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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 3**

**Held at the school on Wednesday 27 January 2016 at 4.00pm**

### **MINUTES**

**PRESENT:**

*The meeting was  
noted to be quorate*

Adrian Jones (Vice Chair)  
Adam Barber (Headteacher)  
Nicola O'Brien (School Business Manager)  
Sarah-Jane Ribeiro  
Sylvie Jones  
John Worthington

David Cooper  
Tamsin James  
Annabel Corbett  
Ainslie Levy  
Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Learning Zone</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 Jonathan Rees.</p> <p><b>b. Governance: Moving Forward including:</b></p> <p><b>i. Initial feedback from Governors' whole day visit</b></p> <p>Governors discussed the day and agreed that it had been very useful and interesting. It was also agreed that each whole day visit had built on the previous year's experiences to support developing the Governing Body's monitoring and evaluation skills. Governors also reiterated the pleasure of spending time with the pupils and staff and to witness the respect they have for each other and their contribution to the running, ethos and vision of the school. Governors agreed that it was a very rewarding day and thanked staff for their welcoming approach to the visit and to the way that they engaged with Governors. Governors particularly thanked the leads who had supported developing the itinerary for the day.</p> <p>It was agreed that further opportunities to engage with the Learning Support Assistants (LSA) and the Learning Mentor would be useful and it was suggested that the Learning Mentor could be invited to a future Learning Zone item. It was recognised that it was challenging to organise opportunities with teaching staff to discuss their views about the school simply due to the lack of available time, however, conversations were possible and staff were very positive about working at the school.</p> <p>[Nicola O'Brien entered the meeting.]</p> <p>Governors were requested to complete visit forms to reflect on their visit and provide evidence of their monitoring and evaluation.</p>	<p>JR</p> <p>All</p>
2	<p><b>Routine Governance</b></p> <p><b>a. Attendance/business and pecuniary interests register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed. Governors noted that the Chair had declared a business interest in the work of the NW24 Teaching &amp; Learning Partnership as he had been engaged in a professional capacity to deliver a growth mindsets workshop to the Partnership during their joint INSET day. Whilst it was noted that the engagement was independent of the school, it was also noted that the school managed the budget on behalf of the NW24 Partnership and thus, needed to be declared in relation to Henleaze Junior School. An information sheet would be distributed to remind Governors of what typically constituted a business/pecuniary interest.</p> <p><b>b. Correspondence</b></p> <p>There was no correspondence to consider.</p>	

<b>3</b>	<p><b>Information Sharing</b></p> <p><b>a. Headteacher's report</b></p> <p>The Headteacher advised that the annual census was submitted yesterday; there were 381 pupils on roll, which was an increase of 2 pupils from last year.</p> <p><b>b. Finance &amp; Premises Committee report</b></p> <p>The draft Minutes had previously been distributed; the premises had been discussed at length during the whole day visit and options to improve the facilities would be considered in due course once the Buildings Conditions Survey was available. Notes from the premises discussion were available on the Whiteboard; Governors were asked to reflect on the notes to support identifying priorities.</p> <p><b>c. Named/Link Governor reports</b></p> <p>There was nothing significant to note at this time; completed visit report forms from the whole day visit were discussed earlier in the meeting.</p> <p><b>d. Major building and infrastructure projects</b></p> <p>This was discussed earlier in the meeting.</p> <p><b>e. Ofsted, Local Authority (LA) and Department for Education (DfE) updates</b></p> <p>Governors were concerned to note that the assessment submission date for end of year outcomes had been brought forward by a month, which would have a significant impact not only on level of progress but also on teachers' time.</p> <p><b>f. Partnership working including engagement with NW24 Teaching &amp; Learning Partnership</b></p> <p>Governors were pleased to note that the Partnership had been allocated £10k funding from the Local Authority (LA), which evidenced the LA's view of the effectiveness of the Partnership to support local and national collaborative working. Governors asked if the funding was ring-fenced; the Headteacher confirmed that it was not; the funding would be allocated to the costs of setting up the Partnership primarily.</p> <p><b>g. Feedback from Governor visits</b></p> <p>Sarah-Jane Ribeiro informed Governors that she had visited to see The Brain Workshop; Adrian Jones also advised that he attended the stretch and challenge through STEM (Science Technology, English &amp; Mathematics) parents/carers meeting, which was very informative; completed visit forms would be distributed in due course.</p> <p><b>h. Feedback from training</b></p> <p>There was nothing significant to report at this time.</p> <p><b>i. AOB including confirmation of date for Headteacher's mid-year appraisal review</b></p> <p>The Panel for the Appraisal of the Headteacher was reminded to set the mid-year appraisal review date.</p> <p>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:** 16 March 2016

**FGB Next Meeting:** Wednesday 16 March 2016 at 7.00pm

<b>Future Meetings 2015/2016</b>	<b>Date</b>
Henleaze Campus Collaboration Committee	Wednesday 17 February 2016 at 11.00 ( <a href="#">Henleaze Junior School</a> )
Staffing & Well-Being Committee	Tuesday 23 February 2016 at 09.30
Pupil Progress & Curriculum Committee	Friday 26 February 2016 at 09.30
Finance & Premises Committee	Friday 4 March 2016 at 09.30
Full Governing Body	Wednesday 16 March 2016 at 19.00
Finance & Premises Committee	Friday 6 May 2016 at 09.30
Full Governing Body	Wednesday 18 May 2016 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 15 June 2016 at 11.00 ( <a href="#">Claremont School</a> )
Staffing & Well-Being Committee	Tuesday 21 June 2016 at 09.30

Pupil Progress & Curriculum Committee	Friday 24 June 2016 at 09.30
Finance & Premises Committee	Friday 1 July 2016 at 09.30
Full Governing Body	Wednesday 13 July 2016 at 19.00