

COTHAM SCHOOL

Meeting of the Academy Governing Body

Thursday 1 July 2021, 6pm

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Jo Feather PG	Rebecca Reid, PG
Fatima Ali, CG	Sandra Fryer, CG	Emma Sheppard, SG
Jack Barber, SG	Peter Huckle, LA	Emma Smith, Co-opt
Andrew Chadwick, PG	Richard Puttick, PG	Isabel Tobias, Co-opt
Jane Chamberlin, PG		
In Attendance (non-voting) Chris Reed, Deputy Head Domini Leong, Deputy Head Aimi Potter, Assistant Head, Post 16 Allison Crossland, Business Manager Ed Carpenter, Asst Business Manager Leanne Sowersby, Clerk	Apologies John Bass, PG Jo Butler, Headteacher Lucy Hunt, PG David Yorath, CG Absent: Pippa Gibbs Joubert, CG	Governors in Post: 19/20 Quorum = 5 (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>DY has resigned as a Governor. Governors thanked DY for his years of work. SF will arrange a card etc.</p>
2	<p>Headteachers' Report</p> <p>DL updated on the Covid situation. Face masks have been reintroduced in school. There have been a number of cases in the past few weeks. There are a number of staff members isolating, which has created some additional pressure. DL talked through the measures being taken to manage the cases in school and avoid further cases where possible. Staff have been very supportive.</p> <p>Q- Are Year 10 isolating or staying away from school? Most are staying away from school, those who need to isolate have been notified.</p> <p>Have decided to cancel sports days, due to the number of cases and the risks of transmission. DL acknowledged the work of the PE team on planning and preparing the days and thanked them for this.</p> <p>Q – Are other schools cancelling sports days etc? This is mixed. Some schools are having sports days. There were a number of factors in the decision not to, including the need to transport students and the additional staff required to run the sports days and the number of staff currently out of school. This will go out to parents in the weekly mailing tomorrow. Discussion around this.</p> <p>Are not taking a blanket approach to cancelling things, are assessing things on an individual basis. Are going ahead with the Year 11 and Post 16 Art exhibition, for example.</p>

Have also managed to keep the school open, where other schools in Bristol who have had to close year groups or the whole schools due to staffing issues – staff at Cotham have pulled together and stepped up to manage this.

Feedback is that communication to staff has been excellent.

DL talked through the end of term arrangements. On the last day (Tuesday 20 July), students will leave at 11am and will have celebratory assemblies, which are likely to be live virtual events with celebration and rewards. There will be a staff picnic in the garden at 12.30, to which Governors are welcome.

AP updated on Year 11 and 13 results day and enrolment. The intention is to offer on site support for results days – the inability to provide this was one of the main issues last year. A-Level results are on 10 August and GCSEs on 12 August. Will also be managing enrolment in that week. Some of the online enrolment can be carried out online as it was last year, but there is the option for those who need to do this face to face. There are also plans for those who are isolating.

Have been communicating with the year groups about the process regularly. Year 11 transition day was done online. There will be a focus on high quality contact over the summer so that support can be targeted.

DL updated on summer schools. We have funding for just over 120 places for two weeks. JBar has been appointed as the coordinator. DL and JBar talked through the programme and how it will work.

Q – Are staff being paid for summer school? Yes.

Q – Are there enough staff to cover? Yes, there has been a big interest from staff – there is a reserve list.

DL talked through the plans for September. It is likely that bubbles will be removed, which teachers are looking forward to.

Q – Will we keep some of the changes that were made due to Covid? Will keep split lunches and multiple entrances (although not five), possibly designated lunchtime areas. Are also likely to keep virtual parents' evenings as have received positive feedback from parents and staff that they are more effective and efficient – there will be a focus on making sure harder to reach parents and families are reached. Discussion around providing translation and other barriers and how these can be supported.

Some of the digital teaching and learning tools are also likely to be carried forward.

DL highlighted the focus of the teaching and learning and curriculum priorities. How we are adapting for SEND, low literacy and EAL students in the classroom. There are 51 feeder primary schools this year and there is a huge range of needs that we need to respond to.

Assessment is also a huge priority and ensuring that teaching is properly adapting, starting with how we plan the curriculum.

Q – How will it be possible to get to know as much about new students as possible to allow them to settle? The transition team has been able to go out to or call every feeder primary school to begin the work of getting to know the students. We still do not know them as well as we might have in previous years. We have information about the highest needs students. Are putting in place a transition programme with the SEND and Inclusion tea, to get them secondary ready, for the whole year group, with extra provision for the higher needs students. Safeguarding leads have been visiting or calling schools.

Q – If the additional methods to encourage attendance are showing improvement, does this show that the penalty charge is perhaps not as effective as it might be? It is never used without a great deal of thought and is a Local Authority response. It would be used only when all other approaches have failed and Educational Welfare has been brought in. They have sometimes been helpful. There are some instances where it would not be appropriate.

	<p>Cotham's attendance is usually above the national and local averages. We are not quite at target, but believe the level is positive.</p> <p>Query about the catch-up funding and the success of the interventions made. The provider could not provide the tutors to run the tutoring as planned.</p> <p>Where there has been attendance, there has been a positive impact. DL is meeting with Randstad to discuss the catch-up funding next year. The mentoring can run, but cannot plan a tutoring scheme until we know what the provider can provide.</p> <p><i>AP left the meeting</i></p>
3	<p>Funding Agreement and Articles of Association</p> <p>The Articles have been approved subject to updating the funding the agreement, which has now been completed.</p> <p>Governors were asked to approve the Articles of Association, to then be approved by the Members.</p> <p>Governors approved the Articles of Association and that these be passed to Members for agreement.</p> <p>The Funding Agreement will need to be signed, and sent to the Secretary of State to be sealed. This needs to be completed before the Articles can be formally adopted.</p> <p>SF/LS read out the resolutions to be approved.</p> <p>1 – Noting that they have previously been elected by the parent body in accordance with the current Articles of Association, the Governors (who have the authority to determine arrangements for elections of Parent Governors) confirmed the continuing appointment of:</p> <p>Jo Feather Jane Chamberlain Richard Puttick Rebecca Reid Andrew Chadwick</p> <p>following the adoption of the new Articles of Association by the Members. It was confirmed that the current terms of office of these individuals would continue to run from the date on which their most recent term of office commenced.</p> <p>2 - Noting that they have previously been elected by the staff body in accordance with the current Articles of Association, the Governors (who have the authority to determine arrangements for elections of Staff Governors) confirmed the continuing appointment of:</p> <p>Jack Barber Emma Sheppard</p> <p>following the adoption of the new Articles of Association by the Members. It was confirmed that the current terms of office of these individuals would continue to run from the date on which their most recent term of office commenced.</p> <p>3 - It was agreed to Co-opt the following individuals as Governors pursuant to Article 58 (of the new Articles) with effect from the date of adoption of the new Articles by the Members;</p> <p>John Bass Fatima Mohamed Ali (Faduma Mohamed) Pippa Gibbs Joubert</p> <p>It was confirmed that the current terms of office of these individuals would continue to run from the date on which their most recent term of office commenced.</p> <p>It was noted that Sandra Fryer's term of office was due to expire on 19 July 2021. It was agreed that:</p>

	<p>- in the event that the new Articles came into effect on or prior to 19 July 2021, that Sandra would be appointed as a Co-opted Governor and that a new term of office would commence on 19 July 2021 and</p> <p>- in the event that the new Articles came into effect after the 19 July 2021, that Sandra's term of office would expire in accordance with the current Articles on 19 July 2021 and that Sandra would be appointed as a Co-opted Governor from the date on which the new Articles were adopted by the Members and her term of office would run from that date.</p> <p>4 – Noting that they have previously been appointed in accordance with the current Articles of Association, Members to be asked to appoint the following individuals as Governors pursuant to Article 50 (of the new Articles) with effect from the date of adoption of the new Articles by the Members;</p> <p>Dora Alderson Peter Huckle Lucy Hunt Isabel Tobias</p> <p>It was confirmed that the current terms of office of these individuals would continue to run from the date on which their most recent term of office commenced.</p> <p>Governors also agreed that:</p> <p>David Yorath will continue as a Member Jim Bowyer will become a Member John Bass will be the Member who is also a Governor.</p> <p>Q – How will new Members be appointed under the new Articles? Governors will be able to recommend Members, but this is something to make sure we are aware of.</p>
4	<p>2021-22 Budget Approval</p> <p>The budget was discussed and approved at the FPGP meeting on Monday 28 June. The minutes have been shared. RR gave an update.</p> <p>It is important for the FGB to note that every year we must be in a balanced budget or surplus position. This year we are forecasting a surplus of approx. £377k. This will reduce over the next three years, but the forecast remains in surplus. If we were to move to a deficit position, we would be subject to scrutiny and face difficult resourcing decisions..</p> <p>Q – How does the declining surplus link to the reduction in Government funding? For some years, following a significant pay increase for teachers, the Government provided a teachers' pay grant (to fund raises above 2%) and a teachers' pension grant. The pension grant will continue and the pay grant will not. The pension grant has been incorporated into the GAG, per pupil funding. This means we will lose out on income towards the teachers' pay and not receive as much pension grant as we have done in previous years.</p> <p>We have also been able to build additional surplus this year due to savings realised through Covid. We usually forecast around £100k more than necessarily needed, this is to cover unexpected eventualities, which will sometimes if these eventualities do not occur support additional surplus amounts at the end of the year but some years these are needed.</p> <p>We have also been receiving growth funding, which will stop in 2022-23.</p> <p>Discussion around managing the budgets moving forward.</p> <p>Governors approved the 2021-2022 Budget</p>
5	<p>Conference Follow-up</p> <p>Intend to have a more detailed discussion about parental engagement at the September FGB</p>
6	<p>Cotham School Playing Fields</p> <p>SF and AC gave an update on the works at the field.</p>

	<p>Pavilion works are nearly finished and students are starting to use this. Bristol Free School will be using the fields for sports days and NW24 schools have been offered the use of the fields. This is meeting our commitment to share the use of the sports fields with other schools. Have built a good amount of lets to community sports groups.</p> <p>Work is ongoing in preparation for the next stage of the TVG process.</p> <p>Submitted a landscape plan to the Council to work with them on the area beyond the fence. Have asked the landscapers to turn that into a management plan that can be developed with the local community.</p> <p>Hope to have a celebration event in the Autumn.</p>
7	<p>Annual Complaints Report</p> <p>CR gave some more detail around the Year 11 provision in term 6</p> <p>Clarified who the non-parent/carer complainants were.</p>
8	<p>Committee and other Reports</p> <p>Minutes from all committees have been circulated</p> <ul style="list-style-type: none"> ● <i>Learning & Well-being – JF/JC</i> ● <i>Personnel and Training – DA – DA fed back that she has completed a visit to monitor the SCR</i> ● <i>Finance Premises & General Purposes – JRR – RR highlighted the approval of the managed print solution and policy approval process.</i> ● <i>Appointments & Standards – JF</i> ● <i>Joint Staff & Governors – Meeting on Weds 7 July. PH and IT volunteered to attend this in future.</i> ● <i>Post 16 - LH</i>
8	<p>Minutes of last meetings – 6 May 2021 - Agreed as correct.</p>
9	<p>Matters Arising and Action List – See Actions Report</p> <p>Need to clarify the requirements for the AGM</p>
10	<p>Any Other Business</p> <p>SF thanked everyone for the work they have been doing. Governors thanked SF for her work on the new Articles etc.</p> <p>Governors wished the staff a good holiday. SF will script something to send directly to staff.</p>

Meeting closed at 19:45

Next Meeting – Thursday 23 September 2021