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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 30 November 2016 at 7.00pm

MINUTES

PRESENT:

John Worthington (Acting Chair)
Adam Barber (Headteacher)
Nicola O'Brien (School Business Manager)
Sarah-Jane Ribeiro
Tamsin James
David Cooper
Sylvie Jones

Annabel Corbett
Dario Palmiero
Ewen MacGregor (Attendee)
Lucy Young (Item 1 only)
Karen Phillips (Item 1 only)
Jonathan Parr (Deputy Headteacher)
Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

ITEM	MINUTE	ACTION
1	<p>Learning Zone</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting, particularly Lucy Young, HENSA Chair, and Karen Phillips, HENSA Treasurer, and Ewen MacGregor, potential new Governor. Apologies were received and accepted from Jonathan Rees and Adrian Jones.</p> <p>b. Governance: Moving Forward Including:</p> <p>i. Fundraising opportunities</p> <p>Lucy Young and Karen Phillips provided an overview of HENSA; Governors were pleased to note that suggestions for how the funds were spent also included those from staff and the School Council, which was very positive.</p> <p>Governors asked if the programme of fundraising and the level of funds raised changed year on year; Karen advised that the programme was relatively stable although some events were run biennially. Karen also advised that the level of funds raised varied between £10-20k, however, it appeared to be increasing for key events. Governors asked if HENSA considered different activities/ events to support fundraising, eg social events; Karen confirmed that they did and new events had been introduced. Karen stated that HENSA largely focussed on events for children and families although there were a few events that were specifically for adults.</p> <p>Governors asked what type of resources HENSA raised funds for; Karen advised that it was typically non-curriculum items/activities rather than books etc, although there were occasions where HENSA supported the purchase of school resources or fundraised for specific building improvements.</p> <p>Lucy Young suggested that the school could explore introducing an enrichment fund similar to that found in a local secondary school; Governors thought this was a useful suggestion but agreed that it was important to ensure that there were clear boundaries between what that type of fund would be used for, different to the funding raised through HENSA. It was agreed that there was a gap in raising funds from people who were not able to attend specific events and just wanted to give a donation, however, it was also agreed that parents/carers were unlikely to want to donate unless there was a clear purpose for how the funds would be used.</p> <p>As with the school's budget, there was an expectation that the funds raised during the year through HENSA should be used in that year, although it was acknowledged that where a specific target for the fundraising required a larger amount to be raised, HENSA did carry forward a surplus into the subsequent year. Karen advised that HENSA had to be mindful not to cross the threshold for how much money could be raised, but during the recent audit it was recognised that HENSA could explore the possibility of accounting for a reserve fund and this was being considered further.</p> <p>Governors thanked Lucy and Karen for attending the meeting and for their informative feedback.</p>	

	<p>[Lucy Young and Karen Phillips left the meeting.]</p> <p>Governors discussed fundraising and agreed that it was important that the school was clear about the reason for the fundraising and therefore, the Governing Body would need to draw up a 'wish list'. Governors also agreed that it would be worthwhile seeking voluntary donations from parents/carers of Year 6 pupils when they left the school.</p> <p>ii. Governing Body's Development Plan (GBDP) 2016/2017 update including Governors' annual newsletter</p> <p>Governors were pleased to note that Sarah-Jane Ribeiro and the Chair had introduced a termly newsletter rather than an annual one and this had been sent out to parents/carers; the next newsletter would be sent out before Christmas. The first newsletter focussed on who the Governors were and what the Governing Body did, the next newsletter should focus on what the Governing Body was doing to explore fundraising and should include a request for any parents/carers with fundraising experience to make contact with the Governing Body to support this area of their work.</p> <p>Governors also agreed that the focus of the Governors Development Day visit should be included as well as highlighting that the Governing Body was an active member of the North Bristol Teaching & Learning Partnership (NW24) linking to the information about NW24 on the school's website.</p> <p>Governors further agreed that it would be positive to acknowledge and celebrate pupil and staff achievements.</p> <p>Action: The next Governors' newsletter to call for any parent/carer fundraising expertise.</p> <p>Action: The Governors' Termly newsletter to be added to future Agendas.</p> <p>Action: The Chair to update the GBDP and redistribute.</p> <p>iii. Governors Development Day: focus of visit</p> <p>Governors noted that the Pupil Progress & Curriculum Committee had agreed that the effectiveness of the school's provision for developing pupils' knowledge and understanding of the world of work and development skills and personal qualities which would contribute to their economic well-being should be incorporated into the visit, particularly in the context of a primary school. Governors discussed this theme in detail and agreed that whilst it was wide ranging, it would be interesting to focus on transition into, through, and out of the school and how the school prepared children for the next stage of their learning as independent learners, whilst also developing their life skills to ensure that they were being prepared to enter the world of work (relevant to a primary school).</p> <p>Governors agreed that the format of the visit was effective and should be used for the visit this time. It was also agreed that the overarching theme should be 'how does the school prepare children for the world of work' and the sub-themes should be linked to the School Development Plan (SDP); in particular, meeting the needs of all children as well as workforce development and well-being. The Chair would liaise with the GBDP Leads and the Deputy Headteacher to draft the Agenda for the visit.</p> <p>Action: The Chair to liaise with the GBDP Leads and the Deputy Headteacher to finalise the Governors' Development Day Agenda.</p> <p>iv. Learning Zone suggestion for the Term 4 meeting</p> <p>Governors agreed that it would be useful to reflect on the discussion regarding fundraising and bring this back to the Term 4 meeting for further discussion. Governors also agreed that it would be useful to receive a more detailed update on each action within the GBDP.</p> <p>[Jonathan Parr left the meeting.]</p>	<p>SJR/JR</p> <p>EJ</p> <p>JR</p> <p>JR</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. Governing Body membership, terms of office and Disclosure & Barring Service (DBS) checks</p> <p>Governors were pleased to note that Sylvie Jones had been elected unopposed as the Staff Governor. Governors noted that Sarah-Jane Ribeiro's term of office ends in February 2017 and therefore, Parent Governor nominations should be sought in Term 3. Governors discussed the vacancies and noted that the link with Henleaze Infant School would be taken forward after Christmas, together with the desire to appoint a Governor possibly with a fundraising background, as discussed earlier in the meeting.</p>	

	<p>Action: The Deputy Headteacher to seek Parent Governor nominations in Term 1.</p> <p>The School Business Manager (SBM) confirmed that emails had been sent to Governors whose DBS needed to be rechecked, which included guidance on the documents that would need to be brought into school.</p> <p>c. Approval of Committee Terms of Reference (TOR)</p> <p>Governors considered and agreed the Henleaze Campus Collaboration Committee (H3C), Pupil Progress & Curriculum Committee and Staffing & Well-being Committee TOR that had been reviewed by each of the Committees and recommended for approval.</p> <p>d. Approval of Minutes of last FGBM held on 5 October 2016</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>e. 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>f. Approval of Trustees' Annual Report & Accounts and letter of representation</p> <p>Governors discussed the documents that had previously been distributed; it was noted that the accounts and report had been scrutinised at length by the Finance & Premises Committee where Joe Scaife, Bishop Fleming, the school's external auditor, had attended the meeting. It was noted that the draft report had been amended in line with discussions and decisions made at that meeting and the updated report and accounts were being presented to the Governing Body for formal approval.</p> <p>The SBM advised that the contingency budget had been increased by £20k to mitigate the significant reduction in special educational needs (SEN) funding. Governors agreed that this was a sensible approach given the funding cuts. Governors also discussed the contingency budget and the capital bids that would be submitted in due course.</p> <p>Following discussion, Governors considered and agreed that the Trustees' Annual Report & Accounts and letter of representation should be approved and submitted to the Education Funding Agency (EFA).</p> <p>Governors reiterated the Finance & Premises Committee by thanking and congratulating the SBM and staff for their hard work in ensuring that financial management was rigorous and robust and that the audit was very positive.</p> <p>g. Correspondence</p> <p>There was no correspondence to consider; Governors noted the 'Knowing Your School – Checklist' produced by The Key, which would be useful to support the Governing Body's self-evaluation.</p> <p>h. Performance Management Review of the Headteacher feedback and recommendation</p> <p>[Nicola O'Brien and Sylvie Jones left the meeting.]</p> <p>The Headteacher's Performance Management Review Panel provided feedback from the review meeting, which was very positive; the review was supported by the newly appointed School Improvement Partner (SIP). The Headteacher was not eligible for pay progression although he was eligible for the 1% cost of living increase awarded to all teachers.</p> <p>Governors congratulated the Headteacher on the positive review and thanked him for his hard work.</p> <p>[Jonathan Parr, Nicola O'Brien and Sylvie Jones entered the meeting.]</p>	JP
3	<p>Information Sharing</p> <p>a. Headteacher's report</p> <p>The report was distributed together with the SIMS School Report dated the 28 November 2016; the Headteacher provided context to the information contained therein. Governors noted that there were currently 382 pupils on roll and two offers had been made to fill the 2 vacant places in Year 3 from 1 January. The Headteacher advised that the school was aware of 4 children in Years 3 and 4 attending taster days at independent schools with a possibility that they would leave at the end of the current academic year.</p> <p>Governors were also informed that the school had admitted 1 child in Year 5 from China and whilst the school was unable to offer any additional support, the child was settling in well and already picking up some confidence with the English language.</p>	

Governors noted that the school had submitted 6 cases to the November Top-Up Funding Panel, requesting increases in banding; 4 had been processed and 3 of the requested increases had been granted. The remaining 2 requests were due to be processed by the end of this week.

The Headteacher advised that there had been 1 fixed term exclusion of 1 day since the last meeting; the school also had 1 child currently attending another school on a negotiated transfer. The school's aim was for the child to transfer onto their roll in the new year. The school was in regular contact with the other school and the child's parents.

Governors were informed that the school had received a letter of resignation from one of the Learning Support Assistants (LSA) with effect from mid-January; the school was in the process of arranging a recruitment process. One of the lunchtime playleaders was leaving at Christmas; the school was also in the process of appointing a replacement.

The Headteacher advised that the SEN Summit that took place recently was very well attended with other 50 people from 20 schools. A sub-Committee would be convened either before the end of this Term or early in the new year to move forward with agreed actions.

Applications had been processed for the INSET Day on the 3 January 2017; Governors were pleased to note that there was a good take up for the full range of 23 different workshops on offer with those for Dyslexia and Emotional Well-being of Pupils heavily oversubscribed and the schools would be seeking additional providers to increase capacity. The Headteacher advised that 19 schools were participating, with 676 workshop places requested by 460 staff members; Governors were also welcome to attend the sessions, of particular interest might be the RAISEonline session or the discussion about Multi-Academy Trusts (MAT) facilitated by Bishop Fleming.

b. Finance & Premises Committee report including:

i. Major building and infrastructure projects

The draft Minutes had previously been distributed; there was nothing further to note at this time.

c. Named/Link Governor reports

There was nothing significant to report at this time.

d. Ofsted, Local Authority (LA) and Department for Education (DfE) issues and updates

There was nothing significant to note at this time.

e. Partnership working including engagement with NW24 Teaching & Learning Partnership

There was nothing significant to report at this time.

f. Feedback from Governor visits

There was nothing significant to report at this time.

g. Feedback from training

Governors were pleased to note that Annabel Corbett had undertaken safeguarding training.

h. AOB

Governors discussed the issue with lack of time at the meetings to cover effectively all of the items on the Agenda, particularly giving sufficient time to the Headteacher's Report. It was therefore, agreed that the Headteacher's Report should be relocated to the Learning Zone item; timings on the Agenda should be expanded for sub-items within an overarching Agenda item; reports and Minutes should be noted and not specifically discussed unless the Chair of a Committee had identified an item that required discussion at a full Governing Body (FGB) meeting and this item would be added to the Agenda in its own right; and that Learning Zone items should be reduced bi-Termly (depending on Agenda items) whereby a shorter 'Zone' item might be considered at one meeting followed by a longer 'Zone' item at the following meeting.

Action: The above to be discussed further with the Chair and future Agendas adapted.

JW & EJ

There was no other business to consider.

Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 25 January 2017

Next Meeting: Wednesday 25 January 2017 at 16.00 (whole day visit)

Future Meetings 2016/2017	Date
Finance & Premises Committee	Friday 13 January 2017 at 09.30
Full Governing Body	Wednesday 25 January 2017 at 16.00 (whole day visit)
Performance Management Review of the Headteacher	TBC
Henleaze Campus Collaboration Committee	Wednesday 22 February 2017 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 28 February 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 March 2017 at 09.30
Finance & Premises Committee	Friday 10 March 2017 at 09.30
Full Governing Body	Wednesday 22 March 2017 at 19.00
Finance & Premises Committee	Friday 5 May 2017 at 09.30
Full Governing Body	Wednesday 17 May 2017 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 14 June 2017 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 20 June 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 23 June 2017 at 09.30
Finance & Premises Committee	Friday 30 June 2017 at 09.30
Full Governing Body	Wednesday 12 July 2017 at 19.00