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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 virtually on Wednesday 7 October 2020 at 7.00pm

DRAFT MINUTES

PRESENT:

Hazel Phillips (Co-Chair)

Adrian Jones (Vice Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Jayne Storey

Katie Yeo

Heidi Hughes

Nicholas Taylor

Ian Irvine

Elizabeth Jahn (Clerk)

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

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. Apologies were received and accepted from Tamsin James. Dario Palmeiro was absent from the meeting. Governors noted that Sylvie Jones had resigned from the Governing Body.</p> <p>b. Attendance/business and pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; none were noted that had not previously been declared; the Register would be circulated at the next 'physical' meeting for Governors to sign.</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. Keeping Children Safe in Education (KCSiE) guidance</p> <p>The majority of Governors confirmed that they had read the updated guidance (Part 1 and Annex A); the remaining Governors would read the guidance following the meeting. A form would be distributed at the next 'physical' meeting for Governors to confirm that they had read it.</p>	
2	<p>For Approval</p> <p>a. Chair and Vice Chair's Terms of Reference (TOR) and election of Co-Chair(s) and Vice Chair</p> <p>Governors considered and agreed the TOR that had previously been distributed. It was noted that Tamsin Jones had informed the Governing Body of her intention to step down as Co-Chair. There was one nomination for Hazel Phillips for the position of Chair and for Adrian Jones for the position of Vice Chair; as there was no opposition and all members were in support, Hazel Phillips and Adrian Jones were duly re-elected for a term of office of 1 year.</p> <p>b. Governing Body membership: update on Staff Governor vacancy and reappointment of Nicola O'Brien and Dario Palmeiro</p> <p>Governors were pleased to note that one member of staff had expressed interest in the Staff Governor role however, unfortunately, the timing of the FGBM might be challenging.</p>	

<p>Governors considered and agreed to reappoint Nicola O'Brien. Governors noted Dario Palmeiro's term of office would end later this Term and Dario had not expressed an interest in reappointment. Governors thanked Dario for his contribution to the work of the school and the Governing Body.</p> <p>Action: An update on Governing Body vacancies to be brought back to the next meeting.</p> <p>c. Collaboration Agreement and TOR</p> <p>Governors considered and agreed the Collaboration Agreement and TOR that had previously been distributed.</p> <p>d. Committee TORs and membership</p> <p>Governors considered and agreed the Committee structure and the Pupil Progress & Curriculum Committee TOR and membership; the Finance & Resources Committee's membership was also approved however, it was noted that recommendations from the recent internal audit included amendments to the Committee's TOR. Therefore, the Committee would review the recommendations at the next meeting and the updated TOR would be brought back to the next full Governing Body (FGB) meeting for consideration and approval.</p> <p>e. Named/Link Governors and TOR and appointment of Named/Link Governors</p> <p>Governors considered and agreed the TOR that had previously been distributed. Governors also appointed Jayne Storey as the Named Governor for Child Protection & Safeguarding; Hazel Phillips, Tamsin James and Katie Yeo as the Appraisal of the Headteacher's panel members; Tamsin James as Named Governor for Special Educational Needs & Disability (SEND) & Inclusion; and Heidi Hughes as Link Governor for the General Data Protection Regulation (GDPR). Appointment of the Named Governor for Health, Safety & Wellbeing would be considered at the next meeting.</p> <p>Action: Appointment of the Named Governor for Health, Safety & Wellbeing to be brought back to the next meeting.</p> <p>f. Governing Body's Scheme of Delegation</p> <p>Governors considered and agreed the Scheme that had previously been distributed.</p> <p>g. Minutes of previous FGBM</p> <p>The Minutes were agreed as a correct record and would be signed at the next 'physical' meeting. There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p>h. Policies:</p> <p>i. Finance Policy</p> <p>Governors considered and agreed the Finance Policy that had been scrutinised by the Finance & Resources Committee and recommended for approval.</p> <p>Governors noted that the Governing Body was required to change its structure from the current 'all Trustees are members' to two layers of governance (the members of the Trust and the Governing Body). This had previously been challenged with the Regional Schools Commissioner (RSC), but Governors noted not received a response. However, this structure was now a requirement and Governors would need to progress this during the year, with legal support, which the School Business Manager (SBM) would buy in.</p> <p>ii. Finance & Resources Committee Policies</p> <p>Governors considered and agreed the policies that had been scrutinised by the Finance & Resources Committee and recommended for approval.</p> <p>iii. Governors Code of Conduct Policy</p> <p>Governors considered and agreed the National Governors Association's model Code of Conduct Policy for 2020.</p> <p>iv. Governors' Expenses Policy</p> <p>Governors considered and agreed the Governors' Expenses Policy.</p> <p>v. 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>AB / HP</p> <p>EJ</p>
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	<p>vi. Governors' Visits Policy</p> <p>Governors considered and agreed the Governors' Visits Policy subject to a minor amendment.</p> <p>vii. Safeguarding Policy</p> <p>Governors considered and agreed the policy that had been recommended for approval by the Pupil Progress & Curriculum Committee. It was noted that an Appendix would need to be included to reflect the temporary changes to the policy in light of the CoVid-19 pandemic; the Named Governor for Child Protection would support drafting the Appendix on the Governing Body's behalf. Governors were pleased to note that the updated policy had been uploaded to the school's website.</p> <p>i. 2020/2021 budget</p> <p>Governors considered and agreed to ratify the Governing Body's decision, taken via email, to approve the updated policy (detailed in the previous Minutes).</p> <p>j. Support Staff and teachers pay award 2020</p> <p>Governors considered and agreed the Finance & Resources Committee's recommendation to approve the award; a detailed report including the cost implications, had previously been distributed.</p> <p>k. Date of Annual General Meeting: 2 December 2020 at 7.00pm</p> <p>Governors agreed that the AGM should take place on Wednesday 2 December 2020 at 7.00pm.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report including updates on any changes to the CoVid-19 risk assessment and Equalities Impact Statement (EIA)</p> <p>The report, HJS Teaching in 2020-21, HJS Recovery Plan, a draft home learning document and various documents intended to support home learning had previously been distributed; Governors discussed the documents at length including the school's plans for closure in the event of a local or national lockdown. Governors asked if the school was ready for a potential closure; the Headteacher confirmed that there had been a lot of training and development to support teachers and pupils using an online platform for teaching and learning, however, there were further training needs that would be preferable to secure before a local/national lockdown situation, although the school was prepared for such an eventuality. Governors asked if the home learning document would be available to share with parents/carers soon; the Headteacher confirmed that it would be ready to be distributed within the next week or two and before the end of this Term.</p> <p>Governors asked for clarity regarding how pupil absences were recorded where these related to CoVid-19; a summary was provided by the Headteacher. The Headteacher also summarised the broader information that schools were being asked to collate in relation to absences eg whether the child was living with a person diagnosed with CoVid-19 or they were showing symptoms of CoVid-19 and if yes, what they were.</p> <p>Governors were pleased to note that the school had been informed by the Local Authority (LA) that it would be possible to receive 11 laptops for pupils without a home device or with limited access to a device due to the increased risk level for the LA.</p> <p>Governors discussed feedback from the recent parent/carer questionnaire regarding the school's safety arrangements linked to CoVid-19. Governors were pleased to note that feedback was generally positive, and where it was not, it was largely linked to issues regarding other parents/carers not following CoVid-19 guidance eg around social distancing, wearing of masks etc. Governors noted that the wearing of face coverings had been discussed at the Finance & Resources Committee and it was agreed that it would be useful for the school to encourage parents/carers to wear face coverings.</p> <p>b. School Development Plan (GBDP)</p> <p>Governors discussed the provisional priorities for this academic year and recognised that some of the school's plans for development would need to be put on hold due to the level of focus that needed to be diverted to the school's response to CoVid-19, however, Governors agreed that it would be useful for the SDP to still include the priorities that were potentially deferred, with a note stating that they were currently on hold.</p> <p>c. Governing Body Development Plan (GBDP)</p> <p>Governors discussed the Governing Body's skillset and agreed that it would be useful to target recruiting new Governors with HR, health and safety and media and marketing backgrounds.</p>	

	<p>Governors also discussed the diversity of the Governing Body and agreed that more representation would be helpful. Possible sources of new Governors were discussed and it was agreed that all Governors should highlight the vacancies wherever possible.</p> <p>[Nicola O'Brien left the meeting.]</p> <p>Action: The Chair to take forward drafting a Governor vacancy flyer and form a working group with interested Governors to consider any expressions of interest and bring recommendations to the Governing Body to consider.</p> <p>[Adrian Jones left the meeting.]</p> <p>Governors discussed preparations for an Ofsted inspection and how they could ensure that they were able to effectively articulate the monitoring and scrutiny that had taken place as well as demonstrate their understanding of key areas, particularly if these were areas delegated to a Named or Link Governor. Following discussion, it was agreed that it would be useful to clarify who was responsible for which actions and how that information could be effectively shared with the rest of the Governing Body. It was anticipated that this could then be followed up and developed as part of the Governors' Development Day in January.</p> <p>d. Risk register review</p> <p>Governors were pleased to note that the Chair of the Finance & Resources Committee would be meeting with Ian Irvine shortly to consider recommendations to be presented to Governors to reduce the number of risks and to refine the wording and format to make it more user-friendly.</p> <p>e. 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>f. 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>	HP
4	<p>For Noting</p> <p>a. Finance & Resources Committee's next meeting is the audit meeting with Joe Scaife, Bishop Fleming, to discuss the annual accounts 2019/2020, 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.</p> <p>b. Committee reports</p> <p>The draft Minutes had previously been distributed; the Chairs of the Committees summarised the key areas of discussion and decisions taken.</p> <p>c. Governor visits</p> <p>There was nothing significant to report at this time.</p> <p>d. Governor training</p> <p>Governors were reminded of the training opportunities provided by the Governor Development Service (GDS); the training programme was distributed. The Chair also advised that new Governor induction training would be included in the GBDP discussed earlier in the meeting.</p> <p>e. Correspondence and AOB</p> <p>There was no correspondence or any other business to consider.</p>	

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

SIGNED: **DATE:** 2 December 2020

Next Meeting: Wednesday 2 December 2020 at 7.00pm

Meetings 2020/2021	Date
Henleaze Campus Collaboration Committee	Wednesday 4 November 2020 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 20 November 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 27 November 2020 at 10.00

Full Governing Body & AGM	Wednesday 2 December 2020 at 19.00
Finance & Premises Committee	Friday 22 January 2021 at 09.30
Full Governing Body	Wednesday 27 January 2021 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 24 February 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 12 March 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 19 March 2021 at 10.00
Full Governing Body	Wednesday 24 March 2021 at 19.00
Finance & Premises Committee	Friday 7 May 2021 at 09.30
Full Governing Body	Wednesday 19 May 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 2 July 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00