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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 3

Held at the school on Wednesday 29 January 2020 at 3.00pm

DRAFT MINUTES

PRESENT:

Tamsin James (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Nicholas Taylor

Dario Palmiero

Sylvie Jones

Katie Yeo

Heidi Hughes

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>Tamsin James (Co-Chair) welcomed everyone to the meeting. Apologies were received and accepted from Jayne Storey and Ian Irvine. Ewen MacGregor 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; the Register was circulated and duly signed.</p>	
2	<p>For Discussion</p> <p>a. Initial feedback from Governors' Development Day</p> <p>Governors provided feedback from the day, which was very positive and focussed on the mental wealth of the school as well as other key areas agreed by the Governing Body. There were opportunities to speak with pupils, staff and parents/carers and scheduled learning walks. Governors also carried out activities and reviews to inform the Governing Body Development Plan (GBDP) including reviewing the induction process and ways in which key information was shared with new Governors. There were still some areas that required further consideration and an update would be provided as part of the GBDP progress reviews, which Governors agreed should be included as a standard item on further Agendas.</p> <p>Action: GBDP progress review to be added to the Agenda.</p> <p>Heidi Hughes and Katie Yeo demonstrated the table they had created for logging visits; the table would be trialled for the Development Day feedback to inform whether any tweaks were needed. Governors agreed that it was a very useful document to use each year to evidence Governor engagement and monitoring and evaluation. Governors agreed that it would be particularly useful in identifying 'next steps'/areas for follow-up including those that might inform the focus of the next Development Day. It was also beneficial that the table included headings aligned to the new Ofsted framework of 'intention, implementation and impact' and that feedback collated in the table would be shared with staff. Governors thanked Heidi and Katie for drawing up the document.</p> <p>Action: The form to be distributed for Governors to complete.</p> <p>Heidi also highlighted that she met with the School Business Manager (SBM) to review progress against compliance with the General Data Protection Regulation (GDPR); the review was positive and there were no GDPR issues.</p> <p>b. Governors' Termly newsletter update: volunteer to feedback on Governors' Development Day</p> <p>Governors thanked Nicholas Taylor for volunteering to provide the update in the next newsletter.</p>	<p>EJ</p> <p>HH / All</p>

3	<p>For Approval</p> <p>a. Trust membership: appointment of Ian Irvine as Director and consideration of Governing Body membership following David Cooper's resignation</p> <p>Governors noted that unfortunately, the application documents had not yet been completed; the Co-Chair agreed to discuss this further with Ian Irvine.</p> <p><i>Action: An update to be provided at the next meeting.</i></p> <p>Governors agreed that the skills audit outcomes would inform identifying any gaps and filling Governing Body vacancies would be included on the GBDP.</p> <p>b. Election of Co-Chair</p> <p>Governors were reminded that the Co-Chair would be stepping down from the role at the end of this academic year. It was agreed that any volunteers interested in putting themselves forward should speak with the Co-Chair. It would then be agreed whether it was beneficial to continue with a Co-Chair structure or whether the Co-Chair role should revert back to a Chair role and the prospective nominee should shadow the Co-Chair for the remainder of the academic year.</p> <p><i>Action: An update to be provided at the next meeting.</i></p> <p>c. Appointment of Ian Irvine to the Finance & Resources Committee</p> <p><i>Action: This item to be deferred until the next meeting.</i></p> <p>d. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>Governors noted that as this was a reduced meeting, some carried forward matters would be brought to the next meeting.</p>	<p>TJ</p> <p>TJ</p> <p>EJ</p>
4	<p>For Discussion</p> <p>a. Headteacher's verbal report</p> <p>Governors noted that several updates were provided earlier as part of the Governors' Development Day; there was nothing further to note at this time.</p>	
5	<p>For Noting</p> <p>a. Correspondence</p> <p>There was no correspondence to consider.</p> <p>b. AOB</p> <p>Governors thanked staff for facilitating the Development Day and for the feedback they shared, which was very useful and informative.</p> <p>There was no other business to consider.</p>	

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

SIGNED: **DATE:** 26 March 2020

Next Meeting: Thursday 26 March 2020 at 19.00

Meetings 2019/2020	Date
Henleaze Campus Collaboration Committee	Wednesday 26 February 2020 at 11.00 (Claremont School)
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 (Claremont School)
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
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