



Park Grove, Bristol, BS9 4LG

Telephone: 0117 377 2444

Fax: 0117 377 2445

Email: henleazej@bristol.gov.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

Held at the school on Wednesday 13 July 2016 at 7.00pm

MINUTES

PRESENT:

Jonathan Rees (Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Sylvie Jones

John Worthington

Sarah-Jane Ribeiro

David Cooper

Tamsin James

Annabel Corbett

Dario Palmiero (Attendee)

Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

ITEM	MINUTE	ACTION
1	<p>Learning Zone</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting, particularly Dario Palmiero, proposed new Community Governor. Following introductions, apologies were received and accepted from Ainslie Levy. Governors were sad to note that Ainslie had decided to step down as a Governor. The Chair would consider whether another link Governor from the Infant School needed to be appointed and would bring a recommendation to the next meeting.</p> <p>Action: The Chair to consider whether a link Governor from the Infant School was needed and bring a recommendation to the next meeting.</p> <p>b. School Development Plan (SDP) 2015/2016: focus on survey responses</p> <p>Governors were pleased to note that there had been an increase in the number of responses; John Worthington was currently reviewing the responses and would provide a summary report in due course.</p> <p>It was agreed that it would be useful to hold a focus group meeting with Governors and parents/carers to discuss feedback from the survey. Following discussion, it was agreed that this should form part of the first coffee morning with parents/carers on the 20 September 2016, 9.00-10.00am.</p> <p>Action: John Worthington to take forward the analysis of the responses and forward a summary to Governors in advance of the first parents/carers coffee morning.</p> <p>Action: The Headteacher to distribute the full report for Governors' information.</p> <p>Action: The Headteacher to inform parents/carers via the newsletter that there had been an increase in responses and that the feedback was currently being reviewed and key points would be shared with parents/carers at the first coffee morning.</p> <p>c. SDP 2016/2017: approval of key priorities</p> <p>A summary of the proposed priorities for 2016/2017 was distributed; Governors noted that the key themes were the curriculum and assessment; making partnerships work; futureproofing HJS; workforce development; making lunchtimes work; meeting the needs of all children; overcoming anxiety and dealing with pressure; and making IT systems work.</p> <p>Governors recognised that whilst the school had usually endeavoured to address national directives through the SDP, due to the significant issues within Parliament at this time, it was challenging to know exactly what would happen within the educational landscape in the future.</p> <p>The Headteacher provided context to the priorities; Governors noted that in terms of the curriculum and assessment, the school intended to continue to embed the new National Curriculum (NC) and refine the non-negotiable expectations for each Year Group.</p>	<p>JR</p> <p>JW</p> <p>AB</p> <p>AB</p>

	<p>The school also aimed to define the characteristics of children who were working at greater depth and ensure that a broad, balanced, creative curriculum was maintained.</p> <p>Governors noted that in terms of making partnerships work, the school wanted to maximize the impact of collaboration with NW24 schools, for staff development and for pupil opportunity. The school also wanted to explore opportunities to meet the challenges of falling budgets by combining forces.</p> <p>The Headteacher advised that in relation to futureproofing HJS, the school wanted to adopt a proactive strategy to the short and long term maintenance and development of the school premises. This would include articulating a vision for the future structure of the school in the light of the White Paper recommendations and any subsequent government directives.</p> <p>Governors fully supported workforce development by ensuring that pedagogy was consistent and in keeping with the Teaching & Learning Policy and latest best practice guidance. The school also wanted to ensure that teaching practices were inclusive and assessment was rigorous in order to achieve best outcomes for all pupils.</p> <p>Governors were pleased to note that the school would aim to ensure that lunchtime staff were using consistent behavior management strategies and that the school would integrate the team of play leader, SMSAs and sports coaches along with buddies to provide a pastoral care package that supported all children during the lunch hour.</p> <p>The Headteacher advised that in terms of meeting the needs of all children, the school wanted to use consistent approaches to quality first teaching in the classroom to plug gaps in non-negotiables and raise attainment of underachieving pupils. The school also wanted to strengthen accountability of class teachers for progress of all pupils and provide clarity of expectations with regard to learning support interventions.</p> <p>Governors were informed that in relation to the overcoming anxiety and dealing with pressure priority, the school wanted to enhance the capacity of the Learning Mentor by training all staff in strategies to address anxiety and attachment issues. The school would also work to raise the profile of pastoral support structures already in place so that children knew how to access help, and the school was better able to monitor the impact of staff's workload, maintain the Wellbeing Committee and implement suggestions to reduce stress.</p> <p>In relation to making IT systems work, the school would aim to use SIMS as a central storage space for all pupil records, including special educational needs (SEN), behavior and attendance. The school wanted to train staff accordingly and use agreed software to keep assessment records accessible to all relevant staff so that progress could be tracked and reported to parents/carers. As discussed at the last Pupil Progress & Curriculum Committee, the school also wanted to use the blogs, Twitter and the website as well as School Comms and Gateway to keep parents/carers fully informed and enable them to communicate with the school.</p> <p>Governors fully supported the priority areas for improvement and agreed that they should be approved. However, Governors recognised that this had been a very challenging year due to the number of changes to the NC and the new assessment framework, and asked the Headteacher whether staff morale was being supported to ensure that the priorities were deliverable; the Headteacher advised that staff were under a lot of pressure and emotions were running high, however, a lot of the issues were common across education and there was a general unhappiness amongst teachers about the educational landscape. The school was working hard to try to mitigate the impact of the national changes on staff work life/balance through the Wellbeing Committee and measures to raise morale, but it would be important for the Staffing & Wellbeing Committee to continue to monitor this with a view to identifying wherever possible, where staff morale could be boosted.</p> <p>d. Governance: Moving Forward including:</p> <p>i. Governing Body's Development Plan (GBDP) 2015/2016 leads' update</p> <p>Governors agreed that it would be more effective to review the GBDP at the next meeting to determine if the priorities were still current and whether new priorities needed to be considered.</p> <p>ii. Learning Zone suggestion for the Term 1 meeting</p> <p>As above, Governors agreed that it would be useful to focus on the GBDP at the next meeting.</p>	
2	<p>Routine Governance</p> <p>a. 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>	

b. Approval of Minutes of last FGBM held on 18 May 2016

The Minutes were agreed and signed as a correct record.

c. Carried forward matters and matters arising

The Headteacher confirmed that he had explored benchmarking options for the survey but unfortunately, it was not possible to benchmark specifically against junior schools, only a mixture of Infant, Junior and primary schools. The Headteacher advised that in terms of quartiles, the school was benchmarked against 5 Bristol schools and was in the lowest quartile. The Headteacher advised that he would discuss the outcomes where appropriate with those school colleagues to identify if there was anything that they were doing to improve the number of positive responses that this school was not doing.

The Headteacher advised that the School Improvement Partner (SIP) had indicated that he would not be available next year to carry out core visits. Governors discussed the role and the options available and agreed that the Chair should take forward identifying a new SIP with the NW24 Partnership.

Action: The Chair to take forward identifying a new SIP with the NW24 Partnership.

JR

Governors agreed that the Performance Management Review of the Headteacher should take place on Friday 25 November 2016 at 9.00am, subject to that date and time being convenient to the new SIP.

There were no further carried forward matters or matters arising that were not already included on the Agenda.

d. Approval of 2016/2017 budget

Governors considered the draft budget that had been recommended for approval by the Finance & Premises Committee. Governors also noted the list of contingent items that had been prepared in response to the Committee's request. The draft Minutes from the Committee meeting highlighted the rigorous and robust process that was undertaken when comparing the draft budget and the consideration of the impact of any significant changes to provision to determine where cost savings could be made that impacted the least on provision. This included discussions with the Teaching & Learning Team and the Senior Leadership Team (SLT).

Governors recognised that the school had a significant reduction in funding and therefore, measures needed to be taken to make savings to ensure that the budget was sustainable in the future. Governors also recognised that the in-year budget projection was a small deficit, which would be offset by the accrued surplus. However, it was not possible to continue on that path without making changes, as the surplus would reduce over time and an Academy was not allowed to set a deficit budget that could not be covered by an accrued surplus.

Governors asked whether the Headteacher was reassured that the 'consequence test' of the cost-saving measures, particularly where 'natural wastage' (not replacing staff who leave) was concerned, eg support staff, would not have a bigger impact on the budget at a later date due to issues that might arise as a result of not replacing those staff; the Headteacher confirmed that a significant review of SEN provision and quality first teaching had taken place and whilst this would be a key priority for development next year to ensure that the impact was limited, unfortunately, there were no cost-saving measures that would not impact on provision and therefore, the school was as confident as it could be that these areas of reduction were the most appropriate, whilst recognising that the school did not know the needs of children joining the school in September and beyond. Governors felt reassured that should it become clear that those cost-saving measures were not the most appropriate ones, the school could use the accrued surplus to reinstate those areas. However, in the longer term, the budget was not sustainable and therefore, it would not be financially possible to continue without making changes; it was preferable to make savings to areas that impacted the least rather than being forced into a position where it was necessary to undertake a managing change process, which was more damaging to staff morale and parental confidence in the school.

Governors asked whether the 'austerity' climate was shared within the staff body, ie were they mindful to take steps to reduce costs on a daily basis, eg switching off lights etc; the Headteacher confirmed that staff were aware that the school was taking a more prudent approach and it was common practice for decisions to be taken taking into consideration the cost implications and the impact of the spend on raising standards. Staff were aware of national issues around funding, however, the Headteacher suggested that they might not be completely aware of the impact of those cuts on this school. Governors also noted that parents/carers were generally unaware of the impact on the school and in many cases, had an unrealistic vision of the school and the school's ability to sustain the level of additional support and provision due to the shrinking budget.

Governors agreed that it would be useful to reinvigorate fundraising at the school and therefore, this should be brainstormed at the next meeting as part of the Learning Zone.

	<p>Action: Fundraising to be included in the next meeting's Learning Zone section.</p> <p>Following a lengthy discussion, Governors agreed that the budget should be approved and submitted to the Department for Education (DfE). Governors thanked the Headteacher and School Business Manager (SBM) on their hard work on this matter, which was very challenging.</p> <p>Governors discussed the boiler issues and the risk that the issues would not be resolved and the school might be without heating when the weather gets colder. Governors agreed that should a decision need to be made to address the issues before the next meeting, then the Finance & Premises Committee had delegated authority to make any decisions in regards to this matter, even if the cost was above the delegated level of the Committee. Should this be the case, the decision would be reported at the next full Governing Body (FGB) meeting.</p> <p>e. Correspondence</p> <p>The Chair advised that a letter had been received from a local Trust school asking whether the school wished to consider exploring the possibility of joining the Trust as part of a multi-Academy Trust (MAT); Governors agreed that they would not wish to explore this further at this time.</p> <p>Governors also noted that due to changes to the law affecting UK companies, as of 6 April 2016, all Academy Trusts and their trading subsidiaries now needed to maintain a register of people that had control or influence over the Academy Trust (a 'PSC Register'). The definition of what constituted control or influence was very broad and included those who directly or indirectly owned more than 25% of shares in the company; directly or indirectly owned more than 25% of voting rights in the company; directly or indirectly had the power to appoint or remove the majority of the Academy Trust's directors; had the right to or actually did exercise significant influence or control over the Academy Trust; or had the right to, or actually did, exercise significant influence or control over a Trust (not a legal entity) which in turn had significant control over the Academy Trust. To comply with the statutory requirements, the Academy Trust needed to perform a detailed governance review to determine whether any individual or organisation met any of the conditions set out above; considered whether, in practice, others exercise influence or control over the Academy Trust (regardless of whether they are entitled to do so); notified anyone that the Academy Trust considered to be a PSC and seek the information it required for the PSC register; and updated the Central Register held at Companies House.</p> <p>In line with statutory guidance, Henleaze Junior School's Academy Trust carried out an audit in relation to the PSC Register, and, as a result, the Academy Trust confirmed that it knows or had reasonable cause to believe that there was no registrable person or registrable relevant legal entity in relation to Henleaze Junior School.</p> <p>Action: The SBM to update the Central Register held at Companies House, as detailed above.</p>	<p>EJ</p> <p>NO</p>
<p>3</p>	<p>Information Sharing</p> <p>a. Headteacher's report</p> <p>The headline SATS outcomes and guidance on the NC Assessments at Key Stage 2 (KS2) in England, July 2016 were distributed; Governors were pleased to note that the school was above the national average in most of the key areas except for Pupil Premium children in Mathematics. The Headteacher confirmed that the full analysis of SATS and the teacher assessments would be carried out and would inform teaching and learning for next year; the analysis would also be scrutinised by the Pupil Progress & Curriculum Committee.</p> <p>b. Finance & Premises Committee report including:</p> <p>i. Major building and infrastructure projects</p> <p>The draft Minutes had previously been distributed; the budget was discussed earlier in the meeting; there was nothing further to note at this time.</p> <p>c. Henleaze Campus Collaboration Committee (H3C) report</p> <p>The draft Minutes had previously been distributed; Governors noted the contents.</p> <p>d. Pupil Progress & Curriculum Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the contents.</p> <p>e. Staffing & Wellbeing Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the contents.</p> <p>f. Named/Link Governor reports</p> <p>There was nothing significant to report at this time.</p>	

<p>g. Ofsted, Local Authority (LA) and Department for Education (DfE) updates There was nothing significant to note at this time.</p> <p>h. Partnership working including engagement with NW24 Teaching & Learning Partnership There was nothing significant to report at this time.</p> <p>i. Feedback from Governor visits There was nothing significant to report at this time.</p> <p>j. Feedback from training There was nothing significant to report at this time.</p> <p>k. AOB Governors thanked all staff for their hard work during a very difficult year. There was no other business to consider.</p>	
---	--

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

SIGNED: **DATE:** 5 October 2016

Next Meeting: Wednesday 5 October 2016 at 7.00pm

Future Meetings 2016/2017	Date
Finance & Premises Committee	Friday 16 September 2016 at 09.30
Full Governing Body	Wednesday 5 October 2016 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 2 November 2016 at 11.00 (Henleaze Infant School)
Staffing & Well-Being Committee	Tuesday 8 November 2016 at 09.30
Pupil Progress & Curriculum Committee	Friday 11 November 2016 at 09.30
Finance & Premises Committee	Friday 18 November 2016 at 09.30
Performance Management Review of the Headteacher	Friday 25 November 2016 at 9.00am (TBC)
Full Governing Body	Wednesday 30 November 2016 at 19.00
Finance & Premises Committee	Friday 13 January 2017 at 09.30
Full Governing Body	Wednesday 25 January 2017 at 16.00 (whole day visit)
Performance Management Review of the Headteacher	TBC
Henleaze Campus Collaboration Committee	Wednesday 22 February 2017 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 28 February 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 March 2017 at 09.30
Finance & Premises Committee	Friday 10 March 2017 at 09.30
Full Governing Body	Wednesday 22 March 2017 at 19.00
Finance & Premises Committee	Friday 5 May 2017 at 09.30
Full Governing Body	Wednesday 17 May 2017 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 14 June 2017 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 20 June 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 23 June 2017 at 09.30
Finance & Premises Committee	Friday 30 June 2017 at 09.30
Full Governing Body	Wednesday 12 July 2017 at 19.00