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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 3

Held at the school on Wednesday 24 January 2018 at 7.00pm

DRAFT MINUTES

PRESENT:

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

David Cooper (Co-Chair)
Tamsin James (Co-Chair)
Adrian Jones (Vice Chair)
Adam Barber (Headteacher)
Jonathan Parr (Deputy Headteacher)
Annabel Corbett
Ewen MacGregor

John Worthington
Sylvie Jones
Heidi Hughes
Katie Yeo
Nicholas Taylor
Dario Palmiero
Elizabeth Jahn (Clerk)

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. Apologies were received and accepted from Nicola O'Brien.</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. Acceptable Use Agreement</p> <p>Governors who had not yet signed and returned the Agreement, were requested to do so.</p> <p>Action: The Agreement to be signed and returned to the Headteacher.</p>	All
2	<p>For Approval</p> <p>a. Trust membership: appointment of new Parent Governors as Directors</p> <p>Governors considered and agreed to appoint the new Parent Governors as Directors; the School Business Manager (SBM) had prepared the appropriate forms, which would be passed to Companies House.</p> <p>Action: Governors to complete the skills audit form.</p> <p>b. 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>c. Ratification of Finance & Premises Committee's recommendation to appoint Ridge Property & Construction Consultants as Project Managers of the hut replacement project</p> <p>The Chair of the Finance & Premises Committee summarised the Committee's discussions and the rationale for the recommendation. Governors asked if the school had good references for Ridge Property & Construction Consultants; the Headteacher confirmed that they had worked for the school before on the condition survey and had been recommended by other schools in NW24 for successfully managing building projects. Following discussion, Governors considered and agreed the recommendation from the Committee to appoint Ridge Property & Construction Consultants as Project Managers of the hut replacement project.</p>	All

	<p>It was agreed that the Risk Register needed to be updated in the light of the multi-Academy Trust (MAT) agenda; the review of the Risk Register should also be added as a regular Agenda item on full Governing Body (FGB) meetings.</p> <p>Action: Review of Risk Register to be added to future Agendas.</p>	EJ
3	<p>For Discussion</p> <p>a. Headteacher's verbal report</p> <p>There was nothing urgent to report at this time; a full report would be provided at the next meeting.</p> <p>b. Initial feedback from Governors' Development Day</p> <p>Governors agreed that they had a gloriously enjoyable day, which included opportunities to talk with pupils, staff and parents as well as former pupils, which was very useful. Suggestions for next year included consideration of how Governors could interact more with staff and support opportunities for staff to engage with Governors, although the Headteacher felt that staff had been given lots of opportunities to speak with Governors but next year it might be useful to set up a specific session with staff. It was also suggested that when the next staff survey was drafted, it would be useful to review the questions in terms of the type of questions that would support Governors' understanding of staff morale etc. Governors also agreed that it would be useful to engage more with staff by attending curriculum team meetings and INSET days.</p> <p>A focus of the day included monitoring the impact of funding reductions, particularly for those pupils with additional needs that were not in receipt of additional funding to support their needs. It was agreed that when the draft budget for 2018/2019 was considered by the Finance & Premises Committee, it was important that the Committee considered the staffing structure in more detail in terms of ensuring that the structure was aligned to the needs of the pupils, particularly in light of the challenges that were unavoidable as a result of reduced funding levels. It was noted that the Pupil Progress & Curriculum Committee monitored the impact of intervention strategies on improving progress of those pupils with additional needs but this would be broadened to include those pupils with additional needs that were not in receipt of additional funding.</p> <p>Governors were pleased to note that music lessons and the Year 6 play gave confidence to the former pupils to support their transition to secondary school. However, one suggestion from the former pupils was that it would have been useful if there were more opportunities to learn to use Google as this was used a lot at their secondary schools.</p> <p>Feedback from the School Council included that they would like to revert back to Mathematics sets although feedback from pupils in general regarding Mathematics was very positive. Pupils would like the library to be open every lunchtime although currently, it relied upon parent volunteers and therefore, there was not capacity for this. It was suggested that this could be highlighted in the Governors' newsletter update to try to encourage more volunteers. It was also suggested that this could be given consideration when the staffing structure was reviewed to compare the potential impact of where resources were targeted.</p> <p>Governors asked the Headteacher to thank staff on the Governing Body's behalf for supporting the Governors' Development Day, which was hugely positive; the Viking assembly was a particular highlight.</p>	
4	<p>For Noting</p> <p>a. Correspondence</p> <p>There was no correspondence to consider.</p> <p>b. Fundraising opportunities update</p> <p>Governors were pleased to note that pupils were interested in being involved with fundraising opportunities. It was suggested that it might be useful if the school could explore adding an easy link for donations could be added to the school's website as it would be beneficial if people could donate electronically, rather than sending a cheque.</p> <p>c. Governors' Termly newsletter update</p> <p>Annabel Corbett confirmed that she would write an update for the newsletter focussing on the Governors Development Day.</p> <p>d. Feedback from Governor visits including Named/Link Governor reports</p> <p>There was nothing significant to note at this time.</p>	

<p>e. Feedback from training</p> <p>Governors were pleased to note that Dario Palmiero attended Principles of Good Governance, refresher training and health and safety training, which were informative.</p> <p>f. Finance & Premises Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>g. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</p> <p>Governors were pleased to note that the Deputy Headteacher would be attending the next LA's Strategic Briefing and would feedback anything pertinent. A small group of Governors also discussed the MAT development during the earlier visit; a meeting would be taking place on the 30 January 2018 with the Regional Schools Commissioner (RSC) representative and representatives of the potential MAT schools. The Headteacher confirmed that the 4 Headteachers were meeting weekly to progress discussions. There had also been a meeting with solicitors to seek initial advice regarding the process, which was useful.</p> <p>h. AOB</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:** 14 March 2018

Next Meeting: Wednesday 14 March 2018 at 7.00pm

Future Meetings 2017/2018	Date
Henleaze Campus Collaboration Committee	Wednesday 21 February 2018 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 27 February 2018 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 28 February 2018 at 09.30
Finance & Premises Committee	Friday 9 March 2018 at 09.30
Full Governing Body	Wednesday 14 March 2018 at 19.00
Finance & Premises Committee	Friday 4 May 2018 at 09.30
Full Governing Body	Thursday 10 May 2018 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 13 June 2018 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 19 June 2018 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 20 June 2018 at 09.30
Finance & Premises Committee	Friday 29 June 2018 at 09.30
Full Governing Body	Wednesday 4 July 2018 at 19.00