



MINUTES OF THE FULL GOVERNING BODY

Date Time	Wednesday 18th May 2022, 5.30pm	Location	Virtual Google Meet		
Attendees	Initials	Title	Attendees	Initials	Title
Dave Alexander	DJA	Head Teacher	Ian Welch	IW	Co-Opted
David Martin	DM	Local Authority	Helen Craig	HCR	Staff
Robert Miles	RM	Parent	Katie Norton	KN	Co-Opted
Chris Wiggins	CW	Co-Opted	Sarah Poskett	SP	Parent
Jane Barker-Doe	JBD	Co-Opted			

In Attendance	Initials	Title
Sharon Cunningham	SC	Deputy Head Teacher
Kerala Cole	KC	Assistant Head Teacher
Steve White	STW	Assistant Head Teacher
Ben Cheeseman	BCH	Assistant Head Teacher
Mike Merriman	MRM	Assistant Head Teacher
Demelza Barker	DB	Assistant Head Teacher
Nikkie Morrissey	NMO	Clerk to Governing Body

Apologies	Initials	Reason
Di Caesar	DC	Personal
Sally Winterbottom	SW	Work Commitments
Absent	Initials	
Adrian Peatman	AP	

Procedural Matters / Ensuring Accountability

Agenda Item 1: Welcome & Apologies (Lead: Chair)

IW opened and welcomed everyone present to the meeting.

Apologies were received and accepted from DC and SW. It was noted that AP was absent from the meeting.

Agenda Item 2: Pecuniary Interests / Conflicts of Interest (Lead: Chair)

No interests / conflicts declared.

Agenda Item 3: Any Other Business for Consideration (Lead: Chair)

Requests received from CW to raise "Norman Hill Car Boot Sale" at the end of the meeting.



Agenda Item 4: Minutes of Previous Meetings (Lead: Chair)

The minutes of the previous meeting held on the 9th March 2022 agreed as a true record and accepted.

Agenda Item 5: Outstanding Matters for Discussion (Lead: Chair)

The log of outstanding matters / action log was reviewed and updated to reflect all actions taken.

A copy of the current action log can be found here.

Strategic Matters / Ensuring Accountability

Agenda Item 6: Cam & Dursley Partnership - Feedback (Lead: DJA / IW)

The Governing Body received and NOTED the updated report from DJA following a further meeting on the 10th May to discuss the next steps for the partnership.

Of note:

- Partnership will focus on SMART key objectives;
- A Partnership Implementation Plan will include the objectives presented in SIP format and will be drawn up by the Heads and presented to the Executive Board on the 24th June;
- Heads and Governors for each school will be invited to attend on the 24th June;
- Partnership conference to be held in July.

With the voice of staff and parent governors being particularly important and central to the work of the Partnership, KN requested that invitations are sent to these members to join the meeting on the 24th June.

Action Items	Person Responsible	Deadline
Invitation to attend a meeting on the 24th June at Rednock School to be extended to Staff and Parent Governors of each Governing Body	DJA	Immediately
Details of Partnership Conference to be shared with governors	DJA	Term 6

Agenda Item 7: Multi Academy Trusts - Working Party Update (Lead: DJA)

The Governing Body received and NOTED the report from DJA.

Following a meeting due to take place on the 25th May with SW and the Senior Leadership Team, a strategic risk register will be prepared and brought to the next meeting.

Action Items	Person Responsible	Deadline
Strategic risk register to be prepared and presented to the Full Board	SW/SLT	Term 6

Agenda Item 8: Strategy Day - Update / Action Plan (Lead DJA / IW)

The Governing Body received and considered the Action Plan produced by the Senior Leadership Team, to deliver the strategic direction which came out of the Governors' Strategy Days. Actions to note:

- How do we communicate school vision?
- SIP 2022|2023 priorities
- What do governors need in terms of papers being reported to them and training needs?



The Governing Body discussed the need for one single, clear and coherent document used by both the Governing Body and the Senior Leadership Team. The Governing Body sought assurance that reports and data provided enable them to both challenge and support the school.

There was further discussion regarding the volume of information and material provided for meetings and how this could be reduced. This led to the question whether the overall governance structure is fit for purpose. Are more Task & Finish Groups required to complete Deep Dives and report back to the Full Governing Body? Is there also a need for Standing Groups?

To further the action plan it was agreed that a Vision Task & Finish Group would be established and meet in Term 6 to review the school vision and communication. An email inviting governors to join the Vision Task & Finish Group will be sent out.

Action Items	Person Responsible	Deadline
Vision Task & Finish Group to be established and meet in Term 6	NMO	Immediately

Monitoring & Evaluation / Ensuring Accountability

Agenda Item 9: SIP Priorities 2021 | 2022 - Working Party Report (Lead: SCU)

Following a meeting of the Working Party to scrutinise the detailed data and information of the SIP, a condensed progress report was presented to the Governing Body. Of note:

- Priority 1: RAG rated Green - reading ages improving; some interventions more effective than others and this led to a discussion around the need for additional resources for these specific interventions;
- Priority 2: RAG rated Amber - mixed success across the 3 key areas of homework, student engagement and assessment;
- Priority 3: RAG rated Green - good progress made; reduction in behaviour incidents escalating;
- Priority 4: RAG rated Amber - notable success in attendance but work still to do particularly around persistent absence;
- Priority 5: RAG rated Amber - mixed picture amongst the 5 department reviews carried out; quality of teaching & learning in English good but not reflected in outcomes in recent years; external body to review curriculum and provision in English; Maths - actions in progress in response to issues identified in November 2021.
- Priority 6: RAG rated Amber - national uncertainty around where grade boundaries will sit this summer;
- Overall improvement priorities are showing progress and where there is less progress, reasonable steps are being taken to address the issues.

KN confirmed that the meeting went well and allowed the Working Party the opportunity to dig deeper and highlighted the extra work going on and the need to set SMARTER targets.

HCR was also in agreement with KN that the meeting went well and governors were able to dig into the data provided. HCR sought assurance that the Governing Body carefully considers the make-up of any working groups to avoid overloading governors and that thought is given as to who sits on which committee / working group to ensure the continuing efficiency and effectiveness of the Governing Body.

The Governing Body NOTED the summary report circulated with the papers and were assured that the data presented to the Working Party had been scrutinised at its meeting.

RM left the meeting at 6.30pm

Agenda Item 10: Pupil Premium Funds - Progress Report (Lead: BCH)

The Governing Body received and noted the report provided.

BCH drew the Governing Body's attention to the KS4 data presented within the report and the positive shift and improvement of the PP cohort of students both in Year 11 and Year 10. More work is still required to close the gap but a substantial step has been taken.



Numerous interventions have also been put in place to address and monitor the progress of the KS3 cohort of PP students and the attendance of PP students overall is a positive picture.

The Governing Body agreed the data presented was encouraging and raised the possibility of tracking trends across a period of time and whether it would be good to set targets / trajectories. Assurance was also sought that PP students have access to extra-curricular activities, study and revision materials, etc.

BCH confirmed that PP funds are also used to motivate and engage students.

Action Items	Person Responsible	Deadline
Progress report on Pupil Premium to remain as standing item on agendas	BCH	Continuing

SP left the meeting at 7.30pm

Accountability

Agenda Item 11: Head Teacher's Report (Lead: DJA)

The Governing Body received and noted the report provided by the Head Teacher. Of note:

- Resignation of Andy Sharp (PE Department) who has been at the school for 29 years;
- Admission of one student from the Ukraine;
- Overall attendance good and above current national and regional figures but still work to do to get back to pre-pandemic levels;
- New safeguarding team is working well and has grown in strength and confidence.

Agenda Item 12: School Uniform Proposal (Lead: DJA)

The Governing Body received and considered the Uniform proposal to publicise to parents / carers the need to set up a second-hand uniform system within school to meet its statutory requirement.

The Governing Body accepted the proposal .

Agenda Item 13: GCC Statutory Audit March 2022 Final Report (Lead: DJA)

The Governing Body received and noted the final report following the GCC Statutory Governance and Finance audit in Term 4 and the four recommendations made in the report.

Agenda Item 14: Audit & Assurance Committee Report (Lead: KN)

The Governing Body received and noted the report from the Audit & Assurance Committee, providing a summary of the key issues discussed at the meetings on the 27th April and the 11th May 2022 and considered the recommendations made within the report:

1. The Governing Body **NOTED** the 2021|2022 CFR Outturn and Balance Sheet, circulated with the papers.
2. The Governing Body formally **APPROVED** the 2022|2023 One Year Budget Plan, circulated with the papers.
3. The Governing Body formally **APPROVED** the 2022 Three Year Budget Plan, circulated with the papers, for submission to the Local Authority on the basis that it represents a technically valid document.
4. The Governing Body **APPROVED** the establishment of a small Task & Finish Group to develop some potential scenarios with particular reference to student numbers.
5. The Governing Body formally **APPROVED** the Audit & Assurance Committee's Terms of Reference, circulated with the papers, and were assured the committee is and will continue to maintain oversight in line with its terms of reference.



Agenda Item 15: Governing Body Membership Update & Training Opportunities (Lead: Chair)

The Governing Body received and noted the current membership. IW confirmed that he will be standing down as Chair at the end of the academic year and for consideration to now be given to the succession planning process.

Action Items	Person Responsible	Deadline

Other Matters

Agenda Item 16: Any Other Business

1. Draft Calendar Meeting Dates 2022 | 2023: A calendar of proposed meeting dates was presented to the governing body for information. Governors requested the addition of school events being shown in the calendar and the inclusion of meetings for Task & Finish Groups.

It was agreed that meetings in Term 6 will take place, in person, in school. Governor voice will then be sought as to how meetings should continue in 2022 | 2023 - Google Meet; In Person; or a mixture of both.

2. Governor Social Event: Following on from recent conversations amongst governors, it was suggested that a social event should be organised to take place during Term 6 for both governors and SLT to attend - an opportunity for new governors to meet face-to-face with existing members of the board and SLT. It was agreed that this was a lovely idea as, although the governing body is efficient and effective, it does miss out on the 'social' angle as a group. NMO and RM volunteered to organise the event.
3. Gigaclear - Permission to Access Land: The Governing Body received and noted the request from Gigaclear for permission to access school land for the installation of fibre broadband equipment. DJA reported that he had received communication from Gigaclear that they would only need to access land near the Energy Centre and it would not have an impact on daily school life. The Governing Body were happy to APPROVE the request and grant permission to Gigaclear.

There was no further business and the meeting closed at 7.30pm.

Next Meeting: 6th July 2022, 5.30pm LRC Rednock School

Confirmed as a true record and accepted by the Governing Body

6th July 2022

Ian Welch
Chair of the Governing Body