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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 22 May 2019 at 7.00pm

DRAFT MINUTES

PRESENT:

Tamsin James (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Sylvie Jones

Hazel Phillips

Dario Palmiero

Jayne Storey

Ewen MacGregor

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>Tamsin James (Co-Chair) welcomed everyone to the meeting. Apologies were received and accepted from Katie Yeo and David Cooper. Heidi Hughes and Nicholas Taylor were absent from the meeting. Dario Palmiero apologised he would be late</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. Skills Audit Form</p> <p>Action: Governors to complete and return the form to the Clerk to collate (David, Dario and Sylvie).</p>	DC, DP & SJ
2	<p>For Approval</p> <p>a. Committee membership: appointment of new Parent Governors to Committees</p> <p>Governors considered and agreed to appoint Jayne Storey to the Pupil Progress & Curriculum Committee and Hazel Phillips to the Finance & Resources Committee.</p> <p>b. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>There were no further carried forward matters or matters arising that were not already included on the Agenda.</p> <p>c. ICT hardware upgrade proposal</p> <p>Governors considered and agreed to approve the Finance & Resources Committee's recommendation to approve the proposal, which had been discussed at length at the Term 4 Committee meeting.</p> <p>d. Meeting dates 2019/2020</p> <p>Governors considered and agreed the proposed dates that were included at the end of the Agenda [a couple of minor changes were made following the meeting and shared with Governors].</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report and SEF</p> <p>The report, School Information Management System (SIMS) report and SEF had previously been distributed; Governors discussed the SEF at length including sub areas eg safeguarding.</p>	

	<p>[Nicholas Taylor and Dario Palmiero entered the meeting.]</p> <p>Governors agreed that the SEF was a useful document that pulled together all the focus areas discussed at Committee and full Governing Body (FGB) meetings as well as evidencing other areas such as how the aims and values of the school were embedded. It was agreed that it would be useful to review the SEF at least annually as a complete document with the Headteacher bringing any interim updates to the Governing Body's attention as and when relevant.</p> <p>Governors discussed Sharepoint and would check that they were receiving notifications when new documents were added to the relevant 'Next Meeting Papers' folder seeking support from the Headteacher should this be necessary. The Clerk also changed the 'Next Meeting Papers' folder titles to the relevant Committee etc for easier use, eg 'F&R Next Meeting Papers'.</p> <p>b. Staff survey</p> <p>Governors discussed the draft survey and agreed that the questions were relevant and appropriate and therefore, the survey should be distributed via the Co-Chairs of Governors' email address to staff week commencing the 10 June with a view to a 2-week deadline for responses; the survey form would be converted into an Office 360 format for ease of use.</p> <p>Action: The outcomes of the staff survey to be brought back to the next meeting.</p> <p>Governors were pleased to note that the Named Governor for Special Educational Needs & Disability (SEND) & Inclusion had taken forward with the SENDCo some parental comments regarding SEND provision which reflected the issues resulting from funding reductions. The Named Governor had also discussed support with the Deputy Headteacher and a draft questionnaire had been drawn up and would be shared with Governors after the meeting with a view to sending out the questionnaire to parents/carers whose children were receiving additional support next Term.</p> <p>Action: The outcomes of the SEND survey to be brought back to the next meeting.</p> <p>c. Risk register review</p> <p>Governors noted that the Chair of the Finance & Resources Committee was taking forward the review and would provide an update in due course.</p> <p>d. 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. Governors were pleased to note that there were no significant concerns or issues.</p> <p>e. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors also noted the update in the draft Finance & Resources Committee Minutes; a GDPR audit would be taking place shortly and this would inform whether further actions were required. The School Business Manager (SBM) advised that a minor data breach had occurred since the Committee meeting, which had been discussed with the Data Protection Officer who confirmed that no further action was required. However, as a result, the school had tightened up its practices in relation to the breach to reduce the risk of a recurrence.</p> <p>f. Campus and Multi-Academy Trust (MAT) updates</p> <p>The Headteacher provided a brief summary of discussions that had taken place with NW24 colleagues; there was nothing significant to note at this time.</p>	<p>HP & KY</p> <p>TJ</p>
4	<p>For Noting</p> <p>a. Correspondence</p> <p>Governors noted the correspondence that had been received from the Education & Skills Funding Agency (ESFA) to the newly identified Academy Trusts about high pay issues.</p> <p>The Co-Chair also advised that a letter had been received from the Regional Schools Commissioner (RSC) regarding the preferred governance model that had a separate board for Trustees and Members etc. Following discussion, it was agreed that there appeared to be no useful benefit from changing the school's governance model and to do so, would also incur additional costs to change the Articles of Association. It was agreed that the SBM would take this matter forward with the RSC to seek clarity on the benefits of changing the Articles. The SBM would also explore expanding the Whistleblowing Policy to include specific reference to Governors wishing to whistle blow.</p> <p>Action: The SBM to provide an update on discussions with the RSC re the governance model and on the review of the Whistleblowing Policy.</p>	<p>NO</p>

b. Fundraising opportunities update

Governors noted the update in the draft Finance & Resources Committee Minutes. The huge success of the May fair was also recognised.

c. Governors' Termly newsletter update

Governors were pleased to note that Hazell Phillips and Jayne Storey would provide the next update.

d. Feedback from Governor visits including Named/Link Governor reports

Governors were pleased to note the Named Governor for SEND & Inclusion visit feedback reported earlier in the meeting; it was also noted that the Named Governor for Child Protection (CP), Children in Care (CiC) & Young Carers (YC) had visited to carry out single central register (SCR) checks and the Link Governor for the GDPR liaised on a regular basis with the SBM.

e. Feedback from training

The Headteacher moved the Governor Development Service (GDS) training programme into the FGB Next Meeting Papers folder for Governors' information; next year's programme would be shared with the Governing Body once it was available.

f. Committee reports

The draft Minutes had previously been distributed and referred to during earlier discussions where relevant; there was nothing further to note at this time.

g. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates

The newly published Ofsted framework was discussed earlier in the meeting as part of the SEF discussions; there was nothing further to note at this time.

h. AOB

It was proposed to lay artificial all weather surface (grass) to the remainder of the adventure play area and to provide forest poles to encourage movement (also wheelchair accessible). The tender comparison document had previously been distributed. Governors considered and agreed the recommendation to award the contract to Playforce, which was considered best value due to the positive experience from installation of the first phase of the playground developments. It was noted that HENSA planned to fund this development in its entirety but the school was required to pay 50% of the cost when placing the order and 50% on completion, so the school might be asked to fund the project until receipt of the May Fair funds. Governors asked how the project would be funded if HENSA was unable to raise funds; the SBM advised that the school would use the PE & Sports Grant to fund the phase 2 installation.

There was no other business to consider.

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

SIGNED: **DATE:** 17 July 2019

Next Meeting: Wednesday 17 July 2019 at 19.00

Meetings 2018/2019	Date
Henleaze Campus Collaboration Committee	Wednesday 19 June 2019 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Monday 17 June 2019 at 09.30
Finance & Premises Committee	Friday 28 June 2019 at 09.30
Full Governing Body	Wednesday 17 July 2019 at 19.00

Meetings 2019/2020	Date
Pupil Progress & Curriculum Committee	Friday 20 September 2019 at 09.30
Finance & Premises Committee	Friday 27 September 2019 at 09.30
Full Governing Body	Wednesday 9 October 2019 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 6 November 2019 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Friday 15 November 2019 at 09.30

Finance & Premises Committee	Friday 22 November 2019 at 09.30
Full Governing Body & AGM	Wednesday 4 December 2019 at 19.00
Finance & Premises Committee	Friday 17 January 2020 at 09.30
Full Governing Body	Wednesday 29 January 2020 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 26 February 2020 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Friday 13 March 2020 at 09.30
Finance & Premises Committee	Friday 20 March 2020 at 09.30
Full Governing Body	Wednesday 1 April 2020 at 19.00
Finance & Premises Committee	Friday 1 May 2020 at 09.30
Full Governing Body	Wednesday 20 May 2020 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 10 June 2020 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 19 June 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 July 2020 at 09.30
Full Governing Body	Wednesday 15 July 2020 at 19.00