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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 3 October 2018 at 7.00pm

DRAFT MINUTES

PRESENT:

Tamsin James (Co-Chair)

Adam Barber (Headteacher)

Jonathon Parr (Deputy Headteacher)

Nicola O'Brien (School Business Manager)

Dario Palmiero

Sylvie Jones

Katie Yeo

Annabel Corbett

Nicholas Taylor

Heidi Hughes

Elizabeth Jahn (Clerk)

*The meeting was
noted to be quorate*

| ITEM | MINUTE | ACTION |
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| 1 | <p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>The Co-Chair welcomed everyone to the meeting. Apologies were received and accepted from David Cooper and Adrian Jones. Ewen MacGregor was absent from the meeting.</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. Academy Trust's PSC Register</p> <p>Governors noted the requirement for all Academy Trusts and their trading subsidiaries to maintain a register of people that had control or influence over the Academy Trust (a 'PSC Register'). Governors noted that the definition of what constituted control or influence was very broad and therefore, Department for Education (DfE) guidance had previously been distributed.</p> <p>In line with the statutory guidance, the Academy Trust carried out an audit in relation to the PSC Register. As a result, the Academy Trust knows or has reasonable cause to believe that there was no registrable person or registrable relevant legal entity in relation to Henleaze Junior School.</p> <p>d. Skills Audit Form</p> <p>Action: Governors to complete and return the form to the Clerk to collate (David, Adrian, Annabel, Dario, Sylvie and Ewen).</p> | All |
| 2 | <p>For Approval</p> <p>a. 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 distributed.</p> <p>Therefore, there was one nomination for David Cooper and for Tamsin James for the position of Co-Chairs and for Adrian Jones for the position of Vice Chair; as there were no oppositions and all members were in support, David Cooper, Tamsin James and Adrian Jones were duly elected for a term of office of 1 year. For the purposes of any statutory documents/decisions that required a Chair's name, David Cooper would officially be the Chair designate.</p> <p>b. Governing Body membership</p> <p>Governors noted that Annabel Corbett's term of office ends on the 14 December 2018. Following discussion, it was agreed to advertise for the Parent Governor vacancy created following John Worthington's resignation and the vacancy that would be created once Annabel's term ends. It was also agreed that it would be useful to appoint someone with finance experience/expertise.</p> | |

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| | <p>Action: The Headteacher to seek nominations for the Parent Governor vacancies.</p> <p>c. Collaboration Agreement and TOR and Memorandum of Understanding (MoU) Governors considered and agreed the Collaborative Agreement, TOR and MoU that had previously been distributed.</p> <p>d. Finance & Premises Committee TOR Governors considered and agreed the Committee structure subject to renaming the Committee 'Finance & Resources'.</p> <p>e. Named/Link Governors and TOR Governors considered and agreed the TOR that had previously been distributed. Governors also noted that at the last meeting it was 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; David Cooper, Tamsin James and Katie Yeo as the Appraisal of the Headteacher's panel members; and Tamsin James as Named Governor for Special Educational Needs & Disability (SEND & Inclusion). It was also agreed to appoint Heidi Hughes as Link Governor for the General Data Protection Regulation (GDPR). Action: The Clerk to draft a TOR for the Link Governor for the GDPR role.</p> <p>f. Governing Body's Scheme of Delegation Governors considered and agreed the Scheme that had previously been distributed and updated to reflect the changed Committee structure subject to cross-referencing the budget monitoring section with the Academies Financial Handbook. Action: The Clerk to update the Scheme as above.</p> <p>g. Minutes of previous FGBM 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>h. School Development Plan 2018/2019 Governors considered and agreed the SDP that had previously been distributed and discussed at the last meeting.</p> <p>i. Date of Annual General Meeting (AGM) Governors agreed that the AGM should take place on Wednesday 5 December 2018 at 7.00pm.</p> | <p>AB</p> <p>EJ</p> <p>EJ</p> |
| 3 | <p>For Discussion</p> <p>a. Headteacher's report The SIMS School Report and summary analysis of 2017/2018 outcomes had previously been distributed; Governors noted that the analysis of the outcomes had been discussed at length at the recent Pupil Progress & Curriculum Committee meeting.</p> <p>b. Draft parents/carers questionnaire The draft questionnaire had previously been distributed; Governors thanked Heidi Hughes for compiling the questionnaire on the Governing Body's behalf. Suggested amendments were made together with a couple of questions to be added in relation to learning support etc. Following discussion, it was agreed that it would also be useful to run a separate survey in relation to parental feedback on the shuffle-up day later in the academic year; Governors were pleased to note that pupil feedback had already been sought and it was overwhelmingly positive.</p> <p>c. Risk register review Governors noted that the wording of the register would be reviewed in due course to ensure that it was user friendly and aligned to priorities within the financial contingencies document.</p> <p>d. Budget monitoring update Governors noted the budget papers that had previously been distributed together with the scrutiny that had taken place at the recent Finance & Resources Committee meeting.</p> | |

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| | <p>e. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors noted that a parent/carer had called the school at lunchtime and disclosed personal information to the person answering the telephone, who was a Year 6 pupil as Year 6 pupils answer the telephone during the lunchtime. The parent/carer was upset that she did not realise it was a child and asked that the incident be reported as a data breach, which was done, however, the Data Protection Officer advised that it was not a breach by the school but a personal information disclosure by the parent/carer.</p> <p>The Headteacher advised that as a result of the incident, he had reminded parents/carers in the school's newsletter that Year 6 pupils answer the telephones at lunchtime; the script that pupils follow when answering the telephone would also be adjusted to make it clearer to anyone who telephones that there was no-one available to take their call at that time and if they wanted to speak to someone they should either leave their name and number or call back after 1.30pm.</p> <p>f. Campus and Multi-Academy Trust (MAT) updates</p> <p>The MAT working group's preliminary report and example Scheme of Delegation had previously been distributed together with questions that had been raised by Governors in advance of the meeting and the responses to those questions recorded by the Headteacher. Governors discussed the documents at length including seeking clarity regarding the governance structure and framework, the due diligence that would be carried out and the leadership implications that would need to be addressed should one of the Headteachers be appointed as the Interim Executive Headteacher/Chief Executive Officer (CEO) during the MAT application process. Further information was provided to support Governors' scrutiny of the proposal; the Headteacher also advised that a more thorough business report would be presented at the next meeting to inform Governors' consideration of the MAT proposal.</p> <p>Governors agreed that it would be useful for the report to expand on aspects of the preliminary report, eg how capacity could be unlocked; more information in terms of the financial benefits; and how the schools would ensure that the administrative side of the MAT does not become disproportionate to the size of the individual schools. The School Business Manager (SBM) advised that in itself, becoming a MAT does not save money, however, some savings might be possible due to enhanced economies of scale although it would be challenging initially to identify specific savings and these would likely be in the medium to long term.</p> <p>The Headteacher advised that a Joint Governors Briefing for all Governors of the 4 MAT schools would be taking place on 20 November 2018, 6.00-8.00pm at the Cricket Ground; Headteachers and SBMs would be able to take questions on the report then as well as at individual FGB meetings in Term 2.</p> | |
| 4 | <p>For Noting</p> <p>a. Finance & Premises Committee's next meeting is the audit meeting with Joe Scaife, Bishop Fleming, to discuss the annual accounts 2017/2018, all Governors invited to attend</p> <p>Governors noted the details above.</p> <p>b. Correspondence</p> <p>Governors noted the ESFA letter to Academy Trust Accounting Officers, the Local Authority's (LA's) update letter to Headteachers and Bristol School Improvement Bid information that had previously been distributed. It was disappointing to note that the LA's data suggested that the gap between Bristol and the national average had widened in all areas at Key Stage 2 (KS2). However, Governors were pleased to note that the Headteacher had collaborated with NW24 colleagues to put together a bid for the School Improvement funding.</p> <p>The Co-Chair advised that a completed leaver's questionnaire had been received; the feedback was shared with Governors.</p> <p>c. Recently published updated guidance</p> <p>Governors noted the updated Academies Financial Handbook, Keeping Children Safe in Education and Working Together to Safeguard Children that had previously been distributed.</p> <p>d. Recently approved HJS Code of Conduct for All Adults</p> <p>Governors noted the updated Code of Conduct that had previously been distributed and discussed and approved by the Finance & Premises (Resources) Committee.</p> | |

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| <p>e. Governors' Termly newsletter update</p> <p>There was nothing to update at this time as a full update was provided before the end of Term 6.</p> <p>f. Feedback from Governor visits including Named/Link Governor reports</p> <p>There was nothing significant to note at this time.</p> <p>g. Feedback from training</p> <p>Governors noted the Governor Development Service's (GDS') training programme 2018/2019 that had previously been distributed.</p> <p>h. Committee reports</p> <p>The draft Minutes had been previously distributed and referred to during earlier discussions. Governors were pleased to note that the new huts had now been handed over; as recorded in the Minutes a follow-up meeting would be arranged in due course with Ridge and Modulec to discuss the project management issues that had arisen and which had caused significant disruption and stress. Governors thanked the Headteacher and SBM for all their hard work during the summer holiday and beginning of Term to ensure that the project was completed to a satisfactory level.</p> <p>The Headteacher advised that, following Governors' scrutiny at the Pupil Progress & Curriculum Committee meeting, he had identified that there was a discrepancy between girls and boys higher level Mathematics in last years' Year 3 and 5 teacher assessments, whilst in Year 4 there was virtually no difference. This would be investigated further, and the Headteacher had drawn it to the attention of the Year Group leads in this year's Year 4 and 6.</p> <p>i. 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>j. 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:** 5 December 2018

Next Meeting: Wednesday 5 December 2018 at 7.00pm

| Meetings 2018/2019 | Date |
|---|--|
| Henleaze Campus Collaboration Committee | Wednesday 7 November 2018 at 11.00 (Henleaze Infant School) |
| Pupil Progress & Curriculum Committee | Wednesday 14 November 2018 at 09.30 |
| Finance & Premises Committee | Friday 23 November 2018 at 09.30 |
| Full Governing Body | Wednesday 5 December 2018 at 19.00 |
| Finance & Premises Committee | Friday 18 January 2019 at 09.30 |
| Full Governing Body | Wednesday 30 January 2019 at TBC (development day) |
| Henleaze Campus Collaboration Committee | Wednesday 27 February 2019 at 11.00 (Henleaze Junior School) |
| Pupil Progress & Curriculum Committee | Tuesday 5 March 2019 at 09.30 |
| Finance & Premises Committee | Friday 15 March 2019 at 09.30 |
| Full Governing Body | Wednesday 27 March 2019 at 19.00 |
| Finance & Premises Committee | Friday 10 May 2019 at 09.30 |
| Full Governing Body | Wednesday 22 May 2019 at 19.00 |
| Henleaze Campus Collaboration Committee | Wednesday 12 June 2019 at 11.00 (Claremont School) |
| Pupil Progress & Curriculum Committee | Tuesday 18 June 2019 at 09.30 |
| Finance & Premises Committee | Friday 28 June 2019 at 09.30 |
| Full Governing Body | Wednesday 10 July 2019 at 19.00 |