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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**

## **ANNUAL GENERAL MEETING & FULL GOVERNING BODY MEETING – TERM 2**

**Held virtually on Wednesday 2 December 2020 at 7.00pm**

### **DRAFT MINUTES**

**PRESENT:**

Hazel Phillips (Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Katie Yeo

Jayne Storey

Heidi Hughes

Nicholas Taylor

Ian Irvine

Tamsin James

Elizabeth Jahn (Clerk)

***The meeting was  
noted to be quorate***

ITEM	MINUTE	ACTION
1	<p><b>For Declaration</b></p> <p><b>a. Welcome and apologies for absence</b></p> <p>The Chair welcomed everyone to the meeting. Heidi Hughes apologised she would be late.</p> <p><b>b. Attendance/business and pecuniary interests register</b></p> <p>Governors were reminded of their responsibility to declare interests; none were noted that had not previously been declared; the Register would be circulated at the next 'physical' meeting for Governors to sign.</p>	
2	<p><b>For Approval</b></p> <p><b>a. Governing Body membership: update on Staff Governor vacancy and potential new Governors</b></p> <p>Governors were disappointed to note that the member of staff who had expressed an interest in the Staff Governor role felt that they were not able to proceed at this time; Governors fully recognised the challenges faced by staff given the current circumstances.</p> <p><b>Action: The Headteacher to re-advertise the vacancy after Christmas.</b></p> <p>Governors were pleased to note that 4 potential new Governors had been identified; the Chair provided an overview of the candidates' skillset. Governors agreed that each would bring skills that the Governing Body could utilise and therefore, it was agreed that this should be taken forward and the candidates would be invited to the next meeting as observers.</p> <p><b>b. Finance &amp; Resources Committee Terms of Reference (TOR)</b></p> <p>Governors considered and approved the slightly amended TOR recommended for approval by the Committee. Governors agreed that a broader discussion around Committee membership should be carried out once new Governors had been appointed.</p> <p><b>c. Henleaze Campus Collaboration Committee (H3C) Agreement and TOR</b></p> <p>Governors considered and approved the slightly amended Agreement and TOR recommended for approval by the Committee.</p> <p><b>d. Appointment of Named Governor for Health, Safety &amp; Wellbeing</b></p> <p>Governors considered and agreed to appoint Nicholas Taylor as the Named Governor for an interim period pending appointment of new Governors. It was also agreed that it would be useful to review Named/Link Governor roles after new Governors had been appointed to determine whether they remained fit for purpose including whether the wellbeing aspect of the role should sit within a different Link Governor's area of responsibility.</p>	AB

	<p><b>Action: A review of Committee membership and Named/Link Governor roles to be brought to the Term 4 meeting.</b></p> <p><b>e. Minutes of previous FGBM</b></p> <p>The Minutes were agreed as a correct record and would be signed at the next 'physical' meeting.</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p><b>f. Trustees' Annual Report &amp; Accounts and letter of representation</b></p> <p>The report and supporting documents had previously been distributed; the School Business Manager (SBM) and Committee members summarised the discussions that had taken place at the recent Finance &amp; Resources Committee meeting and the positive feedback from Joe Scaife, Bishop Fleming, the school's auditors. Governors noted in particular that Joe Scaife had advised that the level of reserves (approximately £300k) was higher than the planned reserves of £140k and recommended that the Committee should consider and agree the plans for spending the additional £150-160k or review the level to determine if it was appropriate given the significant areas of spend on the contingent items list. Joe advised that the level of reserves might impact on the success of future CIF bids if it was too high. Governors were also very pleased to note that the previous CIF bid for replacement of the boilers had been successful on appeal and that the reserves level would reduce by £32k as a consequence as this was the Governing Body's agreed level of contribution that supported the CIF bid. The Committee had discussed contingent items and agreed that the risks associated with possible repairs to the playground meant that the reserves level should be increased to £180k. The Committee also agreed that it would consider and agree the plans for how the excess level of reserves should be spent and recommendations would be brought back to the Governing Body to consider and approve in due course.</p> <p>Governors considered and agreed to approve the report, accounts and letter of representation including increasing the level of reserves to £180k.</p> <p>Governors also reiterated Joe Scaife's and the Finance &amp; Resources Committee's congratulations and thanks to the SBM and staff for their hard work in ensuring that financial management was rigorous and robust particularly in light of the significant challenges of the pandemic.</p> <p><b>g. Staff absence insurance renewal</b></p> <p>The Chair advised that the Finance &amp; Resources Committee had considered the quote comparison document prepared by the SBM and agreed that the school should continue to use SchoolSafe as the preferred insurer even though they were not the cheapest quote, as it was considered that the cover was 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 and claims had been handled promptly and professionally over the last year. The Committee noted that although the premium was above the delegated level of authority for the Committee to approve (£20k), the cost had already been included in the budget approved by the FGB and therefore, it was not necessary to ratify the decision to use SchoolSafe by the FGB but it was brought to Governors' attention for noting.</p> <p>The Committee also agreed that when the renewal was due next year, it would be useful to carry out a 5-year cost analysis to determine if it was cost effective to retain staff absence insurance balanced against the potential financial risks of not having insurance in place.</p> <p><b>h. Policies:</b></p> <p><b>i. Governor Induction Policy</b></p> <p>Governors discussed the updated policy and agreed the contents were very useful. It was agreed that finalising the policy should be taken forward by the Chair, SBM and Clerk to ensure that allocated roles were correct, reference to required training (eg safeguarding training) was included, and to determine whether it would be useful to adapt the policy to apply to newly appointed Governors who had prior experience as a Governor.</p> <p><b>Action: The Chair, SBM and Clerk to take forward finalising the policy.</b></p>	<p>EJ</p> <p>HP, NO &amp; EJ</p>
3	<p><b>For Discussion</b></p> <p><b>a. Headteacher's report including updates on any changes to the CoVid-19 risk assessment and Equalities Impact Statement (EIA)</b></p> <p>The report, draft School Development Plan (SDP) 2020/2021 and CoVid-19 related updates had previously been distributed; Governors discussed the documents at length and noted in particular that the draft SDP was based on the bullet points in last Term's Headteacher's report.</p>	

<p>[Heidi Hughes entered the meeting.]</p> <p>The Headteacher advised that school development targets had been allocated through the appraisal process to enable the school to meet key objectives. Governors discussed the SDP at length and agreed that the areas identified for improvement were appropriate but that the finalised version would benefit from pulling together the overarching aims and objectives for the year.</p> <p><b>Action: Suggested amendments to the draft SDP to be forwarded to the Headteacher so that the finalised version can be approved at the next meeting.</b></p> <p>The Headteacher advised that the catch-up programme would be funded by £29k of catch-up grant and £16k of carried forward Pupil Premium funding; additional investment in IT equipment would also be funded by the unspent IT hardware budget from last year.</p> <p>Governors were informed that there were currently 363 children on roll as 2 children had left since the start of this year to move to other local schools however, a new starter was expected in January and the school had recently received another application.</p> <p>The Headteacher advised that the school currently expected SATS and the Year 4 Multiplication Check to take place next summer.</p> <p>In relation to staffing, the Headteacher advised that 2 members of staff were working from home because they were clinically extremely vulnerable and 2 more were working from home because they were in the third trimester of pregnancy. Teachers working from home were continuing pupil conferencing via Teams. The Headteacher advised that the school had organised cover for all other class teachers to do half a day of conferencing every week, using consistent cover for each Year Group in order to avoid crossing bubbles. All Year Groups had been given planning days together, and additional planning, preparation and assessment (PPA) time, in recognition of the increased workload and pressure.</p> <p>Governors were pleased to note that the school was looking forward to celebrating Christmas with the children and staff in a social-distanced way.</p> <p><b>b. Governing Body Development Plan (GBDP)</b></p> <p>Governors discussed the updated GBDP and agreed that the areas identified for improvement were appropriate, particularly considering the current situation with the pandemic and the need to prioritise areas around the Governing Body structure eg bringing onboard new Governors, reviewing Committee membership and Link/Named Governor roles, discussed earlier in the meeting.</p> <p>Governors also agreed that it would be useful to explore organising an external review of governance to support taking forward the GBDP; the SBM confirmed that quotes would be sought.</p> <p><b>c. Risk register review</b></p> <p>Governors were pleased to note that the Chair of the Finance &amp; Resources Committee would be meeting with Ian Irvine shortly to consider recommendations to be presented to Governors to reduce the number of risks and to refine the wording and format to make it more user-friendly.</p> <p><b>d. Budget monitoring update</b></p> <p>Governors noted that the year-end process was currently taking place and the budget papers would be distributed in due course.</p> <p>Whilst Governors were pleased to note earlier in the meeting that the CIF bid for new boilers had been successful upon appeal, unfortunately, they had been informed via email that both boilers had suffered a catastrophic failure and the school currently had no heating in the main building (Ash and Willow buildings were unaffected). In order to keep the school open, temporary heating had been arranged in the form of electric heaters for each of the 8 classrooms affected. These would create a flow of warm air around the space, however, as the school had very little spare amps to run these, a diesel generator had been arranged to provide the additional electricity needed. The generator would be placed on the top playground, in a secure compound, with cables running to each classroom. The school had also looked at gas cabinet heaters, but assessed these as being high risk for the age of the children, as the cabinets got very hot and would need to be in a secure cage to prevent access. Governors were informed that the cost to heat the school for 2 weeks would be £5,314 including the cost of the heaters, generator, fuel, installation and out-of-hours service and maintenance support. Due to the extreme time pressure to resolve this problem and keep the school open, the school had only contacted one supplier, Andrew Sykes, a well-known hire company. Although the school was actively seeking a permanent solution involving the new boilers and looking to bring forward this part of the replacement heating project as far as possible, to utilise the CIF funding.</p>	<p>All</p>
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	<p>Governors agreed that with the time pressure, the school had limited options and they recognised that there was no time for multiple quotes. Governors asked if it was possible that the school would have to rely on the temporary heating into the New Year; the SBM confirmed that it was unlikely that an alternative solution would be possible until January but the school's aim was to buy and install one of the new boilers as quickly as possible in January to keep the school warm during the winter, then relocate it as part of the heating project. Governors fully supported the school's approach to the temporary solution and the plans for moving forward with the heating project after Christmas.</p> <p><b>e. General Data Protection Regulation (GDPR) compliance update</b></p> <p>Governors noted the update in the Finance &amp; Resources Committee draft Minutes; there was nothing further to note at this time other than the data breach discussed at previous meetings had still not been resolved, which was frustrating as it was very time-consuming. The Link Governor offered to support the school in resolving the matter if this would be helpful.</p> <p><b>f. Governors' Development Day: planning/foci/format</b></p> <p>Governors were pleased to note that Ofsted training had been planned for the Development Day, which would be held virtually, and that it might be possible to facilitate a wellbeing focussed virtual assembly for Governors to attend either on the Day or on an alternative date if necessary. The Chair, Vice Chair and Chairs of Committees would take forward the format and plans for the day in consultation with the Headteacher.</p>	
4	<p><b>For Noting</b></p> <p><b>a. Committee reports</b></p> <p>The draft Minutes had previously been distributed; the Chairs of Committees summarised the key areas of discussion and decisions taken.</p> <p>The Chair also highlighted the letter received from a local resident about parking discussed at the Finance &amp; Resources Committee meeting and previously at the Henleaze Campus Collaboration Committee (H3C).</p> <p><b>b. Governor visits</b></p> <p>There was nothing significant to note at this time. Governors were reminded that monitoring visits to the school were possible as long as they complied with the CoVid-19 risk assessment.</p> <p><b>c. Governor training</b></p> <p>Governors were reminded of the training opportunities provided by the Governor Development Service (GDS).</p> <p><b>d. Correspondence and AOB</b></p> <p>There was no correspondence or any other business to consider.</p> <p>Governors discussed a suggestion muted by the unions that they might push for schools to move to remote learning for the last week of Term; the Headteacher advised that he was confident that staff would not welcome this approach and would find it very stressful given all the other things that they had to deal with at this time.</p> <p>Governors thanked the Headteacher and all staff for their continued resilience and hard work during another stressful and challenging Term.</p>	

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

**SIGNED:** ..... **DATE:** 27 January 2021

**Next Meeting:** Wednesday 27 January 2021 at 3.00pm

Meetings 2020/2021	Date
Finance & Premises Committee	Friday 22 January 2021 at 09.30
Full Governing Body	Wednesday 27 January 2021 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 24 February 2021 at 11.00 ( <a href="#">Claremont School</a> )
Finance & Premises Committee	Friday 12 March 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 19 March 2021 at 10.00
Full Governing Body	Wednesday 24 March 2021 at 19.00

Henleaze Campus Collaboration Committee	Wednesday 21 April 2021 at 11.00 ( <a href="#">Claremont School</a> )
Finance & Premises Committee	Friday 7 May 2021 at 09.30
Full Governing Body	Wednesday 19 May 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 ( <a href="#">Claremont School</a> )
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 2 July 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00