

COTHAM SCHOOL

Meeting of the Academy Governing Body

Wednesday 12 December 2018

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Jo Butler, Headteacher	Sandra Fryer, CG
Jack Barber, SG	Ed Carpenter, SG	Claire Grocott, PG
John Bass, PG	Jane Chamberlin, PG	Lucy Hunt, PG
Jim Bowyer, LA (Chair)	Jo Feather PG	Morag Pirie, SG
In Attendance (non-voting) Allison Crossland, Business Manager Svetlana Bajic-Raymond, Sen Deputy Head Domini Leong, Deputy Head	Apologies Hannah Russell, CG David Yorath CG Massimo Bonaddio, CG Absent: Delroy Hibbert, CG	Governors in Post: 15/19 Quorum = 5 (1/3 rounded up) AM = Associate Member CG = Community Governor PG = Parent Governor SG = Staff Governor

Item	Minutes of Meeting
1	Welcome, Apologies for Absence, declarations of interest and notification of AOB Apologies accepted. No additional declarations of interest.
2	Vacancies & Elections Update LS gave an update. There is still a Community Vacancy. Discussion around the current vacancies and shortage of skills on the Governing Body, and the issues with the current Community Constituency. The current Articles allow us to Co-opt up to 3 Governors. If a prospective Governor lives within 3 miles of the school, we could run a Community Election, although there could be issues around how transparent this would be. There is a need to recruit people with the appropriate skills and experience, as well as become more representative. DL would be keen to recruit from the Somali Community. Paper to be presented to Appointments and Standards Committee around the Community Constituency and possible ways of addressing recruitment issues. JF and SF Up to three Governors can be co-opted in the meantime. It is also possible to appoint parents to the two remaining Parent vacancies. Discussion around possible opportunities to recruit Parent Governors.
3	FGB Terms of Reference Discussion around Terms of Reference. JBas had previously edited these to correct the article no.s LS to check the terms of reference for the correct article numbers and bring to the next FGB FGB terms of Reference to be added to the Terms of Reference Matrix Terms of Reference Matrix and Scheme of Delegation to be added to the induction information.

4	<p>Annual Report and Accounts Sign-off</p> <p>SF gave an update, and noted Governors' thanks, especially to the Finance team.</p> <p>Annual Report and Accounts were approved</p> <p>Bishop Fleming agreed as auditors for 2019-2020</p>
5	<p>Elect Personnel and Training Committee Chair</p> <p>JBo gave a summary of the committee's role.</p> <p>John Bass – proposed DA, Seconded EC - elected unopposed</p>
6	<p>Admissions Arrangements</p> <p>Admissions Arrangements for 2020-2021 approved</p> <p>Admissions into Year 7 are administered by the Local Authority, as are in-year admissions. This means that the school is truly inclusive and a lot of work goes into this with the Local Authority.</p> <p>Discussion around mobility of students in the school. This has been included in the Headteacher's report for this meeting. There have been 31 changes since September. The good working relationship with the Local Authority means that they support the school in maintaining a full school.</p>
7	<p>SEND Information Report</p> <p>Q – How are Literacy Specialist Support Teachers different from HLTAs and does the Literacy coordinator need to be on the list? The Literacy Co-ordinator is the specialist support teacher.</p> <p>Feedback that this was taken to GDS SEND training and was the most comprehensive there.</p> <p>SEND Information Report approved</p>
8	<p>Governor Conference Feedback / Follow Up</p> <p>JBo asked if anyone had come into school for any of the STRIDE events. LH has been to one for Post 16.</p> <p>JF and DA are coming in this week.</p> <p>SF is trying to arrange a visit for careers.</p> <p>JBu asked Link Governors to arrange visits.</p> <p>Link Governors to arrange dates for visits, preferably for the remainder of the academic year.</p> <p>The Learning Walks that are already planned are the only opportunity for Governors to take part in Learning Walks. Link Governor visits will be arranged with the link member of staff and can take place at other times.</p> <p>STRIDE and Learning Walks are all in the GovernorHub calendar. The calendar item includes a link to a folder with some information about how to sign up to these – Governors should contact SBR.</p> <p>There will be a new Ofsted framework, which will be more focussed on the whole approach and Governors will need to be able to demonstrate how they know how the whole approach works.</p> <p>Fundraising - SF fed back the work that has been done on the fundraising strategy. Work is ongoing on this with SLT. The next step is to complete a piece of work on parent engagement and then the document can be completed.</p> <p>There is a mentor through Just Giving who will come to the school and help with fundraising. AC will be attending a bid-writing course through NW24 and have some guides on what funding is available to apply for.</p> <p>Discussion around possible ways to raise money and how these might fit with the cooperative values.</p> <p>Would like to start this during the year, especially an event around the opening of the new building.</p>

10	<p>Headteacher's Report</p> <p>Governors pleased about the award for PSHE.</p> <p>Q – Does that link to behaviour and engagement? No, this relates to the PSHE curriculum.</p> <p>Q – How is the work on Basic 8 working? The initial workshop has now been run with most students. But this will be a drip-feed approach and there is in-depth work to do with staff. It has been a powerful thing to do with the students, reflecting on behaviour and relationships. There will be a constant reminders. Staff feel that the students are all aware of it and that the staff workshops were very useful. The Cotham Way sits behind the Basic 8, and gives it more weight and meaning. Feedback that the talk from Paul Hanniford was excellent. This has had the largest amount of positive feedback of any event at the school. The impact was significant.</p> <p>Discussion around the Safer Schools Officer, the history of this and some possible future projects.</p> <p>The Mental Health Report is new guidance and was shared as something that Governors should be aware of. DL will bring this to the next Learning and Wellbeing Committee</p>
9	<p>Premises Update</p> <p>There is a new policy on School Premises Access and Security to be approved. AC talked through the key points.</p> <p>The policy covers both Stoke Lodge and the main school site.</p> <p>Suggested 547 Officers are Headteacher, Business Manager and the Site Services Manager.</p> <p>There is a need to be clear about how this will operate in practice. PE staff need to be able to arrive and use the Stoke Lodge site straight away.</p> <p>Discussion around the practical operation of this policy.</p> <p>Operational aspects of the policy to be clarified</p> <p>Policy Approved in principle</p>
14	<p><i>AOB - Safeguarding and Child Protection Policy</i></p> <p>DL talked through the changes to the policy. This now reflects the standard template from the Local Authority and the new Keeping Children Safe in Education. Once this policy is approved, further, related, policies will need to be updated.</p> <p>Q – What is the duty on Governors? This is the statutory duty on Governors as outlined in Keeping Children Safe in Education. DL summarised these.</p> <p>Safeguarding and Child Protection Policy approved</p> <p><i>DL left the meeting</i></p>
11	<p>Committee and other Reports</p> <ul style="list-style-type: none"> • <i>Learning & Well-being – CG</i> Minutes have been circulated. • <i>Personnel and Training – DA</i> Minutes have been circulated. There was an additional meeting following the FPGP meeting to approve the pay award. A line was added to the Code of Conduct to say that Governors are bound by it after they leave. Governors agreed this • <i>Finance Premises & General Purposes – SF</i> Minutes from have been circulated. SF gave a summary The ICT spend is a request for funding from the reserves. EC has worked hard to bring the costs down from the original request. ICT Spend of £116,375 approved

	<p>There was a live quote for the Stoke Lodge fence, which was approved by committee members electronically. Discussion around the fence and the height of it. The fence will be funded by the grant from the CIF fund.</p> <p>SF shared a verbal timeline concerning Stoke Lodge. There are concerns about the behaviour of the local community, in terms of lodging repeated complaints, personal attacks on Staff and Governors etc.</p> <p>Cotham School has always acted within the law, and consistently given the same message about the intended use of the field. The local community have published inaccurate claims about what those plans have been.</p> <p><i>Appointments & Standards – JF</i> Minutes have been circulated.</p> <p><i>Joint Staff & Governors Committee</i> Minutes have been circulated.</p> <ul style="list-style-type: none"> • <i>Post 16</i> LS has not received minutes for this. JBo will chase
12	Minutes of last meetings – 12 September 2018 – Agreed as correct.
13	<p>Matters Arising and Action List – See updated actions list</p> <p>Careers report to Learning and Wellbeing – discussion around who will lead on this. SF may not be able to provide this until the March meeting</p>
14	<p>Any Other Business</p> <p><i>Thailand Trip</i></p> <p>The new Education Trips Policy means that overnight (or overseas, or adventurous) trips require Governor Approval. JBar gave an overview of the trip.</p> <p>Risks are mitigated by the insurance being included in the package.</p> <p>Trip approved subject to FPGP approving H&S risk</p> <p>There is about to be an indicative ballot for joint industrial action between a number of unions around teachers' pay. There has been a discussion around whether Governors want to put something in writing to parents now. Discussion around this. Governors agreed to consider this.</p> <p>JBo thanked Claire Grocott for her work as a Governor.</p>

Meeting closed at 21.20

Next Meeting – Wednesday 3 April 2018

Signed

Date

Initials: