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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 5
Held at the school on Wednesday 18 May 2016 at 7.00pm

MINUTES

PRESENT: Jonathan Rees (Chair) Sarah-Jane Ribeiro
 Adrian Jones (Vice Chair) David Cooper
 Adam Barber (Headteacher) Tamsin James
The meeting was noted to be quorate Nicola O'Brien (School Business Manager) Annabel Corbett
 Sylvie Jones Ainslie Levy
 John Worthington Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Learning Zone</p> <p>a. Welcome and apologies for absence The Chair welcomed everyone to the meeting.</p> <p>b. School Development Plan (SDP) 2015/2016: focus on parental communication The 2014/2015 survey responses from parents/carers, pupils, staff and Governors had previously been distributed; the responses were reviewed and further clarity was requested regarding the areas that scored lower than other questions, particularly around bullying. It was agreed that the responses in relation to bullying were confusing as Governors noted that this was an area that scored poorly each year, but the responses did not marry up, ie parents/carers generally stated that their child had not been bullied, yet the score for how the school responded to bullying was scored lower. The Headteacher also confirmed that the score did not correlate to the number of incidents reported. Governors queried whether the response might be a perception issue that was not necessarily related to their own child but something that they had heard.</p> <p>Governors discussed the strategies the school used to support bullying, which included workshops run by SARI; it was agreed that it might be useful to include in a newsletter all the things that the school does, some of which had been implemented as a response to the bullying discrepancies from earlier surveys, and asking parents/carers to provide information on what they felt was missing or what the school could do to improve this area.</p> <p>Governors also discussed whether it was possible to include school-specific questions in the survey; the Headteacher advised that the majority of the questions were generic as this was a country-wide survey and therefore, the responses could be benchmarked nationally; however, there were opportunities to include some personalised questions and the survey already included some of these.</p> <p>Governors discussed whether it would be beneficial to hold a meeting with parents/carers to discuss bullying should the survey responses be similar this year, and agreed that this might be useful.</p> <p>The low score for parents/carers knowing who Governors were was discussed although it was noted that this information was on the school's website and Governors were regularly in school. However, it was agreed that this was still an area that could be improved and it was therefore, suggested that a couple of parents/carers could be in the playground on a Friday to support accessibility to Governors.</p> <p>Governors also agreed that it would be useful for the Governing Body to share information with parents/carers more effectively where appropriate, eg why the huts had not been replaced etc.</p> <p>Governors discussed the benchmarking and noted that the data was benchmarked against primary schools and therefore, asked the Headteacher to check if it could be benchmarked specifically against junior schools.</p> <p>Action: The Headteacher to take forward benchmarking options for the next survey.</p>	AB



	<p>It was agreed that the survey should be sent out without any amendments at this stage to support benchmarking, however, should there remain discrepancies, particularly around bullying, then an action plan would be drawn up to respond to the survey and to try to identify the reasons why it scored lower. Governors acknowledged that the surveys were the Governing Body's tools for seeking feedback and therefore, it was important that the response to the surveys was from the Governing Body.</p> <p>c. Governance: Moving Forward including:</p> <p>i. Governing Body's Development Plan (GBDP) 2015/2016 leads' update</p> <p>Governors were pleased to note that the leads were continuing to work on their areas; this would be discussed in more detail at the next meeting.</p> <p>Governors considered and agreed to appoint Jonathan Rees as a Community Governor. It was agreed that an election for a Parent Governor was not necessary at this time, however, the Governing Body would continue to try to identify potential new Governors based on skill-set.</p> <p>ii. Learning Zone suggestion for the Term 6 meeting</p> <p>Governors agreed that it would be useful to focus on the above item as well as the SDP priorities for 2016/2017.</p>	
2	<p>Routine Governance</p> <p>a. 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>b. Approval of Minutes of last FGBM held on 16 March 2016</p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p> <p>c. Carried forward matters and matters arising</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda. Governors were pleased to note that the Learning Mentor had been invited to the next Staffing & Wellbeing Committee meeting.</p> <p>d. Approval of 2016/2017 meeting dates</p> <p>Governors considered and agreed the proposed dates subject to moving the Term 6 FGB meeting to the 12 July 2016. Governors noted that the School Improvement Partner (SIP) would be visiting on the 27 June 2016 at 9.30am for the core visit; it was agreed that the Headteacher's Performance Management Panel members would determine at that time the SIP arrangements for 2016/2017 including the date for the Headteacher's performance review, which would be included in the schedule of dates.</p> <p><i>Action: The arrangements for SIP support for 2016/2017 to be reviewed at the core visit in June.</i></p> <p><i>Action The date for the Headteacher's performance management review in Term 2 to be confirmed and included in the schedule of dates as well as a prompt to set a date for Term 4.</i></p> <p>e. Correspondence</p> <p>There was no correspondence to consider.</p>	<p>PM Panel</p> <p>PM Panel / EJ</p>
3	<p>Information Sharing</p> <p>a. Headteacher's report</p> <p>The report and school SIMS report had previously been distributed; the Headteacher provided context to the information contained therein including initial discussions regarding the SDP priorities for 2016/2017; further details would be discussed at the next meeting when the SDP was brought back for approval.</p> <p>Governors asked for clarity regarding the impact of increased admissions eg in terms of classroom needs and resources; the Headteacher provided further information. Governors noted that whilst it was sometimes challenging to add additional desks etc, there would be an impact on provision should the school not breach its published admissions number (PAN) due to the loss of funding resulting from fewer children.</p>	

Governors were pleased to note that the school had reviewed the 'non-negotiables' regarding the assessment framework (for the curriculum) and the documents would be available on the website for parents/carers to read if they so wished.

Governors discussed the new assessment framework at length; it was recognised that it might be challenging this year for parents/carers regarding the new language of assessment and the curriculum changes. Governors asked if the same language would be used next year; the Headteacher advised that it was unknown at this stage as the new assessment framework was an interim framework and there might be changes for next year.

b. Finance & Premises Committee report including:

i. Major building and infrastructure projects

The draft Minutes had previously been distributed; the Chair of the Committee provided an overview of the discussions; the School Business Manager (SBM) also provided an update on the boiler issues, which would be discussed further at the next Committee meeting.

c. Named/Link Governor reports

There was nothing significant to report at this time.

d. Ofsted, Local Authority (LA) and Department for Education (DfE) updates

There was nothing significant to note at this time.

e. Partnership working including engagement with NW24 Teaching & Learning Partnership

The Headteacher provided an update on the NW24 Partnership; Governors were pleased to note that the Partnership had improved in terms of engagement with schools within North Bristol as well as a school outside of the area. The Partnership was looking particularly at the implications of government announcements and the impact on the educational landscape as well as continuing to explore possibilities for increase opportunities for sharing best practice and procurement.

f. Feedback from Governor visits

Ainslie Levy provided feedback from her meeting with the SENCo, which focussed in particular on the LA's Bristol Top Up Scheme Consultation, which was likely to have a significant impact on funding. Consultation meetings would be taking place soon and updates would be provided to Governors; the formal response to the consultation would need to be submitted by the 9 June 2016.

Governors were also pleased to note that Ainslie met with the Headteacher recently to review safeguarding. Unfortunately the NSPCC survey had not been published at that time, but it was received after the meeting. The Headteacher had completed the survey in line with the previous discussions and the resulting action plan had been forwarded to the Named Governor. The audit and action plan would be forwarded to the next Committee meetings for noting.

It was agreed that it would be useful if Governors organised refreshments at the forthcoming celebration evening.

g. Feedback from training

There was nothing significant to report at this time.

h. AOB

There was no other business to consider.

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

SIGNED: **DATE:** 13 July 2016

Next Meeting: Wednesday 13 July 2016 at 7.00pm

Future Meetings 2015/2016	Date
Henleaze Campus Collaboration Committee	Wednesday 15 June 2016 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 21 June 2016 at 09.30
Pupil Progress & Curriculum Committee	Friday 24 June 2016 at 09.30
Finance & Premises Committee	Friday 1 July 2016 at 09.30
Full Governing Body	Wednesday 13 July 2016 at 19.00

Future Meetings 2016/2017	Date
Finance & Premises Committee	Friday 16 September 2016 at 09.30
Full Governing Body	Wednesday 5 October 2016 at 19.00
Performance Management Review of the Headteacher	TBC
Henleaze Campus Collaboration Committee	Wednesday 2 November 2016 at 11.00 (Henleaze Infant School)
Staffing & Well-Being Committee	Tuesday 8 November 2016 at 09.30
Pupil Progress & Curriculum Committee	Friday 11 November 2016 at 09.30
Finance & Premises Committee	Friday 18 November 2016 at 09.30
Full Governing Body	Wednesday 30 November 2016 at 19.00
Finance & Premises Committee	Friday 13 January 2017 at 09.30
Full Governing Body	Wednesday 25 January 2017 at 16.00 (whole day visit)
Performance Management Review of the Headteacher	TBC
Henleaze Campus Collaboration Committee	Wednesday 22 February 2017 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 28 February 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 March 2017 at 09.30
Finance & Premises Committee	Friday 10 March 2017 at 09.30
Full Governing Body	Wednesday 22 March 2017 at 19.00
Finance & Premises Committee	Friday 5 May 2017 at 09.30
Full Governing Body	Wednesday 17 May 2017 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 14 June 2017 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 20 June 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 23 June 2017 at 09.30
Finance & Premises Committee	Friday 30 June 2017 at 09.30
Full Governing Body	Wednesday 12 July 2017 at 19.00