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Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

FULL GOVERNING BODY MEETING – TERM 6

Held at 43 Howard Road on Wednesday 12 July 2017 at 7.00pm

DRAFT MINUTES

PRESENT:

***The meeting was
noted to be quorate***

Jonathan Rees (Chair)
Adrian Jones (Vice Chair)
Nicola O'Brien (School Business Manager)
Tamsin James
Annabel Corbett

Dario Palmiero
Ewen MacGregor
Heidi Hughes
Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Learning Zone</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sarah-Jane Ribeiro, John Worthington, David Cooper and Sylvie Jones.</p> <p>b. Headteacher's report including overview of SATS outcomes</p> <p>The report, SIMS report, School Development Plan (SDP) progress report and analysis of SATS documents had previously been distributed; the Headteacher provided context to the information contained therein. Governors referred to the safeguarding meeting referenced in the report and asked for clarity of how the school was responding to the situation; the Headteacher provided details of the school's involvement with external agencies and support provided to the family concerned.</p> <p>Governors also asked if there had been an increase in the number of children with anxiety issues; the Headteacher confirmed that there had not been an increase in the number of children, however, there had been an increase in the level of anxiety some children were dealing with. Governors asked why that was the case; the Headteacher advised that it was due to a number of reasons, some relating to family issues. The School Business Manager (SBM) advised that the school now had a mental health lead and this was also supporting pupils opening up about anxieties that they had been suffering from for a longer period of time. Governors were pleased to note that strategies were being cascaded down to staff in the classroom to ensure that vulnerable children were identified quicker so that support could be put in place as soon as possible.</p> <p>Governors discussed the recent fire in London and were pleased to note that this had also been discussed at the Finance & Premises Committee meeting and the school had sought advice from Judicium, the school's health and safety adviser. Governors also noted that the Committee had approved the purchase of an additional fire exit door in the dining room as this was identified as a beneficial additional means of escape from the hall, which was a high-risk area.</p> <p>Governors also discussed the SATS outcomes; the Headteacher reminded Governors of how SATS were now assessed as well as the analysis of the data at this stage. Governors noted that further analysis would be taking place and would be discussed at the Pupil Progress & Curriculum Committee meeting in Term 1.</p> <p>Governors asked if staff were more confident in assessment given that there were some discrepancies between teacher assessments and actual outcomes; the Headteacher confirmed that staff were more confident and moderation had taken place. However, this would be an area for further exploration when the full analysis was carried out and any findings would be reported back to the Pupil Progress & Curriculum Committee.</p>	

<p>Governors asked if question level analysis would be carried out; the Headteacher confirmed that it had already been carried out for Years 3, 4 and 5 and it would be carried out for Year 6. The outcomes of the analysis would be taken to the Pupil Progress & Curriculum Committee meeting.</p> <p>Governors were pleased to note that the Mathematics outcomes had increased by 2% when compared to the 2015/2016 outcomes, which was a very good outcome given the increased needs of the cohort compared to last year's cohort. This evidenced that the impact of the strategies implemented to support Mathematics was bringing about the desired outcomes; there had also been an increase in children working at greater depth.</p> <p>Governors asked if there was a way to benchmark progress conversion from the end of Key Stage 1 (KS1) to KS2; the Headteacher advised that it was challenging given the changes in the National Curriculum (NC) and assessment framework, however, he had adapted a formula to draw out indicative figures which could broadly be used to measure progress between the Key Stages. Governors also asked if the Pupil Progress & Curriculum Committee would receive detailed breakdowns of the analysis for vulnerable groups, eg Pupil Premium children and children with special educational needs (SEN); the Headteacher confirmed that this analysis would be presented to the Committee. The Headteacher also confirmed that the SEN information in the SIMS report including pupils who receiving additional support but were not included on the SEN register.</p> <p>Governors asked what the school would be doing next year to increase outcomes further; the Headteacher advised that the school would continue not setting children in Year 6; further strategies would be identified once the full analysis had been carried out. The Headteacher further advised that the analysis would also identify any potentially emerging trends, which would inform whether additional intervention strategies needed to be put in place.</p> <p>Governors asked if there was a reason why behaviour incidents had increased in Year 3; the Headteacher advised that whilst there had been an increase, this related to one child who had since received a diagnosis of SEN. The Named Governor for SEN & Inclusion confirmed that she had spoken to the SENCo about SEN in general as well as support for this particular child and was confident that the strategies in place were appropriate to support further incidents occurring and in fact, no incidents had occurred during this last Term, which was very positive.</p> <p>Governors noted the SDP progress report and asked if the priorities for next year would be presented to the Governing Body at the next meeting for formal approval; the Headteacher confirmed that they were currently being drafted and would be submitted in Term 1.</p> <p>c. Multi-Academy Trust (MAT) and Teaching School updates</p> <p>Governors noted the updates that had been provided since the last meeting; a further document from the Endeavour MAT was distributed; Ewen Macgregor provided feedback from the meeting that he and the Headteacher had attended with Endeavour. One of the key points noted was that once a school joined a MAT it was very difficult to come out of it. Key priorities for joining a particular MAT were suggested to be geography and culture of the MAT schools. Tamsin James also provided feedback from the meeting she attended with the Headteacher with Cathedral School MAT, which was also useful.</p> <p>Governors discussed the different options at length; it was also noted that more meetings would be taking place this week regarding MAT; feedback would be discussed at the next meeting.</p> <p>d. Governance: Moving Forward including:</p> <p>i. Governing Body membership</p> <p>Governors were disappointed to note that the Chair and Sarah-Jane Ribeiro would be leaving the Governing Body at the end of this academic year.</p> <p>Action: Parent Governor nominations to be sought in Term 1 (2 potential vacancies).</p> <p>Action: Governors to continue to seek to identify potential new Governors to fill the other 2 vacancies.</p> <p>ii. Fundraising opportunities update</p> <p>Governors noted that a letter to Year 6 parents/carers had been drafted and would be sent out shortly. Draft letters were also planned for all parents/carers and new parents/carers in September.</p>	<p>AB</p> <p>All</p>
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	<p>iii. Governing Body's Development Plan (GBDP) update</p> <p>Governors were pleased to note that the Chair and Vice Chair had met to review and update the GBDP, however, due to a technical issue, the updated version could not be uploaded to Google Drive. The document would be uploaded as soon as possible and Governors would be able to review it in more detail at the next meeting.</p> <p>iv. Governors' Termly newsletter update</p> <p>Governors agreed that the next update should highlight the Parent Governor vacancies from September as well as the wish to engage with anyone with fundraising experience.</p> <p>v. Learning Zone suggestion for the Term 1 meeting</p> <p>Governors agreed that the next Learning Zone should focus on the SDP 2017/2018 priorities and continuation of MAT discussions.</p>	
2	<p>Routine Governance</p> <p>a. Attendance/business and pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p>b. Approval of Minutes of last FGBM held on 17 May 2017</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>c. Carried forward matters and matters arising</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>d. Approval of 2017/2018 budget</p> <p>The draft budget had previously been distributed; Governors also noted the discussions that took place at the recent Finance & Premises Committee meeting detailed in the draft Minutes. The SBM confirmed that the draft budget had been adjusted as requested at the Committee meeting although the change to the surplus figures had not been picked up in the budget commentary discussed at the Committee meeting. The SBM also advised that a recent announcement indicated that the requested pay award for teachers would be 2%, although this had not yet been agreed. Currently, the budget included a 1% pay award, so if 2% was agreed, this would need to be built into the budget.</p> <p>The Chair of the Committee confirmed that the Committee had scrutinised the figures in depth and recommended that the budget should be approved. Governors considered and agreed that the budget should be approved and submitted to the Education Funding Agency (EFA).</p> <p>e. Approval of catering contract to Edwards & Ward</p> <p>The catering contract had been discussed at several Finance & Premises Committee meetings; details of the tender evaluations and Edwards & Ward's proposal had previously been distributed. The SBM provided a summary of the tendering process and the recommendation to award the contract to Edwards & Ward. Governors noted that there were no significant costs to the school as the majority of the school meals costs were covered through funding or meal payments. Governors considered and agreed that the catering contract should be awarded to Edwards & Ward.</p> <p>Governors asked if there were any risks in terms of the catering equipment and resources in the near future; the SBM confirmed that there were no anticipated new risks that were not already included in the risk register and the contingency items list.</p> <p>f. Correspondence</p> <p>The Chair read out a letter that had been included with an exit questionnaire; the letter was positive despite the parents moving their children to another school. The Chair confirmed he would write to the parents thanking them for their feedback on the Governing Body's behalf.</p> <p>There was no further correspondence to consider.</p>	
3	<p>Information Sharing</p> <p>a. Finance & Premises Committee report including:</p> <p>i. Major building and infrastructure projects</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted key areas of discussion.</p>	

<p>The first 10 items on the new draft risk register was distributed; the Chair summarised the format of the new document, which would need to be taken forward in due course by the individual Committees; Governors were pleased to note that the new document included 'ownership' of the risk in terms of responsibility to monitor and review any changes that might impact on the risk probability and/or impact. Governors thanked the Chair and John Worthington for their hard work on drafting the new register, which was very useful.</p> <p>b. Henleaze Campus Collaboration (H3C) Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the contents.</p> <p>c. Pupil Progress & Curriculum Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the contents.</p> <p>d. Staffing & Wellbeing Committee report</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee highlighted key areas of discussion.</p> <p>e. Named/Link Governor reports</p> <p>The Named Governor for SEN & Inclusion had fed back on her meeting with the SENCo earlier in the meeting.</p> <p>f. Ofsted, Local Authority (LA) and Department for Education (DfE) issues and updates</p> <p>There was nothing significant to note at this time.</p> <p>g. Partnership working including engagement with NW24 Teaching & Learning Partnership</p> <p>Governors discussed engagement with NW24 earlier in the meeting; there was nothing further to note at this time.</p> <p>h. Feedback from Governor visits</p> <p>There was nothing to note at this time.</p> <p>i. Feedback from training</p> <p>There was nothing to note at this time.</p> <p>j. AOB including 'goodbye' to Jonathan and Sarah-Jane</p> <p>Governors noted that the dates included on the Agenda were incorrect as they did not note the move of the Pupil Progress & Curriculum Committee meetings to a Wednesday; it was noted that the correct dates were included in the Minutes from Term 5 and would be included at the end of these Minutes.</p> <p>Governors also agreed to move the Term 5 full Governing Body (FGB) meeting from Wednesday 9 May to Thursday 10 May 2018.</p> <p>Action: Governors to ensure that their diaries include the correct dates as well as the changed FGB meeting date in Term 5.</p> <p>Governors thanked the Chair and Sarah-Jane Ribeiro for their hard work and contribution to the school and Governing Body; leaving cards were presented (Sarah-Jane's would be passed on by the Headteacher). Governors were pleased to note that the Chair would remain in post until the Term 1 meeting when the new Chair would be elected; the Chair's Terms of Reference were distributed to support volunteers considering nominating themselves for the role.</p> <p>There was no other business to consider.</p>	<p>All</p>
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 4 October 2017

Next Meeting: Wednesday 4 October 2017 at 19.00

Future Meetings 2017/2018	Date
Pupil Progress & Curriculum Committee	Wednesday 13 September 2017 at 09.30
Finance & Premises Committee	Friday 22 September 2017 at 09.30
Full Governing Body	Wednesday 4 October 2017 at 19.00

Henleaze Campus Collaboration Committee	Wednesday 1 November 2017 at 11.00 (Henleaze Infant School)
Staffing & Well-Being Committee	Tuesday 7 November 2017 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 8 November 2017 at 09.30
Finance & Premises Committee	Friday 17 November 2017 at 09.30
Full Governing Body	Wednesday 29 November 2017 at 19.00
Finance & Premises Committee	Friday 19 January 2018 at 09.30
Full Governing Body	Wednesday 24 January 2018 at 15.00 (whole day visit)
Henleaze Campus Collaboration Committee	Wednesday 21 February 2018 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 27 February 2018 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 28 February 2018 at 09.30
Finance & Premises Committee	Friday 9 March 2018 at 09.30
Full Governing Body	Wednesday 14 March 2018 at 19.00
Finance & Premises Committee	Friday 4 May 2018 at 09.30
Full Governing Body	Thursday 10 May 2018 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 13 June 2018 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 19 June 2018 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 20 June 2018 at 09.30
Finance & Premises Committee	Friday 29 June 2018 at 09.30
Full Governing Body	Wednesday 4 July 2018 at 19.00