



We aim for every student to develop the knowledge, skills and self-confidence to become **the best they can be**'

<b>16/17</b>	<b><u>MEETING OF FULL GOVERNANCE BOARD</u></b>	
<b>Date:</b>	<b>13.07.17</b>	
<b>Venue:</b>	<b>Conference room 2</b>	
<b>Time:</b>	<b>4:45pm – 7:00pm</b>	
<b>Governors:</b>	Allan Foulds – Headteacher Neil Spurrier – Chair of Governors Susie Dawson – Vice Chair of Governors Katherine Safe Julie Bodilly Alan Hastings Steve Rudge	Stuart Hutton Sam Weston Paul Baker Niki Cox Steve Reis Krissy Scott
<b>Present:</b>	Gareth Burton (GB) Associate Headteacher, Jules Godfrey (JMG) Deputy Headteacher, Karen Hanley (KJH) Deputy Headteacher, Sally Lees (SAL) Assistant Headteacher, David Hillyard (DAH) Assistant Headteacher & Lucy Hemsley incoming staff governor	
<b>Clerk:</b>	Clare Johnson	
<b>Acronyms:</b>	SLT: Senior Leadership Team SEND: Special Educational Needs & Disabilities PTCs: Parent Teacher Consultations TAs: Teaching Assistants ISSCR: Independent School Standards Compliance Record ESFA: Education Skills Funding Agency	
<b>AGENDA</b>		
1. Apologies for absence	12. Strategy and Policy Committee	
2. Governor Business	12.1 SP05 Minutes	
3. Headteacher's Business	12.2 Communications Policy	
4. Declarations of interest	12.3 Sixth Form Dress Code	
5. To accept the minutes of G4 meeting	12.4 Behaviour Policy	
6. Matters arising	12.5 Anti-Bullying Policy	
7. Appointment of new staff governor	12.6 Pay Policy	
8. SEND update	13. Governance and Nominations Committee	
9. The Headteacher's report	13.1 report from the Chair	
10. The Curriculum Committee	13.2 Committee & Delegated Powers Policy	
10.1 C5 Minutes	13.3 Meeting Planner 2017-18	
10.2 Assessment & Feedback Policy	13.4 To propose Chair & Vice Chair 2017-18	
10.3 Religious Education & Collective Worship Policy	14. Finance Committee	
10.4 Homework Policy	14.1 F5 Minutes	
11. Report from the Safeguarding Link Governor	14.2 Anti-Fraud, Anti-Bribery & Corruption Policy	
	14.3 Finance Report	
	14.4 To approve the Budget 2017-18	
	15. Discipline Committee update	
	16. Complaints Committee update	



	<p>17. To consider the policy schedule</p> <p>18. Any other business</p>
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Item	Subject	Action/Date
<p><i>The meeting was preceded by a short presentation and Q&amp;A session from Bournside's newly qualified teachers and governors</i></p>		
1	<p><b>Apologies &amp; Acceptance</b> The Clerk advised that apologies had been received from Richard Knight, Antonia Noble, Scott Harvey and Andy Ponting. Governors accepted these along with the noted absences of Ken Goodwin and Nicola Hayward.</p>	
2	<p><b>Governor Business</b></p> <p>2.1 The Chair announced that Nicola Hayward had resigned from her term of office due to work commitments with effect from 21.07.17 and formally thanked her for contributions made as a parent governor.</p> <p>2.2 Thanks were also given to Allan Foulds, Headteacher, for his contributions over the best part of 10 years and welcomed Gareth Burton as the new Headteacher from 2017-18.</p>	
3	<p><b>Headteacher's business</b> The Headteacher spoke about his time as Headteacher and gave a perspective on his experience with the school's governance over the years. Formal thanks given to the Chair and Vice Chair. Lastly, the strength of the appointment made in AGF's successor, GB, and the talent of the SLT commended.</p>	
4	<p><b>Declarations of Interest &amp; Confidentiality</b> None</p>	
5	<p><b>Minutes of G4 Meeting 17.05.17 to be approved</b> Following two minor corrections made to the minutes of the previous meeting, which were accepted to be a true account of the last Full Governing Body meeting.</p>	
6	<p><b>Matters arising</b></p> <p>6.1 The Chair reported that Governance and Nominations Committee were happy with new formatting of the minutes and gave governors an opportunity for further feedback</p> <p>6.2 GB confirmed that a financial analysis of the Sixth form had been shared offline with Chair and Vice Chair (G4: refer item 13). Further discussion to take place at SP01 next year.</p>	<p><b>SP01</b> <b>03.10.17</b></p>
8	<p><b>Appointment of new staff governor</b> The Chair introduced Lucy Hemsley.</p> <p><b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Kath Safe</p> <p><b>Approved:</b> All were in favour of Lucy Hemsley being appointed as a</p>	



	member and governor as of September 1 <sup>st</sup> 2017	
<b>9</b>	<b>SEND update</b>	
<b>9.1</b>	<p><b>Report from the Learning Support link Governor Steve Rudge</b></p> <p>The Learning Support link Governor reported that the school was complying with statutory requirements in relation to SEND provision. This was despite increased workload arising from the many and frequent changes to the statute. Training requirements were alluded to and special recognition to Vanessa Weir, SEND Lead Practitioner, was noted for her gaining her additional qualifications. The process for assessing student needs recently implemented by Sally Less was explained further.</p> <p>A governor asked about perception amongst parents (given that low progress does not necessarily equate to an assessment of SEND) A: Steve Rudge felt that he had witnessed good communication between parents and the school and that most issues were being resolved on a 1:1 basis</p> <p>Funding implications and the increased need for SEND provision were discussed in detail.</p>	
<b>9.2</b>	<p><b>Presentation from the Assistant Headteacher Sally Lees</b></p> <p>The Chair of Governors reminded the governing body that this item had been a recommendation arising from a complaints panel report in March 2017.</p> <p>SAL gave an extensive overview of the graduated approach to SEND support. She promoted the notion that every teacher is a teacher of SEND. Further detail regarding working partnerships and supporting students in the school were given and, whilst the personal contact with parents had been time consuming, it had been worthwhile in terms of ensuring that the right students were included on the SEND register.</p> <p>Promoting challenge, celebrating diversity &amp; inclusivity were highlighted as key objectives. The process in Gloucestershire was elaborated upon. Expectations of teachers were detailed along with the administrative requirements to ensure statutory needs of reviewing twice a year were met.</p> <p>SAL outlined changes to how Teaching Assistants would be utilised within departments rather than assigned to particular students. SAL reiterated the message that it is the teacher who is the teacher of SEND and the movement between roles is key. TA's would be sharing good practice and there would be an expectation that they would attend PTCs. SAL stated that the recent changes within the SEND department were supported by research.</p> <p>Y6 transition was expanded upon in relation to SEND provision at the school</p> <p>A governor asked if she felt the school had "broken the hump" of the work which was necessitated following changes to requirements? A: Whilst it had taken longer than anticipated SAL felt that the department was on track. The support link Governor pointed out that issues had been created by the administrative requirements (in terms of paperwork) seeming to be subject to change with little notice. The importance of parents being confident with the school and driving the process was discussed and the language of differences not disabilities covered.</p> <p>GB assured governors that they should have confidence in the</p>	



	statutory provision being met and gave public thanks to SAL for her study & commitment.	
<b>10</b>	<b>The Headteachers' Report</b> There were no questions relating to the Headteacher's Report	
<b>11</b> <b>11.1</b>  <b>11.2</b>          <b>11.3</b>	<p><b>Curriculum Committee</b></p> <p>The Chair of the committee gave an overview of the meeting and the changes made to three policies recommended for approval at this meeting. The Chair gave governors an opportunity to ask any questions relating to these policies or the minutes detailing the issues discussed.</p> <p><b>Adoption of three policies:-</b></p> <ul style="list-style-type: none"> <li>• Assessment &amp; Feedback Policy</li> <li>• Religious Education and Collective Worship Policy</li> <li>• Homework Policy</li> </ul> <p><b>Proposed:</b> Susie Dawson <b>Seconded:</b> Sam Watson</p> <p><b>Approved:</b> No abstentions</p> <p>Progress data Y7-10 for (current students moving into 8-11 next year) was tabled by GB on behalf of KJH (who had needed to leave early). GB explained that this data would inform discussions at C1 and could be aligned with meetings next year for useful comparisons in the wake of changes to the GCSE grading structure  <b>A governor asked if the number of students performing below target was known</b>  A: GB responded that, as reflected in the minutes from the Curriculum meeting earlier in the year, there would be no surety of grade boundaries until after the summer results.  There was further discussion concerning the difficulties in forecasting grades and the lack of guidance issued from central government. GB gave particular emphasis to the results shown in Maths giving further detail as to how the performance figure had been derived.  <b>A governor asked if there any students leaving who would struggle to complete a CV</b>  A: GB spoke about low ability students and an estimate of numbers requiring the most support. JMG contributed further information referencing the foundation learning pathway and partnerships the school had with colleges to ensure that these students are prepared and on the right course. She confirmed that such low ability students leaving this year had received this level of support</p>	<b>C1: 14.09.17</b>
<b>12</b>	<b>Report from the Safeguarding link Governor - Krissy Scott</b> This item rescheduled in October due to problems arranging the necessary visit this term.	
<b>13</b> <b>13.1</b>	<b>Strategy and Policy Committee</b> As detailed in the minutes, the Chair spoke about Admissions and the justification for subsuming this committee within Strategy and Policy due primarily to the increasingly strategic importance of admissions to the business. Beth Warren (Assistant Headteacher) had presented a report on monitoring teaching and learning with a focus on challenge	



<p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p>	<p>and consistency. A brief update as to Dora Baltea coach crash was also given</p> <p><b>Communications Policy</b> Assistant Headteacher (DAH) gave the context for this new policy. A couple of improvements were made AGF suggested better wording on page 2 following a governor concern about lack of flexibility for teachers needing to respond within 5 working days.</p> <p><b>Complaints Policy</b> GB explained the additional stage added how it reflected current practice along with the appointment of an action officer. A governor queried the compliancy in relation to part 7 of the ISSR – The proposed policy was discussed at length and it was agreed to look at the guidance and make further revisions after which the policy would be approved via email</p> <p><b>Sixth Form Dress Code</b> A typing error was detected in the fourth box otherwise there were no queries regarding the proposed changes.</p> <p><b>Behaviour Policy</b> The Chair reminded governors that this and the Anti-Bullying Policy had previously been a single policy</p> <p><b>Anti-bullying Policy</b> There were no comments in relation to the proposed policy</p> <p><b>Pay Policy</b> The Associate Headteacher outlined the two amendments in relation to part time staff and PTCs and a formal recognition of a 1% uplift to staff pay</p> <p><b>Adoption of five policies (excluding Complaints Procedure):-</b> <b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Susie Dawson <b>Approved:</b> no abstentions</p>	
<p>14</p> <p>14.1</p> <p>14.2</p>	<p><b>Governance and Nominations Committee</b></p> <p>A verbal report from the Chair Governors' was given in place of minutes and a summary of plans for the following year relayed concerning the structure of the Governing Body. Mandatory training requirements for governors would focus on diversity, equality, safeguarding, prevent and exclusions. Provisional dates for this training was advised.</p> <p>A context to the suggested revisions of the <b>Committee &amp; Delegated Powers Policy</b> were reported. These mostly concerned quorancy of committee meetings and that the Admissions committee would be subsumed by the Strategy and Policy committee.</p> <p><b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Krissy Scott</p>	



<p><b>14.3</b></p> <p><b>14.4</b></p>	<p><b>Approved:</b> All in favour</p> <p>A revised version of The Meeting planner 2017-18 (version 1.5) was circulated and governors were requested to email the Chair by 14<sup>th</sup> July should they have concerns about these meeting dates. Three dates were said to be tentative (GT1, PM1 &amp; PM3)</p> <p><b>To propose Chair and Vice Chair 2017-18</b> NS advised the board that Susie Dawson has tendered her resignation as Vice Chair due to pressures of work. Furthermore, they should assume that a new Chair needs to be in place within 2 years, but that NS was happy to continue in the interim. Therefore, there is a need to identify someone able and willing to take on that role. Alternatively, the possibility of recruiting someone externally specifically for this role should be considered.</p> <p>NS proposed Scott Harvey as Vice Chair (seconded by SD). All governors were in agreement. NS will continue as Chair. These appointments will be ratified at the first meeting of the next academic year in October.</p>	
<p><b>15</b></p> <p><b>15.1</b></p> <p><b>15.2</b></p> <p><b>15.3</b></p>	<p><b>Finance Committee</b></p> <p><b>Anti-Fraud, Anti-Bribery &amp; Corruption Policy</b> The Business Manager gave a summary of the policy, which resulted in the merger of individual policies.</p> <p>Proposed: Alan Hastings Seconded: Steve Reis Approved: All voted in favour of adopting the policy</p> <p><b>Finance Report</b> AFH reported on the significant carry forward at the end of the year and that the school was meeting its liabilities. Further details as detailed in the minutes were discussed.</p> <p><b>To approve the Budget 2017/18</b> The Associate Headteacher advised that the budget proposed would be submitted to the ESFA by end of the month. A change in the format from previous years which identified the capital budget separately was explained. Clarification as to the assumptions informing the forecasted figures was given. GB noted that there was work to do to reduce in-year deficit by 2020. NS qualified that the budget being proposed was for next year where a deficit was apparent. Further discussion regarding long term strategic planning followed. <b>A governor asked about whether the school was spending the apprenticeship levy</b> A: The Business Manager confirmed the school would consider the option</p> <p><b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Steve Reis</p> <p><b>Approved:</b> All in favour with one abstention</p>	



16	<p><b>Discipline Committee update</b> A confidential update was given by the Chair of the Discipline Committee confirming that there had been one hearing which had resulted in the committee upholding the Headteacher's decision to permanently exclude a student.</p>	
17	<p><b>Complaints Committee update</b> The Chair advised the outcome of the Panel Hearing held in March was that the Governors had upheld the Headteacher's decision and there was no appeal. The recommendations issued by the complaints panel were confirmed to have been actioned including the SEND report presented earlier. As a result the revision to the Complaints policy was the only recommendation from the panel outstanding. This would be approved by the end of term.</p>	
18	<p><b>To consider the policy schedule</b> The Chair noted that once the Complaints Procedure was approved via email all policies will have been reviewed for the current academic year</p>	
19 19.1	<p><b>Any other business</b> The Chair encouraged governors to initiate further conversation with him on an individual basis about the future succession to the Chair and Vice Chair positions and any questions concerning committee membership. NS stated he would like to have these conversations over the next 6 weeks</p>	
19.2	<p>Special acknowledgement was given to Susie Dawson for contributions made during her time as Vice Chair.</p>	
	<p><b>Date of Next Meeting</b> 19.10.17</p>	