

COTHAM SCHOOL

Meeting of the Academy Governing Body

Wednesday 9 September 2015

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Sandra Fryer, CG	Jo Butler, Headteacher (Jo)
Jim Bowyer, PG (JB, Chair)	Claire Grocott, PG	David Winter, PG
Ed Carpenter, SG	Jeremy Krause, LA	David Yorath, CG
Andrew Ellis, SG		
Jo Feather CG		
In Attendance (non-voting) Christine Ansell, Dep. Head KS3 Svetlana Bajic-Raymond, Dep. Head KS4 Marian Curran, Dir. Post 16 Mel Sperring, Business Manager	Apologies David Brockington, Coop Sujitha Subramanian, PG Caroline Francis, SG Absent: Helen Gordon, PG	Governors in Post: 15/19 Quorum = 5 (1/3 rounded up) AM = Associate Member CG = Community Governor PG = Parent Governor SG = Staff Governor SMT = Senior Management Team

Item	Minutes of Meeting
1	Welcome, Apologies for Absence, declarations of interest and notification of AOB Apologies accepted. Jo Butler, Headteacher was formally welcomed to first full Governor's Meeting.
2	Forum Update Report has been circulated. DW gave verbal report: The working group have expressed an interest in creating Interview Panel suggestions in relation to the new post holder. GHM and Jo have a rescheduled meeting on Friday with regard to the Job Description and information about strategic elements of the role that could be incorporated from another post where the post holder is leaving and not being replaced – particularly Alumni relations work. GHM will stay on 1 day a week until the end of Term 1. Query about the amount of time being allocated to the role and financial implications The Forum asked for recommendations about what the Governing Body would like them to do: Area 1: following up on prior commitment to involving Forum members in Committees. A clearer process is needed for this – could committees invite? Need to follow up the previous proposal to have a link Forum member for each Governing Body committee. JB to talk to Becky Chapman to progress this and aim for 2 nominated representatives per group.

	<p>Area 2: Would the Governing Body like to ask the Forum to take on certain tasks that are useful to it? There was a general feeling that this would be positive so long as the amount of work being passed to the Forum was clear.</p> <p>Becky Chapman has asked to meet with Jo – meeting scheduling is in hand.</p> <p>Agreed - the working group meeting to discuss the relationship with the Forum will become a committee reporting formally to the Governors alongside other reports</p> <p>Forum Elections are due to take place w/c October 8th</p>
3	<p>Elections for 2015-16</p> <p>Chair: Jim Bowyer – proposed by Claire Grocott, seconded by Sandra Fryer</p> <p>Vice Chair: Sandra Fryer - proposed by Dora Alderson, Seconded by Claire Grocott</p> <p>Learning & Well-Being: Claire Grocott - proposed by Jeremy Krause, seconded by David Winter</p> <p>Personnel & Training: Dora Alderson - proposed by Sandra Fryer, seconded by David Winter</p> <p>Finance Property and General Purposes: Sandra Fryer - proposed by Ed Carpenter, seconded by David Yorath</p> <p>Audit Committee: David Winter - proposed by Claire Grocott, seconded by David Winter</p> <p>Appointment and Standards: Jeremy Krause - proposed by Sandra Fryer, seconded by David Winter</p> <p>Appeals Panel: Dora Alderson - proposed by Jim Bowyer, seconded by David Yorath.</p> <p>Each post was returned unopposed.</p> <p>The role of the Audit Committee will be reviewed at the 14th October Meeting. A work programme for Internal Audit has already been signed-off for this year.</p> <p>The Remuneration Committee & External Advice Committee convenes when needed and involves: Chair, Vice Chair and the respective Chairs of the LWB, FPGP and P&T Committees.</p> <p>Appointments and Standards will have a Sub Committee meeting with MS, JK, SF and DY on 28th September.</p>
4	<p>2015 Exams update</p> <p>SBR circulated results tables and a press release and talked through the key points.</p> <p>LWB will discuss these in detail next week.</p> <p>There were very strong Maths and strong English, overall good results for this year's KS4 cohort. All grades A*/A and A*- C are above the National Average. Acknowledged that within the lower section of the middle body (lower MAP) students, the progress against starting point is not as strong as might be hoped. This is partially influenced by a high concentration of pupil premium and some EAL students in this group. Work to be done on predicted grades in the B/C and C/D borderlines, where the school is regularly over predicting grades in the early terms.</p> <p>Q – Why is the target for achieving 5 A-G grades not 100%? The target was set knowing there were students who would not sit 5 exams (for reasons such as hospitalisation), but the school's aspiration continues to be to achieve 100% in this area where possible.</p> <p>MC gave an overview of the post 16 results. These will also be discussed in detail at LWB next week.</p> <p>Some AS results are below national average and concrete and targeted work is planned for the Year 13 cohort to make up this difference.</p> <p>Boys are showing some success in progress above what might be expected.</p>

	<p>The average grade for BTEC is Distinction Star.</p> <p>Mathematics has done particularly well at AS & A2</p> <p>Q – Is there a literacy issue in general terms causing the worrying results? This doesn't appear to be the case.</p> <p>Amore in depth exploration of the AS results was requested for LWB, particularly in relation to perceived supply teaching issues in Chemistry and possibly History? Agreed this could be done.</p> <p>Q – Are the results likely to affect recruitment into the centre or learning community?</p> <p>Confidence among students remains high as staff concentrate on excellence of learning experience.</p>
5	<p>Headteacher's Update</p> <p>Jo Butler circulated her report and gave an overview.</p> <p>The Report is laid out by Key Stages and focusses on the culture and ethos of the School.</p> <p>There has been a smooth start to year – thanks to the efforts of all staff who have been welcoming and supportive from the very beginning.</p> <p>Focus on uniform and lanyards – pride, equality, consistency.</p> <p>Looking at communication – particularly communicating effectively with adults in authority.</p> <p>The key messages are to be Insistent, persistent, consistent.</p> <p>Relaunched House system – achieving strong buy-in.</p> <p>Jo is meeting the student Forum for feedback.</p> <p>Being good every day is outstanding – the direction for teaching.</p> <p>The Open Evening has been advertised in local press.</p> <p>Year 7 is full (against 30 spare places last year at start of term).</p> <p>MC reported on Post-16.</p> <p>Proud of non-University choices among student destinations, including art foundations, dance and drama, apprenticeships in media, fashion and engineering.</p> <p>Success in recruitment and retention at Post-16. Work is going on to develop student leadership at Cotham Learning Community.</p> <p>Q – What is the catchment area of the school. It is now 2.3km to the furthest pupils from the school (with the exception of Siblings). When there is a waiting list, proximity moves pupils up the list.</p> <p>Governors would like to keep abreast of discussions relating to school places and whether Bristol has high enough availability so that the school can respond.</p> <p>Jo discussed Quality Assurance.</p> <p>Setting up meetings for all key stages at present.</p> <p>Has already reviewed self-evaluation documentation, but is reviewing again. Expertise among staff for Ofsted readiness becomes particularly relevant as the school is now 5 years since its last inspection. In November the leadership team will look at strategic planning and produce a draft plan for Governor input.</p> <p>Proposed a late November weekend conference half day for that work to be confirmed as either 21st or 28th November. LS to circulate a Doodle poll for this choice of dates</p> <p>Discussion of Governor involvement under 2 different models:</p> <p>1) Governor Walks – light touch, getting to know the school, brief classroom visits (welcomed by Jo)</p>

	<p>2) Core Group – Governors who can engage even more closely with Senior Management Team to have a full understanding of reflective self-evaluation and areas of outstanding practice and related impacts.</p> <p>Senior Management Team to provide Governors with data, key points and framework summary – single pages for each area.</p> <p>LS to circulate a Doodle poll for a briefing meeting within the next two weeks (mornings only).</p>
6	<p>Committee and other Reports</p> <ul style="list-style-type: none"> • <i>Learning & Well-being – CG</i> Last meeting was focussed on discussions about Post 16 and Personal Statements. Q - Are committees following the plan that was shared with the Forum? LS to recirculate the plan and put an agenda item for an update on it next time • <i>Personnel and Training – DA</i> Pleased with results of work on pay. No appeals against staff pay decisions suggests a successful process. Have been exploring new methods of training and accepting student teachers which could start in September 2016. Coming to the end of HR Policies to review since Academy transition. Governor training is an ongoing area of work. The group is carrying out minor revisions to the guidance and procedure section of the complaints policy. Once these are reviewed at Personnel and Training committee the changes will be circulated to committee chairs for review and decision/approval. Review of Complaints policy to be completed within one month. • <i>Finance Premises & General Purposes – SF</i> Companies House Report has been circulated and needs to be updated and sent off. Budget planning is ongoing. Need to chase for updates on Stoke Lodge. Raised question of whether FPGP should have oversight on the complaints process from business perspective (see above). • <i>Audit Committee – DW</i> New Internal Auditors appointed from Bristol City Council. • <i>Appointments & Standards</i> • <i>North Bristol Post 16 Group</i> LS to check title and make up of group of this with JB, DW and CG
7	<p>Minutes of last meetings – 15 July 2015</p> <p>LS to amend item 7, Question 1 – should read Redundancy ‘pay’ not just Redundancy – otherwise looks like age discrimination</p> <p>Otherwise agreed as correct.</p>

8	<p>Matters Arising and Action List</p> <p>LS to check that the Admissions Consultation is ready to go, liaise with MS and circulate in a timely fashion for the deadlines.</p> <p>Update in relation to MAT: 14th July JB met with the Chair of Colston's Primary Governors and their cooperative Governor – interested in looking at collaborative work. Waiting for the new Head to start there in January to make formal agreements.</p> <p>MAT to be an Agenda item.</p>
9	<p>Any Other Business</p> <p>JB asked Governors to consider if they can arrange to hold the meetings earlier in the evenings in order to support an appropriate work/life balance for staff.</p>

Meeting closed at 21.30

Next Meeting – Wednesday 14 October

Signed

Date