



COTHAM SCHOOL

Minutes of the Meeting of the Full Governing Body

Monday 22 September 2025, 5.00pm - 8.30pm, Room: K102, Cotham School

Governors Present		
Jo Butler (Headteacher), Accounting Officer	Rachel Jewell (RJ), CG	Rebecca Reid (RR), PG
Sandra Fryer (Chair of Governors), CG	Henna Nathwani (HN), CG	Jared Rufus (JR), CG
Dora Alderson (DA), MG	Graham Nutbrown (GN), CG	Ian Spencer (IS), CG
Paula Bradshaw (PB), MG	Richard Puttick (RP), CG	Ruth Thomas (RT), PG
Tom Corrigan (TC), CG	Susanne Lettau (SL), PG	Isabel Tobias (IT), MG
Sophie Hamilton (SH), PG		
In Attendance (non-voting)		
Allison Crossland (DoFR&CS), Director of Finance & Company Secretary	Joshua Byworth (JB), Senior Inclusion Manager and Mental Health Lead	
Aimi Potter (AP) Director of Post-16	Gosia Dreissig (CIGO), Compliance, Information and Governance Officer	
Chris Reed (CR), Senior Deputy Headteacher		
Apologies		
Lucy Hunt (LH), MG		
Key: MG = Member Appointed Governor CG = Co-opted Governor PG = Parent Governor Q: Governor support, questions, and challenge A: Responses	Quorum required: 5 Governors present: 16	

No.	Subject	Who	By when
1.	Welcome & Introductions The Chair welcomed everyone to the first FGB meeting. Apologies Apologies received from LH. Noted that RP is running late.		



	<p>Declarations of interest</p> <p>No declarations of interest.</p> <p>AoB:</p> <ul style="list-style-type: none"> ● Online Safety Bill - JR ● First Aid and Administration of medicines update policy - DoFR&CS ● Update and reminder on Companies House ID registration and providing the code - CIGO ● Governors Event schedule - CIGO ● Link governors visit update - CIGO <p>The meeting was quorate.</p>		
2	<p>Annual appointment of Chair, Vice Chair and Committee Chairs</p> <p><i>RP arrived at 5.07pm</i></p> <ul style="list-style-type: none"> ● Chair <p>CIGO took the chair for this item. SF elected unopposed (SF was proposed by DA and seconded by SH)</p> <ul style="list-style-type: none"> ● Vice Chair <p>RR elected unopposed (RR proposed by GN and seconded by IT)</p> <ul style="list-style-type: none"> ● Committee Chairs <ul style="list-style-type: none"> ○ Learning and Wellbeing: GN elected unopposed (GN proposed by IT and seconded by DA) <p><i>DoFR&CS arrived at 5.10pm</i></p> <ul style="list-style-type: none"> ○ Finance, Premises & General Purposes: RR elected unopposed (RR proposed by PB and seconded by SL) ○ Personnel and Training: IT elected unopposed (IT proposed by RJ and seconded by RR) ○ Audit and Scrutiny: RP elected unopposed 		
3	<p>Minutes of Last Meeting</p> <p>DA asked to amend wording from <i>class forms</i> to <i>class groups</i> under point 5.</p> <p>The minutes of the meeting held on 10 July 2025 were confirmed as a true and accurate record and <u>approved</u> by the Board.</p>		
4	<p>Matters Arising and Actions of Last Meeting (10.07.25)</p> <p>The Summary of Actions was reviewed, see page 12 for the report.</p>		
5	<p>Headteacher's report</p> <p>The Headteacher provided a report on enrollment, exam outcomes, and upcoming events like the year six open evening and Post-16 open evening. The Headteacher invited governors to attend open events.</p>		



	<p>AP discussed the healthy Post-16 recruitment and the challenges of managing a waiting list of 360 students. AP confirmed that the students' destinations will be discussed at the L&WB Committee meeting.</p> <p>CR reported on the current Year 7 enrollment numbers and the impact of high levels of student mobility. The school has high levels of students going out and high levels of students coming in. The school agreed to take 261 students for the year. The current number is 242. CR commented on the nature of places available in the city. There has been a decline in applications in primary and secondary schools over the recent years. The school would like to get the student numbers as high as possible for the Census Day as it will impact on the funding allocation in October.</p> <p>The Headteacher confirmed that the full report on KS4 outcomes will be provided to the L&WB Committee, and that the school was pleased with this year's outcomes.</p> <p>The Headteacher pointed out that the school is working with the improvement partner again this year. In terms of the start of the year, the Headteacher highlighted the positive start to the year, including welcoming new staff and the successful implementation of the mobile pouches.</p> <p>Q: What about the current tension around youth violence in Bristol?</p> <p>A: Tension around youth violence in Bristol has calmed down recently. There is currently no intelligence or information indicating group-based issues or dynamics directly affecting Cotham School.</p> <p>Q: What about the settling-in of new students, especially those with SEND?</p> <p>A: This year's year seven cohort seems calmer and better adjusted.</p> <p>Discussion on why there are fewer pupils with Education, Health and Care Plans (EHCPs) in this year's cohort at Cotham School. CR pointed out that some potential reasons for reduced EHCP numbers maybe due to delays in SEND assessment applications. CR added that it is very unusual but they will come in later on.</p>		
6	<p>Safeguarding update</p> <p>Training</p> <p>JB introduced himself as the new designated safeguarding lead and outlined the agenda for the safeguarding training. JB pointed out that he oversees the safeguarding team and is directly managed by the Headteacher.</p> <p>JB reviewed the safeguarding and child protection definitions, emphasising the importance of understanding these terms.</p>		

JB discussed the process of reporting safeguarding concerns and the role of the safeguarding team.

JB provided updates on local contexts and recent changes in safeguarding policies and procedures.

Safeguarding policy for review

JB’s comments on the updated School Safeguarding Policy included:

1. Using the Local Authority Model. Basing the school policy on the updated local authority model to ensure compliance with statutory requirements and local safeguarding procedures.
2. Key Safeguarding Team Table. Including a table at the start with the names and roles of the safeguarding team increases visibility and accountability.
3. Core Team Poster in Appendix to make the information accessible in a visual format.
4. Colour-Coding Amendments. Marking changes in blue and additions in green allowed governors to quickly identify updates.

Q: Last year some of the staff were concerned about logging misogynistic concerns on COPMS, as there was no category to mark it. Under what category would you log misogynistic concerns on COPMS?

A: COPMS doesn’t have a dedicated category for misogynistic incidents. However, those incidents could be recorded under two other recommended categories:

- Child-on-child harm
- Or Language and behaviour at school

Q: The slide 14 of the presentation on KCSiE takes account of conspiracy and misinformation, but I’m worried that it is just online. However, children can be exposed to conspiracy theories and misinformation both online and offline.

A: Online safety is an ongoing matter. The staff are equipped to have effective conversations with students about conspiracy and misinformation, both online and offline.

Q: Do we have staff on staff category on CPOMS?

A: Yes.

Q: Are you confident in your external agencies' referral processes?

A: Sometimes, we need to make several referrals. We can also see the outcome of our referrals.

Governors approved the reviewed and amended Safeguarding Policy.

JB left the meeting at 6.10pm



	<ul style="list-style-type: none"> Link governors roles - to assign link governor roles. The Headteacher advised to cross reference those with the new framework. Action: To update the current governors roles and responsibilities list inc. the link governors roles and share with all governors and the Headteacher. Strategy update. The Chair asked for any volunteers to support the event organisation. 	The Chair	10 Oct 2025
9	<p>Academy Trust Handbook annual update</p> <p>The Academy Trust Handbook update covered the annual update of the Academy's Trust Handbook, highlighting the need for governors to review the updates and the must-list. Discussion included the sustainability and climate action plan, with a focus on education integration and the need for a sustainability champion.</p> <p>Q: Who will be a sustainability lead at school?</p> <p>A: DoFR&SC to discuss it further with the Headteacher.</p> <p>The Chair recommended for the school sustainability oversight to go to the FP&GP Committee.</p>	DoFR&CS/ Head	24 Oct 2025
10	<p>Online Single Central Register report data breach update</p> <p><i>The full report was provided to Governors prior to the meeting.</i></p> <p>DoFR&CS reported that the school was notified by OnlineSCR that a third-party supplier, Intradev Limited, had been the victim of a cyber-attack. This was not a targeted attack on schools or the education sector specifically. Intradev serves multiple organisations across various sectors, and the attackers would not have known whose data they were accessing.</p> <p>The school uses OnlineSCR to manage the Single Central Register, which is a statutory requirement under Keeping Children Safe in Education (KCSIE) for organizations working with children. The Online SCR itself was not affected by the breach.</p> <p>RT asked to update the SCR Online Data Breach report to include both current and ex-governors as affected individuals, as well as adding National Insurance Numbers (NIN) to the list of breached data items.</p> <p>In light of the cyber attack, the Director of Finance & Company Secretary (DoFR&CS) and a governor (PB) agreed on the need to review other suppliers' services to the school and the data shared to better understand if there are any similar risks. The DoFR&CS suggested asking the DPO for support with this review.</p>	CIGO	29 Sep 2025



	<p>Specific actions proposed in regards to review of the school's data processors:</p> <ul style="list-style-type: none"> ● To review the list of suppliers ● To request the school DPO to provide the questionnaire ● To ask suppliers via questionnaire what data they have and if they use third parties <p>The DoFR&CS confirmed that a list of suppliers is being compiled and the school can ask the DPO for help with the audit and questionnaire. It was suggested that the review information can be reported to the Audit Committee.</p> <p>RP offered support with the review process.</p> <p>The school has also revisited the Data Protection Impact Assessment (DPIA) with SCROnline and shared it with the Data Protection Officer (DPO) for a further review.</p> <p>Q: Why are you unable to reach so many affected individuals? Is that a worry?</p> <p>A: The school has been following the DPO's advice. The school has been unable to contact all affected individuals as no contact details are held in the school systems due to the nature of those affected and the deletions performed under the school's own record retention procedures and Keeping Children Safe in Education requirements. 83 out of 84 affected individuals at high risk were contacted.</p>	<p>School DPO/CIGO/ DoFR&CS/ RP</p>	<p>Ongoing</p>
<p>11</p>	<p>Cotham Playing Fields, Stoke Lodge update</p> <p>The Chair shared an update on the school playing fields at Stoke Lodge, noted that</p> <ul style="list-style-type: none"> ● The City Council Economy and Skills Committee voted not to pursue applying an Article 4 Direction to the playing fields. ● Katherine Welham had made an application to appeal the High Court Judgment, and it is expected to be several months before it is known if permission to appeal is granted ● The alleged Public Rights of way have been referred to the Planning Inspectorate for determination, there is a long backlog for this work so it may take some time for these to be resolved ● That the school has draft plans for the playing fields and the local open space which need to be worked through with Bristol CC property team and then key stakeholders ● Work on reinstating the fence will commence this week 		



	<ul style="list-style-type: none"> • We will set up a Stakeholder Forum to engage with the various communities interested in the future use of the fields when not in use by the school and the wider local open space • The Playing Fields website is to be updated <p>The governors agreed to a site visit and several offered their support to the Playing Fields project team.</p> <p><u>Key Points</u></p> <ul style="list-style-type: none"> • Plans include erecting a fence around the playing fields • Governors have agreed to conduct a site visit • The playing fields website needs updating regarding this matter 		
12	<p>PEX report</p> <p><i>The report was shared with governors prior to the meeting. No questions asked.</i></p> <p><u>Governors welcomed this report and agreed to the recommendations.</u> In the future there will be a Governance Committee update at all Full Governing Body meetings.</p>		
13	<p>Associate Staff Pay Award</p> <p>DoFR&CS talked through the key points and the 3.2% pay rise. This is contractual and does not require governors' approval. It is only for governors' information, understanding and acknowledgement.</p> <p><u>Governors noted the Associate Staff Pay Award.</u></p>		
14	<p>AoB</p> <ol style="list-style-type: none"> 1. Update and reminder on Companies House ID registration and sending the code to CIGO by 20 October 2025. 2. Update on the new Governors Event schedule - CIGO. 3. Link governors visit to be scheduled and stored via GovernorHub using the new Visits feature - CIGO. 4. Minor Amendment for approval to the First Aid and Administration of Medicines Policy for operational reasons <p><i>The report was shared prior to the meeting.</i></p> <p>DoFR&CS explained the use of digital consent for better record-keeping and assured that both digital and paper forms will be available.</p> <p><u>Governors agreed for the school to use an auditable digital solution via a google form to collect and store the consent for over the counter medicine to be administered.</u></p>		



	<p>5. Online Safety Act - JR raised the potential harms of the Online Safety Act and the need for audit. It was suggested that the L&WB Committee would handle the audit of the Online Safety Act, once more information will be provided from the RSC on LGBT+ and trans education. Action: The LWB Committee to gather more information and report back to the L&WB Committee.</p>	LWB	Ongoing
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The Chair thanked everyone for their attendance and the meeting closed at 8.30pm.

Summary of Actions 22.09.2025

No	Action	Meeting	Owner	Deadline
8	<p>8.1 To read and sign off all outstanding confirmations on GovernorHub.</p> <p>8.2 To organise a written resolution to extend a current member-appointed governor's (DA) term for another 4 years at Cotham School.</p> <p>8.3 To follow up with Annual Review and Skills Audit.</p> <p>8.4 To arrange an external governance review.</p> <p>8.5 To update the current governors roles and responsibilities list inc. the link governors roles, and share with all governors and the Headteacher.</p>	22 Sept 2025	Governors CIGO Chair Chair Chair	12 Oct 2025 3 Nov 2025 3 Nov 2025 Ongoing 12 Oct 2025
9	Explore the possibility of having a "sustainability champion"	22 Sep 2025	DoFR&CS/ Head	24 Oct 2025
10	To review the school's data processors	22 Sep 2025	DPO/CIGO/ DoFR&CS/ RP	Ongoing
14	14.5 To gather more information on the Online Safety Act and report back to the L&WB Committee.	22 Sep 2025	LWB/JR	11 Nov 2025



No	Action	Meeting	Owner	Deadline
10	To complete the identity verification process for Companies House and send the code to CIGO.	10 July 2025	Governors	24 Oct 2025 Outstanding
11	<p>11.1 To revisit the timings for the strategic discussion and invite the School Improvement Partner to contribute.</p> <p>11.2 To arrange an initial discussion about strategic priorities, specifically around partnerships and corporate engagement, in preparation for the upcoming Governors' Conference.</p> <p><i>IT met with RJ over the summer break; IT confirmed that more information is needed from the school (the Headteacher and DoFR&CO)</i></p>	10 July 2025	Chair IT/RJ	24 Oct 2025 Ongoing
3	3.4 To set up a remuneration Committee with membership determined at the Annual General Meeting.	3 April 2025	Chair	13 Oct 2025 Completed
6	6.3 To redesign the staff survey questions to avoid portmanteau questions.	3 April 2025	DA&RT	by the Term 2 of 2025/26 Completed
7	7.4 To set up a standing committee to handle complaints, disciplinaries, and exclusions.	3 April 2025	Chair	24 Oct 2025 Completed

Approved as correct by the Chair and the Board on 8 December 2025.