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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 1

Held at the school on Wednesday 4 October 2017 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)

Nicola O'Brien (School Business Manager)

Annabel Corbett

Sylvie Jones

Ewen MacGregor

Heidi Hughes

Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>The Clerk welcomed everyone to the meeting. Apologies were received and accepted from John Worthington. Dario Palmiero was absent from the meeting.</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. Academy Trust's PSC Register</p> <p>Governors noted the requirement for all Academy Trusts and their trading subsidiaries to maintain a register of people that had control or influence over the Academy Trust (a 'PSC Register'). Governors noted that the definition of what constituted control or influence was very broad and therefore, DfE guidance had previously been distributed.</p> <p>In line with the statutory guidance, the Academy Trust carried out an audit in relation to the PSC Register. As a result, the Academy Trust knows or has reasonable cause to believe that there was no registrable person or registrable relevant legal entity in relation to Henleaze Junior School.</p> <p>d. Acceptable Use Agreement</p> <p>Governors agreed that it was appropriate for the Governing Body to sign the Agreement to confirm that they understood their responsibility regarding acceptable use and that Governors would abide by the Agreement.</p> <p>Action: The Agreement to be distributed, signed and returned to the Headteacher.</p>	AB & All
2	<p>For Approval</p> <p>a. Chair and Vice Chair's Terms of Reference (TOR) and election of Chair and Vice Chair</p> <p>Governors considered and agreed the TOR that had previously been distributed.</p> <p>Following discussion, it was agreed that due to personal commitments and given the anticipated additional work that the role of the Chair might incur during this academic year, it would be beneficial to elect Co-Chairs.</p> <p>Therefore, there was one nomination for David Cooper and for Tamsin James for the position of Co-Chairs and for Adrian Jones for the position of Vice Chair; as there were no oppositions and all members were in support, David Cooper, Tamsin James and Adrian Jones were duly elected for a term of office of 1 year. For the purposes of any statutory documents/decisions that required a Chair's name, David Cooper would officially be the Chair designate.</p>	

	<p>b. Governing Body membership: appointment of Parent Governors</p> <p>Governors considered and agreed to appoint Nicholas Taylor and Katie Yeo as Parent Governors. Governors also agreed that Tamsin James would be the appointed Mentor for Katie Yeo and Adrian Jones would be the Mentor for Nicholas Taylor; both Mentors would organise an induction meeting, which would also include providing information regarding the appointment of the Parent Governors as Directors. Their formal appointment as Directors would be included on the next meeting's Agenda to allow sufficient time for them to consider the role and to complete the associated paperwork. Heidi Hughes agreed to contact both Parent Governors in the meantime to welcome them to the Governing Body.</p> <p><i>Action: Heidi Hughes to welcome the Parent Governors to the Governing Body.</i></p> <p><i>Action: Tamsin James and Adrian Jones to organise induction meetings with the new Parent Governors, to include a discussion regarding becoming a Director.</i></p> <p><i>Action: Appointment of the new Parent Governors as Directors to considered at the next meeting.</i></p> <p>c. Collaboration Agreement and TOR and Memorandum of Understanding (MoU)</p> <p>Governors considered and agreed the Collaborative Agreement, TOR and MoU that had previously been distributed subject to updating the title on the MoU to NW24.</p> <p>d. Committee structure, membership and TOR</p> <p>Governors considered and agreed the Committee structure, membership and TOR that had previously been distributed subject to appointing Katie Yeo to the Pupil Progress & Curriculum (PP&C) Committee and Nicholas Taylor to the Finance & Premises (F&P) Committee and to the Henleaze Campus Collaboration Committee (H3C) with their approval.</p> <p>e. Named/Link Governors and TOR</p> <p>Governors considered and agreed the TOR that had previously been distributed. Governors also considered and agreed to appoint Annabel Corbett as the Named Governor for Child Protection, Children in Care & Young Carers; Dario Palmiero as Named Governor for Health, Safety & Wellbeing; David Cooper, Tamsin James and John Worthington as the Appraisal of the Headteacher's panel members; and Tamsin James as Named Governor for Special Educational Needs (SEN) & Inclusion.</p> <p>It was also agreed that as the Headteacher and School Business Manager (SBM) attended the ICT Strategy Group meetings, it was not necessary to appoint a Link Governor for ICT Strategy at this time. Governors noted the School Development Plan (SDP) links within the SDP document and agreed that they were appropriate subject to the PP&C Committee overseeing Theme 5: Wellbeing & Safeguarding priority.</p> <p>f. Governing Body's Scheme of Delegation</p> <p>Governors considered and agreed the Scheme that had previously been distributed subject to including multi-Academy Trusts (MAT) and other school governance structures to the Federation section.</p> <p>g. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record subject to minor amendments. There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>h. Date of Annual General Meeting (AGM)</p> <p>Governors agreed that the AGM should take place on Wednesday 29 November 2017 at 7.00pm.</p>	<p>HH TJ & AJ EJ</p>
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report and SIMS data report had previously been distributed; the Headteacher provided context to the information contained therein. The School Development Plan (SDP) was also distributed, which set out the school's key priorities, which had been reduced to 8. Governors discussed the priorities and agreed that they were appropriate and therefore, the SDP was approved. Governors asked if the SDP covered only the current academic year or whether it was a longer-term plan; the Headteacher confirmed that the SDP was a 3-year plan.</p> <p>The Headteacher advised that he had received log-in details for the new Analysing Data System (ADS), which replaced RAISEonline; log-ins for the PP&C Committee would be set up in due course and the new system would be demonstrated at the next Committee meeting.</p>	

The Headteacher highlighted the way in which progress was measured in the new ADS system, which was not as positive as the school's assessment data, however, this would be explored in more detail at the next Committee meeting.

b. Multi-Academy Trust (MAT) and Teaching School updates

Draft confidential Minutes from the recent meeting with Governors of Henleaze Infant School had previously been distributed; a draft Collaboration Agreement between the Junior and Infant Schools received from the Infant School was also distributed; Governors discussed the matter at length and agreed that a significant amount of more information was required for the Governing Body to make an informed decision; there also needed to be clarity regarding what exactly the Governing Body was being asked to consider.

[Rhian McGivan and Wendy Hanrahan, Henleaze Infant School Governors, entered the meeting.]

The Governing Body reiterated the above, that more information was required particularly around the school's deficit, ie how it came about and more details regarding the recovery plan, as well as clarity regarding what the Infant School's Governing Body envisaged as the way forward and in particular, what role the Junior School was being asked to play. The Junior School Governors confirmed that the long-term objective was to explore ways in which the two schools could work more closely together, however, there were concerns and therefore, challenging questions and transparent conversations would need to occur to support moving towards that goal.

Governors asked whether the Infant School had sought legal or other external advice and were informed that HR advice had been sought to consider possible changes to the staffing structure. Additional information had been received today from HR, which would be considered by the Infant School Governing Body in due course. The Chair of the Infant School's Governing Body had also had conversations with the Regional Schools Commissioner (RSC). Governors were also informed that a revised deficit recovery plan had been submitted to the Local Authority (LA) but to date, a response had not been received.

Governors asked whether the school had spoken to other MATs regarding their views on the deficit and were informed that reservations had been given with some MATs although largely, they had stated that this would not prevent the school joining the MAT and the MAT working with the Infant School to reduce the deficit.

The Junior School Governors agreed that the next step needed to be a conversation with the LA; the following key information also needed to be provided by the Infant School before any informed decisions could be taken:

- 3-year budget information
- The last academic year's School Improvement Partner's (SIP) core visit reports (3 reports)
- Deficit recovery plan information including worst case scenario in terms of deficit recovery
- Clarity regarding what the Junior School was being asked to consider in terms of supporting the Infant School's leadership structure, or pupils with special educational needs (SEN) etc

It was acknowledged that in terms of the last bullet point, this might be dependent upon decisions taken by the Infant School in relation to the deficit recovery plan etc, however, Governors were mindful of the timescales involved in resolving the situation and therefore, agreed that the Infant School Governors should be requested to agree to the information in the first 3 bullet points being shared with the Junior School Governors. It was agreed that approval would be sought tomorrow, and therefore, the information could be shared by Friday at the latest given that it was available in an electronic format. The Junior School Governors confirmed that the information shared would be considered confidential and would not be shared beyond the Governing Body.

It was agreed that the meeting with the LA needed to include Richard Hanks or Amanda Pritchard from the LA; the two Headteachers as well as a Governor from each school. It was agreed that the Junior School Headteacher would take forward organising the meeting.

Governors noted that the Infant School would be appointing a new Chair of Governors shortly and this would be helpful. Rhian McGivan and Wendy Hanrahan were thanked for attending the meeting.

[Rhian McGivan and Wendy Hanrahan left the meeting.]

c. Governing Body's Development Plan (GBDP) update

There was nothing to note at this time.

d. Focus of discussion for the Term 2 meeting

Governors agreed that the MAT and Teaching School update should continue to the next meeting.

4	<p>For Noting</p> <p>a. Correspondence There was no further correspondence to consider.</p> <p>b. Fundraising opportunities update There was nothing to note at this time.</p> <p>c. Governors' Termly newsletter update It was agreed that it would be useful to share that the Infant and Junior Schools were exploring ways in which they could work more closely together to ensure that the high-quality provision was maintained and that the Junior School was also working with partner schools to explore MAT. Action: Annabel Corbett to draft the newsletter update.</p> <p>d. Feedback from Governor visits including Named/Link Governor reports There was nothing to note at this time.</p> <p>e. Feedback from training There was nothing to note at this time.</p> <p>f. Finance & Premises Committee report The draft Minutes had previously been distributed; Governors noted the key areas of discussion. Governors were informed that following the recent Committee meeting, the Headteacher had attended the NW24 meeting and a Primary Headteachers meeting, both of which were well-attended. At both meetings, it was evident that the majority of the schools had approved a 2% pay award across the mainscale pay grades, therefore, it was recommended that the Governing Body reconsider the decision made at the Committee meeting in light of this new information and also approve a 2% pay award to ensure that the school's pay structure was aligned to other schools including LA maintained schools. Governors supported parity with other schools' pay structure and agreed that the recommendation should be approved backdated to the 1 September 2017. Governors were also reminded that the next Committee meeting would be the audit meeting with Joe Scaife, Bishop Fleming, the school's auditors. Governors were informed that the Committee had reviewed the draft Trustees' Report, but that if other Governors wished to contribute to or suggest amendments to the report, they should do so before the Committee's next meeting, via the SBM.</p> <p>g. Pupil Progress & Curriculum Committee report The draft Minutes had previously been distributed; Governors noted the key areas of discussion.</p> <p>h. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates There was nothing significant to note at this time.</p> <p>i. AOB There was no other business to consider.</p>	AC
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 29 November 2017

Next Meeting: Wednesday 29 November 2017 at 19.00

Future Meetings 2017/2018	Date
Henleaze Campus Collaboration Committee	Wednesday 1 November 2017 at 11.00 (Henleaze Infant School)
Staffing & Well-Being Committee	Tuesday 7 November 2017 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 8 November 2017 at 09.30
Finance & Premises Committee	Friday 17 November 2017 at 09.30
Full Governing Body/AGM	Wednesday 29 November 2017 at 19.00
Finance & Premises Committee	Friday 19 January 2018 at 09.30
Full Governing Body	Wednesday 24 January 2018 at 15.00 (whole day visit)

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