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## Full Governing Body General Meeting

Tuesday 20<sup>th</sup> October 2015 – 4.00pm for 4.30pm start

Venue: Learning Centre

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<b>Present:</b>	Tim Mansfield (TM), Steve Rudge (SR), Neil Spurrier (NS), Keith Chamberlain (KC), Antonia Noble (AN), Scott Harvey (SH), Krissy Scott (KS), Angie Langley (AL), Matthew Gray (MRG), Ian Batty (IB), Alan Hastings (AFH), Susie Dawson (SD), Katherine Safe (KSS)
<b>In attendance:</b>	Karen Hanley (KJH), Gareth Burton (GB), Jules Godfrey (JMG),
<b>Apologies:</b>	Steve Reis (SRs), Richard Knight (RK), Nicola Hayward (NH)
<b>Clerk:</b>	Sharon Peacey (SDP)

The formal part of the meeting was preceded by presentations from Lucy Hemsley (Head of HE and Upper Ability Provision) and Matthew Gray (Head of Religious Studies). These presentations relate to two separate 'senior leadership development' projects that Lucy and Matthew are currently leading.

### 1) Apologies for absence

- Apologies were accepted from Nicola Hayward (NH), Richard Knight (RK) and Steve Reis (SRs)

### 2) Chairman's introductory comments

- NS reported that the Governors' Discipline Committee had met to review a permanent exclusion. The committee had upheld the Acting Headteacher's decision.
- The Pay and Performance Management Committee met on 24/09/15 to carry out the Headteacher's PMR. Minutes to these meetings are confidential.

**ACTION:** Governors to forward a signed copy of the Code of Conduct to SDP ASAP.

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

- MRG, GB and KSS declared an interest in item 9C (ii) – Performance Management Policy.

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

- The minutes were agreed to be an accurate record of the previous meeting of 22/09/15 pending the agreed minor amendments.
- It was noted that TM was in attendance at this meeting.

### 5) Matters arising

- GB stated that he will be attending a final case review meeting on Wednesday 21<sup>st</sup> October in relation to the death of Adam Tharia. GB stated that this would be the last involvement of the school.
- Mike Stratford (MZS) will draft a document detailing the proposed role of a Sixth Form Link Governor.

### 6) Approval of new staff governor

- NS stated Alan Hastings (AFH) had been the only nominee for the vacancy of Support Staff Governor. NS added that this would be subject to approval from the Full Governing Body.

**AGREED:** AFH to be clear in all meetings regarding in what capacity he is in attendance, i.e. Finance Officer, Bursar, Business Manager or Governor.

**APPROVED:** The Governors approved AFH as a Staff Governor and welcomed him to the board.

## 7) To receive the Headteacher's Report

- GB offered Governors the opportunity to ask key questions regarding the report via an iPad which were shared automatically on the white board.

*Q: Why have the number of exclusions increased compared to 2014/15?*

**A:** GB stated that he was committed to raising standards in the school. Last year had seen a significant growth in persistent disruptive behaviour, SLT referrals (call-outs) and students being put into isolation. At an SLT conference the team had acknowledged that the current 'Ladder of Consequences' was no longer as effective as it was and agreed upon a new one. This led to the abandoning of internal exclusion/isolation and the introduction of same day exclusions. Current indications suggest that students are becoming more mindful of their behaviour in class in order to avoid a same day sanction/detention. If students do not attend a set detention then this is then escalated to an SLT detention which is run by two members of the senior team on Friday afternoons after school. Should a student not attend this then they are sanctioned with a fixed-term exclusion. This new process is in part responsible for the current spike in exclusion figures and does not indicate an increase in challenging behaviour. GB added that the number of referrals have fallen from 48 to 16 in comparison to the same time period last year.

*Q: Are you concerned about the levels of attendance for Pupil Premium students?*

**A:** Heads of Year are currently looking at pastoral review plans and reviewing strategies.

*Q: Is the Brilliant Club attracting disadvantaged students?*

**A:** Yes, currently there are 4 'Pupil Premium' students and 8 'Upper Ability' students who are members.

*Q: Has the attendance at Open Evenings increased?*

**A:** This year saw attendance increase by approximately 400 people, which represents a c. 33% increase.

*Q: What are the international additions to the Sixth Form?*

**A:** Cheltenham Bournside is one of the few schools in Gloucestershire, and probably only school in Cheltenham to accept students from overseas into its Sixth Form. This is done on a case by case basis and has involved much research in order to make comparisons of grades and examination boards.

**AGREED:** The Governors agreed that they would like the opportunity for a Q&A session in relation to the Headteacher's Report at the next meeting with an opportunity to post questions beforehand.

## 8) Finances

### Financial report

- A fuller and more detailed report had been fully scrutinised by the F&GP Committee at the meeting of 30/09/15. AFH stated that the school is in a good financial position and the report concludes that all cost centre groups currently indicate that there is sufficient allocations to meet liabilities. Current forecasts suggest the school will be able to meet all its liabilities through this financial year and have a significant surplus balance at the end of the financial year.
- The F&GP Committee had received updates on site developments including the First Aid facility. A Governor asked how the school is ensuring that any previous issues with out of date medicines and first aid kits are not repeated. AFH stated that there is now a First Aid Team as opposed to one individual responsible for the area.
- The Capital Development Plan is work in progress and will return to the next F&GP Committee meeting.
- The committee also received a review of the Dining Centre which showed that it is operating at a surplus.

- (i) Best Value
- (ii) Charging and remissions
- It was noted that the Best Value and Charging and Remissions policies were presented without amendment.

**PROPOSAL:** To approve the Best Value 2015/16 and Charging and Remissions 2015/16 policies.

**PROPOSED:** NS

**SECONDED:** KC

All in favour

**APPROVED:** Best Value Statement 2015/16, Charging and Remissions Policy 2015/16

## 9) Strategy and Policy

### Report from PO1

- The committee looked at Sixth Form strategy, in particular at the ideal size of the Sixth Form, and a range of related issues, all relevant to future Sixth Form provision.

### 3 Year Strategic Plan

- A Governor previously stated that most of the targets within the plan related to the following year and not two additional years looking ahead. In response GB will include further targets going into the second and third year.
- A Governor previously stated that they would expect to see the word 'safe' in the plan. The plan has been amended to reflect this.
- The plan now also includes the schools vision.
- A Governor stated that the layout of the plan was superb.

**APPROVED:** 3 Year Strategic Plan approved (all in favour)

### Receive and approve policies

#### Child protection and safeguarding – discussion item

**AGREED/ACTION:** Strategy and Policy Committee to review a further amended version of the policy which will then be put on the school's website.

**AGENDA:** FGB to formally approve the Child Protection & Safeguarding Policy at the next FGB meeting of 9<sup>th</sup> December 2015.

### Performance Management

- The Performance Management Policy was reviewed in significant detail at the Strategy and Policy Committee meeting of 6<sup>th</sup> October 2015.

**PROPOSAL:** To approve the Performance Management Policy 2015

**PROPOSED:** SD

**SECONDED:** AL

All in favour bar x1 abstention

**APPROVED:** Performance Management Policy 2015

### Data protection

**PROPOSAL:** To approve the Data Protection Policy 2015

**PROPOSED:** NS

**SECONDED:** SH

**APPROVED:** Data Protection Policy 2015

## **10) Admissions**

### Report from A1

- The school achieved the full 270 PAN for Year 7 this year.
- Over 20 appeals were heard however none were successful.
- The committee had discussed the possibility of amending the school's Priority Catchment area however no decisions were made.

### Admissions: September 2017 – August 2018

- Admissions Committee will meet again prior to the next FGB meeting in order to agree proposals.
- Priority catchment area and entry criteria to be considered and amended as appropriate.
- The inclusion of children of members of staff at the school having priority in the event of over subscription was discussed.
- Any significant change to the policy will require an 8 week consultation process. AFH explained that this goes out via the Local Authority to all Gloucestershire primary schools.

**ACTION:** Admissions Policy Sept 17 to Aug 18 to be reviewed at A2 (prior to 9<sup>th</sup> December)

## **11) Curriculum**

### Report from C1

- The report from the committee was shared with Governors.

### Upper Ability Student Provision

- The Upper Ability Student Provision Policy had been reviewed in detail by the Curriculum Committee and minimal changes were made.

**PROPOSAL:** To approve the Upper Ability Student Provision Policy 2015

**PROPOSED:** KC

**SECONDED:** KS

**APPROVED:** Upper Ability Student Provision Policy 2015

## **12) Governance & Nomination Committee**

### Report from GN1

- SH stated that this was the first meeting of the Governance and Nomination Committee and that it was anticipated that the committee would have a lot of work to cover over the academic year.

## **13) To consider the Policy Schedule**

- It was noted that the Child Protection & Safeguarding Policy would be subject to a further review and possible amendment before returning to the FGB for final approval.

## **14) To consider the training/awareness issues**

### Ahead of G3

**AGREED:** Rob Waters (RDW) and David Hillyard (DAH) to offer a presentation on Technology Enhanced Learning ahead of the next FGB meeting of 9<sup>th</sup> December 2015.

**ACTION:** KJH to invite RDW and DAH.

Support for year 7 'enquiring minds' presentations

- The Enquiring Minds presentations is a great opportunity for students from Year 9, 10 and 11 to practice their public speaking skills. Lucy Hemsley (LH) who is overseeing the presentations has requested a panel of Governors to listen to two or three presentations on 24<sup>th</sup> November or 27<sup>th</sup> November 2015 at 1.30pm for half an hour.

**ACTION:** Governors to confirm their availability to attend by the end of 21<sup>st</sup> October 2015

Governor 'back to school day'

- GB discussed the possibility of Governors coming into school for a day to experience lessons from the viewpoint of a student, to attend assemblies and to go on 'learning walks'. This was well received.

**ACTION:** Governors to confirm their availability to attend a 'back to school day' on Monday 9<sup>th</sup> November 2015 with SDP by the end of Monday 2<sup>nd</sup> November 2015.

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

- AFH confirmed that Governors will be receiving security/ID cards which will access entry to the school by swiping in. This will end the need for Governors to be signed and the requirement for visitor notification forms to be completed.

End of meeting

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