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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 virtually on Wednesday 27 January 2021 at 7.00pm

DRAFT MINUTES

PRESENT:

Hazel Phillips (Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Katie Yeo

Heidi Hughes

Jayne Storey

Nicholas Taylor

Julian Wenban (Observer)

Rekha Rao-Nicholson (Observer)

Ben McLewis (Observer)

Shona Howard (Observer)

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>The Chair welcomed everyone to the meeting, particularly proposed new Governors, Rekha Rao-Nicholson, Ben McLewis, Julian Wenban and Shona Howard. Ian Irvine was absent from the meeting. Governors noted that Tamsin James had resigned from the Governing Body. The Governing Body reiterated their thanks and appreciation for the hard work and dedication that Tamsin had provided to the school and the Governing Body.</p> <p>b. Attendance/business and pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; none were noted that had not previously been declared; the Register would be circulated at the next 'physical' meeting for Governors to sign.</p>	
2	<p>For Approval</p> <p>a. Governing Body membership: update on Staff Governor vacancy and appointment of proposed new Governors</p> <p>The Governing Body recognised that it was challenging for staff to consider taking on the role of Staff Governor at this difficult time and therefore, it was agreed that whilst the vacancy should continue to be highlighted, a recruitment drive would be delayed until the impact of the pandemic had eased.</p> <p>The Governing Body thanked the proposed new Governors for attending the meeting and agreed that confirmation of appointments would take place via email, formally ratified at the next meeting.</p> <p>Action: Appointment of new Governors to be carried out via email and ratified at the next meeting.</p> <p>b. Minutes of previous FGBM</p> <p>The Minutes were agreed as a correct record and would be signed at the next 'physical' meeting.</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>c. Named Governor for Special Educational Needs & Disability (SEND) & Inclusion</p> <p>Following discussion, Governors agreed that the above role would be considered in the wider context of a fuller review around Link Governor roles and Committee membership. The Chair, Vice Chair and Committee Chairs would therefore, take this forward and bring recommendations to the next meeting.</p>	HP

	<p>Action: Named/Link Governor roles and Committee membership to be considered at the next meeting.</p> <p>d. Appointment of Hazel Phillips as Named Governor for the Headteacher's Appraisal Panel</p> <p>Governors considered and agreed to appoint Hazel Phillips, Katie Yeo and Nicholas Taylor to the Headteacher's Appraisal Panel. Governors were pleased to note that appointment of a School Improvement Partner (SIP) was being explored and it was hoped that a SIP would be in place soon to support the annual appraisal review that was already past due.</p> <p>e. School Development Plan (SDP) 2020/2021</p> <p>Governors discussed the SDP at length and agreed that the finalised version reflected previous discussions and suggestions put forward by the Governing Body. Governors asked whether CoVid-19 had impacted on progress of the SDP; the Headteacher advised that there were elements that were impacted by the pandemic, however, other aspects of some of the priorities were able to be progressed, and therefore, overall progress of the SDP was able to move forward, which was positive. Governors agreed to approve the SDP priorities.</p> <p>f. Policies:</p> <p>i. Governor Induction Policy update</p> <p>The Chair confirmed that the review of the policy had been taken forward with the School Business Manager (SBM) to finalise the details; a list of useful links to Sharepoint documents and external guidance or websites had been drawn up and this would be added to the policy (the list of useful links had also been made available on the Governors' homepage on Sharepoint). It was agreed that the policy would be implemented with the new Governors as this would support identifying whether further refinement or clarity was needed to support the induction process.</p>	<p>HP, AJ, NT & KY</p>
<p>3</p>	<p>For Discussion</p> <p>a. Headteacher's report including updates on any changes to the CoVid-19 risk assessment and Equalities Impact Statement (EIA)</p> <p>The report and School Information Management System (SIMS) summary sheet had previously been distributed; the Headteacher provided context to the information contained therein. Governors asked if there was a likelihood that this year's pupil progress data would be used as a government tool to measure progress over time or compare with other schools nationally; the Headteacher advised that it was unlikely that it would be as SATS was not taking place, and given the impact of the pandemic on different regions thereby, impacting on schools in different ways over the course of the year, it would be extremely difficult to formulate comparative data. However, the Headteacher confirmed that where possible, the school would continue to try to identify ways in which the data could be used internally to measure progress and identify areas requiring improvement that might have been exacerbated by the pandemic, but were potentially areas that required improvement nonetheless eg whether there was a gender imbalance in engagement in remote learning and how this could be addressed.</p> <p>Governors were pleased to note that the school had received laptops funded by the government for vulnerable children with limited or no access to devices, but were disappointed to note that 1 had broken within 24 hours of allocation and was later found to have been corrupted with a computer virus. Governors were also pleased to note that the school had bought new laptops for staff to support them being able to work from home.</p> <p>Governors discussed the arrangements for on-site provision for vulnerable children/children of key workers; they also asked for an overview of the arrangements to support vulnerable children or those with SEND who were not accessing on-site provision; the Headteacher provided an overview of on-site and remote learning arrangements and where these might be adapted for some pupils as well as other support provided including continuing to provide one to one support to vulnerable children not accessing on-site provision.</p> <p>Governors asked if there were any concerns or issues raised as part of the introduction of lateral flow home testing for staff and if staff had been provided with the kits and the information they required; the Headteacher confirmed that guidance had been shared with staff and the kits were distributed yesterday. The Headteacher stated that whilst the general guidance was that the tests should be carried out in the morning, this was impractical should a retest need to be carried out and therefore, the school had recommended that tests should be carried out in the evening on Sundays and Wednesdays. Governors acknowledged that whenever the tests were carried out, there was likely to be an impact to the school where there was a positive result, and therefore, they supported the school trying to mitigate the impact of a positive test where this was possible eg through recommending a preferred timing for staff to carry out the tests.</p>	

	<p>The Headteacher summarised the measures the school had taken to respond to feedback from parents/carers regarding the remote learning platform and provision. Governors were pleased to note that the school was exploring ways in which the school could increase the number of opportunities for pupils working from home joining lessons taking place on-site, as these had proved to be very positive where they had been possible.</p> <p>Governors asked for an overview of support for staff wellbeing; the Headteacher provided an overview of ways in which the school supported staff's mental health and wellbeing and he congratulated the Deputy Headteacher for his very effective lead of this area across the school. Governors asked if there was anything that the Governing Body could do to support staff's wellbeing; the Headteacher advised that there was nothing in particular that the Governing Body could do other than continuing to recognise and acknowledge the challenging position staff were in both professionally and personally, and, where possible, continuing to consider where the pressure could be mitigated to support staff.</p> <p>Governors asked if the Senior Leadership Team (SLT) was able to manage their own mental health and wellbeing; the Headteacher confirmed that whilst it was a challenging time, the school was better equipped to deal with the second lockdown and although it was difficult emotionally at times, the SLT was able to maintain a positive approach to their own mental health and wellbeing.</p> <p>b. Governing Body Development Plan (GBDP) and external review of governance update</p> <p>Governors discussed the GBDP and the proposed external review of governance and agreed that it would not be particularly beneficial to either the Governing Body or the school to attempt to carry out an external review of governance at this time given the current situation and therefore, this would be taken forward once the impact of the pandemic had eased and new Governors had been able to settle in and become familiar with the school and governance structure etc. In the meantime, the Chair, Vice Chair and Chairs of Committees would consider ways in which improving governance could be taken forward pending an external review.</p> <p>Governors were reminded that the Governor Development Service (GDS) had published its training programme for the remainder of this academic year and Governors were encouraged to undertake training where possible; the latest training programme had previously been distributed.</p> <p>c. Risk register review</p> <p>Governors were pleased to note that Ian Irvine had taken forward reviewing the register in relation to the number of risks and how the document could be refined in terms of wording and format to make it more user-friendly. This was discussed at the last Finance & Resources Committee meeting and would be taken forward with the Chair, Vice Chair and Committee Chairs before the draft risk register and monitoring recommendations were brought back to the Governing Body to consider.</p> <p>d. Budget monitoring update</p> <p>Governors noted the budget papers that had previously been distributed together with the scrutiny that took place at the last Finance & Resources Committee meeting detailed in the draft Minutes and summarised by the Chair of the Committee.</p> <p>e. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors noted the update in the Finance & Resources Committee draft Minutes; there was nothing further to note at this time. The Link Governor confirmed that she liaised with the SBM on a Termly basis to discuss the GDPR.</p>	
4	<p>For Noting</p> <p>a. Committee reports</p> <p>The draft Finance & Resources Committee Minutes had previously been distributed; the Chair of the Pupil Progress & Curriculum Committee also summarised key areas of discussion at the Term 2 meeting for new Governors.</p> <p>b. Governor visits</p> <p>There was nothing significant to note at this time.</p> <p>c. Governor training</p> <p>Governors were reminded earlier in the meeting of the training opportunities provided by the GDS.</p> <p>d. Correspondence and AOB</p> <p>There was no correspondence or any other business to consider.</p>	

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

SIGNED: **DATE:** 24 March 2021

Next Meeting: Wednesday 24 March 2021 at 7.00pm

Meetings 2020/2021	Date
Henleaze Campus Collaboration Committee	Wednesday 24 February 2021 at 11.00 (virtual)
Finance & Premises Committee	Friday 12 March 2021 at 09.30 (virtual)
Pupil Progress & Curriculum Committee	Friday 19 March 2021 at 10.00 (virtual)
Full Governing Body	Wednesday 24 March 2021 at 19.00 (virtual)
Henleaze Campus Collaboration Committee	Wednesday 21 April 2021 at 11.00 (virtual)
Finance & Premises Committee	Friday 7 May 2021 at 09.30
Full Governing Body	Wednesday 19 May 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 2 July 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00