

COTHAM SCHOOL

Meeting of the Academy Governing Body

Wednesday 21 March 2018

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Ed Carpenter, SG	Lucy Hunt, PG
John Bass, PG	Andrew Ellis, SG	Jeremy Krause, LA
Massimo Bonaddio, CG 18:50	Jo Feather CG	Hannah Russell, CG
Jim Bowyer, Co-opted (Chair)	Claire Grocott, PG 18:50	David Winter, PG
Jo Butler, Headteacher		
In Attendance (non-voting) Svetlana Bajics-Raymond, Deputy Head	Apologies Paula Bradshaw, PG David Brockington, Coop Sandra Fryer, Co-opted David Yorath CG Suzanne Priest, Business Manager Absent: Gareth Edmunds, PG Delroy Hibbert, CG	Governors in Post: 19/21 Quorum = 7 (1/3 rounded up) AM = Associate Member CG = Community Governor PG = Parent Governor SG = Staff Governor SLT = Senior Leadership Team

Item	Minutes of Meeting
1	<p>Welcome, Apologies for Absence, declarations of interest and notification of AOB</p> <p>Apologies accepted.</p> <p>JBo welcomed everyone and everyone introduced themselves.</p>
2	<p>Governor Conference Outcomes / Action Plan</p> <p>1c – JBo asked whether Governors felt that training on their role in strategic Governance was still a need. JK recommended new Governors should attend the training provided by the Governor Development Service or possibly by The Key.</p> <p>LS to identify training on strategic governance and disseminate to Governors.</p> <p>JK gave an update on the work being done on the Link Governor role descriptions.</p> <p>2b – individual performance reviews – JBo plans to start doing this in the next two terms. Will discuss with the Chairs of the committees to share the workload on this.</p> <p>Would be useful to create an organigram. LS to give JBa information to create a structure chart.</p> <p>4b – discussion around the number of meetings each year. Link Governors will allow more direct involvement in specific areas for individual Governors. The Link Governor roles and reporting will need to be effective in order to retain a smaller number of meetings.</p> <p><i>CG and MB arrived</i></p> <p>5a – the Post-16 Governor Visits Policy is separate from the visits protocol for Cotham, partially because it will apply to Governors from either school visiting the other school. The Post-16 visit form should still include space to record evidence of impact.</p> <p>Q – Who is responsible for making sure all the actions happen? The Chair has overall responsibility for this. It will be important for other Governors to play a role in the actions.</p>

3	<p>School Growth Plan Update</p> <p>JBu gave an update. Builders moved onto site in January, but left due to objections raised by neighbours. Some additional pre-conditions were applied to the project around things like; noise from plant, objections to landscaping etc.</p> <p>Work is now progressing. Any penalties for failure to complete on time rest with the contractor.</p> <p>Q – How much time was lost? They are six weeks behind schedule at the moment.</p> <p>There is a contingency plan for accommodation should there be a delay in handing over the building. The completion date is around Christmas 2018. It was originally Sep 2018.</p>
4	<p>Staff Re-organisation Update</p> <p>The new structure comes into effect on 1 May, the deadline for appeals has passed.</p>
5	<p>Stoke Lodge Update</p> <p>The judge has yet to publish his decision. He is waiting for the outcome of another case.</p> <p>There have been delays in getting planning permission for the work on the pavilion.</p>
6	<p>Scheme of Delegation / Terms of Reference</p> <p>LS shared the Terms of reference matrix and Scheme of Delegation.</p> <p>Each Committee now needs to agree the Terms of Reference before the next FGB. Any comments to the Chairs of committees and LS before their next meetings.</p> <p>The JSGC and Appeals Committee also need to be added / have their own matrix created by 16 May.</p> <p>LS to put the Terms of Reference Matrix and Scheme of Delegation in a central folder on GovernorHub.</p> <p>JBo thanked JBa and LS for their work on this.</p>
7	<p>Headteacher’s Report</p> <p>JBu talked through the key points.</p> <p>There is currently no comparison with Redland Green for Post 16 data, this is something that is being worked on.</p> <p>Q – How are incidents defined as bullying? Are very cautious when recording bullying and will tend to err on the side of recording incidents as bullying in order to try to identify patterns – it is a judgement made in each incident.</p> <p>Where concerns are logged, there is tracking and monitoring taking place.</p> <p>Tracking processes for safeguarding and SEND incidents are relatively new. Discussion around some of the issues raised.</p> <p>Q – Can sexual assault incidents include incidents that happen outside school? Yes. There have been issues recently around unwanted touch and have been doing a great deal of work around unwanted and inappropriate touch. This is treated and logged as a sexual assault.</p> <p>There is an unusually high number of students in Year 10 on the SEN register.</p> <p>Data from Mock Exams, which will update the predictions, will be available for Learning & Wellbeing.</p> <p>Q – Has the SRE curriculum had to be changed to comply with new requirements? No, it is already compliant with the new requirements to be brought in in September.</p> <p>DW gave some feedback on the Forum meeting. The next meeting is 5 June, 6pm. There were nine parents in attendance, one alumni rep and two members of staff. Discussion around the planned cultural diversity event.</p> <p>There is now a stronger forum for staff engagement in the Joint Staff and Governors Committee. The group of parents had some ideas about ways that they could support the school in terms of raising money and the profile of the school etc. Discussion around the variety ways to involve parents.</p> <p><i>JBa left the meeting</i></p>

8	<p>Committee and other Reports</p> <p>All minutes have been circulated</p> <ul style="list-style-type: none"> • <i>Learning & Wellbeing – CG</i> • <i>Personnel and Training – DA</i> • <i>Finance Premises & General Purposes – SF</i> • <i>Coop Working Group – DB/DW</i> • <i>Appointments & Standards – JK</i> <p>Recommendations were made:</p> <p>To allow Governors to serve three terms if they are willing. Clarified that this would still be subject to there being appropriate vacancies and election processes - Approved</p> <p>Paula Bradshaw to take over from Dora Alderson as Chair of the Personnel and Training Committee – Approved</p> <p>Jim Bowyer to be put forward to the Director of Child Services as Local Authority Governor – Approved.</p> <p>Jo Feather to take over as Chair of the Appointments and Standards Committee from the next meeting – Approved</p> <p>LS will send draft Link Governor role descriptions to JBo, JK and JF to check, then to Link Governors before the committee to which they are due to report. These are drafts to be trialled for a year and then reviewed.</p> <ul style="list-style-type: none"> • <i>Joint Staff & Governors</i> LS to include on the next agenda • <i>MAT Working Group – On hold for the time being.</i> • <i>Post 16</i> <p>JBo gave an update. Discussion around new alternative Post-16 provision in the city.</p> <p>Discussed the need to retain students. This relates to the courses that are available to students and is affected by the limits we have on resources. We will be offering a new BTEC in applied science that will hopefully be a more attractive course for students. There would be vocational links and pathways from the BTEC. This would avoid narrowing the offer too much. Discussion around the potential pathways for this course.</p> <p>Discussion around other subjects, including arts and performing arts.</p> <p>Post-16 recruitment has started much earlier than previously. It is going to be very challenging this year to fill the places that are available. Need to realistic about the number of Post-16 students we will have and the financial implications of this. Numbers year on year have been relatively stable. This year, students were lost between years 12 and 13 unexpectedly. This year it looks like there may be fewer students than previous years.</p> <p>Need to be clear about how the Governors support the school and the staff to sell the school and the Post-16 provision.</p> <p>Governor Visits Policy - Approved</p>
8	<p>Minutes of last meeting – 13 September 2017</p> <p>Agreed as correct.</p>
9	<p>Matters Arising and Action List</p> <p>See Actions Report.</p> <p>Set further visit dates for Governors.</p>

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Any Other Business

General Data Protection Regulation – EC gave an update. There is a working group on this. Governors will need to be trained in this – there is a website for this. EC will set Governors up on the website and they will need to complete the training, ideally by 1 May

Meeting closed at 21:00

Next Meeting – Wednesday 16 May 2018

Signed

Date

Initials: