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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 27 March 2019 at 3.00pm

DRAFT MINUTES

PRESENT:

David Cooper (Co-Chair)	Jayne Storey
Adrian Jones (Vice Chair)	Katie Yeo
Adam Barber (Headteacher)	Nicholas Taylor
Nicola O'Brien (School Business Manager)	Tom Heath (PE Lead)
Dario Palmiero	Ewen MacGregor
Hazel Phillips	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>David Cooper (Co-Chair) welcomed everyone to the meeting, particularly Tom Heath, PE Lead, who would be providing an update on PE and sporting opportunities later in the meeting. Apologies were received and accepted from Heidi Hughes, Sylvie Jones and Tamsin James.</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>Action: Governors to complete and return the form to the Clerk to collate (David, Adrian, Dario and Sylvie).</p> <p>d. Keeping Children Safe in Education (KCSiE) Guidance Part 1 & Annex A</p> <p>Governors were reminded to sign the form circulated at the meeting to confirm that they had read the updated guidance.</p>	DC, AJ, DP & SJ
2	<p>For Approval</p> <p>a. Trust membership: appointment of new Parent Governors as Directors and update on potential new Governor</p> <p>Governors were pleased to note that the School Business Manager (SBM) had sent Jayne Storey and Hazel Phillips the appropriate Director appointment forms which had been completed and returned; Governors therefore, considered and agreed to appoint Jayne Storey and Hazel Phillips as Directors.</p> <p>Katie Yeo confirmed that she had registered the current Governing Body vacancies on the Inspiring Governance website and whilst there had been some initial interest, potential new Governors had not been forthcoming, which was disappointing.</p>	
3	<p>For Discussion</p> <p>a. PE Lead update on PE and sporting opportunities [taken out of order]</p> <p>Tom Heath provided an overview of PE and sporting opportunities, which were extensive. Governors were informed however, that there continued to be an issue with the ability to be able to participate in extracurricular activities such as competitions for those pupils who might not otherwise participate in competitions, however, the costs involved made it challenging.</p>	

	<p>Governors asked what other schools did to support extracurricular opportunities; Tom advised that generally, other schools were in a similar situation and therefore, this was being taken forward with those schools to explore whether it was possible to share the costs. Governors also asked if the school had considered buying its own minibus; the Headteacher advised that it was previously explored but the rules, regulations and costs, made it an unviable option. The school had previously used Claremont School's minibus, however, the vehicle was in such high demand that it was often unavailable. It was also noted that a minibus was not large enough for the number of children that were likely to need transporting.</p> <p>Tom also summarised the outcomes of the resources audit, which was carried out this week. The audit was very useful in identifying what was available and also highlighting the need to maintain effective storage of the equipment so that it was easily accessible.</p> <p>Governors discussed provision provided by Shine and were pleased to note that the school was working with Shine to ensure consistency of quality of leadership to ensure that all pupils benefitted from high quality provision.</p> <p>Governors asked if PE and sporting activities were being promoted in relation to being healthy; Tom confirmed that it was including as part of the School Development Plan (SDP) mental health and wellbeing strand; the Headteacher advised that pupils confirmed at a recent assembly their understanding that being physically active supported being healthy alongside eating healthily and getting sufficient sleep.</p> <p>Governors asked if girls' interest in PE and sporting activities decreased in Year 6; Tom advised that this had not been evident to date.</p> <p>Governors agreed that there was clearly a lot more PE and sporting activities taking place than was widely known and therefore, it would be useful for the school to promote the range of activities available to parents/carers particularly given that this had been highlighted by parent/carers during the Governors' Development Day.</p> <p>Governors thanked Tom for his informative presentation and stated that they looked forward to receiving an update in due course on the plans for PE provision moving forward as well as feedback from the Music provision review.</p> <p>[Tom Heath left the meeting.]</p>	
<p>2</p>	<p>For Approval</p> <p>b. Committee membership: appointment of new Parent Governors to Committees</p> <p>Governors recommended that Jayne Storey and Hazel Phillips should attend the next Committee meetings with a view to confirming at the next meeting, which Committees they would like to join.</p> <p>Action: Committee membership to be brought back to the next meeting.</p> <p>c. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>Katie Yeo fed back from the review of Governors' completed visit forms, key findings had been shared via email. A summary of the responses to the Parents' survey had also previously been distributed. Governors noted that feedback had been discussed at the last Pupil Progress & Curriculum Committee meeting.</p> <p>[Nicholas Taylor left the meeting.]</p> <p>There were no further carried forward matters or matters arising that were not already included on the Agenda.</p> <p>d. Pay Policy</p> <p>As noted in the Finance & Resources Committee draft Minutes from the last meeting, the SBM had advised that the policy appendices had been updated to reflect the most up-to-date salary scales. The Committee had considered and agreed to recommend the updated Pay Policy to the full Governing Body (FGB) for approval. The FGB therefore, considered and agreed to approve the policy.</p>	<p>EJ</p>
<p>3</p>	<p>For Discussion</p> <p>b. Headteacher's report</p> <p>The Headteacher's report and School Information Management System (SIMS) report had previously been distributed; Governors noted the contents.</p>	

	<p>Governors discussed working more closely with the Infant School and were disappointed to note that there was still no clear response in relation to how this could be achieved. It was agreed that the Co-Chairs should contact the Infant School to suggest that a meeting takes place as soon as possible with Governor colleagues to identify how this could be taken forward, or if there was no appetite at this time to pursue a closer working relationship, that this be confirmed.</p> <p>The Headteacher summarised staff changes since the last meeting as well as how NW24 was using the school improvement funding that it secured and specifically development areas that included the Junior School.</p> <p>Governors discussed the Parents' Survey Response document, which included responses to the main comments raised during the survey. Governors agreed that a summarised version of the document would be useful to share with parents/carers highlighting where areas for development had been identified and that the school would focus on those areas eg supporting parents/carers' understanding of what was discussed at pupil conferencing meetings etc. the summarised document would be shared with Governors tomorrow with a view to including the response in the newsletter on Friday.</p> <p>c. Feedback from Governors' Development Day</p> <p>This was discussed earlier in the meeting.</p> <p>d. Staff survey</p> <p>Governors discussed the survey at length and agreed that it would be useful to review the last survey in terms of questions and feedback to inform the questions that would be useful to ask for a new survey. It was also agreed that it would be useful to discuss the survey with the Deputy Headteacher who leads on staff wellbeing before being finalised.</p> <p>Action: Hazel Phillips and Katie Yeo to take forward the staff survey with the Deputy Headteacher.</p> <p>e. Risk register review</p> <p>Governors noted that the Chair of the Finance & Resources Committee would be taking forward the review and would provide an update at the next Committee meeting with key risks highlighted at the next FGB meeting.</p> <p>f. Budget monitoring update</p> <p>Governors noted the budget papers that had previously been distributed together with the scrutiny that had taken place at the recent Finance & Resources Committee meeting. Governors were pleased to note that the cost issues in relation to the huts replacement project had been resolved as the costs had been reduced to £4k, which was within the expected level.</p> <p>g. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors also noted the update in the draft Finance & Resources Committee Minutes and in particular that the Committee had adopted a Data Breach Policy to support a clearer and rigorous response protocol to potential data breaches. A GDPR audit would be taking place in May and this would inform whether further actions were required.</p> <p>h. Campus and Multi-Academy Trust (MAT) updates</p> <p>This was discussed earlier in the meeting; there was nothing further to note at this time.</p>	HP & KY
4	<p>For Noting</p> <p>a. Correspondence</p> <p>Governors noted the correspondence that had been received from NW24 together with 2 letters received from the Education & Skills Funding Agency (ESFA) to the school's accounting officer.</p> <p>b. Fundraising opportunities update</p> <p>Governors noted the update in the draft Finance & Resources Committee draft Minutes.</p> <p>c. Governors' Termly newsletter update</p> <p>Governors were pleased to note that Heidi Hughes had provided an update in the newsletter following the last meeting thanking parents/carers for taking the time to complete the parent/carer questionnaire; as discussed earlier in the meeting, a response to the survey would be included in the next newsletter.</p>	

<p>d. Feedback from Governor visits including Named/Link Governor reports</p> <p>Governors were pleased to receive feedback from Ewen Macgregor's assembly, which was very positive.</p> <p>e. Feedback from training</p> <p>Governors were also pleased to note that Hazel Phillips and Jayne Storey had completed the principles of good governance training.</p> <p>f. Committee reports</p> <p>The draft Minutes had previously been distributed and referred to during earlier discussions where relevant; there was nothing further to note at this time.</p> <p>Governors considered and agreed to appoint Jayne Storey as joint named Governor for Child Protection (CP), Children in Care (CiC) & Young Carers (YC) alongside Katie Yeo.</p> <p>Governors were pleased to note that the Named Governor for Special Educational Needs & Disability (SEND) & Inclusion would be taking forward some parental comments regarding SEND provision which reflected the issues resulting from funding reductions.</p> <p>g. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</p> <p>The DfE's updated The Governance Handbook and Competency Framework for Governance had previously been distributed.</p> <p>h. AOB</p> <p><i>Action: The Clerk to note Katie Yeo's apologies for the next meeting on the Agenda.</i></p> <p>There was no other business to consider.</p>	EJ
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 22 May 2019

Next Meeting: Wednesday 22 May 2019 at 19.00

Meetings 2018/2019	Date
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 19 June 2019 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Monday 17 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