

## COTHAM SCHOOL

### Meeting of the Academy Governing Body

Wednesday 10 July 2019

#### MINUTES OF MEETING

<b>Governors Present:</b>		
Dora Alderson, CG	Jim Bowyer, LA (Chair)	Jo Feather PG
Jack Barber, SG	Jo Butler, Headteacher	Lucy Hunt, PG
John Bass, PG	Ed Carpenter, SG	Morag Pirie, SG
Massimo Bonaddio, CG	Jane Chamberlin, PG	David Yorath CG
<b>In Attendance</b> (non-voting) Allison Crossland, Business Manager	<b>Apologies</b> Sandra Fryer, CG Hannah Russell, CG  <b>Absent:</b> Delroy Hibbert, CG	Governors in Post: 15/19 Quorum = 5 (1/3 rounded up) CG = Community Governor PG = Parent Governor SG = Staff Governor SLT = Senior Leadership Team

Item	Minutes of Meeting
1	<b>Welcome, Apologies for Absence, declarations of interest and notification of AOB</b> Apologies accepted.
2	<b>Approve 2019-2020 Budget</b> AC talked through the key points. The budget figure that we plan to report to the ESFA for 20-21 and 21-22 have changed since the FPGP meeting. At that meeting it was agreed to outsource the catering operation via a tender process, with projected savings of £60,000 (a low estimate). KH and AC have been back through the budget to add in these savings. The documents uploaded for this meeting shows the figures that we intend to report to the ESFA. <b>Q – Have there been conversations with other schools to know whether they are in a similar position?</b> AC has had some conversations relating to the funding of teachers’ pensions, and all of those she spoke to said that they were in a similar position. Many schools are struggling to balance budgets. AC talked through the capital income and expenditure and cash / reserves projections. <b>Governors approved the 2019-2020 budget.</b> Governors thanked AC and KH for their work on this. KH has done significant work on tailoring and testing the new system to ensure it is working accurately for Cotham.
3	<b>Governance Handbook Update</b> LS talked through the key changes, which are detailed in an article on The Key.
4	<b>Headteacher’s Report</b> JBU talked through the key points. Today has been a very positive inset day, which included a piece of drama, created by Cotham staff supported by Bristol Old Vic, which was very powerful. The morning focused on unconscious bias and values-based interactions.

	<p>The context of the morning was the underachievement of BAME students. In the afternoon, one of the new Assistant Heads led a session on evidence based teaching and learning, and there were further activities around teaching and learning.</p> <p>There was also a session on the appraisal and professional development pilot and faculty time. DL suggested that Governors receive the unconscious bias training. This could be at the Governor Conference.</p> <p><b>Query re U grades in Year 12 mock exams</b> – These mean that the student have had to re-sit the exam. These have all converted to a grade in the re-sit.</p> <p><b>Query for special considerations – what are the reasons?</b> These are more mental health and anxiety. For some, there are processing issues in reading and processing very dense text. The number of students needing special considerations has significantly increased and the practicalities of meeting these is increasingly difficult.</p> <p>This reflects the changing cohort. This will become very difficult to manage in the future as the school reaches capacity.</p>
5	<p><b>Governor Conference</b></p> <p>LS to do a doodle poll for Saturday morning dates in October / November for dates.</p> <p>Agenda items:</p> <ul style="list-style-type: none"> <li>• Teaching and Learning strategy</li> <li>• Unconscious Bias training</li> <li>• Governors self-review / SDP Governance section</li> <li>• ASP Training / Ofsted framework</li> </ul> <p>Any agenda items to be passed to LS/JBo</p> <p>JBo will add some items to the Governance development section of the SDP and send out to Governors.</p> <p>JBu noted the start of school’s work on fundraising. Parents have fed back that it was a very well written letter. Discussion around fundraising.</p>
6	<p><b>Complaints Report</b></p> <p>LS talked through the key points.</p> <p>Discussion around the complaints that were referred directly to the ESFA.</p> <p><b>Q – Is there a reason more complaints have gone on to stages 2 and 3?</b> In JBu’s experience, it is an unwillingness to accept the school’s response. Complainants often find it difficult to specify what it is that they are unhappy with and what actions they want taken.</p> <p>There have been references to other issues, within complaints.</p> <p>There are a small number of complaints given the size of the school.</p> <p>There has been an improvement in the timescales of responses.</p> <p>There will be some training for the Governing Body and SLT on managing complaints and complaints panels. This will be three Wednesday evening sessions, from 5 to 7.30pm.</p>
	<p>JBo gave a presentation to SBR and thanked her for all her work for the students of Cotham over her years of service.</p>
7	<p><b>Committee and other Reports</b></p> <ul style="list-style-type: none"> <li>• <i>Learning &amp; Well-being – MB</i></li> </ul> <p>Minutes have been circulated.</p> <p><b>Q – Do we anticipate any problems regarding the new Relationships and sex education policy with any sections of our parent community?</b> There have not been any issues in</p>

	<p>local primary schools, JBu thinks this is unlikely. There is one student who has been withdrawn from the sex education aspects of PHSE</p> <p><b>Q – Does that trigger any safeguarding action?</b> It will be noted, but would not be a safeguarding concern on its own. This student is the only one whose father has requested that she wear long sleeves.</p> <p>Cotham is the only school in the city to have a PHSE award, have been identified as an example of good practice, and have done significant work on raising awareness on LGBTQ+ issues.</p> <ul style="list-style-type: none"> <li>• <i>Personnel and Training – JBas</i> Minutes have been circulated. Query raised regarding the Battlefields Trip, it was raised as for all students, but has only been offered to History students. There is a need to be clear about who trips are for in the future.</li> <li>• <i>Finance Premises &amp; General Purposes – SF</i> Minutes from have been circulated. An update was given on Stoke Lodge – the planning appeal was refused for the pavilion, so the plan is now to refurbish the existing pavilion. AC has contacted the ESFA to ask for a change of use for the money that was granted for the building of a new pavilion. Discussion around the issues involved in refurbishing the existing building.</li> <li>• <i>Appointments &amp; Standards – JF</i> There is a possible new Governor interested in being co-opted onto the Governing Body, Claire Burston. <b>Governors approved co-opting Claire Burston</b> Recruitment of Members – JBo gave some background of the RSC letter and updated Governors. Discussion around the recruitment of Members. Need to be clear about what we are able to do. To wait for the outcome of discussions at Cotham Gardens</li> <li>• <i>Joint Staff &amp; Governors - JBo</i> Minutes from have been circulated.</li> <li>• <i>Post 16 - LH</i> Minutes from have been circulated.</li> </ul> <p><b>Memorandum of Understanding was approved</b></p>
8	<p><b>Dates for Next Year</b> Dates agreed as proposed</p>
9	<p><b>Minutes of last meetings</b> FGB 3 April 2019 – Agreed as correct. AGM, 3 April 2019 - Agreed as correct.</p>
10	<p><b>Matters Arising and Action List</b> See Actions List</p>
11	<p><b>Any Other Business</b> None</p>

**Meeting closed at 20:30**

**Next Meeting –  
Signed**

**Date**

Initials: