

COTHAM SCHOOL

Meeting of the Academy Governing Body

**Thursday 6 May 2021
Virtually via Google Meet**

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Jo Feather PG	Richard Puttick, PG
Fatima Ali, CG	Sandra Fryer, CG (Chair)	Rebecca Reid, PG
John Bass, Co-opt	Pippa Gibbs Joubert, CG	Emma Sheppard, SG
Jo Butler, Headteacher	Peter Huckle, LA	Emma Smith, Co-opt
Andrew Chadwick, PG	Lucy Hunt, PG	Isabel Tobias, Co-opt
Jane Chamberlin, PG		
In Attendance (non-voting) Allison Crossland, Business Manager Ed Carpenter, Asst Business Manager Leanne Sowersby, Clerk Chris Reed, Deputy Headteacher Domini Leong, Deputy Headteacher Aimi Potter, asst Headteacher, Post-16	Apologies Jack Barber, SG David Yorath CG Absent:	Governors in Post: 19/20 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	Welcome, Apologies for Absence, declarations of interest and notification of AOB SF welcomed everyone, especially Ph, FA, ESh and PGJ. Everyone introduced themselves. Apologies accepted. No Interests declared.
2	Articles of Association Consultation Update The ESFA have accepted the updated Articles, subject to adopting the updated funding agreement. AC talked through the consultation outcome. Appendix B of the report details the changes from our current funding agreement to the new one. AC and JBu have been through this and do not have any concerns. We are governed by the Academies Financial Handbook (AFH), which is updated annually and with which we have been complying. AC happy to recommend moving to the new funding agreement. SF talked through the history of the change of Articles. Consultation finished on 24 April. There were very few comments. Those we have focused on communication with parents and stakeholders. Propose to spend some time discussing engagement with parents at the governor conference. Q – Is this the full extent of the responses or a summary? This is the full extent of the responses. We do not expect the change of Articles to change the running of the school. It does provide an opportunity to discuss parental and stakeholder engagement. Q – Are there any changes in the new documents to RE teaching in terms of how it has to be taught through the school? We have already been doing the things that have changed, as they

	<p>have come through the AFH and other avenues. RSE is statutory across KS3 and 4. RE is taught throughout KS3 and is available as a GCSE in KS4 and is available in Post-16. Confirmed this is from the funding agreement.</p> <p>Governors noted the report circulated</p> <p>Governors considered the response to consultation, including the clear message that parents/carers would like to see more opportunity to engage with the school, and agreed to discuss this at the forthcoming Governor’s conference, and to put in place new arrangements for more engagement from September 2021</p> <p>Governors noted that the DFE is minded to support Cotham’s request to change the Articles of Association subject to adopting the most up to date DFE Funding Agreement,</p> <p>Governors agreed to adopt the latest funding agreement and delegate the sign off of the wording of the Funding Agreement, to the Chair and Vice Chair in consultation with the Headteacher and Business Manager</p> <p>Governors agreed to adopt the New Articles of Association, and advise the DFE accordingly</p> <p>Confirm that next FGB on 1 July to receive final version of the Articles and to agree to adopt these, and to recommend to the Members of the Academy that they adopt the new articles with immediate effect,</p> <p>To set up Members meeting on 7 July 2021</p> <p>SF thanked everyone for all the hard work to get to this point.</p>
3	<p>Headteacher’s Report</p> <p>JBu thanked governors who have been in for visits over the last few weeks. The senior team have found this helpful.</p> <p>Invited new governors to come into school for a visit.</p> <p>JBu talked through the key points of her report.</p> <p><i>JBas and JC joined the meeting</i></p> <p>Has focused on Teacher Assessed Grades (TAGs), with a link to the policy. Fed back that Governors from the L&WB committee will view a webinar by ASCL on the TAGs and then to meet with CR and AP to discuss the process in more detail. JBu will share the link for the webinar, as well as the recording, on GovernorHub.</p> <p>JC will collate any questions that governors have about the process and feed them back in the meeting. A visit report and FAQs document will then be produced. This should provide governors with an additional layer of assurance around the process.</p> <p>Discussion around the impact of the process on staff.</p> <p>Q – How many students would normally receive support for mental health and wellbeing? Trend data will be produced and reviewed at the next LWB meeting.</p> <p>Q – What does it mean that we are offering private candidates the chance to complete a summer progress assessment? We usually have private candidates who are our students who are re-sitting. Last year we decided, with Redland Green, that we would not submit grades for private candidates as we did not have the evidence base. This year, we have the opportunity to assess candidates, so are accepting private candidates.</p> <p>AP talked through the Policy for Teacher Assessed Grades. This will be published on the website. Have worked with Redland Green on this and on putting together the procedure.</p> <p>Have considered some of the issues that were encountered last year. Have been very transparent with communication, undertaken as much training as possible to support staff and governors to be involved. Have been working with the SEND team on access requirements team as well. The key message has been about front-loading information and support – doing as much as possible now to identify students who might be struggling and have access issues and do as much as possible now to address those.</p>

	<p>We know what the quality assurance will look like. Samples will be requested from all schools, although not all will be looked at. We have been assigned AQA exam board, as have Redland Green. The process in place will allow information to be submitted without concerns. Do not expect there to be any concerns around the policy as it is very close to the AQA Model Policy.</p> <p>Have done unconscious bias refresher training for all teachers. There has been some focused training for middle leaders to assist in leading their faculties through this. This included the logistics of planning and the process as well as quality assurance and moderation.</p> <p>JCQ provided some materials around objectivity, which we will build on to support teachers to make holistic judgements.</p> <p>There have also been materials that have come out from exam boards that we have engaged with.</p> <p>Have also reissued the special considerations guidance to all staff. Parents, carers and students are aware we will consider how to address issues that might qualify as special considerations.</p> <p>Have built in additional support for subjects with only one teacher and teachers who have not completed a full examined year before.</p> <p>There is a central log to record things that have been completed.</p> <p>Private candidates are going through the same process as our students. They can opt into this, or receive a refund and change to another exam centre. They will have a separate assessment space.</p> <p>There is a significant workload associated with this work to manage all of the elements, including ensuring the equality and integrity of the assessments, as well as marking.</p> <p>Are now about halfway through the assessments and the current focus is on supporting staff and students and ensuring robust record keeping.</p> <p>Q – Can students still sit papers in the Autumn? The outcome of the consultation has been released this week and the instructions the exam boards have been given is that there will be a full season of exams available this year. Only for examined subjects. It will be available to students who are unable to engage with the assessment process.</p> <p>Q – How many students would we expect to do this? This is very hard to say. The timing does not aid transition for this year, so students will also have the opportunity next summer.</p>
4	<p>Governor Conference</p> <p>This is scheduled for 15 May.</p> <p>Discussion around whether this should be virtual or in person. Agreed to hold the event virtually.</p> <p>SF talked through the proposed agenda. Discussion around the timings and items of the agenda.</p> <p>Discussion around the final two items – governor effectiveness and stakeholder engagement. Noted that there has been significant work around reviewing governance this year with the review of the Articles and appointment of Members etc.</p> <p>JBu would welcome a lead from parent governors on the stakeholder engagement model. This is important to look at, in the light of the consultation around the Articles.</p> <p>Chairs group to discuss this further.</p> <p>To discuss governor effectiveness and an in-person meeting later in the year.</p>
5	<p>Complaints Policy</p> <p>The policy does not mention not mention signposting complainants to the policy itself. It was agreed that a line should be added to the effect that members of staff dealing with informal complaints should signpost parents to the formal policy if they are not satisfied with the school's response.</p> <p>Discussion around some of the wording relating to persistent complaints and the communications around the policy.</p> <p>Governors approved the policy, with the additional of a line around signposting as above.</p> <p>LS, JBu, AC and PGJ to look at the way to communicate around the policy</p>

6	<p>2021-2022 Calendar of Meetings Discussed. LS to review with SF and AC</p>
7	<p>Committee and other Reports Minutes from all committees have been circulated. Chairs / Link Governors gave an introduction to each committee.</p> <ul style="list-style-type: none"> ● <i>Learning & Well-being</i> ● <i>Personnel and Training</i> No meeting since the last FGB. ● <i>Finance Premises & General Purposes.</i> ● <i>Appointments & Standards.</i> ● <i>Joint Staff & Governors</i> ● <i>Post 16</i>
8	<p>Minutes of last meetings – 10 December 2020 - Agreed as correct.</p>
9	<p>Matters Arising and Action List – See Actions Report</p>
10	<p>Any Other Business <i>The Key</i> – highlighted the usefulness of The Key as a resource for governors. <i>Jim Bowyer</i> – JBo's term has now ended. SF acknowledged JBo's service as a governor and thanked him for this. <i>Future meeting re governor effectiveness / social / future meetings</i> – to discuss.</p>
	<p>Date of next meeting – Thursday 1 July – to be confirmed</p>

Meeting closed at 19:15