



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**

FULL GOVERNING BODY MEETING – TERM 3

Held at the school on Wednesday 30 January 2019 at 3.00pm

DRAFT MINUTES

PRESENT: David Cooper (Co-Chair) Jayne Storey
 Tamsin James (Co-Chair) Katie Yeo
 Adrian Jones (Vice Chair) Annabel Corbett
 Adam Barber (Headteacher) Nicholas Taylor
The meeting was noted to be quorate Nicola O'Brien (School Business Manager) Heidi Hughes
 Dario Palmiero Ewen MacGregor
 Hazel Phillips Elizabeth Jahn (Clerk)
 Sylvie Jones

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 Jayne Storey and Hazel Phillips, newly elected Parent Governors.</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>	
2	<p>For Discussion</p> <p>a. Initial feedback from Governors' Development Day</p> <p>Governors provided feedback on their time spent in the school during the Development Day; which was very positive and informative. Governors were reminded to complete the visit form and the feedback would be collated and taken forward by the Pupil Progress & Curriculum Committee at the next meeting.</p> <p>Action: Governors to complete the visit form and return to Katie Yeo by the 6 February 2019.</p> <p>Governors found it particularly useful to talk with pupils as well as staff and suggestions had been put forward by pupils to support peers during playtime eg a buddy system. There were also useful discussions regarding ways in which transition could be improved to support pupils with special educational needs and disability (SEND) and how IT could support pupils more in terms of social media (connection with friends rather than from a safeguarding perspective).</p>	All
3	<p>For Declaration</p> <p>a. 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>b. 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>	All



<p>4</p>	<p>For Approval</p> <p>a. Trust membership: appointment of new Parent Governors as Directors and update on potential new Governor</p> <p>Governors noted that the School Business Manager (SBM) would take forward sending Jayne Storey and Hazel Phillips the appropriate Director appointment forms to be completed and returned; formal appointment would take place at the next meeting.</p> <p>Action: Appointment of Jayne Storey and Hazel Phillips as Directors to be included on the next Agenda.</p> <p>The Headteacher advised that he had not yet received a response from the potential new Governor although he would send a follow-up email.</p> <p>Action: Katie Yeo to register the vacancy with Inspiring Governance.</p> <p>b. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record subject to an additional comment noted later in these Minutes.</p> <p>Governors were pleased to note that 104 parent/carer completed questionnaires had been received; Heidi Hughes summarised the analysis of the responses, which included that 4 parents/carers had asked to speak to a Governor to clarify their comments. The analysis was distributed via email for Governors' information following the meeting.</p> <p>Governors discussed the points raised and agreed that Heidi would include an initial 'thank you' to parents/carers for completing the forms in the next newsletter and a summary of the key feedback received would also be included in a subsequent newsletter together with any actions that might be taken to address those comments. Heidi would also arrange to speak to the 4 parents/carers who had requested a meeting. Governors thanked Heidi for carrying out the survey and agreeing to meet the 4 parents/carers on the Governing Body's behalf.</p> <p>Action: Heidi Hughes, Jayne Storey, Nicholas Taylor and Dario Palmiero to support the Headteacher identifying the key points raised and considering what, if any, actions were required.</p>	<p>EJ</p> <p>KY</p> <p>HH, JS, NT, DP & AB</p>
<p>5</p>	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The Headteacher's report and School Information Management System (SIMS) report had previously been distributed; Governors noted the contents and asked whether there were any concerns in relation to Year 3 admissions; the SBM advised that she had spoken with the Local Authority (LA) and it was recognised that, due to a falling birth rate, this was a national issue and therefore, several schools across the city were affected with some schools already consulting on whether to reduce their published admissions number (PAN).</p> <p>Governors asked for clarity regarding the funding formula and Age-Weighted Pupil Unit (AWPU) figures in the table included in the Headteacher's report; further information was provided to support Governors' scrutiny and understanding.</p> <p>Governors asked that more information be brought to the next meeting on the progress of the Curriculum Development priority within the School Development Plan (SDP), which aimed to ensure high quality Music and PE teaching in all classes, as well as exposure to a broad range of experiences.</p> <p>Action: Tom Heath to be invited to attend the next meeting or, if he is not able to attend, to provide a progress report.</p> <p>[Katie Yeo left the meeting.]</p> <p>b. Risk register review</p> <p>Governors noted that the follow-up review would take place and an update brought back to Governors in due course.</p> <p>c. 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.</p>	<p>AB</p>

	<p>d. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors also noted the update in the draft Finance & Resources Committee Minutes; Heidi Hughes fed back from her meeting with the SBM as part of her GDPR Link Governor role.</p> <p>[Heidi Hughes left the meeting]</p> <p>e. Campus and Multi-Academy Trust (MAT) updates</p> <p>Governors noted that one of the requests raised at the last meeting had not explicitly been detailed in the Minutes and therefore, it was agreed to include the request in these Minutes, namely that more information was required in relation to where the pressure for forming a MAT was coming from.</p> <p>Action: An overview of where the pressure for forming a MAT was coming from to be brought to the next meeting.</p> <p>The outcomes of the proposed MAT application discussed at the last meeting had previously been shared with the Governing Body; Governors were disappointed to note that one Governing Body had decided not to progress with the MAT application and therefore, the proposal was currently under review as a result.</p> <p>The Co-Chair summarised feedback from the meeting with representatives of the Infant School following the resignation of their Headteacher and publication of the recent Ofsted inspection report. The Co-Chair advised that although the discussion was generally positive, it was still unclear how the Infant School would be moving forward at this stage and therefore, how the Junior School might be able to provide support; a follow-up meeting would be taking place in February.</p>	AB
6	<p>For Noting</p> <p>a. Correspondence</p> <p>Governors noted the correspondence that had been received from the NW24.</p> <p>b. Governors' Termly newsletter update</p> <p>As noted earlier in the meeting, Heidi Hughes would provide the next update thanking parents/ carers for taking the time to complete the parent/carer questionnaire.</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 were pleased to note that David Cooper and Dario Palmiero attended NW24 Ofsted preparation training on how to evaluate your school, which was useful. One school also had a Link Governor for Social Media (monitoring feedback about the school on social media networks); Governors agreed that whilst it was not a particular need at this school, it was useful for Parent Governors to informally use feedback from social media as part of information gathering.</p> <p>e. Committee reports</p> <p>The draft Minutes had previously been distributed and referred to during earlier discussions where relevant.</p> <p>f. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</p> <p>There was nothing significant to note at this time.</p> <p>g. AOB</p> <p>There was no other business to consider.</p>	

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

SIGNED: **DATE:** 27 March 2019

Next Meeting: Wednesday 27 March 2019 at 19.00

Meetings 2018/2019	Date
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