



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

<b>17/18</b>	<b><u>MEETING OF FULL GOVERNANCE BOARD</u></b>			
<b>Date:</b>	<b>19.10.17</b>			
<b>Venue:</b>	<b>Conference room 2</b>			
<b>Time:</b>	<b>4:30pm – 6.20pm</b>			
<b>Governors:</b>	Gareth Burton – Headteacher Neil Spurrier – Chair of Governors Scott Harvey – Vice Chair of Governors Katherine Safe Julie Bodilly Alan Hastings Steve Rudge Lucy Hemsley	Stuart Hutton Sam Watson Paul Baker Niki Cox Krissy Scott Andy Ponting Ken Goodwin		
<b>Present:</b>	Jules Godfrey (JMG) Deputy Headteacher, Karen Hanley (KJH) Deputy, David Hillyard (DAH) Assistant Headteacher, Natalie Wheeler (incoming parent governor)			
<b>Absent:</b>	Antonia Noble Richard Knight	Steve Reis Susie Dawson		
<b>Clerk:</b>	Clare Johnson			
<b>Acronyms:</b>	PMR – Performance Management Review GDPR – General Data Protection Regulation	FGB – Full Governing Body P8 – Progress 8 (performance measure) OP – Operational Plan FOH – Front of House		
<b>AGENDA</b>				
<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Governor Business</li> <li>3. Headteacher’s Business</li> <li>4. Declarations of interest</li> <li>5. To accept the minutes of G5 meeting</li> <li>6. Matters arising</li> <li>7. Ratification of Chair and Vice Chair</li> <li>8. Appointment of new parent Governor</li> <li>9. The Headteacher’s report</li> <li>10. School Planning</li> <li>11. The Curriculum Committee                             <ol style="list-style-type: none"> <li>11.1 C1 Minutes</li> <li>11.2 Most Able and Talented Provision</li> <li>10.3 16-19 Bursary Fund Policy</li> <li>10.4 Home School Agreement</li> </ol> </li> </ol> </td> <td style="vertical-align: top; width: 50%;"> <ol style="list-style-type: none"> <li>12. Strategy and Policy Committee                             <ol style="list-style-type: none"> <li>12.1 SP01 Minutes</li> <li>12.2 PMR Policy</li> <li>12.3 Admissions Policy</li> <li>12.4 E Safety Policy</li> <li>12.5 Access</li> <li>12.6 Pay Policy</li> </ol> </li> <li>13. Pay and Performance Committee                             <ol style="list-style-type: none"> <li>13.1 report from the Chair</li> </ol> </li> <li>14. Finance Committee                             <ol style="list-style-type: none"> <li>14.1 F1 Minutes</li> <li>14.2 Policy</li> <li>14.3 Finance Report</li> <li>14.4 To approve the Budget</li> </ol> </li> <li>15. Discipline Committee update</li> <li>16. Governance &amp; Nominations</li> <li>17. To consider the policy schedule</li> <li>18. Any other business</li> </ol> </td> </tr> </table>			<ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Governor Business</li> <li>3. Headteacher’s Business</li> <li>4. Declarations of interest</li> <li>5. To accept the minutes of G5 meeting</li> <li>6. Matters arising</li> <li>7. Ratification of Chair and Vice Chair</li> <li>8. Appointment of new parent Governor</li> <li>9. The Headteacher’s report</li> <li>10. School Planning</li> <li>11. The Curriculum Committee                             <ol style="list-style-type: none"> <li>11.1 C1 Minutes</li> <li>11.2 Most Able and Talented Provision</li> <li>10.3 16-19 Bursary Fund Policy</li> <li>10.4 Home School Agreement</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>12. Strategy and Policy Committee                             <ol style="list-style-type: none"> <li>12.1 SP01 Minutes</li> <li>12.2 PMR Policy</li> <li>12.3 Admissions Policy</li> <li>12.4 E Safety Policy</li> <li>12.5 Access</li> <li>12.6 Pay Policy</li> </ol> </li> <li>13. Pay and Performance Committee                             <ol style="list-style-type: none"> <li>13.1 report from the Chair</li> </ol> </li> <li>14. Finance Committee                             <ol style="list-style-type: none"> <li>14.1 F1 Minutes</li> <li>14.2 Policy</li> <li>14.3 Finance Report</li> <li>14.4 To approve the Budget</li> </ol> </li> <li>15. Discipline Committee update</li> <li>16. Governance &amp; Nominations</li> <li>17. To consider the policy schedule</li> <li>18. Any other business</li> </ol>
<ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Governor Business</li> <li>3. Headteacher’s Business</li> <li>4. Declarations of interest</li> <li>5. To accept the minutes of G5 meeting</li> <li>6. Matters arising</li> <li>7. Ratification of Chair and Vice Chair</li> <li>8. Appointment of new parent Governor</li> <li>9. The Headteacher’s report</li> <li>10. School Planning</li> <li>11. The Curriculum Committee                             <ol style="list-style-type: none"> <li>11.1 C1 Minutes</li> <li>11.2 Most Able and Talented Provision</li> <li>10.3 16-19 Bursary Fund Policy</li> <li>10.4 Home School Agreement</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>12. Strategy and Policy Committee                             <ol style="list-style-type: none"> <li>12.1 SP01 Minutes</li> <li>12.2 PMR Policy</li> <li>12.3 Admissions Policy</li> <li>12.4 E Safety Policy</li> <li>12.5 Access</li> <li>12.6 Pay Policy</li> </ol> </li> <li>13. Pay and Performance Committee                             <ol style="list-style-type: none"> <li>13.1 report from the Chair</li> </ol> </li> <li>14. Finance Committee                             <ol style="list-style-type: none"> <li>14.1 F1 Minutes</li> <li>14.2 Policy</li> <li>14.3 Finance Report</li> <li>14.4 To approve the Budget</li> </ol> </li> <li>15. Discipline Committee update</li> <li>16. Governance &amp; Nominations</li> <li>17. To consider the policy schedule</li> <li>18. Any other business</li> </ol>			



Item	Subject	Action/Date
<i>The meeting was preceded by an informal meeting with the School's Newly Qualified Teachers (NQTs)</i>		
<b>1</b>	<b>Apologies &amp; Acceptance</b> The committee accepted apologies from Richard Knight, Steve Rudge, Susie Dawson, Steve Reis and Antonia Noble	
<b>2</b> <b>2.1</b>  <b>2.2</b>  <b>2.3</b>  <b>2.4</b>  <b>2.5</b>	<b>Governor Business</b> The Chair reminded governors about updating their IDs with photos (for safeguarding purposes)  Governors were encouraged to look at <a href="https://www.compare-school-performance.service.gov.uk/">https://www.compare-school-performance.service.gov.uk/</a>  Natalie Wheeler was welcomed as the successful candidate in the recent parent governor election held 13.10.17. Natalie introduced herself and gave a brief description of her connection with the school, her professional background and previous experience as a governor at another school  Governors were advised of an upcoming event in November at the NEC in Birmingham (free to governors). The Academies Show, run by the Department of Education would be attended by Sam Watson who advised any other governors interested could register online  The Chair and Vice Chair of Governors would be having informal conversations with governors about any their current roles and thoughts or ambitions for their position looking ahead in the New Year	
<b>3</b>	<b>Headteacher's business</b> The Headteacher spoke about the national performance tables and advised that he would be presenting some information at the end of item 10 – a short presentation based on performance of the school and others locally	
<b>4</b>	<b>Declarations of Interest &amp; Confidentiality</b> All teaching staff present (LH, JMG, DAH, KJH) declared an interest in the PM Policy (Item 12.6)	
<b>5</b>	<b>Minutes of G5 Meeting 13.07.17 to be approved</b> There were two very minor amendments to items 9.2 and 16 to improve clarity of language	
<b>6</b> <b>6.1</b>  <b>6.2</b>  <b>6.3</b>	<b>Matters arising</b> Item 6.2 outstanding will be picked up at SPO2 The Headteacher noted that the OP had been discussed but had not specifically focussed on the Sixth Form  Item 11.3 the Headteacher spoke about the stability of results and the release of official grade boundaries which had been set slightly lower worked and worked in the school's favour  Chair advised that regarding item 12 the school's Safeguarding	<b>AGM</b>



	Governor, Krissy Scott, would submit a report at the AGM	12.12.17
7	<p><b>Ratification of Chair and Vice Chair</b> Neil Spurrier and Scott Harvey</p> <p><b>Proposed:</b> Gareth Burton <b>Seconded:</b> Stuart Hutton</p> <p><b>Approved:</b> All were in favour of Chair and Vice Chair as a members and governor as of September 1<sup>st</sup> 2017</p>	
8	<p><b>Appointment of new parent governor and member Natalie Wheeler</b></p> <p><b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Scott Harvey <b>Approved:</b> All 12 governors voted in favour for the appointment of Natalie Wheeler</p>	
9	<p><b>Headteacher's Report</b> GMB gave an update on his approach since taking on the role of Headteacher and noted the absence of a summary value considering the short amount of time school had been in session (6-7 weeks). He stressed the value of culture over strategy in regards to students, parents, staff, local community &amp; overall visibility.</p> <ul style="list-style-type: none"> <li>➤ <u>Students:</u> message as the new Headteacher to be kind and work hard, share 9 values which underpin the way we work and what we do, what should you be expecting from a Headteacher – celebrating achievements and getting to know students. 74 lessons had been visited so far and having lunch with students everyday thus gaining a good first-hand knowledge</li> <li>➤ <u>Parents:</u> good recruitment for new parents on the forum reported, parent survey to go live in February and will come to G2 (as agreed on interview), spoke to parents at Information evenings and it was a pleasure to be FOH</li> <li>➤ <u>Staff:</u> briefing slot changed to the end of the day on a Monday with presentation facilities. Non-teaching staff members now attend which enhances communication; less pressured time makes the meeting less rushed so all staff can make announcements. Consistency of teaching (welcome messages and level of challenge to ensure every student is engaged not to be confused with targeting higher ability &amp; low level disruption in the classroom). GMB has now met with every new member of staff</li> <li>➤ <u>Community:</u> met with two councillors and agreed to work with them to advertise an evening event which was seen as an opportunity to work together and break down any barriers. Will be setting up a school and community funding association getting parents to come on to the school site and be social, litter picking by Sixth Form team symbolic gesture to the community</li> <li>➤ <u>Culture:</u> overall visibility of SLT increased – on gate duty every morning, positive conversations with students, Senior</li> </ul>	



	<p>team have been into more than 100 lessons. The Curriculum committee will hear about these classroom visits in further detail</p> <p>GMB outlined what his key focus had been this term including a rigorous analysis of departmental performance. A grading for each department to be communicated shortly, capital development, Financial health of the school, recruitment of students for 2018 and PR, Performance Management, Operational Plan 2017-18</p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>Questions</b></p> <p>A governor asked GMB if it felt he was doing anything different to what he'd spoken about at the end of last year?</p> <p>GMB responded that managing his time and spending the right proportion of time with students was, at times, challenging.</p> <p><b>9.3</b></p> <p>A governor observed that student feedback had supported the view that GMB was very present and noted that student success and hard work was being celebrated.</p> <p>A governor asked are you enjoying it as much as you thought you would?</p> <p><b>9.4</b></p> <p>GMB responded yes and that Bournside was a great place to be.</p> <p><b>SLIDO</b></p> <p>A staff governor asked about the attendance figures in Y11</p> <p>JMG (Deputy Headteacher) responded with a detailed (confidential) analysis of the reasons for lower attendance in this cohort which were often complex. She assured governors that any patterns were being picked up on and issues identified</p> <p><b>9.5</b></p> <p>A parent governor asked about the school's stance on holidays?</p> <p>JMG confirmed that the school does not authorise holidays. Penalty notices in light of the Crown Vs Platt case was discussed and the current situation in regards to law enforcement. Governors were advised that when the Attendance policy was to revised later on in the year the language would clearly define attendance as 100%</p> <p>The governor asked if the school would be issuing penalty notices and JMG confirmed that the school would</p> <p><b>9.6</b></p> <p>A governor asked about the fixed term exclusions and why so many were recorded for reasons of "other"</p> <p>The Deputy Headteacher not able to give an in depth response at short notice however she demonstrated that the exclusion figures had been slightly lower this term. The category of "other" was often used when a student was excluded for more than one reason and was therefore an issue of system limitation. The letter home to the parent always specified the details which were also recorded on PAM</p> <p><b>9.7</b></p> <p>The Chair invited further questions and reminded governors that although they were asked to submit question in advance for a considered and thorough response this did not preclude from asking questions at the meeting</p>	
--	--	--





12	<p><b>Strategy and Policy</b></p>	
12.1	<p>A governor expressed a favourable view on the uniform policy which had been introduced at the start of term. Other governors echoed this opinion and the Chair concluded that the board were broadly happy with the changes and the Uniform policy will be discussed again when it comes up for review</p>	
12.2	<p>The Chair gave a summary of the minutes. Entry criteria for Sixth Form changes had been outlined with particular emphasis on there being now 2 pathways instead of 4. Issues arising from GDPR were discussed (also see the Headteacher's report). Talk of a new free school for Cheltenham. There were no questions from the minutes</p>	
12.3	<p>PM policy was approved since the Headteacher had needed to get it underway. This policy was described as having been slimmed down and took an approach which put teaching and learning at the centre thus aligning with the school's objectives – holding staff to account against job descriptions</p>	
12.4	<p><u>Admissions Policy</u> The Chair reminded the board that student admission numbers were set to increase from 270 to 300 from September 2019 on a rolling basis, per year group, as reflected in the revised wording of this policy. There were no governor questions regarding the changes to the Admissions policy. The Chair indicated that the School was not looking to change its stance on future admission numbers although the policy would be kept under review</p>	
12.5	<p><u>E Safety Policy</u> Whilst there had been no significant changes to this policy, the Chair advised that a new version to be brought back for FGB consideration later in the year subsequent to GDPR coming in (May 25<sup>th</sup> 2017)</p>	
	<p><u>Accessibility Plan</u> The Business Manager reminded the board that this document was a statutory requirement and highlighted changes to key dates</p>	
12.6	<p><b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Stuart Hutton <b>Approved:</b> 15 governors voted in favour of all three policies with no abstentions</p> <p><u>PM Policy</u> The Chair explained that significant changes had been made to this policy and it had been necessary to seek early governor approval to facilitate objective setting for teaching staff.</p>	
13	<p><b>Pay and Performance Committee</b></p> <p>The Chair gave a brief update regarding the Pay &amp; Performance</p>	



	Management committee which had met in September with an external consultant, Deb Wring. The Headteacher's objectives for the current year had been agreed and an interim date set for review in Term 4	
<b>14</b>	<b>Finance Committee</b>	
<b>14.1</b>	<u>Budget</u> The Headteacher advised that whilst the 3-year budget was ordinarily presented at F4, given the need to be agreeing some challenging decisions it had been deemed appropriate to bring for discussion at F1. The budget had been amended and re-worked since F1 as the committee had agreed to present a worst case scenario. The Business manager explained how the student number figures had been calculated and that the lag learner funding had been put in as actuals.	
<b>14.2</b>		
<b>14.3</b>	The Chair of Governors summarised the School's position looking ahead to 2021 and governors were assured that figures represented an accurately the current financial position of the school. <b>Finance Report</b> The Business Manager briefly explained the report which, although it was very early in the year, indicated there was likely to be a surplus at the end of this Academic year. There were no questions regarding the Finance Report	
<b>14.4</b>	<u>Best Value Statement</u> There were no changes to report and no questions from the board concerning the Best Value Statement	
<b>14.5</b>	<u>Charging and Remissions</u> The Business Manager advised a small change to student planner – given to Y7 and optional for other years to buy  <b>Proposed:</b> Andy Ponting <b>Seconded:</b> Alan Hastings <b>Approved:</b> All in favour no abstentions	
<b>15</b>	<b>Discipline Committee update</b> A confidential update was given by the Chair of the Discipline Committee confirming the frequency of committee meetings held	
<b>16</b>	<b>Governance and Nominations</b>	
<b>16.1</b>	The Chair of the G&N committee confirmed that 11 governors had attended the last training session which had covered topics on core governor responsibilities. Governors were encouraged to request this information from Scott Harvey if they had not attended the training or wished to revisit this material. The next training session scheduled on November 6 <sup>th</sup> to be a "Back to School Day". The Deputy Headteacher advised that 10 governors had confirmed attendance and anyone intending to come should let Jules Godfrey know ASAP by 12:00 tomorrow	
<b>16.2</b>	The Chair of the G&N committee indicated that subsequent training was planned for April 2018; further details to be supplied early next year	<b>G3 06.03.17</b>
<b>16.3</b>	The Chair of the G&N committee relayed a reminder from the Careers Office of the Y7 interest in governor careers. A short	



<p><b>16.4</b></p>	<p>biography and photograph was requested. The information provided on the relevant form to result in a Q&amp;A session with Y7 students. A programme of careers events which the school would welcome assistance was also distributed</p> <p>The Chair of the G&amp;N committee proposed a small change to the FGB procedures in future. Papers or other topics which are for information to be starred on the FGB agenda to indicate they will not be discussed and the expectation is that governors will have read the papers. Should any member want an item to be unstarred and therefore discussed they are asked to identify that to the Chair or Clerk at least 24 hours before the meeting. This information will be noted on every FGB agenda going forward.</p> <p><b>Proposed:</b> Neil Spurrier <b>Seconded:</b> Stuart Hutton <b>Approved:</b> All in favour no abstentions</p> <p>A governor made a favourable comment about last governor training session to which there was general agreement</p>	
<p><b>17</b></p>	<p><b>To consider the policy schedule</b></p> <ul style="list-style-type: none"> <li>• Complaints Policy to be moved to SP02 (from SP05)</li> <li>• Curriculum policy to be moved to C4</li> <li>• Data Protection – agreed to move to SP03 and SP04</li> <li>•</li> </ul>	
<p><b>18</b> <b>18.1</b></p> <p><b>18.2</b></p>	<p><b>Any other business</b></p> <p>The Chair reminded all governors to sign and return their annual forms (declaration of interests and code of conduct agreement) to the Clerk. A further reminder was given as to the having photographs taken following the meeting for the purposes of new ID badges</p> <p>The Chair reported on a confidential item</p> <p>End of meeting 18.21</p>	
	<p><b>Date of Next Meeting</b> 12.12.17</p>	