

**COTHAM SCHOOL**

**Meeting of the Academy Governing Body**

**Wednesday 5 April 2017**

**MINUTES OF MEETING**

<b>Governors Present:</b>		
Dora Alderson, CG	Jo Butler, Headteacher	Jeremy Krause, LA
John Bass, PG	Andrew Ellis, SG	David Winter, PG
Jim Bowyer, PG (Chair)	Sandra Fryer, CG	David Yorath CG
Paula Bradshaw, PG	Claire Grocott, PG	Gareth Edmunds, PG
David Brockington, Coop		
<b>In Attendance</b> (non-voting) Svetlana Bajic-Raymond, Senior Dep. Headteacher Marian Curran, Dep. Head (Dir. Post 16) Domini Leong, Dep. Headteacher Hannah Russell, Prospective Governor (from 7.45pm)	<b>Apologies</b> Jo Feather CG Ed Carpenter, SG  <b>Absent:</b> 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 SLT = Senior Leadership Team

Item	Minutes of Meeting
1	<p><b>Welcome, Apologies for Absence, declarations of interest and notification of AOB</b> Apologies accepted.</p> <p><b>JBu's performance management</b> – JBo, CG and SF looked at this in December. Felt that JBu had met all the performance targets and recommend an incremental increase for JBu</p> <p><b>Q – Do the rest of the staff move up in the same way?</b> Yes, unless they are already at the top of their pay scale. The system for this was also quality assured by the committee.</p> <p><b>Q – Are those projected increases in the budget?</b> Yes, always budget for the top of the scale.</p> <p><b>Governors approved the recommendation that JBu receive the incremental pay rise.</b></p> <p><i>JBu and staff members joined the meeting</i></p> <p>JBo explained that Massimo Bonaddio and Hannah Russell are potential Community Governors – they have yet to be approved by the Community Constituency. Massimo is unable to attend this evening, but Hannah should be arriving a little later.</p>
2	<p><b>Admissions arrangements 2018-2019</b></p> <p>These were circulated before the meeting and are unchanged from last year.</p> <p>The supplementary information form should have a statement that staff members applying for a place confirm that they meet the criteria stated on the form.</p> <p><b>Admissions arrangements agreed, with the addition of the statement on the supplementary information form.</b></p>

Initials:

3	<p><b>Updates</b></p> <p><b>School expansion</b></p> <p>Covered in the Headteacher's Report. Business case was sent to the RSC office this morning. Have requested a timeframe for the decision.</p> <p>Physical works are being dealt with via Skanska. Suggested there is a development meeting soon to discuss the building project. A consultation meeting was positive.</p> <p><b>Stoke Lodge</b></p> <p>Also covered in Headteacher's Report. Had expected to hear whether the judge would hear the judicial review by now, but have not.</p> <p>Letter about the most recent FOI request to be sent from the Trustees of the school rather than JBu.</p> <p>Two secondary schools (Kirkby Stephens Grammar and Queen Katherine school Kendal) have been required to more effectively fence their playing fields following inadequate safeguarding concerns raised by Ofsted inspections. This highlights the safeguarding needs.</p> <p><a href="http://www.thewestmorlandgazette.co.uk/news/education/15132831.Cumbrian_school_placed_into_special_measures/">http://www.thewestmorlandgazette.co.uk/news/education/15132831.Cumbrian_school_placed_into_special_measures/</a></p> <p>MS and JBu have been working on some information for the Forum to ask for support in crowdfunding to offset legal costs. Discussion around this.</p>
4	<p><b>Governor Conference follow-up</b></p> <p><i>PB arrived</i></p> <p>See updated actions report from the conference.</p> <p>Governors thanked JBu and the SLT for their work to make the day successful. Governors found it very useful and gave clear information about the challenges facing the school.</p> <p>Need to have some kind of guide for the information.</p> <p>SF proposed that we set up a Governing Body Review, using an external reviewer. Need to do some self-evaluation first.</p> <p><b>LS to send a separate link to the collated leadership audit.</b></p> <p><b>LS to find templates for Governor evaluation and share with Governors.</b></p> <p>DL has access through the Future Leaders Network to National Leaders of Governance.</p> <p><b>Proposed: JBo, JK and SF work on a tender brief for support for the GB in this – Approved</b></p>
5	<p><b>Leadership Audit</b></p> <p>JBo asked Governors to read the collated information and send any further thoughts to LS.</p> <p>Discussion around how to move this forward.</p> <p>The audit forms are from inspection papers. The idea was to focus thoughts and help to identify areas where training might be needed.</p> <p>Impact – consider how the work of the GB contributing to the student outcomes.</p> <p>Having Link Governors, working effectively, will be key.</p> <p>Discussion around the appropriate focus. Needs to be led by the key issues and core priorities in the school development plan. Also need to delve deeper into the key areas.</p> <p>Need to do the review of the way the GB operates in terms of Link Governors etc. alongside looking at the GB review.</p> <p>DA had begun a review for the Personnel and Training Committee. This could be part of looking at the structure and the review.</p>

	<p>Discussion around the potential role for Link Governors. Need to ensure the GB remain strategic. Link Governor and monitoring work needs to be driven by, and link back to, the school improvement and strategic priorities. These roles would then change as the priorities change. They would also need to report back to the GB or relevant committee and complete paperwork as evidence.</p> <p><b>JBo and JBu will continue to work on a proposal about Link Governors</b></p> <p><i>Hannah Russell arrived. Everyone introduced themselves.</i></p>
6	<p><b>Joint Governors and staff committee</b></p> <p>JBu and DY have been working on this. There is a great deal of change being implemented in the school at the moment, which involves JBu working and consulting with the staff body, on things like policies, the curriculum offer and possible changes to the staffing structure.</p> <p>This committee would provide an additional way to consult with staff, as well as support for the Senior Leadership Team.</p> <p>Discussion around whether there is a recognition agreement. JBu has a recognition document that can be shared.</p> <p>The document that was shared was not the updated document.</p> <p>This group will mean Governors being involved in more operational matters, which would need to be reflected in the Code of Practice and other documents. Discussion</p> <p>There needs to be a reporting line – it would report back to the GB as other committees do.</p> <p><b>JBu to share the updated document. To be looked at by the FPGP and P&amp;T committees</b></p>
7	<p><b>MAT Discussion</b></p> <p>JBo gave an update. There have not been developments since the Governor Conference.</p> <p>Would be useful to have a strategic options paper.</p> <p>Discussion around the set of DfE questions shared on GovernorHub.</p> <p>Need to be clear what terms RGS are proposing for any potential MAT. Need to be clear we want a partnership.</p> <p>Will need to ask questions and have assurances around financial issues.</p> <p>The proposed Articles are a variation on the Cooperative Articles.</p> <p>There should be representatives from the other schools involved in the potential MAT.</p> <p>It may be appropriate to have a discussion with the RSC.</p> <p>There is a danger of producing a large homogenous entity that might reduce diversity and choice in this area of the city.</p> <p>Any further questions to be sent to LS.</p> <p><b>JBo to draft an agenda for the meeting</b></p> <p><b>Agreed JBo should chair the meeting.</b></p> <p><b>Agreed the other schools involved in the partnership should be invited to the meeting.</b></p>
8	<p><b>Headteacher's Report</b></p> <p>JBu talked through the key points.</p> <p><b>Q – Is there an intention to address the need for a full time counsellor?</b> There is no money available for this. The pastoral support team do a great deal of work around mental health issues.</p> <p>Work is ongoing around ensuring that staffing and provision for supporting students is fit for purpose. Counselling is only a part of this. The report included information around safeguarding and gives an indication of the workload involved.</p>

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	<p><b>Q – Is the number of students subject to safeguarding reports high?</b> Yes this is higher than it would have been in the past, but seems to be representative of the current situation relating to mental health services.</p> <p>HR is a commissioning manager for the Cascade training being provided by Bristol City Council to members of staff at schools.</p> <p><i>SBR left the meeting</i></p> <p>This is a relevant issue to discuss with relation to a possible MAT.</p> <p>Could arrange for Governors to have further training on CPOMS, the safeguarding system.</p> <p><b>C - Should be looking for external funding for these issues.</b> Are accessing a significant amount of external funding and funded interventions.</p> <p>Important to note that the increased issues are impacting on all staff in the school.</p> <p>Supervision and support is needed for the designated staff dealing with safeguarding issues.</p>
9	<p><b>Committee and other Reports</b></p> <p>All minutes were circulated</p> <ul style="list-style-type: none"> <li>● <i>Learning &amp; Well-being – CG</i></li> <li>● <i>Personnel and Training – DA</i></li> </ul> <p>A change to the Governor Code of Practice was agreed – to add that, “Governors should also be aware of, and understand, the staff code of conduct.” The staff code of conduct is currently on hold to consult further with the unions. <b>Approved change to Code of Practice</b></p> <ul style="list-style-type: none"> <li>● <i>Finance Premises &amp; General Purposes – SF</i></li> <li>● <i>Coop Working Group – DW/DB</i></li> <li>● <i>Appointments &amp; Standards - JK</i></li> </ul> <p>LS waiting for the Community Constituency to confirm that there are no objections to Massimo and Hannah becoming Community Governors.</p> <p>JK asked Governors to set up their new e-mail addresses.</p>
10	<p><b>Minutes of last meetings – 7 December 2016 plus extraordinary meetings - 28 September 2016, 7 November 2016, 9 January 2017. Agreed as correct.</b></p>
11	<p><b>Matters Arising and Action List - See updated actions report</b></p>
12	<p><b>Any Other Business</b></p> <p>Need an additional FPGP meeting.</p> <p><b>Appeals Committee Terms of Reference</b> - LS has shared some draft terms of reference for the Appeals Committee. Discussion around agreeing this. <b>LS to share the link again on GH, all to look at and comment by 1 May.</b> Final approval at FGB (unless needs discussion, then A&amp;S)</p> <p><b>Governor visits</b> – SLT to look at leadership audit, consider purpose for visits and arrange visits.</p> <p><b>Coop Forum</b> – DB asked for further feedback on the discussion document by 1 May.</p> <p><b>Create a, ‘current consultations’ folder on GH. Include deadlines for the consultation.</b></p>

**Meeting closed at 9.15pm**

**Next Meeting – Wednesday 27 June 2017**

**Signed**

**Date**

Initials: