



Full Governing Body General Meeting Minutes

Tuesday 22nd September 2015 – 5.30pm

Venue: Learning Centre

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

1. Apologies for absence

- As above

2. To declare any financial and other interests

- There were no declarations of financial or other interests.

3. Election of Chair and Vice Chair 2015/16

- GB took the Chair at this point in the meeting and invited nominations for the role of Chair of Governors.

Nominated: SRs nominated NS

Seconded: SD

All in favour

AGREED: NS was duly elected as Chair of Governors 2015/16

- NS resumed chairmanship of the meeting and invited nominations for the role of Vice Chair of the Governors.

Nominated: NS nominated SD

Seconded: SRs

All in favour

AGREED: SD was duly elected as Vice Chair of Governors 2015/16

4. Chairman's introductory comments

- NS stated that the purpose of the meeting was to set up for the year, to approve the budget and to look at examination results and also to receive an update from GB on the new Ofsted framework.
- NS asked the Governors to note the inclusion of the document accompanying the policies which is a summary of changes agreed at committee level in order to offer more clarity. NS stated that this practice would continue.

5. To confirm the minutes of the previous meeting/matters arising

- The minutes were agreed to be an accurate record of the confidential meeting of 9th July 2015. NS stated that the inquest referred to in the minutes had already occurred and there had been no requirement for the school to be involved.
- The minutes to the rest of the FGB meeting of 9th July 2015 were agreed to be an accurate record pending the agreed minor amendments.

ACTION: Beth Warren (BW) to make contact with this year's NQTs

- NS confirmed that there had been no further meeting with the LA regarding potential expansion as yet. The school has been asked to carry out a curriculum analysis.
- A Governor asked for further clarification for the reason for NS to write to teachers. NS confirmed that this was to thank them for adopting the changes and adapting to them so quickly.
- A Governor asked if the new Ladder of Consequences had been published. It was confirmed that this had happened and was effective from 1st September 2015.

6. Approval of the budget 2015/16

- The budget had been previously approved in July 2015. AFH identified the differences in the budget presented in comparison to the budget approved in July 2015.
- Glos CC income may change. The school has data up to March, after March the information has been extrapolated.
- The reduction in teaching staff costs was due to the replacement of leaving teachers with less expensive teachers.
- Increase in cover supervisor and administrative staffing costs.
- An increase in exams due to a change of examination board
- The majority of cost centres are unchanged.
- GB noted the dip of £11k in Pupil Premium funding and stated that this was not a reduction in £ per student. GB stated that Gloucestershire was not a well-funded county, ranked 156th out of 169 Local Authority funded schools at just £4300 per student. Alex Chalk (local MP) is committed to moving closer to 'national fair funding'.
- Sixth Form funding was discussed including the recent moving of study areas for students in order to maximise funding.

PROPOSAL: To approve the budget 2015/16 as presented

PROPOSED: SRs

SECONDED: SR

All in favour

APPROVED: Budget 2015/16 approved

7. Code of Conduct (Governing Body)

- NS presented the document Code of Conduct and stated that this had come as a result of the Governance Self Review and had been agreed at the GN1 meeting of 10/09/15.
- This was created by using the NGA's (National Governors Association) model Code of Conduct and amending it for our own use.
- The use of the term 'board' as opposed to 'body' was discussed and it was agreed that the term 'board' is becoming more frequently used and therefore the term 'Governing Board' is accurate and will remain.

PROPOSAL: The Code of Conduct as presented to be approved and adopted by all Governors annually.

PROPOSED: SRs

SECONDED: NS

All in favour

ACTION: Signed copies to be returned to SDP

8. To receive and approve policies

- The amended policies for approval were accompanied by a document summarising the changes.

16-19 Bursary

- The 16-19 Bursary Fund Policy was reviewed at C1 15/09/15
- A Governor queried why there is no information on appeals under the 'Vulnerable Bursary' section. GB confirmed that this is because this is dealt with by an external body.
- A Governor asked for clarification over the process for students to collect their cheques. KJH confirmed that students are responsible for collecting their own cheques. This cannot be done by a parent or carer. The students are issued with two reminders and should a student not collect after the second remind then the cheque is held. KJH confirmed that this has never happened as yet.

Governors' Committee and Delegated Powers

- The Governors' Committees and Delegated Powers was reviewed at GN1 10/09/15
- It was noted that the purpose of this policy was to offer a structured view of what the Governors do.

PROPOSAL: Approval of 16-19 Bursary Fund Policy and Governors' Committee and Delegated Powers Policy

PROPOSED: NS

SECONDED: NH

All in favour

APPROVED: 16-19 Bursary Fund Policy and Governors' Committee and Delegated Powers Policy.

9. Committee Membership

- NS confirmed that he had spoken to individuals regarding movement within committees.
- The reasons for the restructuring/movement was as a result of feedback received following the Governance Review last academic year. Some Governors had stated that they did not feel as aware of the work of other committees as they feel they should be. Also, following the creation Governance & Nominations Committee has led to a change in focus in other areas.
- NS stated that TM's term of office would expire at the end of May 2016 and as TM has stated that he will not be standing again then succession planning needs to occur.
- The Governors looked at the list of Governors with specific responsibilities. These are:
 - Stephen Rudge – Inclusion and Child Protection
 - Nicola Hayward – Review of Headteacher's Performance Management
 - Ian Batty – Data (in particular to look at data going to the Curriculum Committee and data which goes out in the Headteacher's Report to Governors)
 - TBC – Sixth Form link

ACTION: NS to email Governors to request any interest in acting as a Sixth Form Link Governor.

ACTION: To consider the usefulness of a Governor with oversight of Pupil Premium.

10. Basecamp

- SD presented a document detailing Basecamp which had been discussed in detail at the Governance & Nominations Committee of 10/09/15.
- SD confirmed that Governor FROG would still remain active and would be used as an archive tool and Basecamp would be used as a top level tool for relevant 'of the moment' information.
- NS explained that this has a small cost of £33 per month for the year. This could be taken from the Governors' budget.
- NS asked for the Governors to approve the purchase of this tool.

PROPOSED: SD

SECONDED: NH

All in favour

AGREED: The Governors to purchase Basecamp for a one year period.

11. Exam results update

- IB reported that the exam results had been discussed in detail at the recent Curriculum Committee and that it was key to note that the results were not directly comparable with previous years.
- NS reported that a subject by subject analysis had taken place and that the school had responded swiftly in mathematics. In many subjects the results were excellent however some departments needed more attention. Meetings had occurred between the heads of those departments requiring more attention and GB in order to discuss student outcomes and response.

ACTION: Further updates to come back to the Curriculum Committee and in turn the Full Governing Body meeting.

12. Ofsted Framework Update

- GB explained that under the new framework any school graded as 'good' is not inspected any more frequently than every 3 years (unless a 'qualifying complaint' prompts an early inspection)
- Section 8 inspection is a short one day inspection involving two inspectors.
- Section 5 inspection is a more intense old style inspection.
- Schools previously graded as 'good' will receive a section 8 inspection. The outcomes of which will be either:
 - Enough evidence seen to show still 'good'
 - Not enough evidence therefore initiate a section 5 inspection within 48 hours
 - Evidence to show school is 'outstanding' therefore initiate a section 5 inspection
- GB stated that moving to a section 5 inspection does not pre-determine the outcomes.
- GB stated that there will be constant dialogue with an inspection team throughout the day and therefore any outcome will not come as a surprise.

AGREED: To prepare four Governors to meet with inspectors.

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

- NS thanked RAF for all his hard work over the 12 years he has been employed at the school as Site Manager referring in particular to the work over the summer break involving many office changes and the creation of a new medical centre. NS stated that the school now looks very different with boards showing the school's vision statement and so on.

End of meeting 7.00pm
