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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 4
Held virtually on Wednesday 24 March 2021 at 7.00pm

DRAFT MINUTES

PRESENT:

Hazel Phillips (Chair)	Nicholas Taylor
Adrian Jones (Vice Chair)	Julian Wenban
Adam Barber (Headteacher)	Rekha Rao-Nicholson
Nicola O'Brien (School Business Manager)	Ben McLewis
Katie Yeo	Ian Irvine
Heidi Hughes	Elizabeth Jahn (Clerk)
Jayne Storey	

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Shona Howard was absent from the meeting.</p> <p>b. Attendance/business and pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; none were noted that had not previously been declared.</p>	
2	<p>For Approval</p> <p>a. Governing Body membership: update on Staff Governor vacancy and appointment of new Governors</p> <p>The Governing Body had previously recognised that it was challenging for staff to consider taking on the role of Staff Governor at this time and therefore, it had been agreed that whilst the vacancy should continue to be highlighted, a recruitment drive would be delayed until the impact of the pandemic had eased, which was likely to be at the start of the new academic year. Governors considered and agreed to appoint Julian Wenban, Rekha Rao-Nicholson, Ben McLewis and Shona Howard, and to re-appoint Heidi Hughes at the end of her term of office (16.05.21), as Governors and Directors of the company.</p> <p>b. Minutes of previous FGBM</p> <p>The Minutes were agreed as a correct record and would be signed at the next 'physical' meeting. There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>c. Committee membership and Named/Link Governor roles</p> <p>Governors considered and agreed the updated document that had previously been distributed; the Chair confirmed that Committee membership and roles and responsibilities had been discussed with individual Governors in advance of the recommendation. It was also agreed that the Governing Body was supportive of individual Governors changing Committee membership should their interests move into different areas of governance.</p> <p>d. Policies:</p> <p>i. Paternity Leave & Pay – Birth-August 2018 Policy</p> <p>The School Business Manager (SBM) provided an overview of the policy, which Governors considered and approved although it was noted that the policy was likely to be replaced by a Shared Parental Leave Policy in due course.</p>	

3	<p>For Discussion</p> <p>a. Headteacher's report including updates on any changes to the CoVid-19 risk assessment and Equalities Impact Statement (EIA), remote learning survey outcomes, and proposed Year 6 residential at Dean Field and Kilve Court</p> <p>The report, School Information Management System (SIMS) summary sheet and other supporting documents had previously been distributed; the Headteacher provided context to the information contained therein. Governors discussed the before and after school provision and agreed that whilst it was for the school to determine whether it should extend its offer for wraparound provision (as an operational decision), it was important that any extension to provision did not impact on the school's core provision of teaching and learning. Governors asked whether the school had sought parental views on wraparound provision; the Headteacher confirmed that a survey had been undertaken previously but it would be useful to carry out another survey to seek up-to-date views although Governors agreed that it was probably better to wait until the pandemic had eased as it was likely that there was a high level of uncertainty at this time and this might impact on parental responses. Governors agreed that whilst the decisions around wraparound care were operational and therefore, for the Headteacher to consider, should there be significant changes to provision, then it would be useful for this to be discussed with the Governing Body in advance of any decisions being made.</p> <p>Governors asked if attendance had improved for persistent non-attenders; the Headteacher confirmed that there had been an upward trend in attendance for those pupils as a result of the strategies in place to support families and it was hoped that attendance would improve further.</p> <p>Governors also asked if Teams would continue as part of the school's communication package with parents/carers post CoVid-19; the Headteacher advised that Teams would continue to be used for some aspects of teaching and learning and engagement with parents/carers but it was unlikely that it would be a key communication tool for parents/carers. Governors suggested that it might be useful to send out another overview of communication paths to support parental understanding moving forward.</p> <p>Governors noted the recent discussions at the Pupil Progress & Curriculum Committee meeting regarding tutoring and asked if the school was exploring whether tutoring would be useful for supporting gaps in learning; the Headteacher confirmed that tutoring would be explored and if appropriate, it would be bought in.</p> <p>Governors noted the updates regarding the Year 6 residential in the draft Pupil Progress & Curriculum Committee Minutes.</p> <p>b. Senior Leadership Team (SLT) succession planning</p> <p>This was discussed later in the meeting.</p> <p>c. Governing Body Development Plan (GBDP) and external review of governance update</p> <p>Governors discussed the external review of governance and agreed that this might be something that could be taken forward at a later date once the new Governors had settled in.</p> <p>Governors discussed the Department for Education's (DfE's) requirement for single-tier Academies to move to a 2-tier governance structure; the SBM confirmed that this was being explored and a summary guidance document and recommendation would be brought to the Governing Body in due course.</p> <p>Action: The SBM to provide a summary guidance document and recommendation on a proposed 2-tier governance structure.</p> <p>d. Safeguarding audit and action plan</p> <p>Governors noted the Safeguarding Audit Actions document in Sharepoint and the update in the draft Pupil Progress & Curriculum Committee Minutes. The Named Governor for Child Protection, Children in Care & Young Carers also provided context to the audit process, the school's responses and the actions moving forward.</p> <p>The Headteacher advised that a safeguarding allegation against a member of staff had been made; the school had liaised with the Local Authority Designated Officer for child protection (LADO) regarding the appropriate steps to take and following advice, it was agreed that no further action was necessary (in relation to the staff member concerned) however, a review of the school's policies and procedures in relation to safeguarding and in particular, allegations against members of staff, had been undertaken and amendments were made where necessary to support the school responding should another allegation be made.</p>	SBM
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	<p>e. Risk register review</p> <p>Governors were pleased to note that Ian Irvine was taking forward the review of the register with the Committee Chairs before the draft risk register and monitoring recommendations were brought back to the Governing Body to consider.</p> <p>f. Budget monitoring update</p> <p>Governors noted the budget papers that had previously been distributed together with the scrutiny that took place at the last Finance & Resources Committee meeting detailed in the draft Minutes and summarised by the Chair of the Committee.</p> <p>g. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors noted the update in the Finance & Resources Committee draft Minutes; there was nothing further to note at this time. The Link Governor for the GDPR confirmed that she liaised with the SBM on a Termly basis.</p>	
4	<p>For Noting</p> <p>a. Committee reports</p> <p>The draft Finance & Resources Committee, Pupil Progress & Curriculum and Henleaze Campus Collaboration (H3C) Committee Minutes had previously been distributed; the Chairs of the Committees summarised key areas of discussion and decisions taken.</p> <p>b. Governor visits</p> <p>Governors noted the Named Governor for Child Protection, Children in Care & Young Carer's meeting with the Headteacher to undertake the safeguarding audit earlier in the meeting. There was nothing further to note at this time.</p> <p>c. Governor training</p> <p>Governors were reminded that the updated training schedule provided by the Governor Development Service (GDS) was likely to be published soon. The Headteacher also agreed that he was willing to lead a training session for Governors who required support accessing information in Teams should this be required. The new Chair of the Finance & Resources Committee stated that he would also explore how files were named and stored in Teams to identify if there was a more user-friendly way this could be managed.</p> <p>d. Correspondence and AOB</p> <p>There was no correspondence or any other business to consider other than the deferred decision in relation to item 3b above.</p> <p>[The Headteacher left the meeting.]</p> <p>[CONFIDENTIAL MINUTES]</p>	

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

SIGNED: **DATE:** 19 May 2021

Next Meeting: Wednesday 19 May 2021 at 7.00pm

Meetings 2020/2021	Date
Finance & Premises Committee	Friday 7 May 2021 at 09.30
Full Governing Body	Wednesday 19 May 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 2 July 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00