



## MINUTES OF THE FULL GOVERNING BODY (HYBRID MEETING)

<b>Date   Time</b>	Wednesday 8th March 2023, 5.30pm	<b>Location</b>	LRC, Rednock School		
<b>Attendees - In Person</b>	<b>Initials</b>	<b>Title</b>	<b>Attendees</b>	<b>Initials</b>	<b>Title</b>
Dave Alexander	DJA	Head Teacher	Katie Norton (Chair)	KN	Co-Opted
Di Caesar	DC	Co-Opted	David Martin	DM	LA
Helen Craig	HC	Staff	Robert Miles	RM	Parent
Simon Herbert	SH	Parent	Adrian Peatman	AP	Partnership
Sarah Telford	ST	Co-Opted	Chris Wiggins	CWi	Co-Opted
Chris Wardle	CWa	Parent			

In Attendance	Initials	Title
Sharon Cunningham	SC	Deputy Head Teacher
Steve White	STW	Assistant Head Teacher
Ben Cheeseman	BCH	Assistant Head Teacher
Mike Merriman	MRM	Assistant Head Teacher
Kerala Cole	KCO	Assistant Head Teacher
Nikkie Morrissey	NMO	Clerk

Apologies	Initials	Title	Reason
Keir Hague	KH	Co-Opted	Work Commitments
Jane Barker-Doe	JBD	Co-Opted	Work Commitments
Ian Welch	IW	Co-Opted	Unwell
Demelza Barker	DB	SLT Member of Staff	-

### Procedural Matters / Ensuring Accountability

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

KN welcomed colleagues. Apologies had been received from, and were accepted for KH, JBD, IW and DB.

KN also welcomed Chris Wardle to the meeting, a new Parent Governor, and introductions around the table were made.

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

No interests / conflicts declared.

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



Following the decision of the Head Teacher to retire at the end of the academic year, KN confirmed that the item would be picked up after the Chair's Report to the Governing Body.

KN recommended that Item 11 (Pupil Premium Update) should be withdrawn from the agenda to allow further work to the paper. This was accepted by the Governing Body; it was AGREED that the revised paper would be circulated out of meeting for formal approval ahead of publishing an update on the school website.

There were no further items to consider under any other business..

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

The minutes of the meeting held on the 7th December 2022 were agreed as a true record and accepted.

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

The action log was reviewed and updated to reflect the current position.

[A copy of the current action log can be found here.](#)

## **Governance and Overview**

#### **Agenda Item 6: Chair's Report**

The Governing Body received and NOTED the Chair's report setting out an overview of actions taken by the Chair on behalf of the Governing Body.

##### Governance Arrangements:

Governors who had not yet completed the Skills Audit were asked to do so without delay. Governors were reminded to consider and make best use of the resources available to them through the Local Authority and The Key. KN confirmed that a programme of training and support was being developed and any governors experiencing difficulties with using the Google Shared Drive and accessing documents should seek support from the Clerk.

##### School Transport Arrangements:

KN reported that a useful and interesting meeting had taken place with the Local Authority to discuss the current position and options available to support parents / carers and students in accessing affordable and safe transport for routes not covered by the Local Authority transport arrangements.

A proposal to explore options for the direct commissioning of school transport not within the remit of the Local Authority was put to the Governing Body and ACCEPTED in principle. It was agreed that two Parent Governors - CWa and ST - would work with KN, JBD, DJA and SW to progress this with a view to having a viable service in place for September 2023.

##### School Events:

KN confirmed that she and other governors had attended a number of school events over the last term, including the Christmas Concert, Mock Interviews for Year 11 students and the Famelab final.

Governors were reminded of the school production of The Wizard of Oz running from the 22nd to the 25th March with tickets still available to buy from school reception.



Additional Item:

## Head Teacher's Retirement:

With the Head Teacher retiring at the end of the academic year, KN sought assurance that the Governing Body was committed to beginning a rigorous process to support the recruitment of a new Head Teacher. It was agreed that the process should not be rushed, and that if necessary interim arrangements would need to be considered.

To support the Chair it was agreed that a small group of governors would steer the process, recognising the importance of developing a process that enabled the involvement of all governors and staff in the selection process itself. KN suggested that it would be helpful to have input from the safeguarding lead governors and parent governors on the steering group, noting that guidance suggested the role of the staff governor should be managed carefully in the process. The following agreed to join the steering group: DM, DC, JBD & CWa.

KN confirmed that she had reached out to the Chair of Governors at Maidenhill School who had recently gone through a successful recruitment process, to seek advice and insight on their learning. Initial feedback was suggesting that recruitment support may need to be sought from external bodies and any cost implications would need to be reflected in the budget plan.

## **Agenda Item 7: Head Teacher's Report**

The Governing Body received and NOTED the report provided by the Head Teacher, which covered a broad range of issues.

Of particular note, Governing Body attention was drawn to the following areas:

**Strategic Direction & Aims:** Governors were advised that further work on improving the Strategic Risk Register is being planned to improve the mitigation of major strategic risks to the school.

**Strike Days:** Governors were advised that two further strike days are planned for the 15th and 16th March; It was confirmed that the school will be open to certain year groups and EHCP students and communication regarding the days would be shared with parents/carers as soon as possible..

**School Intake September 2023:** It was noted that the school's allocation for September remained at a PAN (published admission number) of 235 students, with a tolerance of up to 240 admissions. Governor's reflected on previous discussions on this issue, noting that if there was a need to increase student numbers this would require careful and considered planning to ensure that there was both the physical and staff capacity to manage this. DJA confirmed that any change to the PAN would also potentially require full consultation. It was agreed that as a first step there should be an early discussion with the Local Authority to understand their strategic overview and plans, and if and how Rednock could support these.

**Finance:** a number of financial items that had been progressed through discussions outside of scheduled meetings and which needing formal addressing and minuting were brought to the attention of the Governing Body:

1. Approval was sought for a reduction in the accrual of funds for the Waterplus dispute to reflect the most recent bills. On the basis of the information provided this was Approved.;
2. Approval was sought for the replacement of the AWP carpet and the risk of an increased charge should the underlay need replacing too. On the basis of the information provided, this was Approved.



3. Approval was sought for the investment of 106 monies in outdoor canopies to address challenges created by increased student numbers. On the basis of the information provided, noting the links to the strategic risk register, this was Approved.

**Student Attendance:** It was noted that attendance continues to be an area for improvement. To support parents / carers, a Parent Support Meeting was planned for 29th March and it was hoped that Governors would attend and also be available to meet and discuss issues with parents. It was suggested that there was a need to improve the data being used to enable an improved understanding of the issues and variations. KN questioned whether there was any scope to partner with other local schools to compare data and work collaboratively to understand where there may be areas for learning. KCP agreed to progress this, noting the collaborative work being undertaken as part of the wider focus on relationships for learning. It was agreed that a focused discussion on attendance should be scheduled as a future agenda item for the Outcomes, Performance & Experience Committee. KCO was invited to prepare a presentation for governors on the relationships for learning work, noting that it was important that the Governing Body worked in a way that supported the whole school approach.

**Staff Development:** MRM reported that the challenges in recruiting teaching students through the Gloucestershire Initial Teacher Education Partnership (GITEP) continues to be a concern. The option of hosting a Teaching Taster Day was being pursued by MRM; this idea was supported by the Governing Body and approval given for any small funding implications for the day.

Governors also noted the positive and productive work of the Staff Well-Being Committee and the launch of the new Team Update sheet now shared regularly with staff.

ST requested that where possible reports avoided the use of acronyms.

Action Items	Person Responsible	Deadline
School Transport working party (KN, JBD, DJA, ST, CWa) to explore options of direct commissioning of school transport, in place for September 2023	KN / DJA	Sept 23
HT Recruitment working party (KN, JBD, DM, DC, Cwa) to begin appointment process	KN	Immediately
Published Admission Number - strategic conversation with LA to discuss potential help with any proposed expansion to accommodate increase in student numbers for September 2025	DJA	ASAP
Deep Dive of attendance issues focus for future OPEC	Clerk	Future agenda item
Development session on relationships for learning to be arranged for FGB.	KCO	May 2023
<b>Agenda Item 8: Reports from Committees</b>		

MAT Committee:

The Governing Body received and NOTED the report from the MAT Committee, providing a summary of the key issues considered at the second meeting on the 12th January 2023.

Audit & Assurance Committee:

The Governing Body received and NOTED the report from the Audit & Assurance Committee, providing a summary of the key issues discussed at the meeting on the 18th January 2023. In addition to the three financial requests submitted for approval in the Head's report, the Committee sought formal ratification to submit the SFVS Annual Return to the Local Authority. With action being delegated to the Committee to approve the annual return and DM



offering assurance that the return had been looked through in detail, the Governing Body APPROVED the return being submitted to the Local Authority.

DM also drew governors' attention to the contract tendering processes currently in place for catering and cleaning and the request for:

- governor involvement in the selection process for both contracts; and
- delegated powers for the governors involved to make the decision with school staff following the presentations.

In response to the requests:

- CWi and CWa offered to support DM with the selection process; and
- the Governing Body APPROVED delegating authority to DM as Chair of the Audit & Assurance Committee to make a decision on the day of the presentation if there is a clear, preferred provider. If there is no preferred provider, the matter should be returned to the Full Governing Body.

In addition to the report provided, DM provided an additional paper on the Waterplus matter to help governors, particularly new governors, understand the background to the long running dispute with Waterplus / Severn Trent in respect of drainage charges for the school, focusing on the key points and the current dispute. A copy of the paper can be found [here](#).

#### Outcomes, Performance & Experience Committee:

The Governing Body received and NOTED the report from the Outcomes, Performance & Experience Committee, providing a summary of the issues discussed at the inaugural meeting on the 9th February 2023.

DC left the meeting at 6.55pm

## Strategy

### **Agenda Item 9: Multi Academy Trust (MAT) - Next Steps**

The Governing Body received and NOTED the paper provided.

While noting the Government has announced a pause to the Education White Paper which included a requirement for all schools to be part of a MAT, or in the process of joining a MAT, KN confirmed that the Committee was recommending to the Governing Body that it continued to take a proactive approach. This was felt to be important to ensure the school is in the best position possible, exploring potential options from a strong position, recognising that the general consensus was that the MAT policy was likely to remain.

KN drew the Governing Body's attention to the proposed criteria and framework developed by the MAT Committee, to be used in discussions with MATs. The framework set out a number of "non-negotiables", as well as key areas aligned to the strategic risk register where assurances would be sought before entering into more detailed discussions with potential MATs.

There was discussion on the broader issues around the MAT policy, and whether it did represent a positive option for Rednock. It was agreed that any decision arising from a robust exploration of options would need very careful consideration, and the framework was intended to support this in an objective and comprehensive way that focused on the agreed strategic vision and values of the school.



Following discussion, the Governing Body confirmed their ENDORSEMENT of the proposed criteria and assessment framework and their SUPPORT for initial conversations to progress.

### Agenda Item 10: School Improvement and Development Plan Update

The Governing Body received and NOTED the report from SCU providing a progress update on the School's Improvement and Development Plan.

of note:

- Literacy:
  - student growth percentile data shows a growth against academic peers nationally within both the Year 8 and Year 9 cohorts, with 35% and 34% respectively showing high growth;
  - encouraging students to develop an intrinsic motivation to read continues to be a challenge.
- Numeracy:
  - numeracy strategy for launching in September 2023 will be planned in Terms 4 and 5;
  - biggest risk to the strategy will be appointing an appropriate skilled person to the post of Numeracy Lead.
- Future:
  - projected 6th form numbers for September 2023 are low;
  - viability of the Sixth Form will be assessed via the Strategic Risk Register process.
- Leadership & Governance:
  - recruitment to key posts continues to be a challenge;
  - new governance structure now in place with meetings for the new committees having now taken place;
  - MAT committee has made good progress and is now in a position to approach selected trusts for initial conversations.

KN thanked SCU for the comprehensive report providing the Governing Body with a good summary of the progress being made and highlighting the key risks against the plan. Governors were asked to give feedback to SCU on the format of the report and should any other information be included in future reports..

### Agenda Item 11: Pupil Premium 2022 | 2022 Update

Item withdrawn to allow further work to the paper. A revised paper will be circulated out of meeting for formal approval ahead of publishing on the school website.

Action Items	Person Responsible	Deadline
Revised PP paper to be circulated for formal approval and publishing	BCH	Immediately

### Performance

### Agenda Item 12: Whole School Maths Improvement Progress Term 3 Update

The Governing Body received and NOTED the paper from SCU providing a progress update to the Maths Rapid Action Plan.

Of note:

- actions against all development areas progressing well;
- mentoring time and more robust support in place for teachers.



The next steps will include the appointment of a new Head of Department / Main Scale Teacher for September 2023, identifying student numeracy needs to draft a numeracy plan for launch in September 2023 and planning a GL Assessment programme to compare student performance with other students nationally.

On behalf of the Governing Body, KN thanked SCU and the Maths Department for the progress being made.

In response to the next steps and the recruitment of a new Head of Department, KN requested governor involvement in the appointment process.

Action Items	Person Responsible	Deadline
Appointment process for HOD to be shared with KN for governor involvement	DJA	When process begins

## Policies Reserved to the Full Governing Body

### Agenda Item 13: Statutory Policy & Document Reviews

The following policy reviews were presented at the meeting for approval:

#### Determined Admissions 2024 Intake Policy

Policy presented for formal approval only, ahead of sharing with the Local Authority for publishing. (Proposed policy presented to FGB at the meeting in September 2022 and approved).

Policy APPROVED for publication.

To note: DJA to consult with the Local Authority on how they could assist with any proposed expansion to accommodate any increase in student numbers for September 2025 intake

#### Special Educational Needs & Disability Policy

Minor changes noted as highlighted in the policy.

Policy APPROVED with the removal of staff names within the core of the policy (inclusion of staff roles only).

#### Special Educational Needs & Disability Information Report March 2023

Report NOTED

#### Supporting Students with Medical Conditions - Medical Needs Policy & Managing Medicines in School

Minor changes noted as highlighted in the policy.

Policy APPROVED with the removal of staff names within the core of the policy (inclusion of staff role only).

## Other Matters

### Agenda Item 14: Any Other Business



1. The Governing Body received and NOTED the following Link Governor visit reports for information only. Governors were asked to direct any questions regarding the reports to the Link Governor:

- 1) Pupil Premium Visit Report - January 2023 (DC);
- 2) Single Central Record / Safeguarding Audit Reports - May 2022 and February 2023 (JBD);
- 3) Single Central Record / Safeguarding Monitoring Report - February 2023 (JBD).

2. Confidential Item of Business (reported separately)

There was no further business and the main items of business concluded at 7.30pm.