



Park Grove, Bristol, BS9 4LG

Telephone: 0117 377 2444

Fax: 0117 377 2445

Email: henleazej@bristol-schools.uk

Website: www.henleaze-jun.bristol.sch.uk

Co-Headteachers: Mr Adam Barber and Mr Jonathan Parr

Company No: 07763421

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

ANNUAL GENERAL MEETING & FULL GOVERNING BODY MEETING – TERM 2

Held at the school and virtually on Wednesday 30 November 2022 at 7.00pm

MINUTES

PRESENT:

Hazel Phillips (Chair)

Adrian Jones (Vice Chair)

Adam Barber (Co-Headteacher)

Jonathan Parr (Co-Headteacher)

Nicola O'Brien (School Business Manager)

Shona Howard

Katie Yeo

Ben McLewis

Julian Wenban

Heidi Hughes

Mortaza Hemmati

Alison Stott

Jayne Storey

Ian Irvine

Melissa Garrett

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 Melissa Garrett, newly elected Staff Governor. Following introductions, apologies were received and accepted from Jo Boichot and Rekha Nicholson.</p> <p>b. 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.</p> <p>c. Confirmation that declarations have been completed on GovernorHub (GH)</p> <p>Governors confirmed that they had completed their annual business/pecuniary interests, Keeping Children Safe in Education (KCSiE), and Governors' Code of Conduct Policy declarations on GovernorHub (GH).</p>	
2	<p>For Approval</p> <p>a. Governing Body membership</p> <p>Governors considered and agreed to appoint Melissa Garrett as a Director and Trustee.</p> <p>Action: Re-appointment of Jayne Storey and Hazel Phillips to be agreed via email and ratified at the next meeting.</p> <p>b. Minutes of previous FGBM: 12 October 2022</p> <p>The Minutes were agreed as a correct record of the meeting and would be electronically signed on GH by the Chair.</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda or taken forward by the agreed Committee.</p> <p>c. Finance & Resources Committee's Terms of Reference (TOR)</p> <p>Governors considered and agreed to ratify the Finance & Resources Committee's recommendation to approve the updated TOR.</p>	All

	<p>d. Link Governor for Special Educational Needs & Disability (SEND) & Pupil Premium Terms of Reference</p> <p>Governors considered and agreed to ratify the recommendation to move responsibilities for Pupil Premium and inclusion to the Link Governor for Equalities & Diversity's role.</p> <p>e. Autumn 2022 census submission</p> <p>Governors considered and agreed to approve the census submission retrospectively.</p> <p>f. Trustees' Annual Report & Accounts and letter of representation</p> <p>Governors considered and agreed to ratify the Finance & Resources Committee's recommendation to approve the report, accounts and letter of representation as all Governors had read the documents and had been invited to attend the Committee meeting, or forward comments/questions to the Committee to discuss with Bishop Fleming, the school's external auditors.</p> <p>Governors reiterated Joe Scaife's and the Finance & Resources Committee's congratulations and thanks to the School Business Manager (SBM) and staff for their hard work in ensuring that financial management continued to be rigorous and robust.</p> <p>g. Staff absence insurance renewal</p> <p>Governors noted the update in the draft Finance & Resources Committee Minutes.</p> <p>h. Policies:</p> <p>i. Best Value Statement (BVS)</p> <p>Governors considered and agreed to ratify the Finance & Resources Committee's recommendation to approve the updated BVS.</p> <p>ii. Special Educational Needs & Disability (SEND) & Inclusion Policy</p> <p>Governors considered and agreed to ratify the Pupil Progress & Curriculum Committee's recommendation to approve the policy subject to comments/amendments collated from the Committee prior to the meeting, which had been incorporated into the policy and redistributed apart from one comment that was received prior to the meeting and would be incorporated after the meeting.</p>	
3	<p>For Discussion</p> <p>a. Co-Headteachers' report and School Development Plan (SDP) 2022/2023 progress report</p> <p>The Co-Headteachers' report and supporting documents had previously been distributed; the Co-Headteachers provided context to the information contained therein. Governors were pleased to note that good progress was being made against the SDP priorities. Governors discussed the School Improvement Partner's (SIP's) reports following her visits to the school. Governors discussed the SIP's feedback on SEND provision and agreed that it was very detailed and positive about the provision in place, which met the Local Authority's (LA's) standards to support SEND pupils. Governors asked for further information in relation to the disablist incident detailed in the report; the Co-Headteachers provided an update. Governors were pleased to note that the incident was used as a learning experience.</p> <p>b. Safeguarding update</p> <p>Governors asked for further information in relation to the harmful sexual behaviour incident; further information was provided to support Governors' understanding.</p> <p>c. Multi-Academy Trust (MAT):</p> <p>1. Report from working group</p> <p>A draft vision document for the proposed restructure of North Star Academy Trust (NSAT) and NW24 membership diagram had previously been distributed. Governors were provided with an update from the working group. The Co-Headteachers advised that the current schools exploring joining the NSAT were schools that already worked together in a collaborative way.</p> <p>2. Aspects to consider:</p> <p>i. Next steps operationally, including what finance aspects Governors need to consider</p> <p>The SBM provided an update from the SBM meeting of the schools considering joining the Trust.</p>	

The discussions focussed on what was already in place in terms of finance, HR etc rather than specifically in relation to what the future might look like.

If the schools wanted the application to be submitted to the Regions Group in March, the application would need to be finalised in January, therefore, due to the tight timeframe, it was unlikely that the application would be completed in time for a March submission. Governors agreed that it would be beneficial to proceed as quickly as possible but there needed to be a sufficient amount of time for the proposal to be reviewed and agreed by each of the Governing Bodies. NSAT had advised that they wanted to focus on the current schools expressing an interest in joining the Trust at this stage although it was possible that other schools might want to join the Trust in the future.

Governors asked if all staff would be TUPEd over to NSAT and whether NSAT had the same pay scales; the SBM confirmed that they would be TUPEd over and NSAT had the same pay scales (although the Infant School had an MPS 7 which would need to be resolved).

ii. Resourcing the due diligence process

Governors were informed that the SBM had recommended that a spreadsheet was set up for the schools to complete and any costs involved in the due diligence could be spread across the schools exploring joining the Trust.

iii. Stakeholder engagement, including staff and parents

The SBM advised that the SBM group felt that it would be beneficial to invest in communication support although it was recommended that the informal consultation should start as soon as possible to support the more formal consultation process. Governors agreed that it would be beneficial to draft a common communication to inform stakeholders at the next working group meeting.

iv. Other aspects eg governance structures

Governors noted that this would be discussed in more detail as the proposal progressed.

d. Published admissions number (PAN) reduction consultation plan and communication strategy

Governors noted the Finance & Resources Committee's discussion of the documents shared in relation to the falling roll and the proposal to reduce the PAN. It was noted in particular that there was lots of evidence of the falling birth rate nationally and the LA place planning team was predicting 800 more places available than needed over the next 5 years. The SBM had advised that following this year's round of pay awards, it was anticipated that most Bristol schools would be setting a deficit budget this year or next. The school had heard from teaching unions and the school's accountants that schools were being encouraged to use their reserves to support their budget going forward.

Governors aware that the Infant School had already consulted on and reduced their PAN. The Infants would be admitting a maximum of 60 pupils in September 2023 but the current Year 1 cohort only had 60 pupils and the current Reception cohort was 75 pupils ie more than 2 classes. The Junior School's current Admissions Policy guaranteed a place in Year 3 for all pupils at the Infant School. Therefore, the school needed to decide now about reducing its PAN as the consultation process needed to begin by the end of December to come into effect in time for the current Year 1 cohort arriving at the Junior School in September 2024.

The SBM had advised that financial modelling had been carried out to look at the impact of reducing the PAN to 60 in September 2024 and admitting the 'bulge' Year Group of 75 from the Infants in September 2025, therefore needing to have the appropriate number of teachers ie 3 to staff 3 classrooms as that bulge year progressed through the school over the following 4 years. The modelling contrasted this with reducing the PAN in 2024 and changing the school's Admissions Policy to only admit 60 pupils from that year onwards. The SBM had cautioned the Committee that the modelling showed a 'worst case' scenario and the assumptions were included on the third tab of the spreadsheet. The Committee had also noted the reputational risk of not admitting all of the 75 pupils in the current Reception class.

The Committee had asked if the school had information on how other schools were managing the situation; the SBM had advised that 3 schools had reduced their PAN and there was anecdotal evidence that other local schools were increasing their advertising presence confirming that they had places, which suggested that they were having to deal with the same issues, which meant that there were a few schools competing for children within the same area.

Governors were asked to consider the proposal to carry out a consultation to reduce the PAN to 60 from September 2024 but that pupils who joined the Infant School in Reception in 2021 would still be guaranteed a place at the Junior School (ie the bulge year).

	<p>[Due to a potential conflict of interest, Ben McLewis did not take part in the vote regarding the PAN consultation proposal.]</p> <p>Governors had an in-depth discussion regarding the proposal and agreed to approve it although Governors agreed that the wording of the consultation needed to be clear regarding the 2021 Reception class intake. Governors noted that whilst there was a requirement to consult 2 years before reducing the PAN, there was no requirement to consult to increase the PAN should a school wish to do this in the future.</p> <p>e. Headteacher recruitment</p> <p>Governors noted Adam Barber's letter confirming his retirement with effect from the 31 August 2023.</p> <p>[Jonathan Parr left the meeting.]</p> <p>The Vice Chair provided an overview of the working group's discussions. It was proposed that the school should appoint an Interim Headteacher for up to a 2-year fixed term contract; it was further proposed that Jonathan Parr should be appointed into the role to support stability of the leadership team during a period of potentially significant change. It was also proposed that a Deputy Headteacher should be appointed for up to a 2-year fixed term contract to increase capacity within the leadership team. Governors discussed and approved the proposals taking into account the stability that the proposal would support, the positive outcomes of the Co-Headteacher's appraisal and that the appointment would be supported by staff and would provide reassurance.</p> <p>Governors discussed the appointment of the Deputy Headteacher and agreed that it should be advertised externally (as well as internally) as there were no substantive post holders at this time to be ring-fenced into the role and it would support giving credibility to the successful candidate should an internal candidate be successful. It was noted that should the Interim Headteacher not be appointed Headteacher (or similar role) at the end of the fixed-term contract, he would revert to his substantive Deputy Headteacher role and the fixed-term contract for that role would cease.</p> <p>[Jonathan Parr entered the meeting.]</p> <p>Governors agreed that the communication regarding the above should be shared with staff and parents/carers after Christmas but the update on the PAN consultation should be shared before Christmas. Communication in relation to the MAT proposal would be shared after the working group had met in January and drafted a common communication (the approved Minutes of this meeting would be uploaded to the website after the communication regarding the proposed MAT had been shared with stakeholders).</p> <p>f. Governing Body Development Plan (GBDP)</p> <p>Governors noted that the GBDP had been updated as agreed at the last meeting.</p> <p>g. Risk register review</p> <p>Governors thanked the Chair of the Finance & Resources Committee for sharing the draft register.</p> <p>h. Budget monitoring update</p> <p>Governors noted the budget reports and the discussions that took place at the recent Finance & Resources Committee meeting. Governors agreed to ratify the Committee's decision to approve the pay awards; the SBM confirmed that the re-forecasted year-end outturn predicted a £27k deficit although the school might receive additional funding to offset the costs associated with the pay awards.</p> <p>Governors also noted that Claremont School had given notice regarding the agreement to share the caretaking team across the site; the SBM advised that the Infant and Junior Schools were advertising for a caretaker and an assistant caretaker to start in January 2023.</p> <p>i. Governors' Development Day</p> <p>Governors agreed that the focus of the Day should include the school's values in action, Ofsted readiness, future school structure, staff wellbeing, and provision for children with SEND.</p> <p>j. Terms 4, 5 and 6 FGB meeting start time</p> <p>Governors agreed to move the start times to 6.30pm.</p>	
4	<p>For Noting</p> <p>a. Committee reports</p> <p>The draft Committee Minutes had previously been distributed; the Chairs of Committees summarised key areas of discussion and decisions taken.</p>	

<p>b. Governor visits</p> <p>There was nothing significant to report at this time.</p> <p>c. Governor training</p> <p>Jo Boichot had provided feedback from her recent safeguarding training to the Pupil Progress & Curriculum Committee.</p> <p>d. Correspondence and AOB</p> <p>Governors noted the letter from the unions indicating that they were balloting for strike action due to pay disputes.</p> <p>There was no further correspondence or any other business to consider.</p>	
---	--

Approval of the Minutes would be confirmed at the next meeting and the Minutes would subsequently be electronically signed on GovernorHub (GH) by the Chair of Governors.

Next Meeting: Wednesday 25 January 2023 at 3.00pm (Governors' Development Day)

Meetings 2022/2023	Date
Full Governing Body (Development Day)	Wednesday 25 January 2023 at 10.50
Henleaze Campus Collaboration Committee	Thursday 23 February 2023 at 11.00
Finance & Resources Committee	Friday 3 March 2023 at 09.30
Pupil Progress & Curriculum Committee	Thursday 9 March 2023 at 10.00
Full Governing Body	Wednesday 15 March 2023 at 18.30
Finance & Resources Committee	Friday 5 May 2023 at 09.30
Full Governing Body	Wednesday 17 May 2023 at 18.30
Henleaze Campus Collaboration Committee	Thursday 15 June 2023 at 11.00
Pupil Progress & Curriculum Committee	Wednesday 28 June 2023 at 10.00
Full Governing Body	Wednesday 5 July 2023 at 18.30