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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 4
Held at the school on Wednesday 16 March 2016 at 7.00pm

MINUTES

PRESENT: Jonathan Rees (Chair) Sarah-Jane Ribeiro
 Adrian Jones (Vice Chair) David Cooper
 Adam Barber (Headteacher) Tamsin James
The meeting was Jonathan Parr (Deputy Headteacher) Annabel Corbett
noted to be quorate Nicola O'Brien (School Business Manager) Ainslie Levy
 Sylvie Jones Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Learning Zone</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Adrian Jones and John Worthington.</p> <p>b. School Development Plan (SDP) 2015/2016: focus on NW24 Teaching & Learning Partnership Collaborative Review</p> <p>The review carried out on the 8 March 2016 in partnership with SS Peter & Paul RC Primary School, Bishop Road Primary School and Bristol Free School had previously been distributed; the Headteacher provided an overview of the contents and feedback from the review. Governors noted the strengths identified as part of the review including the deployment of outstanding and experienced teachers to close learning gaps as part of the special educational needs (SEN) support strategy; the comprehensive coverage of a wide range of SEN, with well-planned and resourced provision tailored to individual needs, particularly effective provision for child whose needs would be better met by specialist setting; leadership team with culture of challenging orthodoxy, prepared to consider radical approaches and open to change; coherence across Year Groups in terms of planning, expectations and delivery; the use of sports coaches to supplement lunchtime supervision team and add value in terms of pastoral support and pupil experience; and the focus on outcomes and impact, modelled by the Headteacher and evidenced in strategic decisions.</p> <p>Areas for further exploration/development included reviewing the expectations of learning support staff eg the level of planning required, what they do to encourage independence, and how they support teachers in delivering better outcomes for all children; to compare the relative costs and impact of structured programmes delivered by Learning Support Assistants (LSA) and individualised interventions delivered by teachers; and to revisit the learning support team performance management targets: are they linked rigorously enough to pupil outcomes?</p> <p>Governors were informed that the NW24's website had a section for impact and the review would be uploaded to that section.</p> <p>c. Governance: Moving Forward including:</p> <p>i. Governing Body's Development Plan (GBDP) 2015/2016 leads' update</p> <p>Governors were pleased to note that the leads had already carried out work on their areas; these would be incorporated into the overarching document on Google Drive.</p> <p>ii. Governors Development Day: review visit forms</p> <p>Governors noted the visit forms that had previously been completed and shared with the Governing Body. Governors also discussed the feedback received from parents/carers.</p>	



	<p>Governors were informed that feedback had been received from some parents/carers regarding class teacher arrangements and the perception of which teachers should be allocated to each class, particularly higher ability classes. Governors recognised that this was a management decision and not a Governing Body decision, but provided feedback to the Headteacher to consider further if appropriate.</p> <p>Governors noted that a recent article in local magazine had benchmarked four high performing schools' outcomes for 2014/2015. Governors acknowledged that the outcomes in the combined English and Mathematics SATS put the school 4th and asked if any concern had been raised by parents/carers; the Headteacher confirmed that it was raised at the last coffee morning and an explanation had been provided. Governors discussed whether it might be worthwhile to include a brief explanation in the school's newsletter for other parents/carers who had seen the article and had concerns. This led to a further discussion regarding parents/carers' perception and the wider issue of communication. Governors agreed that this was an area for further exploration and agreed that it should be discussed in more detail at the next meeting.</p> <p>Governors also discussed the parent survey and agreed that the questions might need to be adapted to support teasing out specific issues that might need to be addressed around communication.</p> <p>iii. Learning Zone suggestion for the Term 5 meeting</p> <p>Governors agreed, as noted above, that parental communication should be the focus of the Term 5 meeting. It was also agreed that part of the focus might be on how parents/carers could feed into the SDP; currently parents/carers were invited to a coffee morning with the Headteacher to discuss the SDP and those unable to attend were invited to contribute via email.</p> <p>It was also agreed that the Learning Mentor should be invited to the Term 6 Staffing & Wellbeing Committee as discussed at the last meeting.</p> <p>Action: The Headteacher to distribute the outcomes of last year's parent survey to support Governors preparing this year's survey. Governors to consider how the survey might be adapted to support more meaningful analysis of communication.</p> <p>Action: The Chair to invite the Learning Mentor to the Term 6 Staffing & Wellbeing Committee meeting.</p>	<p>AB</p> <p>JR</p>
<p>2</p>	<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. Governors also noted the information sheet that had previously been distributed to remind Governors of what typically constituted a business/pecuniary interest and the necessity to declare an interest as soon as it arises.</p> <p>b. Approval of Minutes of last FGBM held on 27 January 2016</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>c. Carried forward matters and matters arising</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>d. Correspondence</p> <p>There was no correspondence to consider.</p> <p>[Jonathan Parr entered the meeting.]</p>	
<p>3</p>	<p>Information Sharing</p> <p>a. Headteacher's report</p> <p>The report had previously been distributed; the Headteacher provided context to the information contained therein. Governors discussed the issues around funding and the increased challenges that would bring, particularly where the special needs of children was increasing. Governors acknowledged that it would become more and more challenging to accept children with significant needs as the school would not be in a financial position to meet their needs.</p> <p>Governors discussed the funding formula at length and noted that the government had indicated that it was working towards introducing a national funding formula, which was expected to reduce the discrepancies in funding across the country. However, it was unknown at this time whether that would impact positively or negatively on the school.</p>	

Governors were informed that the Schools Forum was seeking a Governor from a primary school and it was suggested to ask John Worthington if he would be willing to put himself forward for election as it would be useful to have a voice in the decision-making process for funding issues.

Action: The Chair to ask John Worthington about the Schools Forum vacancy.

JR

b. Finance & Premises Committee report including:

i. Major building and infrastructure projects

The draft Minutes had previously been distributed; the confidential Buildings Conditions Survey had been received; the Committee had asked for a meeting to be arranged with Ridge Property & Construction Consultants to support the Committee making recommendations for the Governing Body to consider regarding capital spend priorities.

c. Henleaze Campus Collaboration (H3C) Committee report

The draft Minutes had previously been distributed; Governors noted the contents.

d. Pupil Progress & Curriculum Committee report

The draft Minutes had previously been distributed; the Chair of the Committee provided an overview of discussions, including the in-depth discussions and scrutiny that took place at the additional Committee meeting in December to discuss the RAISEonline and Inspection Dashboard Reports.

e. Staffing & Wellbeing Committee report

The draft Minutes had previously been distributed; Governors noted the contents and were pleased to note that David Cooper was willing to undertake train the trainer training to deliver the PREVENT Duty training to Governors and staff.

f. Named/Link Governor reports

There was nothing significant to note at this time; completed visit report forms from the whole day visit were discussed earlier in the meeting and would be discussed in more detail at the next Pupil Progress & Curriculum Committee meeting. The Named Governor for Child Protection, Children in Care & Young Carers advised that she would be meeting with the Headteacher shortly and as part of that meeting, progress against the safeguarding audit action plan would be reviewed.

g. Ofsted, Local Authority (LA) and Department for Education (DfE) updates

Governors noted the announcements today by the government stating that all maintained schools would be forced to become Academies by 2020.

h. Partnership working including engagement with NW24 Teaching & Learning Partnership

This was discussed earlier in the meeting.

i. Feedback from Governor visits

There was nothing significant to report at this time.

j. Feedback from training

There was nothing significant to report at this time.

k. AOB

Governors considered and agreed the Complaints Procedure, which had been updated to reflect current guidance and statutory requirements, subject to any feedback received from David Cooper.

Action: David Cooper to feedback any comments re the Complaints Procedure to the Headteacher.

DC

Governors were disappointed to note that a complaint about the school had apparently been raised with the Education Funding Agency (EFA), however, the person(s) raising the complaint had not lodged a formal complaint with the school and therefore, the details of the complaint were not known. It was expected that the EFA would refer the complainant back to the school and, if appropriate, exhaust the school's procedure before escalating to Stage 4, ie raising the complaint with the EFA.

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

SIGNED: **DATE:** 18 May 2016

FGB Next Meeting: Wednesday 18 May 2016 at 7.00pm

Future Meetings 2015/2016	Date
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 (Claremont School)
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