

COTHAM SCHOOL

Meeting of the Academy Governing Body

Wednesday 14 September 2016

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Ed Carpenter, SG	Delroy Hibbert, CG
John Bass, PG	Andrew Ellis, SG	Jeremy Krause, LA (Chair)
Paula Bradshaw, PG	Jo Feather CG	David Winter, PG
David Brockington, Coop	Claire Grocott, PG	David Yorath CG
Jo Butler, Headteacher		
In Attendance (non-voting) Domini Leong, Deputy Head Svetlana Bajic-Raymond, Senior Deputy Head	Apologies Jim Bowyer, PG Sandra Fryer, CG Absent:	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 JK welcomed everyone and explained that JBo is unwell. Apologies accepted. JK welcomed Domini Leong as new Deputy Head. Everyone introduced themselves. JK summarised the changes to SLT.
2	Elections Suggested that the positions remain as they are until the outcome of the MAT consultation is known, extending the term of office until the next Governing Body meeting. Q – What would happen to the Coop Group? For the moment it will continue as is. Agreed unanimously. Current office holders are Chair – Jim Bowyer Vice Chair – Sandra Fryer Learning and Wellbeing Committee Chair – Claire Grocott Finance Premises and General Purposes Committee Chair – Sandra Fryer Personnel and Training Committee Chair – Dora Alderson Appointments and Standards Committee Chair – Jeremy Krause Appeals Committee Chair – Dora Alderson Coop Working Group Chair – Dave Brockington and David Winter

3	<p>Safeguarding Briefing</p> <p>JBu distributed a safeguarding checklist and advised that CG, as Safeguarding Governor, should complete the checklist, but that all Governors should be aware. AGJ is currently the Designated Safeguarding Lead (DSL) supported by DL.</p> <p>JBu gave a presentation which is very similar to the one given to staff.</p> <p>The school has had to take action in the past two years in relation to FGM, including one where the procedure had taken place.</p> <p>Discussion around neglect and obesity in children, as well as cyber bullying and e-safety. These areas have been covered in school training and a lot work is being done on e-safety in school.</p> <p>Have made one referral under the prevention of radicalisation, which did not meet the threshold.</p> <p>The Designated Officer is in the Local Authority.</p> <p>The safeguarding and staff code of conduct need to be reviewed this year.</p> <p>Confirmed that all Governors are being asked to read the guidance and confirm that they have read it. LS has sent a link by e-mail for Governors to do this.</p> <p>LS to ensure Governors who are absent receive a briefing / confirm they have read the guidance.</p> <p>Governors now need to have DBS checks – LS to check whether these are still current.</p>
6	<p>Governors Skills Audits</p> <p>JK discussed the Governing Body skills audit – this is an audit for the purposed of Cotham Governors.</p> <p>The Appointments and Standards committee is meeting on 4 October. It would be useful to know by then what personal development Governors feel they need. Suggested Governors look at the GDS training calendar.</p> <p>JK, DA and JBo need to check in with PB, DH and JBa as their Mentors.</p>
4	<p>MAT Update</p> <p>JK gave an update. There have been working groups meetings over the summer. Have been discussing the consultation on the proposal to work with the Prima Learning Trust. Governors were shown the consultation on the school website.</p> <p>There are also profiles of the current members of Prima linked from the consultation information.</p> <p>There is a public meeting on 3 October at 6pm in the school hall. There will be representatives from Prima and Governors to discuss this. All Governors are welcome to attend – AE, DW, CG, DA, PB, JK, SF and JBo as well as JBu, SBR and DL can attend, JBa, EC and DH may be able to attend.</p> <p>Q – How do people know it is on the website? JBu will communicate this in her weekly mail out. Forum members and staff have been informed. Discussion about other ways to communicate this. Will also send something in Somali.</p> <p>Q – Will there be a translator at the meeting? Yes.</p> <p>Have also put together some questions that people may ask – linked on the website. If Governors feel anything is missing, they can feed that back.</p> <p>Will add to the FAQs concerns staff may have in relation to terms and conditions etc. JBu will be meeting with staff reps to discuss these.</p> <p>Have to consider the process while the consultation is ongoing. The Regional Schools Commissioner (RSC), Rebecca Clarke, is the key person to liaise with. Have also had some helpful advice from The Olympus Trust.</p>

	<p>Q – At FGB in July, talked about developing the Vision and Mission, has this happened? Yes, there is a vision statement included with the consultation documentation.</p> <p>The Governing Body gave considerable time to discuss concerns from Governors around the formation of the MAT, with a wide range of views expressed.</p> <p>The general conclusion was that the decision to form a MAT has been taken and this needs to be progressed.</p> <p>JK and DY declared having previously had some involvement with the Best Practice Network, although this involvement is no longer current.</p> <p>Q – What is the vetting process for trustees? This will be in the recruitment process and will revolve around the appropriate skills.</p> <p>Q – Is there a conflict of interest with members of the steering committee setting the recruitment process if they may want to put themselves forwards as trustees? Steering committee members who are interested in becoming Trustees would need to declare an interest.</p> <p>Following discussion on a proposal for due diligence prepared by DB and DW, it was by agreed by show of hands to ask our lawyers to confirm the premise on which the MAT is being established. The lawyers will be asked to confirm that we are establishing a new MAT and using an empty MAT template, and that the establishment of the new MAT does not entail:</p> <ul style="list-style-type: none"> • Joining and becoming part of an existing entity e.g. Prima Learning Trust or Best Practice Network • Existing entities are not joining the new MAT e.g. Prima Learning Trust or Best Practice Network • The new MAT is not partly or fully owned by any external entities.’ <p>If the above statement is correct then there is no requirement to perform any financial or related due diligence on the existing Prima Learning Trust or Best Practice Network, because these entities do not have an ownership interest in the new MAT.</p> <p>Agreed by show of hands that any steering group member interested in becoming a trustee should declare an interest during discussions about the recruitment of trustees.</p>
5	<p>Headteacher’s Report</p> <p>Exam Results</p> <p>Information was circulated before the meeting. SBR talked through the key points. More detailed analysis will happen at Learning and Wellbeing.</p> <p>Changes to the national system of monitoring will change the information that is monitored and reported.</p> <p>We have achieved improvement on the basic measures. There are some pockets of under-achievement, such as languages. Smaller numbers tend to be entered for languages and are skewed towards higher achieving students. A small number of students who have not achieved a grade in MFL led to not achieving good EBACC results.</p> <p>There has been some under achievement in MFL, which is being addressed – there is a new Head of Department in place.</p> <p>Year 11 performance data analysis has been completed. This information will be in a file in the office for Governors to look at.</p> <p>KS5 results are students registered at Cotham, although they may be taught across the centre.</p> <p>MC is confident that the official value added for Post 16 will be positive.</p> <p>Need to appoint a Post 16 Link Governor – LS to send a role description and invitation to Governors.</p>

	<p>MC is currently collecting destination information for Post 16 students.</p> <p>The Year 12 achievement this year has been very strong, much stronger than the same cohort last year.</p> <p>Year 13 results do reflect the poorer performance of that cohort at AS last year. The progress of that cohort has been very good.</p> <p>Q – What about the gap of Premium gap? PP students have achieved well this year. PP students are now benchmarked against the national non-pp achievement. There is still concern about PP student performance.</p> <p>All the groups have improved.</p> <p>JK complimented the efforts and improvements in literacy, Maths and Science and asked if there is anything Governors need to know or do in terms of resources etc.</p> <p>Are currently looking at a variety of ways of improving achievement across the subjects where this is needed.</p> <p>Discussion about the changes in grade boundaries and how this has affected the results.</p> <p>JBu thanked SBR for her work on closing the gap.</p> <p>JBu would like to see more Governors' visits around pupil premium students. Governors are expected to know how the funding is spent.</p> <p>Need to establish / review a process for Governor visits and reporting back.</p> <p>Governors will set up a small working group to look at PP issues. DA, DB, JF, CG, DH, DY interested. SBR will liaise with LS to set up</p> <p>There is a need to use PP money to raise the aspirations of PP students and build their cultural capital at KS3.</p> <p>Strategic Improvement Plan / Priorities</p> <p>This was circulated before the meeting. This is an operational plan and there are additional layers underneath this.</p> <p>The key priorities will be the main drivers for all the development work that happens this year.</p>
7	<p>Review and Sign Code of Practice</p> <p>This is an annual review and confirmation of Governors' commitment to the Code of Practice. Hard copies were circulated for signing.</p>
8	<p>Minutes of last meetings – Agreed as correct.</p>
9	<p>Matters Arising and Action List - The actions list was circulated before the meeting.</p>

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Any Other Business

Need to set up a review panel following an Independent Review of a permanent exclusion. This is planned for 21 September at 4pm. Panel members will be DA, PB, CG and JK.

The next FGB meeting will start at 6.30pm as agreed in July.

Post meeting note – DB requested two items to be added:

At the invitation of the Mayor's office Dave Brockington is working with councillors to facilitate Bristol joining the Co-operative Councils network which includes Edinburgh, Cardiff, Oldham and Plymouth Local Authorities. Further information to follow.

As part of the Governments response to the Sainsbury Review of technical education in its Post 16 Skills Plan, a consultation on the future status of 'Applied General Qualifications' is being conducted by DfE. Dave Brockington is briefing the Fair Education Alliance on the widening participation implications of the review. Further information to follow.

Meeting closed at

Next Meeting – Wednesday 7 December, 6.30pm

Signed

Date

Initials: