that the Disciplinary and Grievance policies had previously been approved by Governors to go out for consultation. AGF confirmed that these had gone out for consultation and that there had been no comment received from staff.

PROPOSAL: To approve the Disciplinary Policy 2015 and Grievance Policy 2015.

PROPOSED: SD

SECONDED: RK

All in favour

APPROVED: Disciplinary Policy 2015 and Grievance Policy 2015 approved.

12. To consider the policy schedule

- It was noted that Governors had reviewed and approved all policies scheduled for review/approval this academic year.

AGENDA: Child Protection and Safeguarding to be reviewed at PO1

AGENDA: Governors' Committees and Delegated Powers at G1

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

- GB to present the new Ofsted framework

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

AGREED: The meeting planner for 2015/16 (to include the new Governor Nomination Committee) to be agreed and finalised and sent to Governors before the end of July.

ACTION: Governors to contact NS should they wish to change the committee they serve on.

AGENDA: G1 – Election of Chair and Vice Chair of FGB.