

COTHAM SCHOOL
Meeting of the Academy Governing Body
Thursday 6 July 2023
MINUTES OF MEETING

Governors Present:		
Dora Alderson, MG	Sophie Hamilton, PG	Richard Puttick, PG
Jack Barber, CG	Peter Huckle, MG	Jared Rufus, CG
Jo Butler, Headteacher	Lucy Hunt, MG	Emma Smith, CG
Sandra Fryer, CG	Graham Nutbrown, CG	
In Attendance (non-voting) Chris Reed, Deputy Head Domini Leong, Deputy Head Allison Crossland, Director of Finance & Resources Aimi Potter, Director Post 16 Leanne Sowersby, Governance Professional Frances Soul, CST	Apologies Rebecca Reid, PG Ian Spencer, CG Isabel Tobias, MG Absent:	Governors in Post: 14/20 Quorum = 5 (1/3 rounded up) MG = Member Appointed Governor CG = Co-opted Governor PG = Parent Governor

Item	Minutes of Meeting
1	Welcome, Apologies for Absence, declarations of interest and notification of AOB SF welcomed everyone, everyone introduced themselves. Apologies accepted.
2	Governance Review and Recommendations FS gave a presentation covering the key areas of the report. SF noted that there have been one to ones held with all governors since receiving the report. Governor highlighted key issues – identification of KPIs; the value of being in school and having a calendar of visits (although not being constrained by this); re-ordering/managing governors meetings by designating items as being for strategy/discussion/decision/information; having link governors for disadvantaged students; adherence to timescales for agendas and papers etc; increasing diversity among governors. FS advised a strategy discussion around what it might mean for the school to change, such as by joining a Multi Academy Trust. Q – What are the key priorities among the actions? The things in the presentation, and the inclusion and SEND link. Many of the actions will interact with each other. Discussion around this. Was asked whether the board is effective – we are effective, but could be more efficient and therefore more effective. Have discussed a need to allow more time for strategic discussion and understanding the story of the journey we are on. There is also a need to understand where we need to drill down and where we need headline information. Discussion around the proposed new committee structure in SF's report. Q – Would there be an issue if the Joint Staff and Governors' Committee was disbanded? Industrial relations have now improved significantly – the committee was a very useful vehicle when it was set up – JBu feels that it may be a good time for this committee to come to an end. Further discussion around this – there is a reluctance to get rid of it, discussed other ways that this could be managed.

	<p>Governors agreed to change the committee structure to:</p> <ul style="list-style-type: none"> • Strategy including Communication, Remuneration and Appointments – comprising the Chairs • Finance, Property and General Purpose, • Learning and Wellbeing • Personnel and Training and employee relations <p>Discussion around the volume of business discussed at LWB and possible ways to manage this. Pastoral and academic issues could be separated out, but this would not streamline the number of committees. Could alternate the focus of each committee meeting. This would require six meetings per year.</p> <p>Also need to include the Post 16 steering group, which should be attended by the Chair and Post 16 Link Governor.</p> <p>Discussion around the diversity of the board and ways to improve this, agreed to consult with specific organisations in Bristol that may be able to help with this.</p> <p>Agreed LH will become Safeguarding Link Governor.</p> <p>Discussion around the start times for FGB meetings. There is a need to consider SLT wellbeing in terms of the late-night finishes. Agreed to move FGB to 5pm on Thursdays.</p>
3	<p>2023-24 Budget for Approval</p> <p>DFR talked through the key points in the report. This is recommended for approval by FPGP to FGB for approval.</p> <p>Q – There is no contingency for salary costs for maternity etc. is this ok? No, but it has been required in order to balance the budget.</p> <p>Q – Does the three-year plan assume the school will be full in those years? Yes, it assumes Years 7 to 11 will be full, which is what our trend data has shown us. We have not assumed growth in Post 16.</p> <p>Q – The amount budgeted for supply seems a small amount bearing in mind this years' spend? This is more than we usually budget – some of this year's costs have been where we have not recruited to posts and have used agency staff. In this case the costs have reduced in the payroll budget.</p> <p>Q – Is curriculum and faculty spending under educational supplies and services? Yes. DFR outlined how this is allocated, as well as how text books are funded.</p> <p>Q – Why are we assuming a 3% pay award for teachers? We have used the ASCL budget setting document, as well as our knowledge of budgets and trends.</p> <p>2023 – 2024 Budget Approved.</p>
4	<p>Appeals and Complaints Annual Report</p> <p>Not available. SF to discuss with LS how this is presented.</p>
5	<p>Headteacher's Report</p> <p>Governors thanked JBu for a very positive report and noted some key items that were particularly positive.</p> <p>Discussion around the work that has been done to support oracy and reading and how this work has been embedded.</p> <p>Discussion around the work being done around EAL students, asylum seekers etc.</p>
7	<p>Review of FGB processes, presentation dates and times of meetings</p> <p>Report on the governance review and action plan to be discussed in a future meeting.</p>
8	<p>Management Accounts January, February and March 2023 – approved.</p> <p>FPGP Minutes – DFR talked through the key points. Highlighted tenders for cleaning and catering. FGB approval of the final decision is required.</p> <p>DFR talked through the process for the catering and cleaning contracts.</p>

	<p>Cost to the school for the cleaning contact is £241,073.74 per year with the preferred bidder, Purgo (approx. £723,221.22 in total).</p> <p>Cost to the school for the catering contact is £140,115.09 per year with the preferred bidder, ABM Catering, (approx. £420,345.27 in total).</p> <p>Governors approved the appointment of ABM Catering as the catering contractor</p> <p>Governors approved the appointment of Purgo as the cleaning contractor</p> <p>Q – Will we be affected by the Bristol Waste strikes? Possibly, DFR will investigate</p>
9	<p>Minutes of Personnel and Training</p> <p>These were not available for the meeting. RP reported the key issues that were discussed. Minutes to come to the next meeting.</p>
10	<p>Minutes of Learning and Wellbeing</p> <p>PH talked through the key points.</p>
11	<p>Minutes of Communication and Community</p> <p>This committee has not met since the last FGB</p>
12	<p>Minutes of last meeting – 30 March 2023 – Agreed as correct</p> <p>Matters Arising and Action List – See Actions Report</p>
13	<p>Any Other Business</p> <p>A letter to accounting officers from the ESFA has been shared on GovernorHub</p>

Meeting closed at 21:00

Next Meeting – 21 September 2023