

COTHAM SCHOOL

Meeting of the Academy Governing Body

Wednesday 3 April

MINUTES OF MEETING

Governors Present:		
Jack Barber, SG	Jo Butler, Headteacher	Sandra Fryer, Co-opted
John Bass, PG	Ed Carpenter, SG	Lucy Hunt, PG
Massimo Bonaddio, CG	Jane Chamberlin, PG	Morag Pirie, SG
Jim Bowyer, LA (Chair)	Jo Feather PG	
In Attendance (non-voting) Allison Crossland, Business Manager	Apologies Dora Alderson, CG Hannah Russell, CG David Yorath CG Absent: Delroy Hibbert, CG	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. No additional declarations of interest.
2	New Build Update – tour Not done as many Governors have already seen the building.
3	FGB Terms of Reference The FGB terms of reference have been added to the Terms of Reference Matrix, along with the current numbers of Governors considered to make up the full Governing Body. Discussion around the appropriate numbers of Governors and what to include in the Terms of Reference. Agreed to leave the numbers as they are currently, and to review for the next academic year the optimal size of the Governing Body FGB Terms of Reference approved Appeals – agreed to remove ‘Chair of Governors’ from the people who are excluded from membership of appeals panels.
4	Stoke Lodge Update AC gave an update. The fence is complete and PE is back on site. There were some issues with the original plan for the location for the coach drop-off, but an alternative plan was in place. Next term, all summer sports will be at Stoke Lodge, so there will be more sport taking place on the site.

	<p>The gates are left open when not in use by the school. They are locked at night, but from Friday to Sunday night are left open. This was due to the prohibitive cost of locking up overnight at weekends and to facilitate community use.</p> <p>There have been some issues with vandalism, with brackets being removed and some climbing of the fence, but nothing we have not been able to manage ourselves.</p> <p>We are still awaiting the outcome of the planning appeal.</p> <p>The TVG application is in progress. Cotham's papers will be submitted at an appropriate time.</p> <p>One of the cottages on the site had claimed an easement across the site. We have discovered that there was no easement, but the resident has now applied for an easement across the site. School will appeal this, on safeguarding grounds, in conjunction with the City Council.</p> <p>There was a user group meeting on Monday 25 April, with members of We Love Stoke Lodge, some Governors and local parents. AC talked through how the meeting went. SF was very clear that no further work will be done to the area outside the fence while there are still legal issues, such as the TVG, to be resolved.</p> <p>Q – Will the gates be open over the whole of the Easter Holidays? No timetable has been set, the gates will be open when they can be. We may want to do maintenance or other activities.</p>
5	<p>Headteacher's Report</p> <p>The report was shared before the meeting. The Post-16 report will be part of the report from now on. There will be further briefings about the new Ofsted framework. There may be some tweaks to the framework, but the main focus is likely to remain the same.</p> <p>Discussion around the safeguarding concerns.</p> <p>Q – Do school know how many children are involved from one year to the next? Yes, CPOMS is used to log and record issues and they can be tracked.</p> <p>To include the total number of children in future reports</p> <p>The cohort is larger this year, but JBu does not feel that this is statistically significant. The increase might also be due to an improvement in spotting and supporting issues. CPOMS is now in use for the second year, and this may also have led to an increase in incidents logged. Staff have been trained to log things if there is any doubt, and so might log things that may actually be quite minor and may also attach more than one category to the report, so there could be multiple incidents for one student.</p> <p>When incidents are logged, the safeguarding team decide how or whether to respond. The CPOMS system ensures follow-up and follow through and allows effective tracking of issues and students. The safeguarding Link Governors will look at case studies and how CPOMS is being used.</p> <p>Q – Do suicidal ideation / rape and sexual assault get quicker responses? All incidents have to be assessed. In very serious / urgent issues, staff would go straight to the safeguarding team for support.</p> <p>Q – What are the consequences for the use of weapons? Weapons could be a number of things, knives etc. but also a modified compass, screwdriver or similar. JBu exercises judgement. There have been no exclusions this year, but there have been students who have been subject to negotiated transfers through the Bristol Inclusion Panel. There have been no incidents where a student has brought in a weapon and actively threatened someone with it, if there were, that would have to result in a permanent exclusion.</p> <p>JF gave a summary of the work that she and DA have been doing as safeguarding Link Governors. They have done a safeguarding audit. A lot of the processes are covered at Learning and Wellbeing. It will be easier to see patterns when CPOMS has been in use longer.</p> <p>It would be useful to provide some additional contextual information with this data in future.</p> <p>JBar confirmed that he has never logged an issue that has not been followed up to his satisfaction.</p>

	<p>Discussion around categories – should violence against staff members be included?</p> <p>To consider including violence against staff as a CPOMS category</p> <p>Q – How are housing issues fed back into the Local Authority? The housing issues are likely to be homelessness. The Local Authority is likely to be aware of the issues but has few resources to address them.</p> <p>Q – What does missing persons mean? Sometimes students go missing. The eight incidents will be eight individual students who went missing from home.</p> <p>There are positives – bullying has reduced, homophobia, Prevent issues have reduced etc.</p>
6	<p>Committee and other Reports</p> <ul style="list-style-type: none"> • <i>Learning & Well-being – CG</i> Minutes have been circulated. • <i>Personnel and Training – DA</i> Minutes have been circulated. • <i>Finance Premises & General Purposes – SF</i> Minutes from have been circulated. FPGP met on Monday 1 April, the minutes of which have not been circulated. SF fed back the information about the school budget. The five year projections show a growing deficit and it is important that Governors are aware of this. • <i>Appointments & Standards - JF</i> Minutes have been circulated. SF gave a presentation around the Articles of Association, composition of the Governing Body and the forum. JF gave a summary of the discussions at the meeting. Concerns about whether there are risks relating to the lack of a functioning Community Constituency and Forum. Discussion around the possible risks and whether to consider changing the Articles of Association. There is now an effective method of consultation with staff where they have access to Governors. JBU talked through the model of consultation and engagement she had previously proposed. JBU is keen to get parents into school around the issues they are interested in. <p>LS to upload the diagram to GovernorHub</p> <p>A&S to come up with a proposal for how to run the community constituency / move forward with the recruitment of Governors.</p> <p>It would be useful not to lose the ability to recruit from the local community.</p> <p>JBo and SF to look at Co-opting Governors with appropriate skills (Finance, HR, fundraising, education). Any Governors who know of anyone to approach to let SF or JBo know.</p> <ul style="list-style-type: none"> • <i>Joint Staff & Governors’ Committee – SF/JBo</i> Minutes have been circulated • <i>Post 16</i> Minutes have been circulated
8	Minutes of last meeting – 12 December 2018 – Agreed as correct.
9	Matters Arising and Action List - See Actions Report

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Any Other Business

Request to start FGB earlier at 6pm - agreed

Timings of the school day from Sep 2019 JBu would like to align the start of the school day with Redland Green (8.45am), and have a longer registration in the morning. The 45min lunch would continue, the extended lunch on a Friday would end. Students would go straight to period 5 and be registered in period 5, and the school day to end at 2.45pm. The school day would still be the same length overall.

At KS4 and Post-16, there are period 6 lessons that could start earlier.

JBu hopes that RGS would align with the earlier end time.

JBu believes that this will help run the school much more effectively. Those staff who already teach period 6 lessons will continue to do so in the same way. Staff Governors were positive about the proposals.

Q – How does this work with the train schedule? This has been checked and it works ok.

Currently, when students are late for school, they are late for lessons and many are late for lessons every day.

Q – Do we need to consult with parents? Yes, to a degree. Ultimately how the school day is organised is down to the school.

This would start in September, with a possible trial in term 6. JBu would like to talk to staff after Easter.

Meeting closed at 21:00

Next Meeting – Wednesday 10 July 2019, 6.00pm

Signed

Date

Initials: