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Headteacher: Mr Adam Barber

Company No: 07763421

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

## **ANNUAL GENERAL MEETING & FULL GOVERNING BODY MEETING – TERM 2**

Held at the school on Wednesday 4 December 2019 at 7.00pm

### **MINUTES**

**PRESENT:**

*The meeting was  
noted to be quorate*

Tamsin James (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Katie Yeo

Jayne Storey

Heidi Hughes

Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>For Declaration</b></p> <p><b>a. Welcome and apologies for absence</b></p> <p>Tamsin James (Co-Chair) welcomed everyone to the meeting. Apologies were received and accepted from David Cooper and Nicholas Taylor. Ewen MacGregor, Dario Palmiero, Sylvie Jones and Ian Irvine were absent from the meeting. Adrian Jones apologised he would be late.</p> <p><b>b. Attendance/business and pecuniary interests register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p><b>c. Keeping Children Safe in Education (KCSiE) Guidance Part 1 &amp; Annex A</b></p> <p>Governors were reminded to sign a form circulated at the meeting to confirm that they had read the updated guidance; the form would be recirculated at the next meeting for those Governors who had not yet had chance to read the guidance.</p>	
2	<p><b>For Approval</b></p> <p><b>a. Governing Body membership</b></p> <p>Governors were sad to note that David Cooper had indicated his intention to resign in the new year. As a result, a new Co-Chair would need to be elected at the next meeting.</p> <p><b>Action: Election of Co-Chair to be brought to the next meeting.</b></p> <p><b>b. Finance &amp; Resources Committee Terms of Reference (TOR) and appointment of Ian Irvine to the Committee</b></p> <p><b>Action: This item to be deferred until the next meeting.</b></p> <p><b>c. Minutes of previous FGBM</b></p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p> <p>There were no further carried forward matters or matters arising that were not already included on the Agenda.</p> <p>[Adrian Jones entered the meeting.]</p> <p><b>d. Trustees' Annual Report &amp; Accounts and letter of representation</b></p> <p>The report and supporting documents had previously been distributed; the School Business Manager (SBM) and Headteacher summarised the discussions that had taken place at the recent Finance &amp; Resources Committee meeting and the positive feedback from Joe Scaife, Bishop Fleming, the school's auditors. Governors considered and agreed to approve the report, accounts and letter of representation.</p>	<p>EJ</p> <p>EJ</p>

	<p>Governors also reiterated Joe Scaife's and the Finance &amp; Resources Committee's congratulations and thanks to the SBM and staff for their hard work in ensuring that financial management was rigorous and robust.</p> <p>Governors acknowledged the update re pension contributions and impact on the budget due to increased contributions etc, however, whilst it was disappointing, it was positive to note that the school was in line with other schools. Governors also congratulated the SBM on retaining £125k in the reserves through sound financial management, as well as thanking the Chair of the Finance &amp; Resources Committee and Ian Irvine for participating in the audit clearance meeting, which was very useful.</p>	
3	<p><b>For Discussion</b></p> <p><b>a. Headteacher's report</b></p> <p>The Headteacher's report and supporting documents had previously been distributed; Governors discussed the contents and asked questions to support their understanding and scrutiny including if there were any issues that came up as part of the appraisal process and data scrutiny; the Headteacher responded to the questions asked including confirming that there was nothing significant that came up during the appraisal process although there was scope to improve consistency across the school. Governors asked how this would be taken forward; the Headteacher confirmed that this would be through moderation and the sharing of best practice. Governors also asked if there was a specific area that would be useful for the Governing Body to focus on as part of the Governors' Development Day; the Headteacher confirmed that he would discuss this with staff and feedback to Heidi Hughes who volunteered to take forward the itinerary planning on the Governing Body's behalf.</p> <p>Governors agreed that the format of the report was particularly useful; the Headteacher confirmed that he was still experimenting with the format and planned to include a key to show updates detailed within the report.</p> <p>As requested by the Pupil Progress &amp; Curriculum Committee, the Headteacher had also provided an analysis of progress levels for pupils with special educational needs and disability (SEND); Governors asked where the progress data was taken from; the Headteacher advised that this was taken from the Aspire data. Governors asked if the slight discrepancies in percentages were in line with the Aspire calculations, noting that some did not add up to 100%; the Headteacher confirmed that they were and where there were discrepancies, this was likely to be where pupils were included in multiple groups.</p> <p>Governors discussed the work being done to consult on the school's values and agreed that it was very useful to support refocusing on what was special about the school and what the whole school community was striving to achieve.</p> <p><b>b. Revised skills audit matrix</b></p> <p>Governors acknowledged the challenges of finalising the audit and agreed that to support a more rigorous and robust process to take place, it would be useful to include this as part of the Governors' Development Day. It was also agreed that it would be useful to use the National Governors Association's (NGA's) model skills audit matrix.</p> <p><b>c. Governing Body Development Plan (GBDP)</b></p> <p>Katie Yeo and the Co-Chair fed back from their review of the last GBDP and provisional priorities for the new GBDP with the Vice Chair and Chair of the Finance &amp; Resources Committee. Governors discussed the areas of foci, eg Governors' skills audit, induction, feedback from Governor training, and development of Named/Link Governor roles and agreed that they were appropriate and supported strengthening the Governing Body's monitoring and evaluation. Heidi Hughes agreed to redraft the GBDP under the headings 'intent, implementation and impact' and redistribute in advance of the Governors' Development Day; Heidi would also allocate a slot on that day to present the GBDP to the Governing Body. Governors agreed that it would be useful to develop a 3-year plan as it was recognised that some actions might take a longer time to fully implement and identity the impact.</p> <p><b>d. Staff survey outcomes: update on feedback to staff</b></p> <p>Katie Yeo provided feedback that had been shared with staff, also discussed at the last full Governing Body (FGB) meeting. The focus of the feedback to staff was on what was positive, what were concerns and the response to those concerns. Governors asked how this would be monitored; Katie Yeo stated that this would be through the next staff survey.</p> <p>[Katie Yeo left the meeting.]</p>	

	<p><b>e. SEND survey update</b></p> <p>The Co-Chair advised that this would be sent out to parents/carers soon as possible as it needed to be deferred due to reorganisation within the team.</p> <p><b>Action: An update to be provided at the next meeting.</b></p> <p>Governors discussed communication with parents/carers of pupils with SEND and agreed that the survey was a very useful first step in determining whether there were any areas that could be improved eg ensuring that the school highlighted the vast amount of information on the website in relation to the school's SEND offer etc as well as making sure that parents/carers had a clear expectation about the school's provision. The Named Governor for Child Protection, Safeguarding, Children in Care &amp; Young Carers confirmed that communication with parents/carers was highlighted as a key priority by the Local Authority (LA) during the recent SEND training that she attended.</p> <p><b>f. Risk register review</b></p> <p>Governors noted that this was being taken forward by the Chair of the Finance &amp; Resources Committee and Ian Irvine; a slot would be set aside during the Governors' Development Day to finalise the draft document to support the Governing Body focussing on reviewing the risks.</p> <p><b>g. Budget monitoring update</b></p> <p>There was nothing significant to report at this time.</p> <p><b>h. General Data Protection Regulation (GDPR) compliance update</b></p> <p>Governors noted the update in the draft Finance &amp; Resources Committee Minutes; the Link Governor for GDPR provided feedback on her meeting with the SBM to review progress made against compliance and confirmed that the school continued to move forward in this regard and there were no issues with implementing the GDPR.</p> <p><b>i. Campus and Multi-Academy Trust (MAT) updates</b></p> <p>An update was included in the Henleaze Campus Collaboration Committee (H3C) draft Minutes; the Headteacher summarised the discussions that had taken place between Claremont School and the Local Authority (LA) in relation to the proposed capital project. There was nothing further to note at this time.</p> <p><b>j. Governors' Development Day: planning/foci and volunteer to draft the itinerary with the Headteacher</b></p> <p>Governors noted the earlier discussions and that Heidi Hughes had volunteered to take forward drafting the itinerary with the Headteacher. Governors discussed the suggestions that would form the focus, including the mental wealth of the school, inclusion and curriculum plans and developments.</p>	TJ
4	<p><b>For Noting</b></p> <p><b>a. Correspondence</b></p> <p>Governors noted the correspondence that had been received from the NW24.</p> <p><b>b. Governors' Termly newsletter update</b></p> <p>Governors agreed that the next update would be included in the newsletter after the Governors' Development Day.</p> <p><b>c. Feedback from Governor visits including Named/Link Governor reports</b></p> <p>The Named Governor for Child Protection, Safeguarding, Children in Care &amp; Young Carers had provided feedback to the Pupil Progress &amp; Curriculum Committee of her review of the single central record (SCR); a summary of her visits to the school including her recent visit with the Headteacher to discuss safeguarding was also provided.</p> <p>The Named Governor for SEND &amp; Inclusion's report following her meeting with the SENDCo had previously been distributed and the SEND survey was discussed earlier in the meeting; the Link Governor for GDPR also provided an update earlier in the meeting.</p> <p><b>d. Feedback from training</b></p> <p>Governors noted the contents of the completed training forms from the Named Governor for Child Protection, Safeguarding, Children in Care &amp; Young Carers and the Named Governor for Health &amp; Safety / Premises. A form was circulated for Governors to record a summary of training undertaken.</p>	

<p><b>e. Committee reports</b></p> <p>The draft Minutes had previously been distributed and referred to during earlier discussions.</p> <p><b>f. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</b></p> <p>Governors were reminded of the training opportunities that were provided through NW24. There was nothing further to note at this time.</p> <p><b>g. AOB</b></p> <p>There was no other business to consider.</p>	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 29 January 2020

**Next Meeting:** Wednesday 29 January 2020 at 15.00 (development day)

Meetings 2019/2020	Date
Finance & Premises Committee	Friday 17 January 2020 at 09.30
Full Governing Body	Wednesday 29 January 2020 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 26 February 2020 at 11.00 ( <a href="#">Claremont School</a> )
Pupil Progress & Curriculum Committee	Wednesday 11 March 2020 at 09.30
Finance & Premises Committee	Friday 20 March 2020 at 09.30
Full Governing Body	Thursday 26 March 2020 at 19.00
Finance & Premises Committee	Friday 1 May 2020 at 09.30
Full Governing Body	Wednesday 20 May 2020 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 10 June 2020 at 11.00 ( <a href="#">Claremont School</a> )
Finance & Premises Committee	Friday 19 June 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 July 2020 at 10.00
Full Governing Body	Wednesday 15 July 2020 at 19.00