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Co-Headteachers: Mr Adam Barber and Mr Jonathan Parr

Company No: 07763421

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

**FULL GOVERNING BODY MEETING – TERM 1**  
**Held virtually on Wednesday 6 October 2021 at 7.00pm**

**MINUTES**

**PRESENT:** Hazel Phillips (Chair) Heidi Hughes  
Adam Barber (Co-Headteacher) Julian Wenban  
Jonathan Parr (Co-Headteacher) Ben McLewis  
*The meeting was* Nicola O'Brien (School Business Manager) Shona Howard  
*noted to be quorate* Rekha Nicholson Ian Irvine  
Katie Yeo Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>For Declaration</b></p> <p><b>a. Welcome and apologies for absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Jayne Storey. Katie Yeo apologised she would be late. Adrian Jones was absent from the meeting. Governors noted that Nicholas Taylor's term of office had ended and thanked him for his hard work and dedication.</p> <p><b>b. Business and pecuniary interests register</b></p> <p>Governors were reminded of their responsibility to declare interests; none were noted that had not previously been declared.</p> <p><b>c. Academy Trust's PSC Register</b></p> <p>Governors noted the requirement for all Academy Trusts and their trading subsidiaries to maintain a register of people that had control or influence over the Academy Trust (a 'PSC Register'). Governors noted that the definition of what constituted control or influence was very broad and therefore, Department for Education (DfE) guidance had previously been distributed. In line with the statutory guidance, the Academy Trust carried out an audit in relation to the PSC Register. As a result, the Academy Trust knows or has reasonable cause to believe that there was no registrable person or registrable relevant legal entity in relation to Henleaze Junior School.</p> <p><b>d. Skills audit matrix</b></p> <p>The link to the matrix was shared; Governors were requested to ensure that their skills were included in the audit.</p> <p><b>Action: Governors to ensure that their skills are included in the audit.</b></p> <p><b>e. Keeping Children Safe in Education (KCSiE) guidance</b></p> <p>Governors were reminded of their responsibility to read the updated guidance.</p> <p><b>Action: All Governors to read the updated KCSiE guidance.</b></p>	<p>All</p> <p>All</p>
2	<p><b>For Approval</b></p> <p><b>a. Chair and Vice Chair's Terms of Reference (TOR) and election of Chair and Vice Chair</b></p> <p>Governors considered and agreed the TOR that had previously been distributed. There was one nomination for Hazel Phillips for the position of Chair and for Adrian Jones for the position of Vice Chair; as there was no opposition and all members were in support, Hazel Phillips and Adrian Jones were duly re-elected for a term of office of 1 year.</p>	



**b. Governing Body membership: update on Staff and Parent Governor vacancies and reappointment of Katie Yeo**

Governors considered and agreed to appoint Katie Yeo as a Co-Opted Governor. The Co-Headteachers would take forward seeking nominations for the Parent Governor vacancies. Unfortunately, there had not been any nominations received in relation to the Staff Governor vacancy, however, nominations would continue to be sought.

**Action: Parent and Staff Governor nominations to be sought.**

AB / JP

**c. Collaboration Agreement and TOR**

Governors considered and agreed the Collaboration Agreement and TOR that had previously been distributed.

**d. Committee TORs and membership**

Governors considered and agreed the Committee structure, TOR and membership subject to appointing Jonathan Parr to each of the Committees.

**e. Named/Link Governors and TOR and appointment of Named/Link Governors**

Governors considered and agreed the TOR that had previously been distributed. Governors also re-appointed Named/Link Governors as detailed in the summary document previously distributed subject to appointing Ian Irvine as the third member of the Co-Headteachers' appraisal panel (to replace Nicholas Taylor).

**f. Governing Body's Scheme of Delegation**

Governors considered and agreed the Scheme that had previously been distributed.

**g. Minutes of previous FGBM**

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.

**h. Policies:**

**i. Admissions Policy**

The School Business Manager (SBM) advised that the policy had been updated in line with the Schools Admissions Code (updated in September); the Finance & Resources Committee had approved the policy. It had also been noted that the Local Authority (LA) had shared its updated Fair Access Protocol for primary aged children and this had been reviewed against the school's policy and no amendments were recommended.

**ii. Governors Code of Conduct Policy**

Governors considered and agreed to adopt the National Governors Association's model Code of Conduct Policy for 2021.

**iii. Governors' Expenses Policy**

Governors considered and agreed the Governors' Expenses Policy.

**iv. Governors' Induction Policy**

Governors considered and agreed the Governors' Induction Policy.

**v. Governors' Visits Policy**

Governors considered and agreed the Governors' Visits Policy.

**vi. Safeguarding & Child Protection Policy**

Governors considered and agreed the policy that had been recommended for approval by the Pupil Progress & Curriculum Committee. Governors also agreed that the policy should be renamed Safeguarding & *Child Protection* Policy to comply with statutory requirements to have a Child Protection Policy.

**i. Date of Annual General Meeting: 1 December 2021 at 7.00pm**

Governors agreed that the AGM should take place on Wednesday 1 December 2021 at 7.00pm.

[Katie Yeo entered the meeting.]

<p><b>3</b></p>	<p><b>For Discussion</b></p> <p><b>a. Co-Headteachers' report and School Development Plan (SDP) 2021/2022 progress report</b></p> <p>The report and supporting documents had previously been distributed; Governors discussed the contents at length including the recent decision of the Infant School to carry out a consultation to reduce their published admissions number (PAN). Governors agreed that it was necessary to consider a communication strategy for the Junior School's community to ensure that any anxieties that might arise due to the consultation could be mitigated. It was also agreed that a broader discussion would be beneficial in terms of a longer-term strategy regarding how the Infant and Junior schools could work more closely together. Ian Irvine and Julian Wenban volunteered to support the communication strategy and Rekha Nicolson, Shona Howard and Katie Yeo volunteered to support discussions in relation to consideration of how the 2 schools could work more closely together.</p> <p>Governors also discussed the format of the Co-Headteachers' report and agreed that the way the document focussed on progress against SDP priorities whilst also including updates on more general school information, was very useful. Governors also congratulated the school on how quickly it had been able to re-establish extra-curricular activities, which was very positive.</p> <p><b>b. Safeguarding update</b></p> <p>Governors noted that safeguarding had been discussed at the last Pupil Progress &amp; Curriculum Committee meeting; there was nothing further to note at this time.</p> <p><b>c. Governing Body Development Plan (GBDP): Ofsted preparedness, strategic direction and proposed 2-tier governance structure update</b></p> <p>Governors discussed the Development Day in January and agreed that a key priority this year was to re-establish school visits.</p> <p><b>d. Risk register review</b></p> <p>Governors were pleased to note that the Chair of the Finance &amp; Resources Committee was taking forward the review and would bring recommendations to the Governing Body to consider at the next Committee meetings.</p> <p><b>e. Budget monitoring update</b></p> <p>Governors noted the budget papers that had previously been distributed together with the scrutiny that took place at the last Finance &amp; Resources Committee meeting detailed in the draft Minutes.</p> <p>Governors ratified the decision to approval the CIF project costs relating to the new boiler room and works to re-build the retaining wall. Several lengthy discussions had taken place in relation to these projects at previous Committee and FGB meetings, however, it was noted that formal approval of the costs had not been minuted. Governors noted that the decision to approve the spend of £10k for the drawings, plans and investigations had been minuted.</p> <p>In summary, Governors noted that the successful bid was for £73k, in addition to the £10k spend on drawings and plans etc and on the basis that the Governing Body was confident that the school had discharged its duties under the Scheme of Delegation re Value for Money through seeking written tenders etc, and that the builds mitigated the significant risks previously identified of retaining wall failure and the additional risks associated with the boilers being located in another school with pipes running under the playground, the Committee had agreed that the expenditure was appropriate. The Committee had noted that the impact on the school's finances would be to reduce the reserves from approximately £170k to £100k. The Governing Body fully supported the planned works and therefore, the Committee's decisions and associated costs were approved.</p> <p><b>f. General Data Protection Regulation (GDPR) compliance update</b></p> <p>Governors noted the update in the Finance &amp; Resources Committee draft Minutes; there was nothing further to note at this time.</p>	
<p><b>4</b></p>	<p><b>For Noting</b></p> <p><b>a. Finance &amp; Resources Committee's next meeting is the audit meeting with Joe Scaife, Bishop Fleming, to discuss the annual accounts 2020/2021, all Governors invited to attend</b></p> <p>Governors noted the details above and the Committee's invitation to attend the meeting.</p>	

<p><b>b. Committee reports</b></p> <p>The draft Finance &amp; Resources Committee Minutes had previously been distributed; the draft Pupil Progress &amp; Curriculum Committee Minutes would be distributed in due course. The Chairs of the Committees summarised key areas of discussion and decisions taken.</p> <p><b>c. Governor visits</b></p> <p>There was nothing significant to report at this time.</p> <p><b>d. Governor training</b></p> <p>Governors were reminded of the training opportunities provided by the Governor Development Service (GDS). Feedback from the LA's strategic briefing was also provided by Shona Howard.</p> <p><b>e. Correspondence and AOB</b></p> <p>There was no correspondence or any other business to consider.</p>	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 1 December 2021

**Next Meeting:** Wednesday 1 December 2021 at 7.00pm

Meetings 2021/2022	Date
Henleaze Campus Collaboration Committee	Wednesday 3 November 2021 at 11.00
Finance & Resources Committee	Friday 19 November 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 26 November 2021 at 10.00
Full Governing Body	Wednesday 1 December 2021 at 19.00
Finance & Resources Committee	Friday 21 January 2022 at 09.30
Full Governing Body	Wednesday 26 January 2022 at 15.00 (whole day visit)
Henleaze Campus Collaboration Committee	Wednesday 2 March 2022 at 11.00
Finance & Resources Committee	Friday 11 March 2022 at 09.30
Pupil Progress & Curriculum Committee	Friday 18 March 2022 at 10.00
Full Governing Body	Wednesday 23 March 2022 at 19.00
Finance & Resources Committee	Friday 6 May 2022 at 09.30
Full Governing Body	Wednesday 18 May 2022 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 15 June 2022 at 11.00
Finance & Resources Committee	Friday 24 June 2022 at 09.30
Pupil Progress & Curriculum Committee	Friday 1 July 2022 at 10.00
Full Governing Body	Wednesday 13 July 2022 at 19.00