

COTHAM SCHOOL

Meeting of the Academy Governing Body

Wednesday 13 December 2017

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Jo Butler, Headteacher	Claire Grocott, PG
John Bass, PG	Gareth Edmunds, PG	Delroy Hibbert, CG
Jim Bowyer, Co-opted (Chair)	Andrew Ellis, SG	Jeremy Krause, LA
Paula Bradshaw, PG	Jo Feather CG	David Winter, PG
David Brockington, Coop	Sandra Fryer, Co-opted	David Yorath CG
In Attendance (non-voting)	Apologies	Governors in Post: 18/19
Suzanne Priest, Business Manager	Massimo Bonaddio, CG	Quorum = 6 (1/3 rounded up)
Marian Curran, Dir, Post 16	Ed Carpenter, SG	AM = Associate Member
Domini Leong, Deputy Headteacher	Hannah Russell, CG	CG = Community Governor
	Absent:	PG = Parent Governor
		SG = Staff Governor
		SMT = Senior Management 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 congratulated MC on her new post, thanked her for all her work at Cotham and presented her with a card. JBu also thanked MC for everything she has done and her support for JBu.</p>
2	<p>Annual Report and Accounts</p> <p>Query as to whether the budget has been presented before. This is not a budget; it is the end of year accounts, which have been presented over the course of the year. It is presented differently as it is not management accounts.</p> <p>There was a report from the auditor at the last FPGP, no issues were raised, they praised Kirsten Hilbert, the Finance Manager and confirmed the financial position.</p> <p>The Annual Report and Accounts were approved and signed by JBo</p> <p>Discussion around the need to read the report and the length of it. Much of it is quite generic and does not change from year to year.</p>
3	<p>SEND Information Report</p> <p>This is the information report to be published on the school website detailing how the school deals with SEND.</p> <p>SEND Information Report approved</p>
4	<p>School Growth Plan Update</p> <p>Building was due to begin 4 December but has been postponed due to an issue with Bristol City Council relating to insurance. We have been reassured that it will begin on 2nd January. There have</p>

	<p>been issues in arranging a meeting with the Council but JBu now has a contact and is meeting them on Friday.</p> <p>The schedule is very tight. Had originally agreed that half of the classrooms would be handed over on 1 September. The Council will have to pay for any temporary classroom accommodation that might be needed.</p> <p>We can use a sensitive works protocol to ensure works can continue safely with students in the school.</p> <p>There is now a parking solution for the duration of the building project for staff. There is a parking permit for Governors for Cotham Lawn Road during the day.</p>
5	<p>Stoke Lodge Update</p> <p>The Judicial Review has taken place. We don't expect to hear anything before February 2018. SF and JBu gave an update.</p> <p>We appealed on four grounds. There is another case going through on statutory compatibility (one of the grounds) which could strengthen our case.</p> <p>A planning application has gone in for the pavilion.</p> <p>Work is being done on the design for the fencing, which may not need planning permission.</p> <p>SF believes the field will be ready to use from September.</p> <p>FPGP plan to have an open meeting for all Governors in January to go through SF's paper on how to run Stoke Lodge.</p>
6	<p>Headteacher's Report</p> <p>JBu talked through the key points. She has tried to include clear links to the SIP priorities.</p> <p>Governors congratulated staff on the attendance figures – thanks to DL on this. There is also a reduction in exclusions driven by the work that DL has been doing.</p> <p>Governors asked for more information about sexualised attitudes of boys to girls and work on this with an external organisation. DL gave a brief summary of the work that has been going on. There is a need for someone that students can relate to more to tackle the culture behind the issue. DL is using her contacts to try to identify appropriate organisations, but is finding it difficult to find someone.</p> <p>Discussion around possible organisations.</p> <p>Query about the spike in Post 16 applications in 2016. The school that hosts the main open evening tends to get the most applications.</p> <p>Query about triangulation of lesson observation. Rather than making assessment just on the observation of just one lesson, JBu prefers that observers also talk to students and look at books and sample work – looking for what is typical practice by using a variety of sources of evidence.</p> <p>Query about the Bristol Inclusion Panel. This was set up to reduce the number of Permanent Exclusions across the city. Students come to the panel when they have moved through all the internal behaviour stages and would otherwise be permanently excluded. The panel votes on the next provision for the child. The parents and the child can also have some say in this.</p> <p>Sometimes there is a period of time when the student is placed in the PRU for assessment. This has a cost but is cheaper via the Inclusion Panel.</p>
7	<p>Governor Conference Follow-up</p> <p>Clarification of Legal Membership – A document had been uploaded to GovernorHub clarifying the current position. Discussion around the current situation and the history leading to it. Further discussion around whether to review the current situation –</p> <p>Agreed there is no need to change the position with Legal Membership at this point.</p> <p>Discussion around the possibility of associate membership of MATs – no need to pursue this at this point.</p>

	<p>NGA Review Action Plan</p> <p>The highlighted areas were JBU's priorities and need owners allocated to them.</p> <p>Governors to contact JBo or LS with items on the action plan that they are prepared to take on, or JBo will allocate tasks.</p> <p>Link Governors</p> <p>LS advised that PB has volunteered to be Post-16 Link. LS to post the remaining roles again</p> <p>Query about the time commitment. Would expect a termly meeting with the lead member of staff and focussed visits.</p> <p>Also need to have clear lines of reporting. Link Governor reports should go to JBU for approval. Need to consider where reports go back to and how actions are picked up.</p> <p>JBU to chase SBR for further visit dates.</p> <p>Discussion around the best way to report on Link visits – it is not always appropriate to discuss details. Could have a heading on FGB and committee agendas for Governor Monitoring to report that this has happened, not necessarily detailed discussions.</p> <p>Actions from the conference – the Teaching and Learning Quality Assurance calendar is linked in the Headteacher report.</p> <p>Not all Governors need in-depth training in ASP.</p> <p>Conference actions to be incorporated in the FGB action report.</p>
8	<p>Committee and other Reports</p> <p>All minutes have been circulated</p> <ul style="list-style-type: none"> • <i>Learning & Well-being – CG</i> There is an error in the minutes – Governors noted that a breach of security <u>could</u> occur • <i>Personnel and Training – DA</i> • <i>Finance Premises & General Purposes – SF</i> SF gave an update. JBo thanked SF for the time spent in school this week • <i>Coop Working Group – DB/DW</i> • <i>Appointments & Standards – JK</i> <p>Discussion of the NGA report recommendation about reviewing the size of the FGB. Discussion around how a smaller GB might work, how we might have enough people to do everything and the possibility of moving to a selective process rather than an elective one. There are several appointments / re-elections that need to happen.</p> <p>Agreed to retain the current size of the Governing Body</p> <p>A&S to put together a proposal on how to fill vacancies etc. considering succession planning – comments to LS/JK.</p> <p>Training requests to go to LS</p> <p>Recommended to extend DA and DY's terms of office to the end of the Easter Term. Discussion around this. Agreed to extend DA and DY terms of office to the end of the Summer term</p> <ul style="list-style-type: none"> • <i>Joint Staff & Governors</i> • <i>MAT Working Group – On hold for the time being.</i> • <i>Post 16 – Has not met since the last FGB</i>
8	<p>Minutes of last meetings – 13 September 2017</p> <p>Clarify re trigger for being forced into a MAT 'category'</p>

	Typo – ‘nest’ should be ‘next’ Otherwise Agreed as correct.
9	Matters Arising and Action List See Actions Report. Lucy Hunt was elected as Parent Governor.
10	Any Other Business <i>Ofsted Information</i> – JBu tabled a paper summarising the changes to inspections from January 2018 and talked through the key points.

Meeting closed at 9.30pm

Next Meeting – Wednesday 21 March 2018

Signed

Date