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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 5 October 2016 at 7.00pm

DRAFT 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

Dario Palmiero

Jonathan Parr (Deputy Headteacher)

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, particularly Jonathan Parr, Deputy Headteacher. Apologies were received and accepted from Sylvie Jones. Governors were pleased to note that Dario Palmiero had agreed to be appointed as a Governor.</p> <p>b. Governance: Moving Forward Including:</p> <p>i. Governing Body's Development Plan (GBDP) 2016/2017 update</p> <p>Governors discussed the GBDP themes at length and agreed that they remained appropriate subject to including an additional theme in relation to 'Communication' with a particular focus on communication with parents/carers; this theme would be led by Sarah-Jane Ribeiro. It was agreed that the other leads would continue in their respective roles.</p> <p>Action: The Chair to update the GBDP and redistribute.</p> <p>Governors agreed that it would be useful for the Clerk to include a link to Google Drive in the email advising that documents had been uploaded to support navigating the system.</p> <p>Action: The Clerk to include a link to the Google Drive documents in the email advising that meeting documents had been uploaded.</p> <p>Governors noted that the Staff Governor terms of office had ended and therefore, agreed to re-appoint Nicola O'Brien (as per the School Business Manager's (SBM) job description, that she would be a member of the Governing Body). Governors agreed to re-appoint Sylvie Jones as a Staff Governor subject to any other nominations being received; should other nominations be received, then it was possible that an election might need to take place.</p> <p>Action: The Headteacher to seek nominations for the Staff Governor vacancy including asking Sylvie Jones if she wished to continue as a member of the Governing Body.</p> <p>Action: A regular item to be added to the Agenda for Governors' terms of office.</p> <p>Governors asked if the single central register was regularly monitored; the SBM confirmed that it was; it was also noted that the agreed schedule for Disclosure & Barring Service (DBS) re-checks was 5 years. The SBM was requested to check whether any of the Governors' DBS were due for renewal.</p> <p>Action: The SBM to check the status of Governors' DBS rechecks.</p> <p>ii. Analysis of surveys and feedback from parents/carers coffee morning</p> <p>Governors discussed the analysis of the surveys and feedback from the parents/carers coffee morning, which was generally positive.</p>	<p>JR</p> <p>EJ</p> <p>AB</p> <p>EJ</p> <p>NO</p>

	<p>It was noted that the survey response that scored lowest was whether parents/carers knew who Governors were. Following discussion, it was agreed that whilst it was not particularly important for parents/carers to know who Governors were, although this would be useful, it was more important that parents/carers knew what Governors did in their strategic role. It was agreed that an annual newsletter to parents/carers setting out the Governing Body's role would be useful and this could include photos of Governors. It was also agreed that the newsletter could include positive measures that the Governing Body had taken to improve the school as well as areas that were being monitored to ensure that the impact from the changes in the educational landscape could be mitigated.</p> <p>Action: Sarah-Jane Ribeiro to draft the Communication objectives and take forward drafting the annual newsletter.</p> <p>iii. Fundraising opportunities</p> <p>Governors discussed fundraising opportunities and how the work of HENSA could be complemented by fundraising within the school. Following discussion, it was agreed that it would be useful to invite the HENSA Chair and the Chair of the Mayfair Committee (who also provided funding) to the next meeting to discuss this in more detail. It was also agreed that it might be useful to seek a parent/carer to take on work experience with fundraising on the school's behalf although this would be considered at the next meeting during discussions with HENSA and the Mayfair Committee. Governors agreed that it was important that the bodies worked together so that the remits of each were clear; it was noted that HENSA was moving towards fundraising for services and extra-curricular opportunities, whereas the school would be looking at fundraising for items such as school books.</p> <p>Action: The Chair to invite the HENSA Chair (Lucy Young) and the Mayfair Committee Chair (Cary Withers) to the next meeting.</p> <p>iv. Appointment of School Improvement Partner (SIP)</p> <p>Governors were pleased to note that a new SIP, Richard Hanks, had been identified and would be engaged to carry out core visits as well as supporting the appraisal of the Headteacher.</p> <p>v. Learning Zone suggestion for the next meeting</p> <p>Governors agreed that it would be useful to focus in more detail on fundraising opportunities at the next meeting; as noted earlier in the meeting.</p>	<p>SJR</p> <p>JR</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 considered and agreed to appoint Dario Palmiero as a Governor and a Director. Governors were pleased to note that an expression of interest had been received from the Infant School to join the Governing Body; Governors agreed the appointment subject to confirmation that the interested party wished to continue. Governors were also pleased to note that the Chair was taking forward another expression of interest.</p> <p>Action: Appointments to be confirmed at the next meeting.</p> <p>c. Approval of 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.</p> <p>[Jonathan Rees and Adrian Jones left the meeting.]</p> <p>There was one nomination for Jonathan Rees for the position of Chair and for Adrian Jones for the position of Vice Chair; as there were no oppositions and all members were in support, Jonathan Rees and Adrian Jones were duly re-elected for a term of office of 1 year.</p> <p>[Jonathan Rees and Adrian Jones entered the meeting.]</p> <p>d. Approval of Collaboration Agreement, Memorandum of Understanding (MoU), Committee structure, membership and Finance & Premises Committee's TOR</p> <p>Governors considered and agreed the Collaborative Agreement, Committee structure, membership and Finance & Premises (F&P) Committee TOR that had previously been distributed; the Pupil Progress & Curriculum (PP&C) Committee TOR and Staffing & Wellbeing (S&W) Committee TOR would be reviewed at the next Committee meetings and recommendations brought back for Governors to consider at the next meeting.</p>	<p>JR</p>

	<p>Action: The PP&C and S&W TOR to be brought back to the next meeting for approval.</p> <p>Governors agreed to appoint Dario Palmiero to the F&P Committee; it was noted that John Worthington had previously moved to the F&P Committee and would therefore, not continue as a member of the PP&C Committee.</p> <p>e. Appointment of Named/Link Governors and approval of TOR for Named Governors</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; and Tamsin James as Named Governor for Special Educational Needs (SEN) & Inclusion. It was also agreed to appoint Jonathan Rees as Link Governor for the ICT Strategy. Governors noted the School Development Plan (SDP) links within the SDP document and agreed that they were appropriate.</p> <p>f. Review Governing Body's Scheme of Delegation</p> <p>Governors considered and agreed the Scheme that had previously been distributed.</p> <p>g. Approval of Minutes of last FGBM held on 13 July 2015</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>h. 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>i. Confirm date of Annual General Meeting</p> <p>Governors agreed that the Annual General meeting should take place on Wednesday 30 November 2016 at 7.00pm.</p> <p>j. Correspondence</p> <p>Governors had previously considered and agreed a leave of absence request from the Headteacher. Governors agreed that the strength of the Senior Leadership Team (SLT) would mitigate any potential negative impact on the school and that there were a number of positive impacts that the leave would bring about, not only to support the Headteacher to reflect and re-energise. The Headteacher's trip to India would also support further development of the school's connection with the partner school in Uganda.</p> <p>Governors noted that during the leave, the Deputy Headteacher would step up to the role of Acting Headteacher, and a temporary role of Acting Deputy Headteacher had been advertised internally, which would provide an excellent leadership development opportunity and supported developing sustainability and succession planning. Governors further noted that the Headteacher's return at the start of the Easter holidays would enable him to manage a smooth handover before the start of the summer Term.</p> <p>Governors were confident that the structure of the North Bristol Teaching & Learning Partnership (NW24) was robust and not dependent on the personality or presence of any individual; the Steering Group had been informed of the Headteacher's intention to request a sabbatical in order that the leadership of the network was not unduly disrupted.</p> <p>There was no other correspondence to consider; Governors noted the 'Keeping Children Safe in Education' guidance document published by the Department for Education (DfE), and the Registration of Persons with Significant Control Guidance, both of which had been updated from September 2016.</p>	EJ
3	<p>Information Sharing</p> <p>a. Headteacher's report</p> <p>The 2015-2016 End of Year Assessments - All Year Groups, 2015-2016 End of Year Assessments - Year 6, 2015-2016 DfE Summary Data Report, 2015-2016 LA Provisional Data Pack, DfE National Curriculum Assessments at KS2 in England, July 2016, and 2016-2017 NW24 Partnership Action Plan had previously been distributed. Governors discussed the documents at length and noted in particular that Mathematics was identified as an area for further development; this would be scrutinised in more detail by the PP&C Committee.</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; there was nothing further to note at this time.</p> <p>c. Named/Link Governor reports</p> <p>There was nothing significant to report at this time.</p> <p>d. Ofsted, Local Authority (LA) and Department for Education (DfE) issues and updates</p> <p>There was nothing significant to note at this time.</p> <p>e. Partnership working including engagement with NW24 Teaching & Learning Partnership</p> <p>There was nothing significant to report at this time.</p> <p>f. Feedback from Governor visits</p> <p>There was nothing significant to report at this time.</p> <p>g. Feedback from training</p> <p>There was nothing significant to report at this time.</p> <p>h. 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:** 30 November 2016

Next Meeting: Wednesday 30 November 2016 at 7.00pm

Future Meetings 2016/2017	Date
Henleaze Campus Collaboration Committee	Wednesday 2 November 2016 at 11.00 (Henleaze Infant School)
Staffing & Well-Being Committee	Tuesday 8 November 2016 at 09.30
Pupil Progress & Curriculum Committee	Friday 11 November 2016 at 09.30
Finance & Premises Committee	Friday 18 November 2016 at 09.30
Performance Management Review of the Headteacher	Friday 25 November 2016 at 9.00am (TBC)
Full Governing Body	Wednesday 30 November 2016 at 19.00
Finance & Premises Committee	Friday 13 January 2017 at 09.30
Full Governing Body	Wednesday 25 January 2017 at 16.00 (whole day visit)
Performance Management Review of the Headteacher	TBC
Henleaze Campus Collaboration Committee	Wednesday 22 February 2017 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 28 February 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 March 2017 at 09.30
Finance & Premises Committee	Friday 10 March 2017 at 09.30
Full Governing Body	Wednesday 22 March 2017 at 19.00
Finance & Premises Committee	Friday 5 May 2017 at 09.30
Full Governing Body	Wednesday 17 May 2017 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 14 June 2017 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 20 June 2017 at 09.30
Pupil Progress & Curriculum Committee	Friday 23 June 2017 at 09.30
Finance & Premises Committee	Friday 30 June 2017 at 09.30
Full Governing Body	Wednesday 12 July 2017 at 19.00