



Park Grove, Bristol, BS9 4LG

Telephone: 0117 377 2444

Fax: 0117 377 2445

Email: henleazej@bristol-schools.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**

ANNUAL GENERAL MEETING & FULL GOVERNING BODY MEETING – TERM 2

Held at the school on Wednesday 5 December 2018 at 7.00pm

DRAFT MINUTES

PRESENT:

Tamsin James (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Dario Palmiero

Sylvie Jones

Katie Yeo

Annabel Corbett

Nicholas Taylor

Heidi Hughes

Ewen MacGregor

Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

| ITEM | MINUTE | ACTION |
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| 1 | <p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>Tamsin James (Co-Chair) welcomed everyone to the meeting. Dario Palmiero and David Cooper apologised they 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>Action: Governors to complete and return the form to the Clerk to collate (David, Adrian, Dario, Sylvie and Ewen).</p> <p>d. Keeping Children Safe in Education (KCSiE) Guidance Part 1 & Annex A</p> <p>Governors were requested to sign a form circulated at the meeting to confirm that they had read the updated guidance; the form would be recirculated at the next meeting for those Governors who had not yet had chance to read the guidance.</p> | All |
| 2 | <p>For Approval</p> <p>a. Governing Body membership</p> <p>Governors were pleased to note that Jayne Storey and Hazel Phillips had been elected as new Parent Governors and would be attending the Governors Development Day as part of their induction process; Tamsin James, Co-Chair, had met with the new Governors and both had experience of governance in further education. Jayne Storey also had experience of safeguarding and Hazel Phillips had experience of bid writing. The Co-Chair explained how the Committee structure worked and informed them they would be allocated to a Committee based on governance needs.</p> <p>Governors were also pleased to note that a potential new Governor had been identified with a finance background; the Co-Chairs were taking this forward with the Headteacher.</p> <p>Action: Appointment of new Parent Governors as Directors to be brought to the next meeting.</p> <p>b. Henleaze Campus Collaboration Committee (H3C) Terms of Reference (TOR)</p> <p>Governors considered and approved the updated H3C TOR that had previously been distributed and recommended for approval by the Committee subject to a minor amendment.</p> | EJ |

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| | <p>c. General Data Protection Regulation (GDPR) Link Governor's TOR Governors considered and approved the TOR that had previously been distributed.</p> <p>d. Minutes of previous FGBM The Minutes were agreed and signed as a correct record. Heidi Hughes advised that she would send the draft parent questionnaire to the school by the end of Term to go out to parents/carers in time to get responses before the Governors Day on 30 January 2019. There were no further carried forward matters or matters arising that were not already included on the Agenda.</p> <p>e. Trustees' Annual Report & Accounts and letter of representation The report and supporting documents had previously been distributed; the Co-Chair summarised the discussions that had taken place at the recent Finance & Resources Committee meeting and the positive feedback from Joe Scaife, Bishop Fleming, the school's auditors. Governors considered and agreed to approve the report, accounts and letter of representation. Governors also reiterated Joe Scaife's and the Finance & Resources Committee's congratulations and thanks to the SBM and staff for their hard work in ensuring that financial management was rigorous and robust.</p> <p>f. Staff Absence Insurance Renewal 2018-2019 The Finance & Resources Committee members confirmed that they had considered the comparison document that had previously been distributed and agreed that the school should continue to use SchoolSafe as the preferred insurer as the level of cover offered was considered to be best value for money as the alternative providers did not cover existing medical conditions, pre-planned operations, or maternities within 40 weeks of the start of the cover although it was recognised that the premium had increased as a result of a large claim last year. Governors considered the recommendation and agreed that it should be approved; the budget allocation would be increased by £5k to reflect the new costs.</p> <p>g. Safeguarding Policy Governors considered and approved the updated Safeguarding Policy that had previously been distributed and reviewed and updated against the latest KCSiE guidance subject to minor amendments (typos); Heidi Hughes confirmed that she had read the policy in detail and that it was appropriate.</p> <p>h. Governors Development Day: volunteer(s) sought to liaise with Katie Yeo and the Headteacher to formulate the itinerary for the Day Katie Yeo had previously emailed Governors with the suggested foci for the Day as discussed at the recent Pupil Progress & Curriculum Committee meeting; Governors discussed the suggestions and agreed they were appropriate and useful. <i>Action: Katie Yeo and Ewen MacGregor to liaise with the Headteacher re finalising the itinerary for the Governors Development Day.</i></p> | KY & EM |
| 3 | <p>For Discussion</p> <p>a. Headteacher's report The Headteacher's report and supporting documents had previously been distributed; Governors noted the contents, which informed the multi-Academy Trust (MAT) discussions later in the meeting.</p> <p>b. Risk register review Governors noted that the first review had taken place, a follow-up review would take place and an update brought back to Governors in due course.</p> <p>c. Budget monitoring update 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.</p> | |

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| | <p>d. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors were pleased to note that there had not been any data breaches, however, there was an issue with independent schools requesting references for pupils moving to their school as the current systems did not include parental approval for that information being shared and therefore, this would contravene the GDPR; this was being taken forward by the School Business Manager (SBM) including whether this could be included in an amended parents' consent form.</p> <p>e. Campus and Multi-Academy Trust (MAT) updates</p> <p>Various documents had previously been distributed to support the Governing Body's discussion and decision-making process regarding whether to agree to submit an application to the Department for Education (DfE) to form a MAT with Cotham Gardens Primary School, Hotwells Primary School and Westbury Park Primary School including feedback from the recent meeting with Governors from each of the schools and a finance report.</p> <p>Following a lengthy discussion and by majority decision, Governors agreed that forming a MAT together with the above schools was the right move for Henleaze Junior School, and agreed to instruct school leaders to proceed with the preparation and submission of an application to the Regional Schools Commissioner (RSC).</p> <p>It was noted that the Headteachers and SBMs would now embark on this work in January 2019, and if the process goes through to the actual launch of a MAT, the Governing Body accepted that the schools would incur Year 0 costs, as illustrated in the finance report that had previously been distributed and that this was not, and could not be, a fixed quote. The Governing Body acknowledged that this commitment was not irrevocable and Governors would be presented with a final vote prior to the MAT formation. Governors also recognised that formal consultations with stakeholders would need to take place.</p> <p>Whilst the above decision was approved, it was also agreed that it would be useful to receive further information in relation to the 3-year financial forecast, whether there was nationally published evidence to support the view that MATs were more effective than standalone Academies to support Governors responding to any concerns raised by parents/carers, and further information regarding the possible impact of Henleaze Infant School not joining the MAT including the implications should they join a different MAT at a later date.</p> <p>Action: The Headteacher to inform the other schools that their Governing Body's decision should not be disclosed until the 13 December 2018 so as not to inadvertently influence another Governing Body's decision.</p> <p>f. Focus of discussion for the Term 4 meeting</p> <p>Governors noted that the MAT discussion would continue at the next meeting.</p> | AB |
| 4 | <p>For Noting</p> <p>a. Correspondence</p> <p>Governors noted the correspondence that had been received from the NW24, particularly the training dates and INSET information.</p> <p>b. Governors' Termly newsletter update</p> <p>An update on the new Parent Governor appointments would be included in the next newsletter.</p> <p>c. Feedback from Governor visits including Named/Link Governor reports</p> <p>There was nothing significant to note at this time.</p> <p>d. Feedback from training</p> <p>Governors noted the NW24 training information that had previously been distributed.</p> <p>e. Committee reports</p> <p>The draft Minutes had previously been distributed and referred to during earlier discussions.</p> <p>f. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</p> <p>Governors were pleased to note that NW24 had secured £20k funding for a school improvement project addressing the gap in outcomes between disadvantaged pupils and other children. There was nothing further to note at this time.</p> | |

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| | <p>g. AOB</p> <p>As this was Annabel Corbett's last meeting as a Governor, the Governing Body thanked her for all her hard work and dedication to the school and Governing Body.</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:** 30 January 2019

Next Meeting: Wednesday 30 January 2019 at TBC (development day)

| Meetings 2018/2019 | Date |
|---|--|
| 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 (Claremont 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 19 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 |