



MINUTES OF THE FULL GOVERNING BODY

Date Time	Wednesday 15th May 2024, 5.30pm	Location	Room 356, Rednock School		
Attendees - In Person	Initials	Title	Attendees	Initials	Title
Katie Norton	KN	Co-Opted	Mike Stratford	MIS	Head Teacher
Di Caesar	DC	Co-Opted	Stephen Carter	STC	Staff
Simon Herbert	SH	Parent	Keir Hague	KH	Co-Opted
David Martin	DM	LA	Sally Winterbottom	SW	Partnership
James Broad	JB	Co-Opted	Jane Barker-Doe	JBD	Co-Opted

In Attendance	Initials	Title
Sharon Cunningham	SC	Deputy Head Teacher
Kerala Cole	KCO	Deputy Head Teacher
Demelza Barker	DB	Assistant Head Teacher
Steve White	STW	School Business Manager
Nikkie Morrissey	NMO	Clerk

Apologies	Initials	Reason
Chris Wiggins	CWi	Work Commitments
Chris Wardle	CWa	Work Commitments
Sarah Telford	ST	Work Commitments
Robert Miles	RM	Unwell

Procedural Matters / Ensuring Accountability

Knowing our School

Ahead of the meeting there was an opportunity for governors to ‘walk the site’ with the senior team, looking at developments.

Agenda Item 150524/01: Welcome & Apologies (Lead: Chair)

KN welcomed colleagues.

Apologies had been received from, and were accepted for CWi, CWa, ST and RM.

Agenda Item 150524/02: Pecuniary Interests / Conflicts of Interest (Lead: Chair)

No interests / conflicts declared.

Agenda Item 150524/03: Any Other Business for Consideration (Lead: Chair)

A request from KN for 2 further items to be raised during the meeting:

1. Feedback from the meeting with the School Nurses Team;



2. Report to FGB following the outcome of a formal complaint raised by a parent.

It was noted that the feedback from the meeting with the School Nurses Team would be picked up through the action log and the outcome of the formal complaint raised under Item 150524/08 Reports from Committees.

No further items of business for consideration requested.

Agenda Item 150524/04: Minutes of Previous Meetings (Lead: Chair)

The minutes of the meeting held on the 28th February 2024 were agreed as a true record and accepted.

Agenda Item 150524/05: Review of FGB Action Log (Lead: Chair)

The action log was reviewed and updated to reflect the current position. A number of actions were closed.

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

Of note:

#074: Meeting with School Nursing Team: Kn confirmed that following a meeting with the school nursing team, the governors attending (KN, SW, DC & ST) were fully supportive of progressing with the consultation with students and parents on the extended school nursing service offer, with a final decision being made to the FGB, subject to the outcome of the consultation. The following points raised during discussion with the school nursing team had been fed back to KCO, specifically:

- A review of the location for the school nurses;
- The need to improve communication and awareness of the service to the student body, parents and carers - this could include a dedicated section on the school website, setting out the scope of the service and the fact that it is a service provided IN the school, not by the school and confirming the approach to confidentiality and information sharing;
- Consideration of the most appropriate mechanism to ensure that the FGB has a line of sight to the service in terms of demand, activity and whether it is able to meet the needs of the student body.

As part of the consultation process, KCO confirmed that the school nursing team would be meeting with the student council on the 17th May. Subject to the outcome of the consultation with both students and parents, a proposal would be presented to governors at the next Full Board meeting in Term 6 for a decision.

Governance and Overview

Agenda Item 150524/06: Chair's Report

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

Governance Arrangements

It was noted that the nomination and election process for the Chair and Vice Chair roles for 2024 / 2025 would take place in Term 6, at the final meeting of the Governing Body, as agreed earlier in the year. Nominations will be sought via an email from the Clerk.

It was further noted that two 'development' sessions will be added to the calendar of meetings each year, to include a 'Strategy Day' in Term 3 and a 'Back to School Day' in Term 6.

School Leadership Arrangements:



On behalf of the Governing Body, KN congratulated KCO on her appointment to Deputy Head Teacher.

Collaboration with Local Schools:

The development of a stronger relationship with the Balcarras Teaching Hub was noted as an area of progress in the school's focus on developing collaborative arrangements with local schools.

It was further noted that the school has regularly attended meetings with a group of schools known as the South Cotswold Schools' Development Group (SCSDG). The group has received funding from the DfE to explore multi-academy trust models and the possibility of other collaboration models to facilitate and support system leadership, staff development and wider school improvement.

Recognising the need to affirm the school's commitment to the principle of collaboration and its involvement with the group, a proposal from DM, seconded by SW, for the school to sign the Memorandum of Understanding was put to the Governing Body and unanimously ACCEPTED.

The Governing Body NOTED the report.

Agenda Item 150524/07: Head Teacher's Report

The Governing Body received and NOTED the report which covered a broad range of topics including the latest curriculum monitoring data for Year 11 students.

Business & Operations:

MIS informed colleagues that recent business meetings have predominantly centred around finalising accounts and establishing the new school budget. Given the projected 3-year budget, MIS confirmed that actions are being initiated to enhance school efficiency while protecting the commitment to achieving excellence of the school's offer. A key change being progressed would result in the restructuring of the curriculum in selected year groups from September 2024 enabling the transition to an 8-class curriculum model in Year 7 and Year 10.

In response to a comment raised in an email from ST regarding classroom capacity, particularly with Science and DT lessons, MIS confirmed that DT lessons are broken down into smaller groups and would not be impacted by any increase in class sizes. SCU confirmed that half of the laboratories would also accommodate larger class sizes. MIS further confirmed that training for staff around health and safety would be revisited and rolled out.

September 2024 Admission Intake:

MIS confirmed the intake of Year 7 students for September 2024 had now been released and the school has been allocated 235 students (the published admission number) with a small waiting list predicted.

In response to a comment from SW regarding the number of students having left during the academic year to be home educated, MIS reported that this was a trend nationally. KCO confirmed that all safeguarding responsibilities are covered ahead of the child leaving school. KCO further confirmed that parents are made fully aware of what home education means and the reality of elective education and where possible the use of flexi-school is explored as an alternative to Elective Home Education where appropriate.

School Emergency Response:

MIS informed colleagues that following new guidance to schools and the national trend of heightened emergency preparedness, emergency procedures within school were being reviewed. A revised procedure encompassing protocols for evacuations, lockdown and disaster recovery and response will be presented to the Governing Body when completed.

KN thanked MIS for the thorough and detailed report and its excellent approach to highlight all the key aspects of Rednock.



Action Items	Person Responsible	Deadline
Revised emergency response to be presented to governing body	MIS	Term 6

Agenda Item 150524/08: Report from Committees

Audit & Assurance Committee:

The Governing Body received and NOTED the draft minutes and the report from DM, providing a summary of the key issues discussed at the meetings on the 24th April and the 8th May 2024.

The Governing Body **NOTED** the 2023 | 2024 CFR Outturn Statement, circulated with the papers.

DM informed colleagues that the meeting on the 8th May to review the draft 3-year plan had highlighted the increasing pressures on the school finances (papers available to all Governors). It was recognised that reserves would allow the setting of an “in year” deficit budget, while recognising that this was not sustainable in the long term and moving to an in-year balanced position needed to be achieved within the next three years.

DM confirmed that the Committee had agreed to the use of the ISBL planning assumptions and the adjustments were now being finalised to reflect this. Governors supported this approach and agreed that, to meet the timescale for submission to the Local Authority and DfE the final sign off would be delegated to KN and DM.

In recognition of the need to address the underlying in-year deficit, the areas of focus were noted as being student retention (KS4 and KS5) to maximise income in line with the PAN, and to minimise avoidable costs. It was agreed that the first strategic meeting in 2024 / 2025 would focus on these areas. In advance of this it was agreed that the summary paper prepared by SW to support the 3-year budget planning paper would be circulated for information.

The following clarifications were noted by KN with regards to the draft minutes presented:

1. Regarding the school’s proposal to restructure the curriculum and move to an 8-form model, the Committee supported **the Senior Team continuing explore this option;**
2. Minutes to include reference to discussion regarding the opportunity to reduce alternative provision.

DM informed colleagues of the continuing work to secure the installation of Solar PV in the summer and further updated colleagues regarding the Waterplus saga.

Noting the Health & Safety report shared with the Audit Committee in April, SH enquired whether this was the correct route for reporting. It was agreed that a review of link roles and how they are aligned to committees would be included in discussions as part of the Governance Arrangements review at the end of the year.

On behalf of the Governing Body, DM expressed his thanks to STW, MIS and Patricial Womersly (Finance Officer) for the work carried out to complete the budget plan.

Action Items	Person Responsible	Deadline
STW to share revised budget plan with Clerk to recirculate	STW, NMO	Immediately
Review of link roles and alignment to committees to be considered during year-end review of Governance Arrangements (FGB)	KN	Term 6

Outcomes, Performance & Experience Committee:

The Governing Body received and NOTED the draft minutes and the short verbal report from DC providing a summary of the key issues discussed at the meeting on the 21st March 2024.

Strategic Partnership Committee:

Having paused the formal, proactive work to explore the potential of becoming part of a MAT and ongoing work to progress the links with local schools and the teaching hub the last scheduled meeting had been deferred.

Student Disciplinary Panel:



DC reported that a panel of 3 governors had been convened in April 2024 to consider the permanent exclusion of a student. The Panel had upheld the exclusion, noting some areas to review with regard to the hearing procedure.

It was noted that GCC were providing training on Permanent Exclusion hearings and a number of Governors confirmed that they would be participating.

Formal Stage 3 Complaint:

Following a formal complaint being received, SW reported that she had been asked by KN to carry out the investigation in line with the school policy. On completion of the investigation a full report was shared with the complainant and recommendations made for the school to action.

KN thanked SW for the exemplary manner in which the investigation was carried out and suggested it would be beneficial for SW to hold a training session for governors on managing and processing formal complaints.

KN further suggested it would be helpful for the Governing Body to have sight of the log of Stage 1 and 2 complaints received.

Action Items	Person Responsible	Deadline
Training session to be considered for managing & processing formal complaints	SW	

Agenda Item 150524/09: Safeguarding Report to Governors

KCO provided a verbal report to the Governing Body.

Of note:

- Reporting of safeguarding information being moved to a new system 'Class Charts';
- One DSL has stepped down and changes being implemented to reflect this;
- Outside agencies invited to attend the Community Marketplace event in school on the 23rd May;
- Vaping incident involving a number of students was followed up working alongside parents, police and the student body.

On behalf of the Governing Body, KN thanked KCO for the update.

Strategy

Agenda Item 150524/10: KS4 Option Choices & Factors Impacting Students Choices & Retention

The Governing Body received and NOTED the short paper provided and the verbal report from SCU outlining the extensive work being undertaken to support students in considering their options and choices.

Of note, the Governing Body were assured with regard to the work being undertaken to focus on KS4 options offered to maximise retention of students, with early signs of impact noting ongoing advice and guidance being offered. The popularity of some new courses had been recognised, with progression routes also now being prioritised e.g. Photography, Hospitality & Catering and Computer Science, with a Food course at A level being introduced for Hospitality & Catering students;

SCU confirmed that the Step Up course was being offered as an alternative study base course with a focus on English and Maths for some students as well as scoping the potential to introduce alternative courses including bricklaying, horticulture & gardening from September 2025.



The Governing Body discussed the alternative options for students at KS4, particularly the UTC and SGS, which for some students may be positive options and were assured that conversations were taking place to ensure that students could make informed choices and saw remaining at Rednock as a positive option.

On behalf of the Governing Body, KN thanked SCU for the update.

Agenda Item 150524/11: KS5 Update on 6th Form Offer

The Governing Body received and NOTED the verbal report from DB.

Of note, DB confirmed that while in September 2023 of 200+ Year 11 students only 66 stayed on into Year 12 and of those leaving 45 were undertaking courses at other establishments that could have been undertaken at Rednock (94 had left to study courses not available).

As a result of the extensive work undertaken in the year, including tutor drop-in sessions and strengthened marketing, 127 applications for 6th form entry had been received, with 92 having accepted their condition offer. Induction days were being held on 25th and 26th June.

DB also confirmed that the 6th form strategy work was also focusing on increasing Year 10 taster lessons and strengthening the whole school community links.

SW reported that as link governor she had met with the 6th Form Student Council as part of her visit in March. Current issues for the students included influencing the review of dress code for the sixth form and the degree of freedom for students not to be on the premises when not in lessons.

DB confirmed that the student council had consulted heavily on dress code and a written proposal had been passed to MIS to consider. MIS confirmed that the student council has been invited to a meeting to discuss the proposal.

On behalf of the Governing Body, KN thanked DB and the Sixth Form Team for the work undertaken to begin the transformation of the 6th Form and the marketing push to encourage more students to continue their studies in Year 12.

KN asked for KS4 and KS5 updates to be kept as part of the FGB agenda going forward.

Action Items	Person Responsible	Deadline
Regular KS4 & KS5 updates to be shared with FGB (standing agenda item)	Clerk	Immediately

Agenda Item 150524/12: Cyber Security

The Governing Body received and NOTED the paper provided from STW outlining a summary of cyber security measures in school.

In response to a question raised by ST via email, STW confirmed that the school is pursuing cyber essentials through the National Cyber Resilience Centre.

It was AGREED that all governors should complete the cyber security training linked in the report.

Action Items	Person Responsible	Deadline
All governors to complete the online cyber security training	All	Immediately

Performance

Agenda Item 150524/13: Policies for Approval

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



School Attendance:

Minor amendments, additions highlighted

Policy APPROVED

Whistle Blowing:

MIS reported that following research into best practices for schools, the policy had been rewritten to better suit the requirements of the school, maintaining transparency and accountability.

With the addition of who should be contacted if a concern about the Governing Body, the policy was APPROVED for publishing.

Action Items	Person Responsible	Deadline
MIS to follow up addition of person contactable if concern about the Governing Body	MIS	Immediately

Other Matters

Agenda Item 150524/14: Any Other Business

1. Training Opportunities:

Governors received and NOTED the training opportunities available from April 2024 - March 2025. Governors were reminded to request booking on any courses through the Clerk.

2. Governor Visit Reports:

Governors received and NOTED the 6th Form link visit report from SW.

3. Independent Exclusion Review Training Session:

Governors were reminded of the remote training session being offered by the Local Authority on the 21st June and reminded to request attendance at the session through the Clerk. It was noted that DC, KH and JB were booked on the session.

4. Meeting Dates 2024 / 2025:

It was noted that draft dates for 2024 / 2025 had been shared with MIS & KN and were being cross referenced against the school calendar being produced. Dates will be shared in due course.

There was no further business and the meeting closed at 8.00pm.

Date of Next Meeting: 3rd July 2024

Confirmed as a true record and accepted by the Governing Body

3rd July 2024

Katie Norton
Chair of the Governing Body