

**COTHAM SCHOOL**

**Meeting of the Academy Governing Body**

**Wednesday 3 February 2016**

**MINUTES OF MEETING**

<b>Governors Present:</b>		
Dora Alderson, CG	Ed Carpenter, SG	Claire Grocott, PG
Paula Bradshaw, PB	Andrew Ellis, SG	Jeremy Krause, LA
Jim Bowyer, PG (Chair)	Jo Feather CG	David Winter, PG
David Brockington, Coop	Helen Gordon, PG	David Yorath CG
Jo Butler, Headteacher		
<b>In Attendance</b> (non-voting) Svetlana Bajic-Raymond, Dep. Head KS4 Marian Curran, Dir. Post 16	<b>Apologies</b> Sandra Fryer, CG Delroy Hibbert, DH Christine Ansell, Dep. Head KS3  <b>Absent:</b>	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	<p><b>Welcome, Apologies for Absence, declarations of interest and notification of AOB</b> Apologies accepted. <b>Approved the appointment of Delroy Hibbert as a Community Governor</b> Sujitha Subramanian has resigned from the Governing Body</p>
2	<p><b>Post 16 Policies</b> Policies were circulated prior to the meeting: Bursary Funding Procedure, Statement and Form Complaints Procedure Curriculum Policy Drugs and substance abuse policy Governor visits policy Policies Statement These have been approved by the Post 16 Steering Committee. <b>Q – Are these policies new?</b> Some are amended and some are to make sure procedures are aligned across the two centres. <b>Q- Have the Forum been consulted on the policies?</b> No. There was a discussion around whether this would be useful and appropriate. It could make the process very lengthy. The accountability for signing off policies lies with the Governors. The Forum were involved in the Communications Policy. Could inform the Forum which policies are due for review and request their input. JB recognised the work JBu has done in picking up policies that were in need of review.</p>

	<p>Need to be clear which policies are relevant to the Forum and which could be consulted in. To discuss further at Coop Working Group.</p> <p><b>Q – Is there a form to go with the Governor Visits Policy?</b> Yes, there is.</p> <p><b>All policies were approved by show of hands.</b></p>
3	<p><b>Governors’ Annual Meeting Cycle</b></p> <p>Suggestions were circulated prior to the meeting. JBu talked through key points.</p> <p>It is important to ensure meetings are focussed on strategic issues rather than operational matters. There is very little time between meetings to plan ahead and distribute papers in good time. The current workload is quite high.</p> <p>For example, could look at how policies are reviewed. This might allow for more planned items and a less reactionary approach. JB would like to move to a different cycle and feels it is possible to get the job done in fewer meetings.</p> <p>It is important to ensure people are well prepared for meetings to enable business to be completed efficiently.</p> <p>There was a discussion around the possible ways forward.</p> <p><b>JK proposed to try the three meetings per year cycle - agreed</b></p> <p>There are some questions about the content of the meetings – comments to be sent to LS.</p> <p><b>To get a draft meeting cycle with dates for next year ready by Easter</b></p>
4	<p><b>MAT Update</b></p> <p>JBu gave an update. There have been a small number of responses – approximately 25. There are more responses against the MAT than in favour. JBu feels we should proceed to put in the application to become a Multi Academy Trust.</p> <p><b>Q – Do we need to specify the number of directors etc. when we apply to become a MAT?</b> We do need to think very carefully about what the structure might look like. JBu has met with two primary Heads who are interested in joining in a MAT.</p> <p><b>Q – Are we still receiving advice from Colin Wilkes?</b> We will need advice from the Schools Cooperative Society, but it may not be from Colin.</p> <p>It is important to ensure that the structure of the MAT, as a sponsor MAT, retains the cooperative element.</p> <p>Now need a working group to look at the structure that we want to adopt and which responsibilities lie with the different bodies.</p> <p>There are a number of Church MATs which are examples of how it might work.</p> <p><b>Q – How is the consultation being reviewed?</b> JB, JBu and MS are responding to individual concerns around business management. This could also be done by a group.</p> <p>DY, DB, JB, JK, JBu &amp; CG volunteered to be part of a working group to look at the structure.</p> <p>JB, PB &amp; DA volunteered to look at the consultation feedback.</p>
5	<p><b>Free School Update</b></p> <p>The Free School expression of interest was circulated. JBu, MC and MS will be making a presentation to a panel on Friday morning. There are four other schools presenting.</p> <p>Senior leaders have put a great deal of work into this.</p> <p>There is a shortfall of 18 forms of entry by 2018. There is a need for this provision in this area.</p> <p><b>Q – How will Cotham ensure that this will not impact on students at Cotham?</b> There will need to be an Executive Head in addition to senior leadership at the new school. JBu is comfortable that there is the capacity to manage this. Feels there will be far more benefits than disadvantages for Cotham.</p> <p>Do not want to dictate a way of working to primary partners. This will be a two-way process and</p>

	<p>collaborative process.</p> <p>It is likely that the Headteacher will be appointed from the outset, and grow from there.</p> <p>Governors felt that the proposal is excellent and thanked all the members of staff involved.</p> <p>Could make a free school bid if this is unsuccessful.</p> <p><i>SBR and MC left the meeting</i></p>
6	<p><b>Admissions Policy 2017-2018</b></p> <p>A report had been circulated prior to the meeting.</p> <p><b>Q – Is there a second / joint area of priority?</b> No – we are taking students from over 2 miles away. The change will not impact on children within the first area of priority.</p> <p><b>Approved the Admissions Policy unanimously by show of hands</b></p>
7	<p><b>Headteacher’s Report</b></p> <p>There is no Headteacher’s report this term due to the time taken up by the MAT consultation and Free School bid.</p>
8	<p><b>Committee and other Reports</b></p> <ul style="list-style-type: none"> <li>• <i>Learning &amp; Well-being – CG</i> Minutes have been circulated.</li> <li>• <i>Personnel and Training – DA</i> Minutes have been circulated.</li> <li>• <i>Finance Premises &amp; General Purposes – SF</i> Minutes from have been circulated. Agreed to kick start the school internal remodelling to meet increased numbers, progress the all-weather pitch, agreed the ICT strategy and to appoint a barrister (up to £50,000) to assist in fighting the TVG application for Stoke Lodge. <b>Q – Was there a tendering process for the barrister?</b> We have worked with him before on the issue and he is working for us at a significant discount. Agreed to release £150k from reserves to enable internal works to create up to three additional classrooms for September 2016 – this requires FGB approval. JBU outlined the option for remodelling that has been chosen <b>Approved release from reserves of £150k unanimously by show of hands</b></li> <li>• <i>Co-op Working Group – DB/DW</i> Terms of Reference were circulated prior to the meeting. DB suggested adding that here will be a quorum of three, one of whom must be a Governor. DB circulated the most recent minutes. <b>Q – Is the alumni role part of the brief for Nicki Warne, the Coop Support Worker?</b> Yes. There have been some discussions around resources for supporting the Forum. NW can discuss with JBU when additional time is needed for particular pieces of work. JBU and NW have regular contact. There was some discussion around concerns of the Forum around this and how and when strategy issues are raised with the Forum. There was a discussion about reaching the hard to reach parents, particularly from the Somali Community. JBU outlined the work going on around this.</li> <li>• <i>Appointments &amp; Standards</i> Terms of Reference were circulated prior to the meeting - <b>Approved</b> Code of Practice – the revised Code of Practice was circulated prior to the meeting. Governors were asked to sign and return to LS.</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Post 16</i></li> </ul> <p>No questions</p>
8	<p><b>Minutes of last meetings</b></p> <p>14 October 2015 – Agreed as correct, with one amendment.  9 December 2015 – Agreed as correct, with one amendment.</p>
9	<p><b>Matters Arising and Action List</b></p>
10	<p><b>Any Other Business</b></p> <p>1 Confidential Minute</p>

**Meeting closed at 9.45pm**

**Next Meeting – 16 March 2016**

**Signed**

**Date**

Initials: