

COTHAM SCHOOL

Meeting of the Academy Governing Body

Thursday 8 December 2022

MINUTES OF MEETING

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| Governors Present: | | |
| Dora Alderson, MG | Sandra Fryer, CG | Jared Rufus, CG |
| Fatima Ali, CG | Sophie Hamilton, PG | Sadia Shakoor, CG |
| Jo Feather PG | Graham Nutbrown, CG | Emma Smith, CG |
| In Attendance (non-voting) Chris Reed, Deputy Head Domini Leong, Deputy Head Aimi Potter, Director of Post 16 Allison Crossland, Director of Finance & Resources Leanne Sowersby, Governance Professional | Apologies Jack Barber, CG Jo Butler, Headteacher Jane Chamberlin, PG Peter Huckle, MG Lucy Hunt, MG Ian Spencer, CG Isabel Tobias, MG Absent: Daxesh Patel, CG Richard Puttick, PG Rebecca Reid, PG Richard Storer, PG | Governors in Post: 20/20 Quorum = 7 (1/3 rounded up) MG = Member Appointed Governor CG = Co-opted Governor PG = Parent Governor |

| Item | Minutes of Meeting |
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| 1 | Welcome, Apologies for Absence, declarations of interest and notification of AOB Apologies accepted. No declarations of interest. Co-opt Staff Governors. Jack Barber, Jared Rufus and Sadia Shakoor co-opted as governors |
| 2 | Annual Report and Accounts Approval DfR talked through the audit and accounts. Highlighted that there were no items in the management letter that needed to be highlighted to the ESFA, which is very positive. Recommended for approval by FPGP. Annual Report and Accounts Approved Appointment of Auditors Can continue with the existing auditors for one more year but will need to tender for the next year. Q – What is the minimum number of tenders? That will depend on the value of the contract. Bishop Fleming appointed as auditors for the next year. |
| 3 | Admissions Arrangements This is unchanged from last year. Discussion about possible changes to the areas of priority. This could be reviewed in the future. Admissions Criteria Approved |
| 4 | SEND Information Report This has not changed from last year. SEND Information Report Approved |

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| 5 | <p>Relationships and Sex Education Policy</p> <p>DL noted that there is a need to reformat some of the information relating to where and when relationships and sex are taught.</p> <p>Policy Approved in principle.</p> <p>To be circulated via GovernorHub once the changes have been made.</p> |
| 6 | <p>Headteacher's Report</p> <p>JBu has been attending training to become an Ofsted inspector and there was some feedback around this. She will be doing a shadow inspection in January.</p> <p>Discussion around the ISDR and what it shows. CR and AP talked through the data. The progress data for Post 16 is not there.</p> <p>Positive to read the areas of strength noted in the report, where we achieved results above or in-line with national averages. Also discussed the areas for development.</p> <p>Q – Why is there an issue with attendance? Covid, economic issues causing health issues. All local schools have seen a reduction in attendance. Discussion around the management of illness absence.</p> <p>Persistent absence has also increased, and there are increasing mental health issues being noted in these situations.</p> <p>There is significant work to be done on attendance and a shift in approach. There are changes in the team.</p> <p>The political climate around attendance has also changed and this is now inspected by the LA.</p> <p>Q – Is there a risk if the inspection happens with the new team in place? Believes we will need to be open and transparent and show that we understand what is happening, the link to safeguarding and plans we have to address issues.</p> <p>Discussion around the new team and how they are being trained. There is also a need to think about succession planning.</p> <p>Query re the due diligence planned for the Educational Welfare Service We do not use the LA for the EWO service currently, and DL would like to review this to ensure this is the best service.</p> <p>Noted some positives in the report.</p> <p>Parents have been coming back into the school for parents' evenings for Year 10 and 11, as well as family consultation days for Years 7 and 9.</p> <p>The student leadership group presented at City Hall on becoming more climate aware.</p> <p>Have had deep dives in all nine faculties with our school improvement partner. CR talked through the work that has been done. This has made it a less daunting prospect and the teams have found it a very positive process. The process is now less focussed on the senior team and has been empowering for staff.</p> <p>Q – Is enrichment after school activities? Yes, it is after school. We now have the ability to track uptake and attendance. We can now look at addressing barriers to attendance. We now have new clubs, such as chess club, which is very popular.</p> <p>Q – Has this been included in the weekly mailing to parents? It has. There are a number of information portals on the website. The plan is to create a portal for extra-curricular activities. Have also been trying to push stuff on social media channels too.</p> <p>Discussion around potential for Choir groups and linking with Bristol University.</p> <p>Anyone with contacts who might support extra-curricular clubs should pass these to CR.</p> <p>Q – Do we have an SMSC Policy? No, we do not have a specific policy – this is not a statutory requirement.</p> <p>Q – Were we not advised that there might be an issue with AstroTurf on decking? The use of the AstroTurf was more about the surface and allowed us to extend the life of the decking.</p> |

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| | Chair thanked DfR and DDfR for their work and the successful outcome of the HSE visit, around radioactive substances. DfR also noted the work of the Science Department on this. |
| 7 | <p>Committee and other Reports</p> <p>Minutes from all committees have been circulated</p> <ul style="list-style-type: none"> • <i>Learning & Well-being</i> • <i>Finance Premises & General Purposes</i> RR reported the committee's approval of the management accounts for July and September 2022. Governors approved same. • <i>Personnel and Training</i> Q – Will the staff survey still go out before Christmas? It is ready to go, but have decided, due to the level of absence, to send at another time. • <i>Communications & Community</i> • <i>Joint Staff & Governors</i> - did not meet • <i>Post 16</i> • <i>Remunerations</i> – Met 24 November. Governors were happy with the quality assurance of the sampled PDAs and agreed to the salary progressions outlined in the report. DA noted an excellent attention to detail and data to support this. <p>Discussion around Safeguarding Link Report visit and other visits to school.</p> |
| 8 | Minutes of last meetings – 22 September 2022 - Agreed as correct. |
| 9 | <p>Matters Arising and Action List – See Actions Report</p> <p>Discussion around the safeguards for work experience. DL has discussed this – it is not feasible to carry out DBS checks for all employers. A risk assessment is completed and there is an opt-out form for parents where Will produce a summary of the safeguarding processes and checks that exist</p> |
| 10 | <p>Any Other Business</p> <p>Further discussion around succession planning in other areas of the school. Noted have extended the notice period for some key roles. Have also looked at the creation of detailed handover documents for both leavers and cross-training.</p> <p>Noted that JF and JC's terms of office will end after this meeting. SF thanked JF and JC for all of their work and support of the Governing Body.</p> |

Meeting closed at 19:30

Next Meeting – Thursday 30 March 2023