

**COTHAM SCHOOL**

**Meeting of the Academy Governing Body**

**Wednesday 12 September 2018**

**MINUTES OF MEETING**

<b>Governors Present:</b>		
Dora Alderson, CG	Jo Feather CG	Lucy Hunt, PG
Jim Bowyer, Co-opted (Chair)	Sandra Fryer, CG	Hannah Russell, CG
Jo Butler, Headteacher	Claire Grocott, PG	David Yorath CG
Ed Carpenter, SG		
<b>In Attendance</b> (non-voting)	<b>Apologies</b>	Governors in Post: 14/19
Allison Crossland, Business Manager	John Bass, PG	Quorum = 5 (1/3 rounded up)
Svetlana Bajics-Raymond, Deputy HT	Massimo Bonaddio, CG	CG = Community Governor
Domini Leong,	<b>Absent:</b>	PG = Parent Governor
Morag Pirie, Observing	Gareth Edmunds, PG	SG = Staff Governor
	Delroy Hibbert, CG	SMT = Senior Management Team

<b>Item</b>	<b>Minutes of Meeting</b>
1	<p><b>Welcome, Apologies for Absence, declarations of interest and notification of AOB</b></p> <p>Apologies accepted.</p> <p>Paula Bradshaw has resigned – Governors noted their thanks for Paula’s contribution to the Governing Body.</p>
2	<p><b>Elections</b></p> <p><b>Chair</b> - Jim Bowyer – proposed by DY, seconded by DA. Elected by acclaim.</p> <p><b>Vice Chair</b> – Sandra Fryer – proposed by JBo, seconded by CG. Elected by acclaim</p> <p><b>Committee Chairs</b></p> <p><b>Learning &amp; Wellbeing</b> – This was discussed at the last FGB. Agreed CG to chair the first meeting, MB to take over. Massimo Bonaddio elected unopposed.</p> <p><b>Finance, Premises and General Purposes</b> – Sandra Fryer, proposed by DY, seconded by EC. Elected unopposed</p> <p><b>Personnel and Training</b> PB has resigned. DA agreed to chair the first meeting while a new chair is found.</p> <p>Discussion around vacancies on the Governing Body and ways to address them.</p> <p><b>LS to talk to HM about the possibility of running parent elections early – what is the earliest these could be run.</b></p> <p><b>DY to talk to Bristol Co-op re SCS vacancy.</b></p> <p><b>JBo to talk to DH re his Governor role</b></p> <p>Further discussion around recruitment of Governors, appointment vs election etc. To be discussed further at the Governor Conference.</p> <p><b>Appointments &amp; Standards</b> – Jo Feather – proposed by JBo, seconded by DA. Elected unopposed.</p>

3	<p><b>Code of Practice</b></p> <p>Changes to be made:</p> <p>Pg 2 – change sub-committee to committee</p> <p>Pg 2, under, ‘Role of Governor’ (iii) add, ‘or elected’</p> <p>Pg 3 (v) add that apologies must also be accepted.</p> <p>DY to send some typo errors to LS</p> <p><b>LS to make the changes to the Code of Practice.</b></p>
4	<p><b>Safeguarding Briefing</b></p> <p>DL gave a presentation. The presentation is on GovernorHub and has a link to the new guidance. The Child Protection / Safeguarding policy will need to be agreed by Governors again.</p> <p>Safer Recruitment training must be kept up to date – must have been completed within two years for a Governor to be involved in recruitment.</p> <p><b>LS to set up a way for Governors to confirm that they have read the new Keeping Children Safe in Education guidance.</b></p> <p><b>Query around whether there is a need for further resources</b> DL has done a great deal of work re-structuring the inclusion team. There are now some really strong staff in the inclusion team. Non-teaching Learning Coordinators have also been able to add safeguarding support.</p> <p><b>Q – What is done in the cases of eating issues?</b> There are mentoring services to help them talk about the issues. DL gave an example where special arrangements have been made for a child to allow them to eat food they like. Are also working with the parent. Josephine Brock is doing work around encouraging healthy eating.</p>
5	<p><b>Academies Financial Handbook</b></p> <p>AC explained that this has come to FGB, rather than coming via FPGP due to the new auditors and timescales being tight.</p> <p>AC has provided a briefing paper to cover changes from last year and this year.</p> <p>Key points:</p> <p>EFSA letters to the accounting officer need to be presented to FPGP</p> <p>Governor details and attendance need to be more specific and separate on the website – <b>LS to action this</b></p> <p>Management accounts need to be shared with Governors every month. SF and AC are looking at the best way to do this.</p> <p>FPGP must meet 6 times per year. <b>LS looking at additional dates.</b></p> <p>An Audit committee must be re-established.</p> <p>Financial irregularities must be reported to FPGP.</p> <p>Financial KPIs will need to be set</p> <p>The register of interests needs to include senior employees who can sign cheques etc.</p> <p>Discussion around membership of the Audit committee. The audit programme would be agreed by FPGP.</p> <p><b>End of financial year matters</b></p> <p>Three letters from the EFSA from November, December and March were presented to Governors</p> <p>Key points were outlined in a paper from AC.</p> <p><b>Q – Is AC meeting with external audit?</b> Yes. DY would like to sit in on that meeting, with a view to considering how the audit committee could be set up.</p>

	<p><b>Report of financial irregularity</b></p> <p>There was an incident of credit card fraud. This appears to have arisen from an internet purchase. There is no on-going risk to the school.</p> <p><b>Cash reserves policy</b> – this relates to the need to keep some cash in reserve to cover salaries as they go out before the funding comes in. this amount needs to be maintained at £520,000.</p> <p>This has necessitated the removal of the refurbishment of the performing arts toilets and changing rooms, and reduction in the Stoke Lodge contribution.</p> <p><b>Agreed to maintain the cash reserve at £520,000</b></p> <p><b>Agreed to discuss further at FPGP</b></p> <p><b>Budget variances</b></p> <p>The budget forecast that was submitted to the EFSA was changed from that agreed in July. For example, additional growth funding will be received from the Local Authority. AC talked through the key changes.</p> <p>DFC –This is the devolved capital formula that each academy receives from the ESFA to use for ‘capital project/works’ Its not usually enough to undertake significant projects but can be a contribution to Condition Improvement Funding that seems to be required.</p>
6	<p><b>Premises Update</b></p> <p><b>New classrooms</b> - Progress report from Skanska to beginning of August. The project is on schedule and included some photographs (distributed for Governors to see).</p> <p>If Governors want to see inside, this is now possible.</p> <p>Discussion around the naming of the building.</p> <p><b>Stoke Lodge.</b> Are not able to use the field and are currently unable to use Combe Dingle. There has been some very difficult behaviour, including vandalism and intimidating behaviour.</p> <p>Bristol City Council have agreed that the school’s risk assessment is correct in terms of using the fields.</p> <p>There is another meeting with the Council next week.</p> <p>Governors expressed concern that this amounts to community harassment.</p> <p>The planning consultant has offered to do this completely pro-bono. Governors recorded their thanks for this.</p>
7	<p><b>Headteacher’s Report</b></p> <p><b>Exam Results</b></p> <p>JBu talked through the key points. These are provisional results and may change.</p> <p>SBR talked through the GCSE outcomes. These will be discussed in more depth at LWB. These may look slightly different by LWB, as the Progress 8 being used (produced by SISRA, a software company) may be different when the Government release their figure.</p> <p>The basic measures are all improved on last year. This year, English has outperformed Maths. There is a drop in students achieving level 5 in Maths, which has led to a drop in the EBACC strong pass. The numbers of students achieving the EBACC is increasing.</p> <p>There is an issue with boys, many of whom are not working hard enough. The current Year 7 is 70% boys. Where the PP has dropped, it is because of boys. The girls are doing very well.</p> <p>There are some outliers who were in school very little for the GCSE period. With these data removed, boys’ performance is twice as good, the Maths figures are back to positive and all of the other data improves significantly.</p>

	<p>Discussion around the impact of these outlying students. This will be further discussed at LWB, along with the significant interventions that have been undertaken.</p> <p>There are motivational issues with some of the boys, across social classes etc. Discussion around some of the issues and possible ways to address these, issues with electronic devices etc. There will also be an impact on girls with that split in Year 7.</p> <p>Post-16 results are in-line with national. There were outstanding results in the vocational courses. Academically, there is a gap with RGS and the number of A – A* have dropped. There is variation in value added between and within subjects, which needs to be looked at.</p> <p>Recruitment and retainment year 12 into 13 was high and into year 12 is positive. Last year we lost significant funding due to loss of students between the two years, this year 3 or 4 students left.</p> <p>208 students have been recruitment to Post-16. There has been some very competitive recruitment for Post-16. This may become an ongoing issue where schools have expanded their Post-16 provision.</p> <p>There is not an issue with boys at Post-16.</p> <p>JBu thanked AP and SBR for their work on recruitment. The school is now full, with a waiting list.</p> <p>Discussion around the Post-16 partnership and future working.</p> <p><b>Strategic and Improvement Plan / Priorities</b></p> <p>These will be looked at in more detail at the Governor Conference. JBu talked through the key points. The core priorities have not changed and were confirmed as the right ones by Ofsted.</p>
8	<p><b>Governor Conference</b></p> <p>This will focus on the strategic future of the school.</p> <p>Had previously discussed looking at the review of the GB. This will be covered under the Governor development plan. Discussion around this.</p>
9	<p><b>Review Committee Structures, Membership &amp; Terms of Reference, and scheme of delegation</b></p> <p>Terms of reference and scheme of delegation approved</p> <p><b>LS to upload the membership list for agreement.</b></p>
10	<p><b>Complaints Report</b></p> <p>Discussion around whether the number of complaints is typical. We do not have comparable data for similarly sized schools.</p> <p><b>Include figures for previous years in future reports.</b></p>
11	<p><b>Minutes of last meetings</b> - 4 July 2018 – Agreed as correct.</p>
12	<p><b>Matters Arising and Action List</b> - See actions report</p> <p>JBo to be KS4 Link Governor.</p>
13	<p><b>Any Other Business</b></p> <p>AE has resigned. Governors thanked AE for his time as a Governor.</p> <p>Agreed to run Staff Governor elections.</p> <p>JBu thanked EC for all the work on the new build and on the ICT upgrades etc. over the summer, as well as to Nathan Allen and his team. The service from associate staff is excellent.</p>

**Meeting closed at 9.25pm**

**Next Meeting – Wednesday 12 December 2018**

**Signed**

**Date**

Initials: