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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 9 October 2019 at 7.00pm

MINUTES

PRESENT:

Tamsin James (Co-Chair)
Adrian Jones (Vice Chair)
Adam Barber (Headteacher)

Hazel Phillips
Jayne Storey
Heidi Hughes
Nicholas Taylor
Ian Irvine (Observer)
Elizabeth Jahn (Clerk)

***The meeting was
noted to be quorate***

Sylvie Jones
Katie Yeo
Dario Palmeiro
Ewen MacGregor

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>The Co-Chair welcomed everyone to the meeting particularly Ian Irvine, who was attending the meeting with a view to consider becoming a member of the Governing Body. Apologies were received and accepted from David Cooper.</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 and Sylvie (and Ian if he wishes to be appointed as a Governor)).</p>	DC, SJ & II
2	<p>For Approval</p> <p>a. Chair and Vice Chair's Terms of Reference (TOR) and election of Co-Chairs and Vice Chair</p> <p>Governors considered and agreed the TOR that had previously been distributed.</p> <p>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 re-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>	

b. Governing Body membership: update on potential new Governor with a financial background

Governors was pleased to note that Ian Irvine was considering becoming a member of the Governing Body, particularly given his financial background.

c. Collaboration Agreement and TOR

Governors considered and agreed the Collaborative Agreement and TOR that had previously been distributed.

d. Committee TORs and membership

Governors considered and agreed the Committee structure subject to minor changes; the updated document was available on SharePoint. Governors also agreed the Committee TORs although it was noted that the Finance & Resources Committee's TOR would be reviewed again against the Academies Financial Handbook to ensure it was still appropriate with any recommendations to amend the document brought back to the Governing Body to consider.

e. Named/Link Governors and TOR and appointment of Named/Link Governors

Governors considered and agreed the TOR that had previously been distributed. Governors also appointed. Jayne Storey as the Named Governor for Child Protection & Safeguarding, Dario Palmeiro 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)

f. Governing Body's Scheme of Delegation

Governors considered and agreed the Scheme that had previously been distributed subject to a minor amendment. It was also agreed that it would be useful to consider including a more detailed review of the Scheme in more detail as part of the Governing Body's Development Plan (GBDP); the action was noted under the GBDP item later in the meeting.

g. Minutes of previous FGBM

The Minutes were agreed and signed as a correct record.

At the last meeting, in relation to the Virgin Media lease, it was agreed that, if possible, the LA should amend the school's lease to exclude that area of land identified to avoid any future problems with Virgin Media's tenancy, however, since that meeting, further discussions had taken place with the LA and with the Governing Body and it was agreed that it was not beneficial or the best use of the School Business Manager's (SBM's) time to take this forward and therefore, Governors agreed for the school to be a signatory to the Virgin Media lease.

There were no further carried forward matters or matters arising that were not already included on the Agenda.

h. School Development Plan (SDP) 2019/2020

Governors discussed the Themes of the draft SDP at length including the 'Impact' Theme and agreed that it would be useful for the school to be more reflective on examples of achievement that evidenced the school's impact on progress, raising aspirations and pupil development and wellbeing as there were many examples included in the school's newsletters and Governors felt the school did not necessarily recognise that these were a direct impact of the quality of the school's teaching and learning and as such, should be used to evidence impact.

Governors noted that the next meeting would include identifying the focus for the Governors' Development Day in January and that the SDP would be used to frame the focus of the visit.

Following discussion and questions from Governors seeking clarity regarding the intention, implementation and impact of the Themes and objectives, the Governing Body and agreed that the Themes and objectives were relevant and appropriate and therefore, the SDP was approved.

i. Policies:

i. Governors Code of Conduct Policy

Governors considered and agreed the National Governors Association's model Code of Conduct Policy.

ii. Governors' Expenses Policy

Governors considered and agreed the Governors' Expenses Policy.

	<p>iii. Governors' Induction Policy</p> <p>Governors agreed that it would be useful to review the policy as part of the GBDP; the action was noted under the GBDP item later in the meeting.</p> <p>iv. Governors' Visits Policy</p> <p>Governors considered and agreed the Governors' Visits Policy subject to a minor amendment.</p> <p>j. Date of Term 4 FGB meeting</p> <p>Governors considered and agreed that the Term 4 meeting date would be moved to Thursday 26 March 2020 at 7.00pm.</p> <p>k. Date of Annual General Meeting: 4 December 2019 at 7.00pm</p> <p>Governors agreed that the AGM should take place on Wednesday 4 December 2019 at 7.00pm.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report, Key stage 2 (KS2) results over 3 years and 3-year average headline measures, Sustainable Living Project plans, School Information Management System (SIMS) report, New Ofsted Experiences document and Values document had previously been distributed; Governors discussed the documents at length including the progress data. Governors asked if the school had explored discrepancies in Mathematics between teacher assessments and outcomes in the year-end outcomes to consider whether teacher assessments were as accurate as they could be, Governors also asked whether moderation took place; the Headteacher confirmed that the discrepancies had been looked at but it was difficult to draw any meaningful conclusions from the review as there did not appear to be a pattern to the discrepancies, however, the Headteacher confirmed that moderation and the sharing of best practice was regularly carried out to ensure that teacher assessments were as accurate and rigorous as possible.</p> <p>Governors asked for an update on admissions; the SBM provided an overview of how the schools were working with the LA to consider how they might mitigate against the risk of falling numbers.</p> <p>b. Governing Body Development Plan (GBDP)</p> <p>Governors agreed that the main themes for the GBDP should include a review of the Scheme of Delegation, analysis of the Governors' skills audit (to identify any gaps), Governors' induction, the effectiveness of monitoring and evaluation from the perspective of Named/Link Governor roles and whether the link roles remained appropriate, and how well the Governing Body shared the workload to support effective monitoring and evaluation. The review would also include expectations regarding frequency of visits and reporting back to the Governing Body. Following on from the new Ofsted framework, it was agreed that the GBDP should focus on 'intent, implementation and impact'.</p> <p>Action: The Chairs of Committees and Vice/Co-Chairs to take forward drawing up the draft GBDP including items detailed above.</p> <p>c. Staff survey outcomes</p> <p>The outcomes report had previously been distributed; Governors noted that there had been 16 responses in total, a breakdown of role, gender, ethnicity and seniority was provided where this information was available. Governors were pleased to note that, overall, the responses were incredibly positive, with 100% of staff agreeing or strongly agreeing that they were happy working at the school and would recommend it as a good place to work. In relation to organisational values and culture, responses were broadly very positive. One individual was an outlier, with some negative responses, though their written comments were positive.</p> <p>Re communications, the majority were positive, though there were more neutral responses than in other sections. The comments suggested some people considered communication from the Senior Leadership Team (SLT) could be improved. Re line management and team, feedback was positive with nothing of concern. In relation to training and performance review, whilst it was still positive overall, there were some neutral and negative responses.</p> <p>Re equal opportunities and safeguarding, responses were very positive and it was good to see that 100% of respondents knew who to contact if they had concerns. However, 2 people strongly disagreed that they felt safe at school and this was concerning and 1 person strongly disagreed that emotional and mental health was safeguarded. Governors discussed the comments and ways in which the issues raised could be addressed. Governors also discussed the working conditions outcomes, which, overall, were positive, with some negatives and neutrals which probably reflected the funding environment for schools in 2019.</p>	Chairs

	<p>Governors discussed the feedback to staff and were pleased to note that Katie Yeo and Hazel Phillips would respond to staff on the Governing Body's behalf. Governors thanked Katie and Hazel for their work on the staff survey.</p> <p>Action: An update on Governors' feedback to staff to be provided at the next meeting.</p> <p>d. SEND survey outcomes</p> <p>Governors noted that Named Governor for SEND & Inclusion would be meeting with the Deputy Headteacher shortly to discuss the outcomes, which would be shared with the Governing Body at the next meeting.</p> <p>Action: An update to be provided at the next meeting.</p> <p>e. Risk register review</p> <p>Governors discussed the risk register at length recognising that there were a number of risks that probably did not need to be included on the register. As a result of discussions, Ian Irvine offered to review the register and bring recommendations back to Governors following the review.</p> <p>Action: An update to be provided at the next meeting.</p> <p>f. Budget monitoring update</p> <p>Governors noted the budget papers that had previously been distributed together with the scrutiny that took place at the last Finance & Resources Committee meeting detailed in the draft Minutes.</p> <p>g. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors noted the update in the Finance & Resources Committee draft Minutes; there was nothing further to note at this time.</p> <p>h. Campus and Multi-Academy Trust (MAT) updates</p> <p>There was nothing specific to note at this time.</p> <p>i. Update on discussions with the Regional Schools Commissioner (RSC) re their preferred governance model</p> <p>The SBM advised that there had still not been a response from the RSC and therefore, this matter was concluded from the Governing Body's perspective.</p> <p>j. Update on including reference to Governors in the Whistleblowing Policy</p> <p>The Headteacher confirmed that he would amend the policy.</p>	<p>KY & HP</p> <p>TJ</p> <p>NT & II</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 2018/2019, all Governors invited to attend</p> <p>Governors noted the details above. Governors were also welcomed to attend the audit clearance meeting with Bishop Fleming taking place in November.</p> <p>b. Correspondence</p> <p>Governors noted the correspondence that had been received from NW24. There was no other correspondence to consider.</p> <p>c. Fundraising opportunities update</p> <p>There was nothing significant to note at this time.</p> <p>Action: This item to be removed from future Agendas as it was included on the Finance & Resources Committee meeting Agendas and any updates would be included in the Committee Minutes.</p> <p>d. Recently published updated guidance: Academies Financial Handbook and Keeping Children Safe in Education (KCSiE)</p> <p>Governors noted the updated Academies Financial Handbook that had been reviewed by the Finance & Resources Committee as well as Education Personnel Management's (EPM's) update on the KCSiE statutory guidance; both documents and the advice note had previously been distributed.</p>	<p>EJ</p>

<p>Governors noted the key changes in relation to HR and employment matters; the updated wording confirming how overseas trained teachers could apply for qualified teacher status (QTS); clarification that maintained schools should carry out a section 128 check before recruiting Governors to ensure they were not subject to a section 128 direction; and a new paragraph which covered Associate Members appointed by the Governing Body confirming that enhanced Disclosure & Barring Service (DBS) checks were not mandatory for those post holders.</p> <p>The majority of the other changes were of a largely factual and technical nature, including amongst other things, new paragraphs on serious violence, up-skirting and a link to the DfE advice on supporting schools to teach pupils how to stay safe online. There was also detailed advice to support schools in understanding, preventing and responding to reports of child on child sexual violence and sexual harassment. A breakdown of the substantive changes in each section were in Annex H (page 108) of the KCSIE guidance.</p> <p>A sheet was distributed for Governors to sign to confirm that they had read Part 1 and Annex A of the guidance; the form would be distributed at the next meeting for those Governors who had not yet read the updated guidance or who were not in attendance at the meeting.</p> <p>e. Governors' Termly newsletter update</p> <p>Governors thanked Hazel Phillips and Katie Yeo for drafting the next update.</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 were pleased to note that the Named Governor for Child Protection & Safeguarding had attended safeguarding training, which was very informative and useful. Governors also noted the Governor Development Service's (GDS') training programme 2019/2020.</p> <p>Action: A training feedback form to be used to highlight key points from training including whether the training was recommended for other Governors.</p> <p>h. Committee reports</p> <p>The draft Minutes had previously been distributed and referred to during earlier discussions where relevant; there was nothing further to note at this time.</p> <p>i. Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates</p> <p>The new Ofsted framework had previously been discussed; there was nothing further to note at this time.</p> <p>j. AOB</p> <p>There was no other business to consider.</p>	All
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 4 December 2019

Next Meeting: Wednesday 4 December 2019 at 7.00pm

Meetings 2019/2020	Date
Henleaze Campus Collaboration Committee	Wednesday 6 November 2019 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Friday 15 November 2019 at 09.30
Finance & Resources Committee	Friday 29 November 2019 at 09.30
Full Governing Body & AGM	Wednesday 4 December 2019 at 19.00
Finance & Resources Committee	Friday 17 January 2020 at 09.30
Full Governing Body	Wednesday 29 January 2020 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 26 February 2020 at 11.00 (Claremont School)
Pupil Progress & Curriculum Committee	Wednesday 11 March 2020 at 09.30
Finance & Resources Committee	Friday 20 March 2020 at 09.30
Full Governing Body	Thursday 26 March 2020 at 19.00
Finance & Resources Committee	Friday 1 May 2020 at 09.30

Full Governing Body	Wednesday 20 May 2020 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 10 June 2020 at 11.00 (Claremont School)
Finance & Resources Committee	Friday 19 June 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 3 July 2020 at 09.30
Full Governing Body	Wednesday 15 July 2020 at 19.00