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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 on Wednesday 2 December 2015 at 7.00pm

MINUTES

PRESENT:

Jonathan Rees (Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Sarah-Jane Ribeiro

John Worthington

David Cooper

Tamsin James

Annabel Corbett

Ainslie Levy

Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

ITEM	MINUTE	ACTION
1	<p>Learning Zone</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sylvie Jones. Governors were sad to note that Roger Garrett had resigned from the Governing Body.</p> <p>b. School Development Plan (SDP) 2015/2016: focus on Theme 8: Administration led by the School Business Manager</p> <p>The School Business Manager's (SBM) provided an overview of the areas of work covered within her role as well as the new admin structure, which also set out areas of responsibilities. Governors asked if the new staffing structure was effective; the SBM confirmed that it was and parental feedback had been very positive about the welcoming nature of the school when they come to reception.</p> <p>Governors were pleased to note that the school had expanded the use of school communications and a review of the office processes and procedures had been reviewed to ensure they remained fit for purpose. Where appropriate, adjustments were made to streamline the processes; this had resulted in a more effective way of working and the ability to gather information quickly. Feedback from pupils received through the admin team, where appropriate, was also shared with teaching staff to support those pupils.</p> <p>The SBM reminded Governors that a lot of collaborative working was developed within the SBM Network, and this was still proving to be useful.</p> <p>The SBM advised that the admissions process had improved; the school would now be developing an online form and it was hoped that a dynamic link would be set up to the class lists.</p> <p>The school was still exploring options for developing the online payment system including the ability to lower the cash value threshold to support parental use. The experience to date suggested that the parent body preferred using online facilities where possible.</p> <p>The SBM advised that the school had increased the cost of clubs to cover the facilitation costs. There were indications that many parents/carers were using the after school clubs as a cheap form of childcare as there were often children waiting in the reception to be picked up with parents/carers running half an hour or an hour late. This was very disruptive for staff who wanted to take personal time to carry out school work. Governors agreed that it would be useful to take a strategic view of the provision to identify the most appropriate model that would support parents/carers and staff as well as providing a meaningful learning experience for the children.</p> <p>Governors were pleased to note that the school's 'presence' with the parent body had improved; the admin team was currently reviewing letters and other means of communication to parents/carers to ensure that they promoted a professional feel to the school.</p>	

	<p>c. Governance: Moving Forward including:</p> <p>i. Governing Body's Development Plan (GBDP) 2015/2016 leads' update</p> <p>Governors discussed the development of the GBDP and agreed that it would be useful if the Governing Body used Google Drive for the storing of documents; this would also support new Governor induction by being able to access papers more effectively. The Clerk would set up Google Drive for Governors using their school email address <i>[subsequently found not to be viable]</i>. It was agreed that the GBDP should be uploaded and updated by each lead so that Governors could consider the completed document to ensure it had captured the Governing Body's priorities and actions needed to improve governance.</p> <p>ii. Governors Development Day: focus of visit</p> <p>Governors agreed that opportunities to review the health and safety culture of the school should be included in the visit. It was also agreed that John Worthington should liaise with the Chair and the Headteacher to finalise the focus for the day.</p> <p>iii. Learning Zone suggestion for the next meeting</p> <p>Governors agreed that it would be useful to focus part of the Governors' whole day visit on capital projects including funding opportunities to support delivery of the SDP and improve the quality of teaching and learning. The SBM confirmed that a buildings condition survey had been commissioned and that could feed into the discussions; the Headteacher advised that he would also be organising an options appraisal, which would also provide useful information for Governors to discuss priorities.</p> <p>Governors agreed that it would be useful to reflect on the feedback from the last bid, particularly areas that did not score highly to identify which areas could be improved to support the next bid. It was agreed that initial discussions regarding the educational section should be discussed as part of the Governors' Development Day, with the options discussed in more detail at the full Governing Body (FGB) meeting in Term 4.</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. Governing Body membership</p> <p>Governors agreed that the preferred skills required were secondary education and buildings expertise.</p> <p>c. Approval of updated Collaboration Agreement and Committee membership</p> <p>Governors considered and agreed the updated Collaborative Agreement. Governors also agreed to appoint John Worthington to the Pupil Progress & Curriculum Committee and Tamsin James to the Staffing & Wellbeing Committee pending an increase in membership of the Governing Body.</p> <p>d. Appointment of Named Governor for Child Protection, Children in Care & Young Carers</p> <p>Governors considered and agreed to appoint Ainslie Levy as Interim Named Governor until membership of the Governing Body had increased.</p> <p>e. Approval of Minutes of last FGBM held on 23 September 2015</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>f. 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.</p> <p>g. Approval of Trustees' Annual Report & Accounts and letter of representation</p> <p>Governors discussed the Annual Report & Accounts and letter of representation and agreed that they should be approved; the Report & Accounts should then be submitted to Companies House and uploaded to the school's website.</p> <p>h. Approval of staff absence insurance recommendation</p> <p>Governors considered and agreed the Finance & Premises Committee's recommendation to appoint Marsh as the school's insurance provider.</p>	

	<p>i. Approval of boys' toilet refurbishment recommendation</p> <p>Governors considered and agreed the Finance & Premises Committee's recommendation to spend up to £11,500 to refurbish the boys' toilet with the Headteacher and SBM granted delegated authority to agree the finer details of the project.</p> <p>j. Correspondence</p> <p>There was no correspondence to consider.</p>	
3	<p>Information Sharing</p> <p>a. Headteacher's report</p> <p>The Headteacher's report and SIMS Data Report had previously been distributed; Governors noted the contents. The Headteacher also distributed the RAISEonline Report: Findings From Our Study of the Data. Governors noted that this would be discussed in more detail at the next Pupil Progress & Curriculum Committee. The Headteacher provided an overview of the report, which identified the questions that would need greater consideration to inform what was needed to ensure that the issues identified were addressed. The Middle Leadership Team (MLT) would discuss the report before being brought to the next Committee meeting. The Headteacher also confirmed that the review of intervention strategies would include registration of pupils on the special educational needs (SEN) register.</p> <p>Governors noted that there were 4 pupils identified as persistent non-attenders within the SIMS Data Report and asked if the school was monitoring the situation; the SBM confirmed that the school was monitoring attendance of those pupils and working with the families to try to improve attendance, however, it was proving to be challenging.</p> <p>b. Finance & Premises Committee report including:</p> <p>i. Major building and infrastructure projects</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided an overview of key areas of discussion. Governors were informed that the report from Veale Wasbrough (as noted in the Minutes) had now been received; the Chair of the Committee declared an interest in Veale Wasbrough through a family connection.</p> <p>The SBM advised that following Veale Wasbrough's advice, she had made arrangements to move the two members of staff affected into the Avon Pension Scheme and the school was expected to act as the guarantor for the pension costs in the same way as it was for all other staff under the Scheme. The SBM also advised that a bond valuation had now been requested.</p> <p>Following discussion, Governors agreed that it would not be possible for the Governing Body to approve the recommendations without the chance for a more detailed review, including the cost implications. It was therefore, agreed that the SBM should contact the Local Authority (LA) and advise that the decision would be taken at the next meeting in January.</p> <p>c. Henleaze Campus Collaboration (H3C) Committee report including:</p> <p>The draft Minutes had previously been distributed; the Headteacher provided an overview of key areas of discussion.</p> <p>d. Pupil Progress & Curriculum Committee report including:</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided an overview of key areas of discussion; an additional meeting would also be taking place later this Term to discuss the RAISEonline data and the Inspection Dashboard Data Report discussed earlier in the meeting.</p> <p>e. Staffing & Well-being Committee report including:</p> <p>The draft Minutes had previously been distributed; the Chair of the Committee provided an overview of key areas of discussion.</p> <p>f. Named/Link Governor reports</p> <p>Governors were pleased to note that the Named Governor for SEN & Inclusion had met with the SENCo to discuss SEN provision and the changes resulting from the new Code of Practice. Governors noted that it was challenging, but staff were working hard to ensure that pupils were effectively supported.</p> <p>Governors were pleased to note that the Named Governor for Health, Safety & Well-being had participated in a site inspection as reported in the Finance & Premises Committee meeting Minutes.</p>	

<p>g. Ofsted and Department for Education (DfE) issues and updates</p> <p>Governors discussed reference in the new DfE Governance Handbook to multi-Academy Trusts/ federations and questions that Governing Bodies should ask themselves when considering their strategic future and agreed that this should feed into the capital projects review at the Term 4 meeting.</p> <p>h. Partnership working including engagement with North Bristol Teaching & Learning Partnership</p> <p>There was nothing significant to report at this time.</p> <p>i. Feedback from Governor visits</p> <p>There was nothing significant to report at this time.</p> <p>j. Feedback from training</p> <p>Governors were pleased to note that Annabel Corbett had undertaken self-evaluation training.</p> <p>k. AOB</p> <p>There was no other business to consider.</p>	
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 27 January 2016

FGB Next Meeting: Wednesday 27 January 2016 (whole day visit); FGBM: 4.00-5.00pm

Future Meetings 2015/2016	Date
Finance & Premises Committee	Friday 15 January 2016 at 09.30
Full Governing Body	Wednesday 27 January 2016 (whole day visit); FGBM: 4.00-5.00pm
Henleaze Campus Collaboration Committee	Wednesday 17 February 2016 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 23 February 2016 at 09.30
Pupil Progress & Curriculum Committee	Friday 26 February 2016 at 09.30
Finance & Premises Committee	Friday 4 March 2016 at 09.30
Full Governing Body	Wednesday 16 March 2016 at 19.00
Finance & Premises Committee	Friday 6 May 2016 at 09.30
Full Governing Body	Wednesday 18 May 2016 at 19.00
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