



REDNOCK SCHOOL GOVERNING BODY



MINUTES OF THE FULL GOVERNING BODY

Date Time	Wednesday 3rd July 2024, 5.30pm			Location	LRC, 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	Sarah Telford		ST	Co-Opted
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
Chris Wiggins		CWi	Co-Opted	Chris Wardle		CWa	Parent
Robert Miles		RM	Parent				

In Attendance	Initials	Title
Sharron Cunningham	SC	Deputy Head Teacher
Kerala Cole	KCO	Deputy Head Teacher
Demelza Barker	DB	Assistant Head Teacher
Mike Merriman	MRM	Assistant Head Teacher
Nikkie Morrissey	NMO	Clerk

Apologies	Initials	Reason
Stephen Carter	STC	School Trip to Berlin
Steve White	STW	School Trip to Berlin

Procedural Matters / Ensuring Accountability

Agenda Item 030724/01: Welcome & Apologies (Lead: Chair)

KN welcomed colleagues.

Apologies had been received from, and were accepted for STC and STW.

Agenda Item 030724/02: Pecuniary Interests / Conflicts of Interest (Lead: Chair)

No interests / conflicts declared.

Agenda Item 030724/03: Any Other Business for Consideration (Lead: Chair)

No further items of business for consideration requested.

Agenda Item 030724/04 & 05: Election of Chair & Vice-Chair(s) of Governors for 2024 / 2025

Following the proposal for the election process of Chair and Vice-Chair to take place in Term 6 and agreed by the Governing Body during the first meeting of the academic year, a request for nominations for Chair and Vice-Chair was put to governors, prior to the meeting.



The Clerk reported that KN, DC and DM had confirmed ahead of the meeting that they would be prepared to continue in their roles as Chair and Joint Vice-Chairs. Governors were unanimous in supporting and accepting this proposal and there being no other candidates and no objections, they were duly appointed to the roles of Chair and Co Vice-Chairs for 2024 / 2025.

KN reported that she would be making contact with governors over the summer holiday to discuss arrangements for the Governing Body going forward.

Agenda Item 030724/06: Minutes of Previous Meetings (Lead: Chair)

The minutes of the meeting held on the 15th May 2024 were agreed as a true record and accepted.

Agenda Item 030724/07: 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.](#)

Governance and Overview

Agenda Item 030724/08: 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

It was noted that there would be a review of the need for the Strategic Partnership Committee as part of the wider governance review being undertaken during the summer.

It was further noted that Russell Ellicott has been appointed as the school's Independent Advisor to support the Head Teacher Appraisal and wider school improvement work.

Board Development:

KN passed thanks to governors who attended the Back to School day on the 2nd July and to MIS and the Senior Team for providing the opportunity for Governors to experience life in Rednock.

Collaboration with Local Schools:

It was noted that Rednock has formally become a signatory to the Memorandum of Understanding to support the collaborative work of the South Cotswold Schools Development Group.

Norman Hill:

It was noted that following the significant work undertaken with the support of GCC, a meeting will be arranged to brief Governors on the potential options for the Norman Hill site and the process that would need to be followed if any of the options are considered to be appropriate to progress. The date of the meeting will be communicated to Governors.

The Tree:

KN reported that following concerns raised around the cedar tree, a review of discussions surrounding the significant health and safety risks linked to the tree had taken place and it was clear from the review that the focus for the school has been on ensuring the safety of the school community while also seeking to preserve the tree. Noting that regular reviews of the tree are being undertaken as part of ongoing site management and fencing erected and maintained around the tree, the Governing Body supported the current mitigations in place as appropriate.

School Community Surveys:



It was noted that, from September, regular 'pulse surveys' will be introduced and the addition of an 'annual survey' in term 2, the results of which will be considered at the Governing Body Development Session in Term 3.

The Governing Body NOTED the report.

Action Items	Person Responsible	Deadline
Annual survey results to be item for discussion at GB Day Term 3	MIS	Term 3 2024/2025

Agenda Item 030724/09: Head Teacher's Report

The Governing Body received and NOTED the report covering a broad range of topics.

Business & Operations:

MIS informed colleagues that a new Multi-Use Games Area surface had been installed on the 'old tennis courts' transforming the area into a more inspiring and usual space for PE, social time and potential public use in the future.

It was noted that a new signing-in system providing a more professional welcome to the school had been installed in the main reception.

September 2024 Admission Intake:

MIS confirmed the intake of Year 7 students for September 2024 had dropped to 233.

In response to a comment regarding the additional houses being built in Cam, KN suggested it would be sensible for the school to keep sight of future developments and in constant conversations with the Local Authority, to ensure the school is able to meet the needs of the community as it grows.

Behaviour and Attitudes:

MIS informed colleagues that despite a recent spike in suspensions, the number of suspensions remains lower than the past 2 years with a positive trend in behaviour and engagement continuing to be observed.

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

Agenda Item 030724/10: Report from Committees

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 13th June 2024.

Audit & Assurance Committee:

The Governing Body received and NOTED the draft minutes and the short verbal report from DM providing a summary of the key issues discussed at the meeting on the 19th June 2024.

DM further informed colleagues that the installation of the solar panels was due to commence week commencing 7th July 2024 and the school had received confirmation from Waterplus that the school had been incorrectly charged and a refund would be issued, which the school was still waiting on.

On behalf of the Governing Body, KN thanked DM for his time and involvement in resolving the Waterplus matter.

Agenda Item 030724/11: Safeguarding Report to Governors

In her role as Safeguarding Link Governor, JBD informed colleagues that she had carried out a review of the Single Central Record and found it to be 'all above board' and 'superb'.

KCO provided a further verbal report to the Governing Body.



Of note:

- Robust IT filtering systems in place, checked termly;
- DDSL structure being reviewed for September 2024;
- Class Charts being implemented for the recording of safeguarding information;
- Critical incident / lockdown event meeting with a member of Gloucestershire Police being organised to look at the school procedure.

Noting the meeting to review the process in school for a critical incident / lockdown event, it was proposed that the procedure should be presented to the Audit Committee next term.

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

Action Items	Person Responsible	Deadline
Critical incident / lockdown procedure presentation to Audit Committee	MIS / STW	Term 1 2024

Agenda Item 030724/12: Looked After Children : Designated Teachers' Annual Report

The Governing Body received and NOTED the report provided at the meeting from KCO outlining the support for Children in Care (CiC) and Previously Looked After Children (PLAC) in school.

Of note:

- PLAC continue to be monitored as evidence suggests the impact of separation can be long standing on young people and they remain vulnerable;
- Virtual school in charge of all CiC and challenge schools;
- Funding and PP for CiC is used in a variety of ways to provide the necessary support for each CiC;
- A review of each CiC's personal education plan is undertaken by the school, 3 times a year with actions and plans for the CiC made in consultation with the CiC, their parent and carers, social workers, the virtual school and any other agencies involved with the CiC at the time of the review.

On behalf of the Governing Body, KN thanked KCO for the report. It was proposed that the group should be included in future reporting to the Governing Body and further included as an area of responsibility for the Safeguarding Link Governor.

Agenda Item 030724/13: Annual Report of Formal Complaints (Stages 3 & 4) 2023 / 2024

The Governing Body received and NOTED the paper provided and the short verbal report from MIS outlining the number of complaints raised during the year.

Of note:

- 3 Stage 2 cases raised and resolved;
- 1 Stage 3 case raised and resolved;
- 2 Stage 2 cases remain and remain active;
- Learning from complaints has seen a number of policies and procedures updated to reflect communication processes and an investment in Class Charts that will collate all information, in one place for each individual student.

On behalf of the Governing Body, KN thanked MIS for the report.



Agenda Item 030724/14: One Year & Three-Year Budget Plans Discussion

The Governing Body received the revised One Year and Three-Year Budget Plan papers.

Noting the in-year deficits being off-set against budgets reserves, the Governing Body:

1. **APPROVED** the 2024 | 2025 One Year Budget Plan, circulated with the papers.
2. **APPROVED** the 2024 Three Year Budget Plan, circulated with the papers, for submission to the Local Authority.

Agenda Item 030724/15: Drop-In Service for Students (School Nursing Team) Proposal

The Governing Body received and NOTED the paper provided and the verbal report from KCO outlining the rationale for the service within school and the consultation process taken place, to-date.

Of note, feedback following the consultation with the student body was positive. However, KCO confirmed that following a poor response from parents to attend a consultation meeting on the 24th June, the decision had been taken to reschedule the meeting to the 15th July instead with the option for parents to join online to encourage more participation.

The proposal from KCO for the service to be implemented in school from September should there be no significant opposition raised from parents at the consultation meeting, was put to the Governing Body and unanimously ACCEPTED.

Agenda Item 030724/16: New Proposed School Development Plan for 2024 / 2025

The Governing Body received and NOTED the paper providing the first iteration of the Development Priorities for 2024 / 2025.

Of note:

- continuing to embed a positive culture of learning, recognising and celebrating success;
- focusing on implementing an inspiring curriculum, enabling all learners to make progress;
- embedding systems to improve attendance, enabling all students to access learning and make effective academic progress;
- investing in staff through an enhanced and effective CPD programme.

KN expressed thanks to MIS and the Senior Team for the good and helpful document. It was agreed that a second iteration of the Development Priorities would be available at the next meeting for further discussion.

Agenda Item 030724/17: School Branding Update

The Governing Body received and NOTED the paper provided and the verbal update from MIS of the planned works taking place as part of a communication plan to improve the appearance of the school.

Acknowledging that brand guidelines will need to be confirmed before making any changes, it was AGREED that both staff and student voice should be involved in agreeing the brand logo and colours going forward and an update shared with the Governing Body at the next meeting.

Action Items	Person Responsible	Deadline
Branding update to Governing Body	MIS / STW	Term 1 2024

Action Items	Person Responsible	Deadline
Branding update to Governing Body	MIS / STW	Term 1 2024

Agenda Item 030724/18: Home - School Agreement Update

The Governing Body received and NOTED the paper provided confirming the new School Charter, replacing the Home - School Agreement, and outlining the expectations for the whole school community - students, staff and parents.

As part of the review, KCO confirmed that the student body had been involved, contributing to the new charter.



Having received assurance from KCO that the student body had made contributions to the new charter, the Governing Body APPROVED the Charter for publishing to the school community.

Action Items	Person Responsible	Deadline
New School Charter published to school community	MIS / KCO	September 2024

Agenda Item: 030724/19: Review End of Year Strategic Risk Register

The Governing Body received and NOTED the Strategic Risk Register (SRR) provided, noting that agreed actions to mitigate identified risks will be reflected in the School Development Plan (SDP).

Of particular note:

- Financial viability of the 6th form if numbers within the cohort remain low;
- Uncontrollable increases in staffing costs, cost of materials / utilities;
- Potential cost involved in replacing the ETF roof or making 'fit for purpose'.

Responding to the level of risk of the ETF roof, a request for short term mitigations to be explored and considered was delegated to the Audit Committee to discuss in Term 1 2024/2025.

The Governing Body confirmed their continued support of the SLT's development of the SRR, noting the importance of using it to create purposeful conversations to drive actions.

Action Items	Person Responsible	Deadline
Short term mitigations re risk level surrounding ETF roof to be considered	Audit Committee	Term 1 2024

Performance

Agenda Item 030724/20: Policies for Approval

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

Written Statement of Behaviour Principles:

Statement updated to reflect amendments to the Behaviour Policy.

Policy APPROVED with request from the Governing Body that a 'student friendly' version should be made available to students in the classroom.

School Behaviour Policy:

Minor amendments for September 2024 highlighted, including aligning the rewards structure with iMATTER.

Noted during discussions reference to R1, R2, R3 (page 3) to be removed; reflection on wording around smoking & vaping outside of school, in school uniform.

APPROVAL of policy delegated to MIS & KN following edits being made.

School Suspension & Exclusion Policy:

Minor amendments shown as tracked changes.

Policy APPROVED with the Safeguarding Policy being added as a linked policy.

Uniform Policy September 2024:

Minor changes highlighted, including the wearing of tailored shorts during the summer term and the addition of one clear nose stud.



Policy APPROVED

Child Protection Policy:

Policy updated to reflect new KCSIE guidance from September 2024 and in consultation with the Safeguarding Link Governor, JBD.

Policy APPROVED

Designated Teacher Policy:

No changes to report.

Policy APPROVED with the addition of Monitoring Arrangements to include the addition of an annual report to the Full Governing Body and termly reports through the Safeguarding Link Governor.

Action Items	Person Responsible	Deadline
Policy actions as noted in the minutes to be followed up	Clerk	Immediately

Other Matters

Agenda Item 030724/21: Any Other Business

1. Governor Visit Reports:

No reports submitted.

2. Feedback on Governor Training Sessions Attended:

No feedback submitted.

3. Training Opportunities 2024 / 2025:

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.

4. Meeting Dates 2024 / 2025:

Governors received and NOTED the confirmed meeting dates for 2024 - 2025.

There was no further business and the meeting closed at 7.45pm.

Date of Next Meeting: 25th September 2024

Confirmed as a true record and accepted by the Governing Body

25th September 2024

Katie Norton
Chair of the Governing Body