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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 29 November 2017 at 7.00pm

DRAFT MINUTES

PRESENT:

David Cooper (Co-Chair)

Tamsin James (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Jonathan Parr (Deputy Headteacher)

Nicola O'Brien (School Business Manager)

Sylvie Jones

Heidi Hughes

Katie Yeo

Nicholas Taylor

Dario Palmiero

Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>David Cooper, Co-Chair, welcomed everyone to the meeting, particularly Katie Yeo and Nicholas Taylor, newly appointed Parent Governors, and Jonathan Parr, Deputy Headteacher. Apologies were received and accepted from John Worthington, Annabel Corbett and Ewen MacGregor.</p> <p>b. 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>c. Acceptable Use Agreement</p> <p>The Agreement had previously been distributed; those Governors who had not yet signed and returned the Agreement, were requested to do so.</p> <p>Action: The Agreement to be signed and returned to the Headteacher.</p>	All
2	<p>For Approval</p> <p>a. Governing Body membership: appointment of new Parent Governors as Directors</p> <p>The School Business Manager (SBM) provided an overview of the role of Director; the necessary forms and paperwork would be distributed to the new Parent Governors in due course and their appointment would be considered at the next meeting.</p> <p>Action: Appointment of new Parent Governors as Directors to be brought to the next meeting.</p> <p>b. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record. There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>c. Trustees' Annual Report & Accounts and letter of representation</p> <p>Governors considered and agreed the recommendation from the Finance & Premises Committee to approve the Trustees' Report & Audited Accounts and letter of representation. Committee members confirmed that the documents, particularly the Trustees' Report & Audited Accounts, were extensively scrutinised. Feedback from the last meeting with Joe Scaife, Bishop Fleming, the school's auditors, was also provided.</p> <p>Governors were pleased to note that Bishop Fleming was again, very positive about the audit and reiterated the Governing Body's congratulations and thanks to the SBM and staff for their hard work in ensuring that financial management was rigorous and robust.</p>	EJ

	<p>d. Staff Absence Insurance Renewal Comparison 2017-2018</p> <p>The Finance & Premises Committee members confirmed that they had considered the comparison document that had previously been distributed and agreed that the school should continue to use SchoolSafe as the preferred insurer even though they were the most expensive, as it was considered that the cover was best value for money as the alternative providers did not cover existing medical conditions, pre-planned operations, or maternities within 40 weeks of the start of the cover. As the premium was £20,628, it was being recommended to the FGB for approval. Governors considered the recommendation and agreed that it should be approved.</p> <p>e. Governors Development Day: volunteer</p> <p>Governors considered and agreed to ask John Worthington if he would be willing to take this forward on the Governing Body's behalf together with Adrian Jones, who had noted the key focus for the Day as discussed with the Co-Chairs as well as suggestions from the Pupil Progress & Curriculum Committee.</p> <p>Action: Adrian Jones to liaise with John Worthington re the itinerary for the Governors Development Day.</p> <p>[Dario Palmiero entered the meeting.]</p>	AJ
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report, SIMS data report and CPOMS report had previously been distributed; the Headteacher provided context to the information contained therein. Governors asked if the new CPOMS system was proving useful; the Headteacher confirmed that it was and provided examples of how the system supported safeguarding and behaviour management.</p> <p>b. Multi-Academy Trust (MAT) and Teaching School updates</p> <p>An updated Future Proofing Report had previously been distributed; Governors discussed the contents at length, which also included an update on discussions that had taken place with the Infant School since the last meeting, and an update on discussions with Claremont School and other partner schools in NW24. The Headteacher also presented, via the Whiteboard, a set of slides that had been developed by the NW24 MAT Group.</p> <p>Governors discussed the Headteacher's recommendation that the school continues to work with colleagues in NW24 with the intention of forming a MAT and noted that by forming a Trust, the principles of the MAT would be the same principles that had influenced the creation of NW24. The MAT Group schools knew the area and demographic well and whilst the intake of each school was distinctive, the geographical proximity meant that the communities were connected. Celebration of diversity and inclusion would be one of the founding principles of the MAT so that children in the schools learnt about themselves and each other and as a result, they developed the skills and attributes that enabled them to make a positive contribution to the society that they lived in.</p> <p>It was also noted that the size and scope of NW24 made it a very powerful school to school support network, and the fact that it contained schools that were in other MATs added to its value. It also had an established relationship with the Local Authority (LA). It was suggested that as the MAT formed, the school would be able to use the bigger NW24 partnership as part of the MAT's school improvement strategy and tap into the larger partnership to maximise economies of scale. Working in the MAT would also offer more opportunities for teachers to develop leadership skills and for leaders to have a wider impact on more children. In becoming part of a larger staff team, the school increased the pool of expertise, broadened the 'toolkit' of effective strategies, and provided an incentive to share skills between schools as the Junior School would be part of the same organisation and not competing with other schools within the MAT.</p> <p>The Headteacher advised that the cost of running a MAT was the biggest concern of the NW24 MAT Group, however, it was felt that if the NW24 Group formed its own MAT, it could tailor the design to suit the available resources. The MAT could grow organically, limiting the scope of the executive at start up, and managing the Trust by re-allocating responsibilities between existing posts in order to avoid individual schools having to make cuts to their provision in order to fund a predetermined top-slice. Once the Trust was established, the MAT could work towards a structure where the executive was independent of the individual school personnel. The Headteacher highlighted the NW24 MAT Group's views on what would make the MAT successful as well as an example MAT governance structure and overview of Trust Members', Board, local Governing Body and Headteachers' responsibilities. An example of a start-up leadership structure was also presented, which drew on the experience and expertise available from the schools' current leaders with each school taking on a MAT leadership role and each school's SBM overseeing a specific MAT function.</p>	

Governors agreed that the only way to get a clearer idea was to do the more detailed work of designing a structure and an operational model and costing it. The NW24 MAT Group had begun to build a picture of the financial and human resources available to it but in order to turn this into a business plan and an educational 'manifesto', time needed to be invested. This would need to be through the release and/or commission of Headteacher and SBM time to do the work necessary to prepare a MAT proposal to submit to the Regional Schools Commissioner (RSC).

The Headteacher advised that the NW24 MAT Group estimated that an SBM and a Headteacher would need to spend at least 2 days per week working on the proposal, working in partnership with the RSC's project team and learning as much as they could from the experience of local colleagues. Governors discussed at which stage professional advice should be sought, eg legal advice and agreed that it would be useful to seek legal advice from the outset, although more detailed legal advice was most likely needed once the MAT application was progressing. Governors also asked if SBM capacity within the NW24 MAT Group schools had been identified; the Headteacher confirmed that it had not at this stage although it was likely that this would either be through an existing SBM of the NW24 MAT Group schools taking on the project lead, probably as paid overtime, or an SBM from another school within the NW24 carrying out this piece of work as a time-limited project.

Following discussion, Governors agreed to continue exploring forming its own MAT; Governors also agreed to commit to a project team to work for up to 6 months on a MAT proposal with Colstons, Westbury Park and Hotwells Schools (and Henleaze Infant School if possible).

[The Deputy Headteacher left the meeting.]

Governors fully supported the Headteacher taking a proactive role in the project team and making the necessary arrangements with the Deputy Headteacher to ensure that appropriate cover was in place during time spent on this piece of work.

Governors asked if there was a vision within the NW24 MAT Group regarding future expansion, or other schools that might be interested in joining the MAT should the current schools decide not to proceed; the Headteacher advised that informal discussions had taken place but there was nothing specific to note at this time.

The Headteacher also recommended that the school should pursue with the LA the feasibility of attracting investment to the campus through the special needs capital project as the LA had indicated a commitment to providing Elmfield and Claremont Schools with new buildings, fit for purpose, and both schools wanted to be co-located with mainstream provision. Governors agreed that losing Claremont School from the campus would impact on all the children and would limit the school's ability to provide for children with significant disabilities. Gaining Elmfield School and keeping Claremont School would present an opportunity to add further value to the quality of inclusive education, with benefits for all children, but only if there was a guarantee of capital investment.

Following discussion, Governors agreed to initiate a conversation with the LA, the Infant School, Claremont and Elmfield Schools about the possibilities of co-location on the Henleaze campus, and the terms under which the schools would be prepared to pursue such a plan.

It was noted that whilst the Governing Body had tried to move things forward with the Infant School through proactive approaches as well as to the LA, Governors had not been provided with the information requested or the answers to the questions raised. It was agreed that if the Governing Body was to move towards a united future structure, due diligence would need to be carried out including leadership and governance decisions, as well as the contributions of LA policy, that had led to the current financial situation. The lack of decisive action since the concern was first raised meant that the debt was still rising, making the Infant School an increasingly unattractive proposition for any MAT, let alone a newly forming one. Governors agreed that they either needed to eliminate the Infant School from their consideration of future plans, unless the Governing Body received specific requests for assistance, advice or support, or they needed to take their concerns directly to the LA and seek to establish a partnership which this school would lead. However, concern was raised that there appeared to be a history that needed to be investigated, and the right party had to accept responsibility for the overspend of public money and there was little confidence that the LA could or would do what was required.

Following discussion, Governors agreed to inform the Infant School Governors that the Junior School would offer no further leadership of change unless presented with a specific proposal or request, although it was agreed that if requested, a Governor would be willing to attend the Infant School's next FGB meeting.

c. Focus of discussion for the Term 4 meeting

Governors agreed that the MAT update should continue to the Term 4 meeting.

4	<p>For Noting</p> <p>a. Correspondence There was no correspondence to consider.</p> <p>b. Fundraising opportunities update There was nothing to note at this time.</p> <p>c. Governors' Termly newsletter update The Headteacher confirmed that Annabel Corbett and Tamsin James had written the last update as previously agreed; the next update would be after Christmas.</p> <p>d. Feedback from Governor visits including Named/Link Governor reports Heidi Hughes' visit report form had previously been distributed; the contents would be reviewed in more detail at the next Pupil Progress & Curriculum Committee meeting. The Named Governor for Special Educational Needs (SEN) & Inclusion also confirmed that she had met with the SENCo and would forward her report to the Pupil Progress & Curriculum Committee meeting.</p> <p>e. Feedback from training There was nothing to note at this time.</p> <p>f. Finance & Premises Committee report The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>g. Henleaze Campus Collaboration Committee (H3C) report The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>h. Pupil Progress & Curriculum Committee report The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>i. Staffing & Wellbeing Committee report The draft Minutes would be distributed in due course, and would include key areas of discussions.</p> <p>j. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates This was discussed earlier in the meeting; there was nothing further to note at this time.</p> <p>k. AOB 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:** 24 January 2018

Next Meeting: Wednesday 24 January 2018 at 15.00 (whole day visit)

Future Meetings 2017/2018	Date
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