

COTHAM SCHOOL

Meeting of the Academy Governing Body

Thursday 7 December 2023

MINUTES OF MEETING

Governors Present:		
Dora Alderson, MG	Graham Nutbrown, CG	Emma Smith, CG
Jack Barber, CG	Richard Puttick, PG	Ian Spencer, CG
Sophie Hamilton, PG	Rebecca Reid, PG	Isabel Tobias, MG
Peter Huckle, MG	Jared Rufus, CG	
In Attendance (non-voting) Chris Reed, Deputy Head Aimi Potter, Director of Post 16 Owen Morgan, Assistant Headteacher Allison Crossland, Director of Finance & Resources Leanne Sowersby, Governance Professional	Apologies Jo Butler, Headteacher Sandra Fryer, CG Lucy Hunt, 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 Apologies accepted. No Declarations of Interest.
2	Minutes of last meeting – 21 September 2023 – Agreed as correct.
3	Matters Arising and Action List – See Actions Report
4	<p>Headteacher’s Report CR talked through the key points. Discussion around the style of the report. The KPIs are useful. It is difficult for Governors to know whether there is anything else that should be captured. CR believes it does capture everything that would have been captured in the old report. Noted that progress towards KPIs will be summative at this point and the staffing issues in terms 1 and 2.</p> <p>Q – Does the accelerate programme count as alternative learning provision? Yes, it is our internal version of this – it is not something that we are looking to bring students from other schools into, it is a way of avoiding having to rely on external ALP. It is a maximum of 6 to 8 students. It is part of the graduated response to student need and this is at the top end of this. The aim is to avoid permanent exclusions etc.</p> <p>Q – Is the target for zero PEXs aspirational or have the recent ones been unusual? It is aspirational, this is increasing across the city. Discussion around the realism of the target and the control that the school can have over this. It is appropriate to have a target of zero, but other measures are more important. Agreed to keep it in</p> <p>Q – Would we say PEXs are an indication of failure? Not necessarily of the school, but of the provision available to young people in terms of those who need a multi-agency response. We cannot allow students to complete their education here at the expense of other students.</p> <p>Q – Is there an implication that staff have not been taking racial abuse, swearing and discriminatory attitudes sufficiently seriously? Yes, there has been education required for all staff</p>

	<p>around this issue and there has been an action to try to ensure consistency in calling out, and calling in, some of these behaviours. It is important that all staff need to understand the need to report this behaviour.</p> <p>Q – Is this also about the policy documents? It is primarily about training, the policy documents are not that detailed and prescriptive.</p> <p>Q – Is this rolled out across the whole staff cohort, such as catering staff? Not as yet, but this is planned. There are a number of different strands. The EDI work now sits in a variety of remits. There are a number of staff working on different strands of the anti-racist schools award, for example. AP talked through some of the strands of work that has been happening.</p> <p>Q – Is the training part of new staff induction? Yes, this is also part of the induction for ECTs too. Discussion around the inconsistency of giving rewards/house points by teachers. There is work going on around this and there is a transition in terms of how this is working and how it all connects. Discussion around the way the points work. This could be discussed further at a LWB meeting.</p> <p>Q – The safeguarding report is not complete, is there not a back-up for this? There is a staff member picking up the work, but we were not able to put together a report for this meeting. CR is confident that the work is being done, some changes have been made to the way that the team are operating on the day to day level. Feeling that it is important that there is still a meaningful update in the report, especially while there are staffing issues.</p> <p>There is also the reassurance from the Ofsted inspection that safeguarding was satisfactory.</p> <p>Q – We have had a healthy number of Post 16 applications, but do not have the number for Year 7? We would not usually have this data yet as this is managed through the LA, while we manage the Post 16 ourselves. The information we have shows that there is a healthy number of applications.</p> <p>Q – Is there an issue with Year 11 punctuality? Yes, we do have an issue with this and it will be discussed by SLT. There has been an impact of Covid, in terms of encouraging people away from public transport and reducing sanctions in light of this.</p> <p>There was acknowledgement of the award for the early careers kite mark</p> <p><i>DA joined the meeting</i></p>
5	<p>Ofsted Report and Next Steps</p> <p>Governors congratulated the school on the positive inspection and feedback.</p> <p>The only point for improvement was around stretching students. Discussion around this – it was based on a single lesson observation, but will form part of the strategy around teaching and learning. The feedback corresponds with where we feel we are in our curriculum journey.</p>
6	<p>Approve Annual Report and Accounts</p> <p>DFR talked through the key points. The auditor has presented the accounts to the Finance, Premises and General Purposes Committee, who were happy to recommend them for approval. Noted that the feedback from the auditor was that the information was very clear and transparent and staff were very helpful.</p> <p>Annual Report and Accounts Approved</p>
7	<p>Strategy update and planning for Annual Governor Conference</p> <p>RR gave an update. Plan to bring some work on KPIs to the March FGB meeting. Discussion around the date for the Governor Strategy day – based on the poll returns, agreed on Monday 17 June 2024, 4pm to 7pm.</p>
10	<p>Committee and other Reports</p> <p>Minutes from all committees have been circulated</p> <p><i>Learning & Well-being</i> PH talked through the key points from the two meetings since the last FGB.</p>

	Discussion around the provision of extra-curricular activities and improving attendance at these.
8	<p>Governor Vacancies, Recruitment and Succession Planning</p> <p>Noted that we currently have 3 parent governor vacancies, with two more coming up in January. An advert for these has gone out with a deadline of 8 December.</p> <p>ES will be standing down at the end of the school year. SF will be standing down as Chair, although may stay as a Governor. Governors are invited to talk to SF if they are interested in the role of Chair. We will also need an accountant on the board.</p> <p>Discussion around possible ways of publicising the parent vacancies. We have discussed having governors present at various parent events and this has happened to some extent, but more could be considered. There is a Year 9 event in January, CR is happy to build something into this evening. Year 7 induction evenings would also be a good time to do this.</p> <p>Could look at parents who have been governors at the feeder schools and contact them.</p> <p>There is also an opportunity to join the video at the beginning of the weekly mailing.</p> <p>RP's term of office is due to end on 30 January 2024 and he is no longer eligible to be a parent governor. Agreed to Co-opt Richard Puttick to the Governing body for another term.</p> <p><i>PH left the meeting</i></p>
9	<p>Policies</p> <p>- Admissions Criteria - LS to check the correct term re Looked After Children, but approved subject to checking correct terminology</p> <p>Post-16 Approved</p> <p>Main School Approved</p> <p>- SEND Information Report - Approved</p>
10	<p>Committee and other Reports</p> <p>Minutes from all committees have been circulated</p> <ul style="list-style-type: none"> • <i>Finance Premises & General Purposes</i> RR gave a brief overview. RR reported the committee's approval of the management accounts for September and October 2023. Governors approved same. Governors approved the ICT Plan spend of £168,950 • <i>Personnel and Training</i> IT gave an overview.
11	<p>Any Other Business</p> <p>ICT Support for meetings – Request for governors to be able to access the school internet during meetings. AC will enquire about a internet link that would not be limited to 20min, which can then be included on the agenda.</p>

Meeting closed at 19:30

Next Meeting – Thursday 21 March 2024