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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 4
Held at the school on Wednesday 22 March 2017 at 7.00pm

DRAFT MINUTES

PRESENT:

Jonathan Rees (Chair)

Adrian Jones (Deputy Headteacher)

Jonathan Parr (Deputy Headteacher)

Nicola O'Brien (School Business Manager)

David Cooper

Sylvie Jones

Tamsin James

John Worthington

Sarah-Jane Ribeiro

Dario Palmiero

Heidi Hughes (Attendee)

Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

| ITEM | MINUTE | ACTION |
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| 1 | <p>Learning Zone</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting, particularly Heidi Hughes, potential new Governor. Apologies were received and accepted from Adam Barber and Annabel Corbett. Dario Palmiero apologised he would be late. Ewen MacGregor had apologised that he would be late, but due to unavoidable reasons, he could not attend the meeting.</p> <p>b. Appointment of meeting 'timekeeper'</p> <p>The Chair agreed to act as timekeeper for the new Agenda format.</p> <p>c. Headteacher's report</p> <p>The report was distributed; the Acting Headteacher provided context to the information contained therein. Governors focussed in particular on the School Development Plan (SDP) progress report detailed in the Headteacher's report and were pleased to note that the school's non-negotiables were pinned down and published at the beginning of the year to allow for robust assessment. 'Greater depth' had also been defined in Writing and Reading and the school was now focusing on Mathematics.</p> <p>Governors were informed that the school had taken part in a collaborative review with 3 other schools looking at provision for Pupil Premium children and the Mathematics team was identifying partner schools to work on Mathematics together. The school was also active in participating in subject networks and pupil participation was being planned.</p> <p>Governors noted that the school was still awaiting the outcome of the CIF bid and was also taking part in a campus visioning exercise tomorrow to inform thinking around the future structure of the school as well as talking closely with NW24 partners about the government's multi-Academy Trust (MAT) agenda. The school was also planning a 2-week research project for the Headteacher upon his return.</p> <p>In terms of workforce development, the school was focussing on Assessment for Learning (AfL) and Mathematics to ensure that continuing professional development (CPD) was linked to the SDP and that CPD was being cascaded down. The Wellbeing Committee was now embedded and actively planning for improved staff wellbeing with a series of organised events in response to staff ideas. The lunchtime team was also working more effectively, and Shine was more responsive to suggested improvements.</p> <p>The Acting Headteacher advised that the Buddy system had been revised and was now more fit for purpose and the school was working hard on meeting the needs of all children, particularly a group of girls who had been identified as 'vulnerable' due to a friendship issue.</p> | |

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| <p>Governors were reminded that the Term 2 INSET had focussed on teachers meeting the full range of needs in the classroom through QFT and the school was taking a more forensic approach to assessment of children working below standards in mid-year pupil progress meetings, and focusing on these in upcoming book monitoring.</p> <p>In relation to the 'maximising learning' priority, feeling safe, being resilient and ready to take risks in learning were all a focus of CPD and there were plans to cascade good practice down from the Learning Mentor's expertise.</p> <p>Governors asked if the school had identified why pupils were becoming more anxious; the Acting Headteacher advised that the standard for exams had increased and this had unsettled some children, however, the school was working hard to support those children at risk of anxiety including through the growth mindset approach.</p> <p>Governors were pleased to note that SIMS was being used more effectively, particularly to track behaviour, which had been very useful. The school was also exploring further areas of SIMS to develop to enhance the school's use of the system. The school was more responsive to the use of technology to support teaching and learning as well as using the newsletter to communicate with parents/carers.</p> <p>Governors asked if the school moved children around if there were identified issues within a particular class; the Acting Headteacher confirmed that the Senior Leadership Team (SLT) had agreed that, in order to increase children's resilience, it was sometimes useful to move children around even if there were no identified issues, however, it was challenging to identify when would be the most appropriate time to do this. The Acting Headteacher advised that he was currently reviewing research into this area to identify best practice and this would inform future discussions with the SLT.</p> <p>Governors asked what the challenges were for the Year 6 cohort; the Acting Headteacher provided details of the challenges, and specifically in relation to how the challenges were impacting on pupil progress and the risk of being judged as a 'coasting school'.</p> <p>Governors reiterated the Staffing & Wellbeing Committee's thanks to the Acting Headteacher for taking on his additional role during the sabbatical of the Headteacher and for how positively he had settled into the role, which had been commented on by staff and parents/carers. Governors were particularly pleased that the Acting Headteacher was effectively managing the challenges of running a school and where necessary, he was seeking appropriate support, eg from First Response.</p> <p>d. Governance: Moving Forward Including:</p> <p>i. Governing Body membership</p> <p>The Governing Body considered and agreed to appoint Ewen Macgregor and re-appoint Sarah-Jane Ribeiro as Governors and Directors.</p> <p>ii. Review of Committee structure and membership</p> <p>Governors discussed membership of the Pupil Progress & Curriculum Committee and agreed that the Chair should ask Ewen Macgregor and possibly, Dario Palmiero, to the Committee as this would support the current issue as well as planning for when Sarah-Jane Ribeiro leaves at the end of the academic year. It was also suggested that the meetings should increase to 5 per year; the Committee would also consider the timing of the meeting to determine if there was scope to change this to support further membership.</p> <p>Action: The Chair to ask Ewen Macgregor and possibly, Dario Palmiero, to join the Pupil Progress & Curriculum Committee.</p> <p>Action: The Committee to consider whether a change to the start time of meetings would be possible.</p> <p>iii. Fundraising opportunities</p> <p>Governors were pleased to note that Tamsin James was exploring this in more detail and had already met with the School Business Manager (SBM) to discuss opportunities.</p> <p>iv. Exploration of options for future school status/governance model</p> <p>Governors had been informed above that the school was taking part in a campus visioning exercise tomorrow to inform thinking around the future structure of the school; the outcomes of the visioning meeting would determine whether a working group needed to be set up.</p> | <p>JR</p> <p>PP&C</p> |
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| | <p>v. Governors Development Day</p> <p>Governors were pleased to note the positive feedback contained in the completed visit reports; there were no actions that needed to be taken forward.</p> <p>vi. Governing Body's Development Plan (GBDP)</p> <p>There was nothing significant to note at this time.</p> <p>vii. Governors' Termly newsletter update</p> <p>Governors fully supported the update to focus on school funding and the impact the national reductions (in real terms) could have on provision; the Acting Headteacher distributed an NAHT model letter that could be used to support drafting the update.</p> <p>viii. Learning Zone suggestion for the Term 5 meeting</p> <p>Governors agreed that the focus of the Learning Zone should be feedback from the Headteacher following his sabbatical, as well as an update on the visioning meeting and fundraising.</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. Approval of Minutes of last FGBM held on 30 November 2016</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>c. 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>d. Policy adoption/review</p> <p>i. Admissions Policy 2018/2019</p> <p>Governors considered and agreed the policy, that had formally been consulted upon through the Local Authority's (LA's) co-ordinated admissions consultation and slightly updated to reflect current legislation and best practice in line with the Code of Practice for School Admissions.</p> <p>e. Reminder for the Performance Management Review of the Headteacher Panel to set a date</p> <p>The reminder was duly noted and would be taken forward upon the Headteacher's return from his sabbatical; the Panel would also liaise with the Acting Headteacher to determine if it would be beneficial to meet to discuss the Acting Headship role and handover arrangements.</p> <p>f. Correspondence</p> <p>Governors were concerned to note that the school had received a letter advising that the school's energy costs were anticipated to increase significantly. The SBM advised that she was working with an energy procurement adviser to support resolving this matter. There was no further correspondence to consider.</p> | |
| 3 | <p>Information Sharing</p> <p>a. Finance & Premises Committee report including:</p> <p>i. Major building and infrastructure projects</p> <p>The draft Minutes had previously been distributed; Governors were pleased to note that Dario Palmiero was exploring boiler systems; there was nothing further to note at this time.</p> <p>b. Henleaze Campus Collaboration (H3C) Committee report</p> <p>The draft Minutes had previously been distributed; there was nothing further to note at this time.</p> <p>c. Pupil Progress & Curriculum Committee report</p> <p>The draft Minutes had previously been distributed; there was nothing further to note at this time.</p> <p>d. Staffing & Wellbeing Committee report</p> <p>The draft Minutes had previously been distributed; there was nothing further to note at this time.</p> | |

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| <p>e. Named/Link Governor reports</p> <p>The Chair provided an overview of the ICT Strategy meeting, which was very positive. There was nothing further to report at this time.</p> <p>f. 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>g. Partnership working including engagement with NW24 Teaching & Learning Partnership</p> <p>Governors discussed whether being a member of the NW24 would still support the school addressing any concerns raised by the government about the school not being in a MAT; it was agreed that membership demonstrated the school was working collaboratively with other schools.</p> <p>h. Feedback from Governor visits</p> <p>The Governing Body was pleased to note that Governors had attended the open afternoons, which was useful in raising the profile of the Governing Body. Governors were also pleased to note that Heidi Hughes had toured the school.</p> <p>i. Feedback from training</p> <p>Governors were pleased to note that the Named Governor for Health & Safety had completed asbestos awareness training and manager safety training; Governors also noted that the Named Governor had previously undertaken asbestos management training, which focused on legislation and the removal of asbestos.</p> <p>The Named Governor for Special Educational Needs (SEN) & Inclusion had also booked training and would feedback at the next meeting.</p> <p>j. AOB</p> <p>Governors thanked the Acting Headteacher again for supporting the Governing Body at their recent meetings and for how well he had carried out the role.</p> <p>The Governing Body discussed the new Agenda format and agreed that it was useful although it was also important for Committee Chairs to continue to highlight any significant discussions where these were felt appropriate or to use those discussions to inform the full Governing Body (FGB) meeting's Agenda setting.</p> <p>Governors were pleased to note that Heidi Hughes was willing to join the Governing Body and become a member of the Pupil Progress & Curriculum Committee; the formal appointment, including as a Director, would take place at the next meeting.</p> <p>Action: Appointment of Heidi Hughes as a Governor and a Director to be brought to the next meeting.</p> <p>There was no other business to consider.</p> | EJ |
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 17 May 2017

Next Meeting: Wednesday 17 May 2017 at 19.00

| Future Meetings 2016/2017 | Date |
|---|--|
| 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 |