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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 6
Held at the school on Wednesday 4 July 2018 at 7.00pm

DRAFT MINUTES

PRESENT: Tamsin James (Co-Chair) Annabel Corbett
 Adrian Jones (Vice Chair) Nicholas Taylor
The meeting was Adam Barber (Headteacher) Heidi Hughes
noted to be quorate Nicola O'Brien (School Business Manager) Elizabeth Jahn (Clerk)
 Katie Yeo

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>The Vice Chair welcomed everyone to the meeting. Apologies were received and accepted from David Cooper, John Worthington, Dario Palmiero, Sylvie Jones and Ewen MacGregor. Tamsin James apologised she would be late.</p> <p>b. 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> <p>c. Skills Audit Form</p> <p><i>Action: Governors to complete and return the form to the Clerk to collate (David, Adrian, Katie, Annabel, Dario, Sylvie and Ewen).</i></p>	All
2	<p>For Approval</p> <p>a. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record. There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>b. Meeting dates 2018/2019</p> <p>Governors considered and agreed the proposed dates subject to the Headteacher reviewing the Pupil Progress & Curriculum (PP&C) Committee meeting dates to ensure that they were aligned to the data drop dates allowing sufficient time for the data to be analysed.</p> <p><i>Action: The Headteacher to review the PP&C Committee meeting dates to ensure they are aligned to the data drop dates.</i></p> <p>c. Approval of 2018/2019 budget</p> <p>The proposed 3-year projected budget and School Business Manager's (SBM'S) commentary report had previously been distributed. Governors received a summary of the key discussions and questions raised at the recent Finance & Premises (F&P) Committee meeting; the SBM and Headteacher also provided context to the recommendations within the budget. Governors noted that the budget included capital expenditure that was detailed in the commentary report and were reminded that these areas of spend were also being recommended for approval.</p> <p>Governors asked if there was a risk that HENSA would not be able to raise the £10k contribution towards the capital projects; the SBM confirmed that this might be a risk, however, should this be the case, it was likely that some projects might be deferred until the following academic year when HENSA funding was available.</p>	AB

	<p>Governors scrutinised the figures and asked for further information in relation to areas of spend such as the staffing budget; further information was provided to support Governors' understanding. Governors asked if the staff absence insurance was a realistic prediction; the SBM advised that this was in line with what was known at this time, however, it was likely that this might increase next year. Governors asked if the F&P Committee monitored the level of spend on insurance and considered whether it would be more appropriate to dispense with the insurance and move this budget into the supply budget; the SBM confirmed that this was discussed by the Committee each year when the insurance renewal was reviewed; the Committee would again, reassess the position in the new academic year.</p> <p>Governors asked for clarity regarding the multi-Academy Trust (MAT) contingency built into the budget; the SBM explained the rationale for the level of contingency taking into account that at this stage, it was unknown whether or not a MAT application would be progressed.</p> <p>Governors also discussed the anticipated Pupil Premium funding changes in relation to previously looked after children (including adopted children); Governors were pleased to note that the level of funding for these children was expected to increase.</p> <p>[Tamsin James entered the meeting.]</p> <p>Following discussion, Governors agreed to approve the 3-year budget, including the capital project spends, accepting that this would reduce the reserves level to £150-£170k; the budget would be submitted to the Education Funding Agency (EFA). Governors recognised that the 3-year projections included rising costs against a static level of funding, which might not be the case and therefore, there was a significant level of uncertainties within the future forecasts.</p> <p>Governors thanked the SBM for preparing the budget and for her rigorous financial management.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report, SIMS School Report Term 6, and End of Year Teaching Assessments Report had previously been distributed; the Headteacher provided context to the information contained therein including summarising the analysis of the data. Governors noted that the full analysis would be carried out once the SATS outcomes were known and the comparisons report would be discussed at the Term 1 PP&C Committee meeting.</p> <p>Governors asked for further information regarding the Wellbeing Consultant's role; the Headteacher provided an overview of the session the Consultant led at the INSET day, which staff agreed was very useful. The Wellbeing Team felt that staff would benefit from someone coming in to speak to staff. The Consultant was invited to last week's staff meeting and led a session in the afternoon with support staff followed by a session with teachers. Managing stress, both in and out of the workspace, and difficult conversations, including with staff and parents etc, were a key focus of the sessions. Feedback from staff was very positive and the school was considering whether to buy-in future sessions. Governors asked if there were any issues raised by staff that had not previously been considered; the SBM confirmed that there were not, which evidenced that generally, the school was aware of the potential pressures staff face.</p> <p>Governors asked if the SATS outcomes would be distributed to parents/carers after the reports were sent out; the Headteacher confirmed that they would. Governors asked if parents/carers knew that; the Headteacher advised that they might not, so he would be including a note in the next newsletter update. Governors asked if it was possible to delay all of the reports until the SATS outcomes were known; the Headteacher advised that this was not practical as the school needed to ensure that parents/carers had an opportunity to meet with staff to discuss the reports if they so wished.</p> <p>Governors noted the concerns raised by some parents/carers regarding the Sports Day arrangements; the Headteacher advised that the suggestions and comments would be used to inform next year's arrangements.</p> <p>Governors discussed the data by gender and whether there were differences in terms of pupils' responses in class based on gender. It was agreed that it was important for the school to reflect on opportunities for both genders to respond to questions, which might be dependent upon the types of questions asked and the strategies used to engage both genders.</p> <p>b. School Development Plan (SDP) 2017/2018 progress report and SDP 2018/2019 key priorities</p> <p>The SDP 2017/2018 progress report was included in the Headteacher's report; the Headteacher provided context to the information contained therein.</p>	

	<p>Governors discussed development of the curriculum and how this could be linked to pupil conferencing work and the parents/carers survey. Governors discussed the parents/carers survey at length including suggested areas to focus on; Heidi Hughes agreed to take forward developing a draft questionnaire to be considered at the next meeting.</p> <p>Action: The draft parents/carers questionnaire to be brought to the next meeting.</p> <p>The Headteacher advised that next year's objectives would be reduced to 6 and these were currently being discussed; once agreed by staff, the draft SDP 2018/2019 would be distributed for Governors approval at the next meeting.</p> <p>Action: The SDP 2018/2019 to be approved at the next meeting.</p> <p>Governors asked what the focus was for the September INSET; the Headteacher advised that alongside the usual sessions (safeguarding etc), a key focus would be on PE.</p> <p>c. Committee structure, membership and Named/Link Governor appointments</p> <p>Following discussion at the last meeting, updated Committee structure and membership documents had previously been distributed moving the Staffing & Wellbeing (S&WB) Committee Terms of Reference (TOR) items into the other 2 Committees' TOR. Governors discussed the Committee structure and agreed that it would be beneficial to remove the S&WB Committee from the structure and move forward next year with only the F&P and PP&C Committees subject to carrying out a mid-year review to consider if it was a useful structure.</p> <p>Governors discussed membership of the Committees and agreed that Adrian Jones would join the F&P Committee, which would be renamed 'Finance & Resources' (F&R) Committee, and David Cooper would join the PP&C Committee (the name of the Committee would be considered in Term 1 to determine if it needed to be changed). It was also agreed that the Chair of the F&R Committee would be considered at the Term 1 meeting.</p> <p>Governors considered and approved the Named/Link Governors subject to appointing Katie Yeo as Named Governor for the Appraisal of the Headteacher to replace John Worthington and to join Tamsin James and David Cooper on the Panel. The SDP Link Governors would be identified once the priorities were confirmed; it was noted that if the General Data Protection Regulation (GDPR) was not specifically included in the SDP as a discrete priority, the Governing Body would consider whether a Link Governor for the GDPR was needed to sit alongside the SDP Link Governor roles.</p> <p>Governors also discussed policy reviews and agreed that, where appropriate, some policies might be better placed to be renamed as guidance or strategy documents that were live documents 'owned' by the school rather than needing to be reviewed by the Governing Body. Governors reviewed the list of policies included at the end of the PP&C Committee's TOR and agreed which ones would be reviewed annually, which should be guidance/strategic documents (and thus removed from the TOR), and which should be reviewed bi-annually. The TOR would be reviewed in more detail at the Term 1 Committee meetings.</p> <p>d. Risk register review</p> <p>The risk register had been discussed at each of the Committee meetings; Governors noted that Nicholas Taylor and Dario Palmiero would be liaising with the SBM to review the wording of the risks to ensure that they were more explicitly linked to the contingency items document.</p> <p>e. General Data Protection Regulation (GDPR) compliance update</p> <p>The SBM provided an update since the last meeting; Governors had also been updated at each of the Committee meetings; there was nothing further to note at this time. Governors thanked the SBM for the hard work she had put into ensuring that the school was compliant.</p> <p>f. Campus and Multi-Academy Trust (MAT) updates</p> <p>The Headteacher provided an update on progress since the last meeting and the on-going discussions that had taken place with NW24 colleagues.</p>	<p>HH</p> <p>EJ</p>
4	<p>For Noting</p> <p>a. Correspondence</p> <p>Governors noted the NW24 Teaching & Learning Partnership Annual Report to Members 2017/2018, which was very useful; Governors supported continuing the NW24 subscription.</p>	

The Headteacher had previously shared an email from a Year 6 parent who had suggested that the email be shared with the Governing Body; Governors were very pleased to note the positive comments received, particularly noting the positive comments in relation to the Deputy Headteacher's contribution to the May Fair Committee, which was gratefully acknowledged by the parent, as well as the support provided by Hannah Slade. There was no further correspondence to consider.

b. Fundraising opportunities update

Governors were pleased to note that Dario Palmiero had already spoken with Tesco regarding the opportunity for the school to be part of its local community scheme; Nicholas Taylor stated that he would liaise with Dario regarding identifying other stores that have a similar scheme in place.

c. Governors' Termly newsletter update

Annabel Corbett and Tamsin James confirmed that they had written the update for the newsletter focussing on the replacement huts project and launching a competition to name the huts. It was noted that a 'thank you' to John Worthington, who was leaving the Governing Body at the end of this academic year, would be included in the next update as well as information relating to the Term 1 parents/carers survey.

d. Feedback from Governor visits including Named/Link Governor reports

Tamsin James provided feedback from her meeting with the SENDCo, which was very useful; the visit report form had previously been distributed. Nicholas Taylor fed back from his attendance at the School Improvement Partner's (SIP's) visit; a report form would be distributed in due course. Governors noted the SIP's comments regarding the consistency of classroom displays and agreed that this should form part of the Governors' development day learning walk which would also focus on equalities.

e. Feedback from training

There was nothing significant to note at this time.

f. Committee reports

The draft Minutes had previously been distributed; Governors noted the key areas of discussion, which were also discussed during the meeting. Governors were informed that it was hoped to move forward with the Governing Body documents being made available through Sharepoint, which would be useful.

The S&WB Committee Minutes were agreed and signed as a correct record.

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

Governors were informed that the DfE's Keeping Children Safe in Education guidance document had been updated although the finalised version had not yet been published. The document, effective from September, would be distributed as soon as it was available. The updated Academies Financial Handbook, effective from September, had previously been distributed. There was nothing further to note at this time.

h. AOB

Governors asked if there were any Year 6 pupils who had not yet secured a secondary school place; the Headteacher advised that there were some who had appealed the places offered, but they had all received an offer.

There was no other business to consider.

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

SIGNED: **DATE:** 3 October 2018

Next Meeting: Wednesday 3 October 2018 at 7.00pm

Meetings 2018/2019	Date
Pupil Progress & Curriculum Committee	Tuesday 11 September 2018 at 09.30
Finance & Premises Committee	Friday 21 September 2018 at 09.30
Full Governing Body	Wednesday 3 October 2018 at 19.00

Henleaze Campus Collaboration Committee	Wednesday 7 November 2018 at 11.00 (Henleaze Infant School)
Pupil Progress & Curriculum Committee	Tuesday 13 November 2018 at 09.30
Finance & Premises Committee	Friday 23 November 2018 at 09.30
Full Governing Body	Wednesday 5 December 2018 at 19.00
Finance & Premises Committee	Friday 18 January 2019 at 09.30
Full Governing Body	Wednesday 30 January 2019 at TBC (development day)
Henleaze Campus Collaboration Committee	Wednesday 27 February 2019 at 11.00 (Henleaze Junior School)
Pupil Progress & Curriculum Committee	Tuesday 5 March 2019 at 09.30
Finance & Premises Committee	Friday 15 March 2019 at 09.30
Full Governing Body	Wednesday 27 March 2019 at 19.00
Finance & Premises Committee	Friday 10 May 2019 at 09.30
Full Governing Body	Wednesday 22 May 2019 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 12 June 2019 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Tuesday 18 June 2019 at 09.30
Finance & Premises Committee	Friday 28 June 2019 at 09.30
Full Governing Body	Wednesday 10 July 2019 at 19.00