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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 14 March 2018 at 7.00pm

DRAFT MINUTES

PRESENT:

David Cooper (Co-Chair)

Tamsin James (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Nicholas Taylor

John Worthington

Sylvie Jones

Heidi Hughes

Katie Yeo

Dario Palmiero

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. Apologies were received and accepted from Annabel Corbett and Ewen MacGregor.</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>The Governing Body was pleased to note that Governors had signed and returned the Agreement to the Headteacher.</p> <p>d. Skills Audit Form</p> <p>Action: Governors to complete and return the form to the Clerk to collate.</p>	All
2	<p>For Approval</p> <p>a. Governing Body membership: reappointment of Tamsin James, David Cooper and Adrian Jones</p> <p>The Governing Body considered and agreed to re-appoint Tamsin James, David Cooper and Adrian Jones; the School Business Manager (SBM) would update the Companies House records.</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. Data Protection Policy</p> <p>As noted, the policy had been reviewed at each of the Committee meetings; questions raised had been responded to and typos noted would be updated. Governors agreed to approve the policy.</p> <p>It was also agreed that during the next few meetings, it would be useful to receive an update on the school's work to comply with the General Data Protection Regulations (GDPR) and this would be included on future Agendas.</p> <p>Action: Update on GDPR to be added to the Agendas.</p>	EJ

	<p>d. Pay Policy</p> <p>As above, the policy had been reviewed at each Committee meeting; questions raised had been responded to and typos noted would be updated. Governors were pleased to note that there had not been any concerns or issues raised by staff or the trade unions as a result of the consultation, and therefore, the policy was approved.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report, SIMS School Report Term 4 and Progress Summary Report had previously been distributed; the Headteacher provided context to the information contained therein.</p> <p>Governors asked for clarity regarding the progress data and in particular, how the data was used to monitor progress; the Headteacher provided clarification and an overview of how the information was collated, moderated and used to inform lesson planning. Governors discussed the data and noted that progress levels were the highest for Reading across the school except Year 4, which was very marginally surpassed by progress in Mathematics. A key area for focus remained Writing and the data evidenced that Year 5 Mathematics progress levels needed to be closely monitored. Governors asked if strategies were in place to support Year 5; the Headteacher confirmed that targeted intervention strategies were in place to plug any gaps to try to ensure that all pupils made at least expected progress.</p> <p>b. Review of Risk Register</p> <p>The Chair of the Finance & Premises Committee provided an explanation of how the different risks within the Risk Register were calculated and how Governors could identify which were the high, medium and low risks based on the formula. One high risk and two medium risk items had been identified, the other risks were identified as low risk.</p> <p>It was recognised that ownership of most risks in terms of monitoring sat with the Finance & Premises Committee, however, there were other Committee-specific risks that would need to be monitored. It was agreed that the Register would be reviewed at each of the next Committee meetings in terms of whether there were any gaps; the Register would then be brought back to the Term 6 meeting for formal approval. Thereafter, the Register would be reviewed in its entirety on an annual basis, although as the Register was a 'live' document, there might be times when it was appropriate to carry out a review in the interim period.</p> <p>Action: Review of Risk Register to be added to Term 6 meeting Agendas.</p> <p>It was also noted that should the school proceed with becoming a multi-Academy Trust (MAT), a SAT (single Academy Trust) to MAT risk register would be needed.</p> <p>c. Campus and Multi-Academy Trust (MAT) updates</p> <p>The Headteacher and Co-Chairs provided an update on discussions that had taken place since the last meeting with the Local Authority (LA), NW24 colleagues and the Regional Schools Commissioner (RSC). Unfortunately, due to issues at the Infant School, it would not be possible in the short term for Infant School colleagues to be engaged with the MAT working group meetings, although it was hoped that they would be able to re-engage as the potential proposal progressed.</p> <p>Governors agreed that it was important to continue to ensure that parents/carers and staff were appropriately updated as and when necessary, particularly to provide reassurance that everything was continuing as before and additional opportunities of working more closely together would be explored.</p> <p>A MAT working group update report was distributed; the Headteacher provided context to the information contained therein. It was proposed that it would be useful to bring together all Governing Body members with the aim of sharing thinking to date, the pros and cons of the approach and outlining next steps, as well as gaining formal approval to proceed with the application and continuation of the working group. Following discussion, Governors agreed that this would be useful.</p> <p>Governors asked if there were any broad calculations on how much the MAT application would cost; the Headteacher confirmed that there were approximate costs but comparative quotes had not yet been received to finalise the anticipated costs.</p> <p>Governors asked if the school was confident that pupils would not be affected by capacity issues as the Headteacher was seconded to working on the MAT proposal; the Headteacher advised that the school was already exploring how the impact could be mitigated should it be necessary including buying in supply cover.</p>	EJ

	<p>Governors discussed governance and the types of governance models adopted at other MATs as well as the impact of changes to delegation of powers for individual MAT schools.</p> <p>Governors also discussed the potential weaknesses within an application and agreed that the weakest area was likely to be how the potential MAT schools were able to validate the rationale for establishing a new MAT rather than joining an existing MAT.</p> <p>It was agreed that it was very important for staff to be provided with an update, even if some of the information was still unknown at this stage. The Headteacher confirmed that a staff meeting would be taking place shortly and this would be included on the Agenda.</p> <p>Governors recognised that there was an SBM capacity issue across the MAT schools due to new and interim appointments, and capital projects that were planned for the summer; this needed to be kept in mind when considering whether a September deadline for a possible MAT application was viable.</p> <p>Governors agreed that it would be useful for Governing Body members to meet to discuss the MAT proposal in more detail and supported the MAT working group taking this forward.</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>There was nothing significant to note at this time.</p> <p>c. Governors' Termly newsletter update</p> <p>Annabel Corbett and Tamsin James had written an update for the newsletter focussing on the Governors Development Day; the next update would be considered at the next meeting.</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>Action: The next meeting to include identifying volunteers for collating points raised through Governing visits that could feed into the Governors' Development Day and/or future visits.</p> <p>e. Feedback from training</p> <p>There was nothing significant to note at this time.</p> <p>f. Finance & Premises Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussion. The Named Governor for Health, Safety & Wellbeing stated that he was available to support monitoring the huts replacement project works in terms of how it was progressing should this be useful.</p> <p>g. Henleaze Campus Collaboration Committee (H3C) report</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>h. Pupil Progress & Curriculum Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>i. Staffing & Wellbeing Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>j. 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>k. AOB</p> <p>There was no other business to consider.</p>	EJ

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

SIGNED: **DATE:** 10 May 2018

Next Meeting: Wednesday 10 May 2018 at 7.00pm

Future Meetings 2017/2018	Date
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