



Park Grove, Bristol, BS9 4LG

Telephone: 0117 377 2444

Fax: 0117 377 2445

Email: henleazej@bristol-schools.uk

Website: www.henleaze-jun.bristol.sch.uk

Headteacher: Mr Adam Barber

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 4

Held virtually by conference call on Wednesday 1 April 2020 at 7.00pm

DRAFT MINUTES

PRESENT:

Tamsin James (Co-Chair)

Hazel Phillips (Co-Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Jayne Storey

Ian Irvine

Nicholas Taylor

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 virtual meeting. Adrian Jones and Dario Palmiero were 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; the Register would be circulated and signed at the next meeting.</p>	
2	<p>For Approval</p> <p>a. Virtual Meeting Attendance Protocol and delegation of emergency decision-making powers to the Co-Chairs during the CoVid-19 pandemic</p> <p>Governors considered and agreed to adopt the model protocol for attending virtual meetings distributed by the Governor Development Service (GDS).</p> <p>The Chair advised that she was currently reviewing the school's emergency plan and this would be circulated in due course for consideration and formal approval.</p> <p>b. Governing Body membership</p> <p>Governors were disappointed to note that Ewen MacGregor had resigned from the Governing Body effective from today's date. Governors considered and agreed to appoint Ian Irvine as a Director.</p> <p>c. Election of Co-Chair</p> <p>Governors were pleased to note that there had been one nomination for Hazel Phillips for the position of Co-Chair. As there were no objections and all Governors were in support, Hazel Phillips was duly elected for the remainder of this academic year, the election of (Co-)Chair(s) and Vice Chair would take place again in Term 1 to maintain the annual election cycle; Adrian Jones would also continue as Vice Chair for the remainder of this academic year.</p> <p>d. Minutes of previous FGBM</p> <p>The Minutes were agreed and would be signed as a correct record at the next meeting.</p> <p>Governors noted that as this was a reduced meeting, some carried forward matters would be brought to the next meeting.</p>	

<p>3</p>	<p>For Discussion</p> <p>a. Headteacher's verbal report including CoVid-19 pandemic and impact of school partial closure update</p> <p>Governors were informed that following the school's partial closure in line with the government's guidance in light of the CoVid-19 pandemic, 34 pupils had been identified as children of key workers. Governors discussed the government's request that schools stay open during Easter to support key workers continuing to work; the Headteacher advised that approximately 24 pupils might require provision during that time. The Headteacher confirmed that information regarding proposed provision had been shared with affected parents/carers and it was hoped that the number of pupils accessing provision would be confirmed shortly to support preparations and planning including catering needs etc.</p> <p>Governors discussed the effectiveness of the strategies currently in place to support pupils' home learning which were working well; the Headteacher also advised that he held a successful virtual staff meeting earlier today and next steps for the school would be identifying how the school would move forward in terms of learning should the lockdown be extended. Governors were informed that safeguarding guidance had recently been published by the Department for Education (DfE) and union guidance had indicated that they did not support 'live' lessons. Whilst Governors appreciated staff's willingness to adapt to support the current crisis, they also fully supported the school focussing on staff's wellbeing during this time and taking steps to ensure that the burden on staff was limited where possible to ensure that they were physically, emotionally and mentally fit when the lockdown ends and people returned to work, particularly through reducing workload during the Easter holiday.</p> <p>b. Finance and staffing update</p> <p>Governors noted that next year's funding details had been received although given the circumstances, it was difficult to focus on financial planning for the next academic year. Governors agreed that in light of the current situation, it might be beneficial for the school to contact the parents/carers of those pupils who indicated that their children would be leaving after Easter to confirm if this was still the case; the Headteacher confirmed that this would be discussed at the next Senior Leadership Team (SLT) meeting. There was nothing further to note at this time.</p>	
<p>4</p>	<p>For Noting</p> <p>a. AOB</p> <p>Governors thanked the Headteacher and all staff for all their hard work and dedication during this extremely difficult and challenging time. The Chair also advised that the DfE had also sent out a message of thanks to schools and Governing Bodies for contributing to the national response to the pandemic and supporting key workers.</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:** 20 May 2020

Next Meeting: Wednesday 20 May 2020 at 19.00

Meetings 2019/2020	Date
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