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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 43 Howard Road on Wednesday 17 May 2017 at 7.00pm

DRAFT MINUTES

PRESENT: Jonathan Rees (Chair) Tamsin James
 Adrian Jones (Vice Chair) John Worthington
 Jonathan Parr (Deputy Headteacher) Dario Palmiero
The meeting was Nicola O'Brien (School Business Manager) Ewen MacGregor
noted to be quorate David Cooper Heidi Hughes
 Annabel Corbett Elizabeth Jahn (Clerk)
 Sylvie Jones

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 welcoming back the Headteacher from his sabbatical. Apologies were received and accepted from Sarah-Jane Ribeiro. Dario Palmiero apologised he would be late.</p> <p>b. Headteacher's report including an update on the visioning meeting</p> <p>The report was distributed together with The SIMS Report and the School Development Plan (SDP) Progress Report; the Headteacher provided context to the information contained therein. Governors queried whether the number of special educational needs (SEN) pupils logged in SIMS was accurate as it appeared incorrect; the Headteacher agreed to check the details.</p> <p>Action: The Headteacher to check the SEN details on SIMS.</p> <p>Governors asked if the SEN data only included those pupils with Education & Health Care Plans (EHCP); the Headteacher confirmed that it did not as it included all pupils who were provided with support above that which would be normal expectations of differentiation within the classroom.</p> <p>Governors were disappointed to note that the CIF bid had been unsuccessful and particularly, that the CIF report rated the school's score lower than previous bids which was disappointing. It was asked whether a review of the outcome would be carried out; the Headteacher confirmed that a follow-up meeting with the bid writers would be arranged to debrief. Governors noted that the next steps might depend on the outcome of the Headteacher's current research into future directions for the school.</p> <p>Governors discussed the Futureproofing HJS Report prepared by the Headteacher and asked why Infant Schools appeared to be particularly impacted by national funding cuts; the Headteacher advised that this was likely to be because the Early Years/Foundation Stage (EY/FS) model was expensive due to statutory requirements regarding adult to child ratios etc; this was typically way historically, Infant and Junior Schools amalgamated into Primary Schools.</p> <p>Governors asked whether there was evidence to support the government's view that multi-Academy Trusts (MAT) improved standards compared to individual Academies; the Headteacher advised that there was no evidence available at this stage; some MAT were successful, but equally, there were concerns with some national MAT, which had been publicised in the press. Governors also asked whether it was likely that a MAT would benefit from cost savings through economies of scale; the Headteacher stated that Sir David Carter had stated that a MAT needed to have approximately 5-6,000 children before they would begin to benefit from economies of scale. However, providers were making it more difficult for savings to be achieved and in some cases, the cost of service was relative to pupil numbers and there were no differences in the cost per pupil.</p>	AB



Governors agreed that should the Governing Body wish to enter into a MAT, it was important to be clear about how the schools would share resources and how individual budgets would be managed as it was important that all schools within the MAT benefitted from each other, rather than individual schools within the MAT benefitting at the cost of others, ie by subsidising their individual budgets.

[Dario Palmiero entered the meeting.]

Governors asked whether it would be beneficial to revisit the option of this school becoming a Teaching School; the Deputy Headteacher confirmed that funding of Teaching Schools had changed since Governors last looked at it. Governors agreed therefore, that it would be useful to explore this in more detail to inform decision-making.

It was agreed that the proposal in terms of specifics needed further discussion by the proposed Task Force, including discussions with potential MAT partners, exploring the right size of a MAT for this school, whether it would be beneficial to set up a new MAT or to join an existing one, and whether there was sufficient capacity to take forward establishing a MAT, and/or a potential Teaching School. As such, it was agreed that all members of the Governing Body would form the Task Force to take this forward with attendance at meetings dependent upon availability.

Governors also agreed that it would be useful to identify other start up MAT to seek feedback about the process.

A follow-up meeting with the Infant School would be held next Term; the Clerk was tasked to set up a new 'MAT Documents' folder in Google Drive to support Governors accessing those documents *[this was carried out]*. Governors agreed that it was important that notes of meetings were made available to inform those unable to attend the meetings.

c. Governance: Moving Forward including:

i. Governing Body membership: appointment of Heidi Hughes as a Governor and as a Director

Governors considered and agreed to appoint Heidi Hughes as a Governor and as a Director. Governors were pleased to note that 4 people had contacted the Chair expressing an interest in supporting the school; this would be taken forward by the Chair and Headteacher to identify in which capacity this would be beneficial although it was hoped that there would be interest in joining the Governing Body as a Governor. It was noted that there were potentially 2 Governor vacancies, one of which was for a parent; this would increase to 3 vacancies at the end of the academic year (an additional Parent Governor vacancy) when Sarah-Jane Ribeiro leaves.

Action: An update on potential new Governors to be brought to the next meeting.

JR & AB

ii. Review of Committee structure and membership

Governors were pleased to note that Ewen Macgregor and Dario Palmiero were willing to be appointed to the Pupil Progress & Curriculum Committee; Heidi Hughes was also appointed to the Pupil Progress & Curriculum Committee. The Committee structure had been discussed at the last meeting and it was agreed that the structure should remain unchanged other than by increasing the number of Pupil Progress & Curriculum Committee meetings, which had already been built into the proposed dates for next year.

iii. Fundraising opportunities

A draft Declaration of Trust had previously been distributed; Tamsin James provided an overview of its contents and summarised the Declaration's intentions. Governors agreed that the Declaration should be approved and the Trust established under the name Henleaze Junior School Fund Trust. It was noted that the Governing Body would be Trustees/Directors of the new Trust.

iv. Governing Body's Development Plan (GBDP) update

Governors were pleased to note that the Chair and Vice Chair had met to review and update the GBDP.

v. Governors' Termly newsletter update

Governors were also pleased to note that the Chair and Sarah-Jane Ribeiro met to draft the last update, which was subsequently included in the newsletter; the next update would be published in June.

vi. Learning Zone suggestion for the Term 6 meeting

Governors agreed that the next Learning Zone should focus on MAT and Teaching School updates.

2	<p>Routine Governance</p> <p>a. Attendance/business and pecuniary interests register 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 22 March 2017 The Minutes were agreed and signed as a correct record.</p> <p>c. Carried forward matters and matters arising Including:</p> <p style="padding-left: 20px;">i. Performance Management Review of the Headteacher/Acting Headteacher Governors had previously agreed that the staffing arrangements in place during the sabbatical of the Headteacher would be continued for two weeks following his return to support an effective handover and to enable the Headteacher to carry out research on the Governing Body's behalf regarding futureproofing the school; the SBM confirmed that this had been actioned and the additional costs included in the budget.</p> <p>d. Approval of 2017/2018 meeting dates Governors considered and agreed the proposed meeting dates that were included at the end of the Agenda subject to deleting the Term 5 additional Pupil Progress & Curriculum Committee and moving the Committee meetings to a Wednesday.</p> <p>e. Correspondence There was no correspondence to consider.</p>	
3	<p>Information Sharing</p> <p>a. Finance & Premises Committee report including:</p> <p style="padding-left: 20px;">i. Major building and infrastructure projects The draft Minutes would be distributed in due course; the Chair of the Committee highlighted key areas of discussion.</p> <p>b. Named/Link Governor reports There was nothing further to report at this time.</p> <p>c. Ofsted, Local Authority (LA) and Department for Education (DfE) issues and updates There was nothing significant to note at this time.</p> <p>d. Partnership working including engagement with NW24 Teaching & Learning Partnership Governors discussed engagement with NW24 earlier in the meeting; there was nothing further to note at this time.</p> <p>e. Feedback from Governor visits There was nothing to note at this time.</p> <p>f. Feedback from training Governors were pleased to note that the Named Governor for Child Protection (CP), Children in Care (CiC) & Young Carers (YC) had carried out safeguarding training.</p> <p>g. AOB There was no other business to consider.</p>	

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

SIGNED: **DATE:** 12 July 2017

Next Meeting: Wednesday 12 July 2017 at 19.00

Future Meetings 2016/2017	Date
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	Wednesday 21 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
Future Meetings 2017/2018	Date
Pupil Progress & Curriculum Committee	Wednesday 13 September 2017 at 09.30
Finance & Premises Committee	Friday 22 September 2017 at 09.30
Full Governing Body	Wednesday 4 October 2017 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 1 November 2017 at 11.00 (Henleaze Infant School)
Staffing & Well-Being Committee	Tuesday 7 November 2017 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 8 November 2017 at 09.30
Finance & Premises Committee	Friday 17 November 2017 at 09.30
Full Governing Body	Wednesday 29 November 2017 at 19.00
Finance & Premises Committee	Friday 19 January 2018 at 09.30
Full Governing Body	Wednesday 24 January 2018 at 15.00 (whole day visit)
Henleaze Campus Collaboration Committee	Wednesday 21 February 2018 at 11.00 (Henleaze Junior School)
Staffing & Well-Being Committee	Tuesday 27 February 2018 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 28 February 2018 at 09.30
Finance & Premises Committee	Friday 9 March 2018 at 09.30
Full Governing Body	Wednesday 14 March 2018 at 19.00
Finance & Premises Committee	Friday 4 May 2018 at 09.30
Full Governing Body	Wednesday 9 May 2018 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 13 June 2018 at 11.00 (Claremont School)
Staffing & Well-Being Committee	Tuesday 19 June 2018 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 20 June 2018 at 09.30
Finance & Premises Committee	Friday 29 June 2018 at 09.30
Full Governing Body	Wednesday 4 July 2018 at 19.00