

COTHAM SCHOOL
Meeting of the Academy Governing Body
Wednesday 23 May 2018
MINUTES OF MEETING

Governors Present: Dora Alderson, CG John Bass, PG Jim Bowyer, Co-opted (Chair) Paula Bradshaw, PG Jo Butler, Headteacher		
Ed Carpenter, SG Andrew Ellis, SG Jo Feather CG Sandra Fryer, Co-opted Claire Grocott, PG Jeremy Krause, LA Hannah Russell, CG David Winter, PG		
In Attendance (non-voting) Svetlana Bajic-Raymond, Deputy Head Suzanne Priest, Business Manager Domini Leong, Deputy Head Nathan Allen, Facilities Manager	Apologies: Massimo Bonaddio, CG Lucy Hunt PG David Yorath CG David Brockington, Coop Leanne Sowersby, Clerk Absent: Delroy Hibbert, CG Gareth Edmunds, PG	Governors in Post: 19/21 Quorum = 7 (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	Welcome, Apologies for Absence, declarations of interest and notification of AOB Apologies accepted. JBo welcomed everyone and everyone introduced themselves. He also thanked SLT and all of the Governors involved in the OfSTED inspection. Thanks were also expressed to the rest of the Governing Body for all the work carried out up to the point of inspection. Individual thanks given to Jo Butler.
2	Mental Health Work in School DL submitted a report to the meeting. All acknowledged their reading of the report. JK spoke about the pressures affecting young people in the current climate and how it is a national problem, not just one affecting the local community. DW asked about Anna Freud project. DL explained that Cotham have signed up to this project which is being run across a spread of schools. The project signed up to relates to Y7 and Y8 students and will involve 4 classes (2 in each year group) and which the School will be allocated an intervention to deliver. Staff will be trained, with dates which will be committed to. Testing will take place before and after. If the School is delegated the control group, then we would benefit from 5 days of training in Mental Health for staff at the end of the programme. A second project with UoB is taking place and looking at the impact of our mentoring on a wait list of around 60. A number of students accessing this have MH issues. HR talked about how the emphasis on behaviour and discipline can detract from looking at wellbeing. JBu explained that there are a number of pastoral support roles in school already and we are just focusing on them more. There was a discussion about other ways of sharing positive news outside of the bulletin and the potential for a newsletter.

	<p>JBo recognised the interest of HR in a role as a MH Governor is one is to be developed as needed on the Governing Body. HR requested for a website link to other MH resources. DL responded to say that there is already one and it has been checked that it is up to date.</p> <p>HR discussed the recent green paper – The consultation closed in March and awaiting feedback from DFE. There may be potential opportunities in Bristol for pilots.</p> <p>AE asked that there is a recognition of considering the Mental Health and wellbeing of staff as well as students. DL acknowledged that this is already underway and she is liaising with the HR Manager to do this.</p>
3	<p>Governor Visits – Training Item</p> <p>JBo set out a simple plan for carrying out Governor Visits. The simple steps are categorised below:</p> <ul style="list-style-type: none"> • Make sure you have a clear agenda before you go in • Having clear questions about what you would like answered • Asking staff about what they have done and what they intend to do next • Making sure the questions are asked and that they are the right questions • Thanks to staff • Write down what is going well, but as importantly to write down what they didn't see. • Link everything back to the development plan <p>JF requested that the bullet points above are incorporated into the visits policy.</p> <p>JK suggested that Governors subscribe to The Key for other really useful resources.</p>
4	<p>Stoke Lodge Update</p> <p>SF began the presentation to the meeting and explained that the Judicial Review had found that the Council's Public Rights of Way and Greens Committee (PROWG) had acted unlawfully.</p> <p>There has been a full Council meeting determined the make-up of the PROWG Committee politically and this needs to be acknowledged when making representations.</p> <p>Ongoing problems with planning for Pavilion. SF spoke to case officer and the LA are putting forward recommendation for refusal of application. Committee Agenda meeting on 4 June and planning committee on 21 June. The School will need to put together some people to attend and prepare statements.</p> <p>There is some concern with regards to the ongoing debate around the listed building curtilage and a discussion ensued.</p> <p>JBu expressed sincere thanks to both Nathan Allen and SF for their support and extensive work over the years.</p> <p>Meeting held on Monday with Alan Preece/David Mayer/John Goulandris which has been inaccurately reported back to the SSLP group by the residents. Alan Preece did acknowledge within that meeting that the messages they were given on that day do differ to the original message passed to them over time.</p> <p>A new FB page has been created by another residents group.</p> <p>The School has made an offer to the community representatives which sets out the use as:</p> <ul style="list-style-type: none"> • Open access to the site when the School is not using it • No dogs within the fences • Unlimited access to a public walkway all around the perimeter of the site <p>Although this may raise a requirement to vary lease with BCC to ensure that the maintenance of this will not befall the School.</p> <p>Q. - Would be a big cost to the school if this did not happen?</p>

	<p>JBo stated that we have a clear indication of what we want to do. This needs to be put out as a statement on the School's website and shared externally.</p> <p>A copy of the landscape plan was shared.</p> <p>JK proposed that the Governing Body needs to make a statement to say that they are in full support of the plans and proposals.</p> <p>JBu stated that she had contacted Anna Keen to raise concerns about the residents meeting with Darren Jones (local MP) and that an opportunity will be available to the School's representatives to offer a point of view.</p> <p>NA left the meeting</p>
5	<p>Headteacher's Report</p> <p>JBu presented her report to the meeting.</p> <p>GDPR – JBo reminded all Governors of the importance of completing the training which was emailed out a number weeks ago and the deadline is Friday 25 May</p> <p>Q – What is the offer from BCC to look at investing some money into spaces within the school and whether this was reflective of the delays which are being borne by the project.</p> <p>JBu explained that this is an opportunity to look at putting forward ideas for improving the existing space.</p> <p>Q - Under on Admissions section the report mentions 242 out of 243 numbers of Y6 places allocated. Is this correct?</p> <p>JBu explained that the admissions process is still underway with appeals etc. There will be patterns of change in the coming months up until we get to September.</p> <p>JF requested to see the numbers of 1st, 2nd and 3rd choice breakdowns as in former years.</p> <p>Action SBR to provide</p> <p>JBo raised the BCC report on Post 16 place numbers for the next few years and which appeared to have omitted the places at City of Bristol College and at St Brendans. The plan designed by BCC has agreed to expand P16 places in the city with the opening of free schools as there appeared to be a shortfall of over 3000 places. When this has been raised and challenged by Bristol Schools the actual number is only 64. This will create a competition for schools to attract students into their provision moving forwards.</p> <p>JBu has requested that this is acknowledged in future budget planning for post 16 funding and numbers.</p> <p>Cathedral Schools' new free school is to be based in Lockleaze (open to Performing Arts specialising) which will be directly competing with a number of existing schools.</p> <p>SF asked whether CIAEG is discussed in other meetings and whether there should be a wider discussion at FGB. JK confirmed that this happens at Learning and Wellbeing Committee but there is always room for further discussions. A report to LWB committee could be considered. JK suggested that a new report can be shared with the committee.</p> <p>Action KC to prepare report on CIAEG to go to Learning and Wellbeing Committee</p> <p>Q. – How do the unconditional offers under Post 16 work within the admissions for Universities works and what the impact is on our students?</p> <p>There was an acknowledgement that this could have a negative effect on students no longer trying hard to get the best grades in their A levels.</p> <p>DW asked for JBu to reflect on the OfSTED experience with the Governing Body. JBu described a very anxious experience but was well supported by an excellent SLT and appreciated the incredibly supportive governors. She learned that the strategy adopted was the correct one and was brutally honest about where she considered the School to be in its journey and where there were still areas for development. She learnt that not all inspection teams are not listening. The inspection team were highly skilled and experienced which helped to come to the right conclusions. Communications</p>

	<p>were kept very open with the inspection teams throughout and that was a huge advantage. Inclusion of JBu and SBR in the daily feedback meetings with the HMI team were most informative and provided most of the important messages which have been taken back to the extended leadership. One of the questions asked by the lead inspector was about whilst the Head and SLT were very aware of the school's development needs, why had it taken so long to get everything in place to address them?</p> <p>SBR added that the staff and students were considered as the stars of the inspection and the HMI team valued the diversity of our students. She also made reference to the perception from OfSTED that the middle leadership team have a very much rosier view of the school's position than the SLT. DL gave her feedback on the inspection and acknowledged that this was the best inspection she had been a part of and has learnt that the time taken to obtain the data for the team is a key measure that they use to help determine their judgement.</p> <p>SF wanted to thank the governors who attended the inspections days in her absence and that she felt that the report was very useful in terms of setting out the journey the School is undergoing. She would like the GB to revisit it at some point.</p> <p>JK added that the inspection team were a very competent and experienced team. He acknowledged that the School took the correct avenue in being open, transparent and honest. There are a number of Bristol Schools which are struggling to get outcomes of good and outstanding.</p> <p>DA added that the meeting with the lead inspector was rather tough, and that the Governors had been clear about where they thought the School was and where it needed to be.</p> <p>PB left the meeting</p>
6	<p>Committee and other Reports</p> <p>All minutes have been circulated</p> <ul style="list-style-type: none"> • <i>Learning & Wellbeing – CG</i> • <i>Personnel and Training – DA</i> • <i>Finance Premises & General Purposes – SF</i> • <i>Appointments & Standards – JF</i> <p>JK raised the work which had taken place on giving governors particular roles and asked that anyone who had not yet received their role descriptions should raise it with Leanne.</p> <p>Review recommended to take place in April 2019. A self-review process also has been put forward and the template shared with the meeting.</p> <ul style="list-style-type: none"> • <i>Joint Staff & Governors</i> <p>JBo advised that ongoing discussions were taking place with one of the teaching unions and their members around very non-specific 'workload' issues. The School has asked on repeated occasions for these to be made specific.</p> <p>JK asked the meeting whether the Governors need to offer a different response. He debated whether the committee is the right tool and if this needs to be reviewed. SF added that there is a possibility that some of the issues are being diffused by changes being introduced outside of that meeting such as calendar and directed time budget. Agreement to continue for the moment and perhaps review at a later stage. The governors are feeling disappointed in the level of engagement from staff representatives and hope that this will soon change.</p> <ul style="list-style-type: none"> • <i>Coop Working Group – DB/DW</i> <p>A group of parents are working with JBu and SP about raising funds or enabling donations to increase fund raising for the School. JBu discussed with the meeting a potential project working with a social science research internship to help identify whether we can use this to aid grant bids for support for mentoring programmes in the school. Also discussed was the intention to look at gaining the Parent Partnership Award during 2018/19.</p>

	<p>SF requested that the governors think about paying forward and helping with donations, for example musical instruments.</p> <p>Action – can fund raising be discussed at the next FP&GP meeting</p> <ul style="list-style-type: none"> • <i>Post 16</i> <p>Action Admissions statement – can 4.1 Level 2 be rephrased.</p> <p>Approved</p> <p>Complaints Procedure - Approved</p>
6	<p>Minutes of last meeting –</p> <p>Agreed as correct.</p>
7	<p>Matters Arising and Action List</p> <p>See Actions Report.</p> <p>SBR action still to complete – another meeting in June</p> <p>NGA report – RAG report to be looked at again by Leanne</p> <p>Suggestion still to go to LA for JBo to be LA Governor</p>
8	<p>Any Other Business</p> <p>Calendar – JK asked about whether there is an intention to have a Governor Conference. Proposals for dates in October 18 to be included in calendar requests. Action LS to do Doodle Poll</p> <p>Organisation Chart – thanks to JB for producing. JF requested that term dates of Governors are included</p> <p>Action LS to add to document</p> <p>Coombe Dingle incident – SP presented a summary of the incident which took place. The letter and notice from the HSE will be posted on Governor Hub.</p> <p>DW shared that he would wish to consider stepping down from the Governing Body. JBo personally thanked him for his support and work over the years. This will be his last meeting. DW shared his admiration for the Head and SLT.</p>

Meeting closed at 21:33

Next Meeting –

Signed

Date

Initials: