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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 the school on Wednesday 10 May 2018 at 7.00pm

DRAFT MINUTES

PRESENT: David Cooper (Co-Chair) Annabel Corbett
 Tamsin James (Co-Chair) Nicholas Taylor
The meeting was Adrian Jones (Vice Chair) Heidi Hughes
noted to be quorate Adam Barber (Headteacher) Dario Palmiero
 Nicola O'Brien (School Business Manager) Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>David Cooper, Co-Chair, welcomed everyone to the meeting. Apologies were received and accepted from John Worthington, Katie Yeo, Sylvie Jones and Ewen MacGregor. Dario Palmiero apologised he would be late.</p> <p>b. 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>c. Skills Audit Form</p> <p>Action: Governors to complete and return the form to the Clerk to collate.</p>	All
2	<p>For Approval</p> <p>a. Minutes of previous FGBM</p> <p>The Minutes were agreed and signed as a correct record. There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>b. Volunteers to be identified to take forward collating points raised through Governing Body visits that could feed into the Governors' Development Day and/or future visits</p> <p>Governors were pleased to note that Katie Yeo had volunteered to collate points raised; the Governing Body was reminded to forward to Katie, any points that needed to be collated.</p> <p>c. Meeting dates 2018/2019</p> <p>Governors considered the proposed dates and agreed to move Pupil Progress & Curriculum Committee meetings to a Tuesday.</p> <p>It was suggested that a review of the Committee structure would be useful to consider whether it would be more effective to reduce the number of Committees to 2; one focusing on standards and the other on finance and resources. This could be in tandem with a review of the Named/Link Governor roles to determine if additional Link Governors were necessary to ensure that all of the Committees' Terms of Reference (TOR) items were being monitored.</p> <p>The Clerk would liaise with the Headteacher to finalise the proposed dates taking the above into account.</p> <p>Action: The Committee structure, TOR and Named/Link Governor roles to be reviewed at the next meeting; the outcomes to inform finalising the meeting dates.</p>	EJ

	<p>d. Recommendations from the Finance & Premises Committee</p> <p>Governors noted the outcome of the CIF bids and the feedback received; it was also noted that, as previously agreed by the Governing Body, the school would now take forward these projects together with resolving the issues with the retaining wall, at an agreed maximum cost of £300k, funded by reserves.</p> <p>Governors asked for clarity regarding the appeal process as well as details of the projects and associated costs; the School Business Manager (SBM) provided further information to support Governors' scrutiny; documents in relation to the projects were available to read.</p> <p>Following discussion, Governors agreed that nothing had changed since the original decision to fund the projects from the reserves was made, and therefore, the Governing Body formally approved the expenditure up to a maximum cost of £300k. Governors noted that the Finance & Premises Committee would be reviewing the impact of the spend on the reserves at the Term 6 meetings.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report, SIMS School Report Term 5, Pupil Premium Strategy 2017-2018, Staffing Structure 2018-2019 and Scheme of Delegation Grid had previously been distributed; the Headteacher provided context to the information contained therein.</p> <p>Governors asked for further information regarding the staffing structure and staff deployment as well as potential changes moving forward and whether contingency had been built into the structure to be responsive to new pupils joining the school in September; the Headteacher provided comprehensive details of the staffing structure rationale and proposed deployment of staff, and the scope within the model to adapt provision to support pupils with high needs.</p> <p>[Dario Palmiero entered the meeting.]</p> <p>Following discussion, Governors fully supported the proposed staffing structure to align capacity and staff deployment to current and emerging needs.</p> <p>Governors discussed the Pupil Premium Strategy and asked if the school was able to evidence how the Pupil Premium funding was spent and the impact on raising aspirations and attainment; the SBM/Headteacher confirmed that the funding allocations were closely monitored and where possible, the school analysed how the allocations were broken down in terms of spend per Pupil Premium child, although this was often more challenging to validate as some children needed more support than others. Governors asked if there were any significant gaps between the progress of Pupil Premium children and non-Pupil Premium children; the Headteacher confirmed that there were not.</p> <p>Governors asked if the school monitored the progress of black and minority ethnic (BME) children; the Headteacher confirmed that it did, although due to the small number of BME children attending the school, it was challenging to draw any meaningful conclusions from percentage data.</p> <p>b. General Data Protection Regulation (GDPR) compliance update</p> <p>The SBM provided an update since the last meeting; Governors were pleased to note that meetings with staff had taken place and these included training elements. Governors were also pleased to note that the 'clear desk' approach had been discussed with staff and they were supportive of taking this forward.</p> <p>Governors were disappointed to note that the government had now confirmed that schools did need to have a Data Protection Officer (DPO), which would incur an additional cost of approximately £1k. The SBM confirmed that she would be the data controller and would deal with subject access requests.</p> <p>Dario Palmiero would liaise with the SBM regarding completing the GDPR checklist contained within the Governor Development Service (GDS) information pack.</p> <p>Action: The GDPR and Risk Register to be included on the next Committee meeting Agendas and also to be added as a regular item on the full Governing Body (FGB) meeting Agenda.</p>	EJ
	<p>c. Campus and Multi-Academy Trust (MAT) updates</p> <p>The Headteacher provided an update on progress since the last meeting and the discussions that had taken place with NW24 colleagues and the Regional Schools Commissioner (RSC).</p>	

	<p>A draft document setting out the MAT's approach, vision and values was distributed; Governors discussed the contents at length, particularly in relation to how the vision and values of each of the 4 proposed MAT schools were aligned to each other and how this might be developed to create the MAT's vision and values. Governors agreed that the discussion was very useful and it would be beneficial to continue the discussion within a smaller group. Therefore, Dario Palmiero, Tamsin James and Nicholas Taylor agreed to arrange a meeting with the Headteacher to discuss this in more detail. Governors discussed governance and the types of governance models adopted at other MATs as well as the impact of changes to delegation of powers for individual MAT schools. Governors also discussed the potential weaknesses within an application to form a MAT and agreed that the weakest area was likely to be how the potential MAT schools were able to validate the rationale for establishing a new MAT rather than joining an existing MAT.</p> <p>It was agreed that it was very important for staff to be provided with an update, even if some of the information was still unknown at this stage. The Headteacher confirmed that a staff meeting would be taking place shortly and this would be included on the Agenda. Governors recognised that there was an SBM capacity issue across the MAT schools due to new and interim appointments, and capital projects that were planned for the summer; this needed to be kept in mind when considering whether a September deadline for a possible MAT application was viable.</p> <p>Governors agreed that it would be useful for members of the proposed MAT Governing Bodies to meet to discuss the proposal in more detail and supported the working group taking this forward.</p>	
4	<p>For Noting</p> <p>a. Correspondence</p> <p>There was no correspondence to consider.</p> <p>b. Fundraising opportunities update</p> <p>There was nothing significant to note at this time.</p> <p>c. Governors' Termly newsletter update</p> <p>Annabel Corbett would write the next update for the newsletter focussing on the replacement huts project and launching a competition to name the huts.</p> <p>d. Feedback from Governor visits including Named/Link Governor reports</p> <p>There was nothing significant to note at this time.</p> <p>e. Feedback from training</p> <p>There was nothing significant to note at this time.</p> <p>f. Finance & Premises Committee report</p> <p>The draft Minutes had previously been distributed; Governors noted the key areas of discussion, which were also discussed during the meeting.</p> <p>g. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</p> <p>There was nothing significant to note at this time.</p> <p>h. AOB</p> <p>There was no other business to consider.</p>	

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

SIGNED: **DATE:** 4 July 2018

Next Meeting: Wednesday 4 July 2018 at 7.00pm

Future Meetings 2017/2018	Date
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