



Park Grove, Bristol, BS9 4LG

Telephone: 0117 377 2444

Fax: 0117 377 2445

Email: henleazej@bristol-schools.uk

Website: www.henleaze-jun.bristol.sch.uk

Headteacher: Mr Adam Barber

Company No: 07763421

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

FULL GOVERNING BODY MEETING – TERM 5
Held virtually on Wednesday 19 May 2021 at 7.00pm

DRAFT MINUTES

PRESENT:

Hazel Phillips (Chair)	Shona Howard
Adrian Jones (Vice Chair)	Julian Wenban
Adam Barber (Headteacher)	Rekha Rao-Nicholson
<i>The meeting was</i> Nicola O'Brien (School Business Manager)	Ben McLewis
<i>noted to be quorate</i> Nicholas Taylor	Ian Irvine
Katie Yeo	Elizabeth Jahn (Clerk)
Jayne Storey	

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Heidi Hughes.</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.</p>	
2	<p>For Approval</p> <p>a. Governing Body membership: update on Staff Governor vacancy and appointment of new Governors</p> <p>The Governing Body had previously recognised that it was challenging for staff to consider taking on the role of Staff Governor at this time and therefore, it had been agreed that whilst the vacancy should continue to be highlighted, a recruitment drive would be delayed until the impact of the pandemic had eased, which was likely to be at the start of the new academic year.</p> <p>b. Minutes of previous FGBM</p> <p>The Minutes and confidential 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>c. Nature Zone project</p> <p>Governors considered and agreed the additional spend of £1k towards the drainage of the pond and preparatory work aspect of the project noting that this was still within the £20k ASDA grant funding budget. Governors were pleased to note that pupils were excited by the progress of the wildlife development and the opportunity to see a kestrel on site, which was very positive.</p> <p>d. Proposed change to the CoVid-19 risk assessment</p> <p>Governors considered the proposed change to the CoVid-19 risk assessment for Term 6 to move from Class to Year Group bubbles to facilitate being able to deliver transition work for next year. Governors noted that Year 6 would have already formed a Year Group bubble for their day trips to Kilve Court and the school needed to provide opportunities for the shuffled Year 4 to Year 5 classes to get to know each other.</p>	

	<p>The school recognised that there was a risk in expanding the bubbles, which might result in sending a whole Year Group home if there was a case of CoVid, however, the local CoVid cases per 100,00 remained lower than the national average and the benefits, in terms of being able to prepare the children for next year, would be substantial.</p> <p>Governors asked if the guidance had changed following the easing of lockdown; the Headteacher confirmed that it had not yet changed, however, due to the activities that were planned for the remainder of the year, it would be very difficult to organise those should the guidance not change. Governors asked if the seating plan and regular handwashing mitigated some of the risks; the Headteacher confirmed that it did.</p> <p>Governors agreed that the proposed change appeared sensible and allowed pupils to play together particularly when taking into account that secondary schools were already operating with much bigger bubbles. Governors also agreed that staff would need to be reminded to remain on top of preventative measures such as handwashing etc.</p> <p>Following discussion, Governors agreed to approve the change to the risk register subject to the school reviewing the arrangements regularly particularly in relation to the new CoVid-19 variant. Governors also agreed that the school needed to ensure good communication with parents/carers regarding the change and also that it might become necessary for the change to be reverted back to class bubbles in the event of a rise in infection rates.</p> <p>e. Meeting dates 2021/2022</p> <p>Governors considered and approved the proposed meeting dates that were included at the end of the Agenda. Governors also agreed that it would be useful moving forward, CoVid-19 permitting, if meetings were a blend of physical and virtual attendance to support Governor engagement and recognising the difficulty of attendance sometimes due to family and personal commitments. It was therefore, agreed that Committee meetings would benefit from being held virtually with full Governing Body meetings being held in person but with the facility for Governors to attend virtually where this was necessary although the main principle would be that physical attendance would be the preferred option where possible. Governors also agreed that the Term 6 meeting should be held physically if this was possible. It was also suggested that this could coincide with a social event for Governors.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report and School Development Plan (SDP) progress report had previously been distributed; the Headteacher provided context to the documents. Governors discussed the self-evaluation process and asked if the school would be able to externally benchmark its judgements; the Headteacher confirmed that this was difficult at the moment due to the pandemic, however, the school was looking to bring in an external consultant next year and that would support bringing an external perspective to the quality and rigour of the school's self-evaluation process.</p> <p>Governors asked if regular fire drills and lockdown drills were carried out; the Headteacher confirmed that they were and the school was liaising with Henleaze Infant School and Claremont School to organise a campus-wide lockdown. Governors noted minor amendments to the SDP and provided suggestions for updates that should be included eg actions taken following the fire risk assessment review.</p> <p>Governors noted that the Senior Management Team (SMT) had begun preparing a new 3-year plan based on priorities emerging from the current plan and from self-evaluation. A meeting was scheduled early in Term 6 to construct the SDP for 2021-2022.</p> <p>The Headteacher advised that the school had not conducted mid-year pupil progress meetings with teachers and had not required teachers to input mid-year teacher assessments due to the pandemic and lockdown, but following the return to school in March, the school had asked teachers to review the autumn Term assessments and identify children whose attainment appeared to have slipped during lockdown. A template had been provided for teachers to use when conferencing, which focused attention on disadvantaged children and those on the special educational needs and disability (SEND) register. Governors asked if the Headteacher was confident that this process would enable gaps in learning to be identified without formal teacher assessments; the Headteacher confirmed that he was confident this would be possible.</p> <p>The Headteacher also advised that staff had worked together at the INSET day in April to review the school's Assessment Framework and an interim amendment had been agreed which omitted objectives which staff did not think there was time to cover this year but which would not hamper children's ability to move into the next year. For the most part, teachers felt that the school could cover most of the usually expected objectives.</p>	

Governors were informed that the Headteacher and Deputy Headteacher would be holding face to face review meetings with teachers in Term 6 to discuss pupil progress and professional development. The deadline for submission of teacher assessments for Reading, Writing and Mathematics was the 27 June, allowing for a week of moderation before Annual Reports were finalised. The Headteacher also advised that the Annual Report template had been modified slightly, and would explain to parents/carers that 'expectations' this year had been adapted in response to the disrupted year of learning. Governors discussed whether it would be beneficial or not to include a grade on annual reports as a lower grade for some parents/carers who would expect to see a higher grade might have a negative impact on their wellbeing after a very difficult year, however, there was also the view that it was important for parents/carers to have an understanding of where their children currently were. Governors recognised that it was a difficult balance but supported the school taking this forward and ensuring that the report was as useful as possible to both the child and the parent/carer to support their progress.

Governors discussed admissions and the school's marketing plan at length including possible reasons why there had been a reduction in applications. Governors were pleased to note that Julian Wenban would be able to support the school in developing its marketing campaign and as part of those discussions, the possible reasons why there had been a reduction in applications would be considered in more detail including whether there were ways in which the school could better identify the main reasons rather than relying on a perception of why the number had reduced, which would be useful as it would support a more targeted approach to the marketing campaign.

Governors were pleased to note that all 3 staff who were previously shielding had returned to work in the building after the Easter holiday although the school still had 2 members of teaching staff and 1 member of the learning support team on sick leave; 2 Occupational Health referrals had been made. Governors were pleased to note that one member of staff had been appointed on a permanent contract with effect from September, when the temporary contract was due to expire. Governors were sad to note that one member of staff had recently retired after 20 years of service to the school; a thank you card would be sent on the Governing Body's behalf.

b. Senior Leadership Team (SLT) succession planning update

The Chair had shared an update and recommendation from the working group's discussion with the Deputy Headteacher regarding the Co-Headship proposal via email and Governors ratified the Governing Body's decision to formally agree the Co-Headship model subject to the other conditions being met ie that Governors were happy with the documents around division of labour etc. Governors discussed the accountability, Division of Responsibilities Between Co-Heads summary document that had previously been distributed and agreed that continuing professional development (CPD) for the Deputy Headteacher should be a key part of the arrangements to ensure that the arrangements were supportive of the Deputy Headteacher's career progression.

The Headteacher also confirmed that he was drawing up a frequently asked questions summary document to share with parents/carers.

Governors agreed that it was important to identify how the arrangements would work in relation to Governing Body meetings to ensure that it was cohesive and effective; the Headteacher confirmed that this had already been discussed with the Deputy Headteacher and they were working on drawing up a plan of how this would work.

c. Safeguarding update

Governors discussed the Safeguarding Audit Action Plan 2020-2021 and the Safeguarding at HJS: How to report concerns and respond to disclosures document. The Headteacher advised that he was working through the action plan, prioritising essential training, policy updates and information sharing. The Safeguarding at HJS document described the essential actions required if any safeguarding concerns arose and this would be followed up with a more complex piece of work which had already begun describing exactly what should be recorded, where and when it should be recorded, and how confidentiality was managed, particularly in the transfer of essential information. New policy documents were being written in a consistent format, and all new policies or revised policies would include a standard Safeguarding Statement and a standard Equalities Statement.

Katie Yeo provided feedback from her Equalities Impact Assessment (EIA) training and suggested that this might need to be considered as part of the safeguarding review although it was recognised that it was not a statutory requirement. Katie had asked for a template to be provided although the school did have another template from a university that was considered a better model than the template EIA form that was originally sent out with the model CoVid-19 risk assessment by the Local Authority (LA).

	<p>d. Governing Body Development Plan (GBDP) and proposed 2-tier governance structure update</p> <p>The updated GBDP was available on Sharepoint. Governors noted that the school would need to seek nominations for the Parent Governor vacancies that would result from Katie Yeo and Nicholas Taylor's term of office ending in Term 1. Governors were disappointed to note that Nicholas would be stepping down as a Governor but were pleased to note that Katie Yeo would be re-standing, which was positive.</p> <p>Action: The School Business Manager (SBM) to provide a summary guidance document and recommendation on a proposed 2-tier governance structure when available.</p> <p>e. Risk register review</p> <p>Governors were pleased to note that Ian Irvine was taking forward the review of the register with the Committee Chairs before the draft risk register and monitoring recommendations were brought back to the Governing Body to consider.</p> <p>Governors agreed that it would be useful for the risk register to be reviewed by the Henleaze Campus Collaboration Committee (H3C) once finalised to identify if there were any risks not included that they considered needed to be included from a campus-wide perspective.</p> <p>Action: The finalised risk register to be shared with H3C to identify any campus-wide risks that should be included.</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 and summarised by the Chair of the Committee.</p> <p>g. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors noted the update in the Finance & Resources Committee draft Minutes; the SBM advised that the Information Commissioner's Office (ICO) had found judgement in the school's favour regarding a complaint that was raised with the ICO regarding a reportable data breach that the Governing Body was notified of last year. The SBM advised that the school had taken steps in response to the data breach which were in line with statutory guidance but unfortunately, the person who had made the subject access request and reported the matter to the ICO continued to contact the school in relation to the matter. Governors agreed that if necessary, the school should seek the advice of a solicitor regarding how to draw the matter to a close from the school's perspective.</p> <p>Governors considered whether it would be useful for the Link Governor for the GDPR to be a member of the Finance & Resources Committee or in fact, whether the role was still necessary given that the school had moved forward successfully with the implementation of the GDPR and that it was reported upon at both the Finance & Resources Committee and the full Governing Body (FGB) meetings. Following discussion, it was agreed that whilst it had been very useful to have a dedicated Link Governor initially and Heidi Hughes had been invaluable in supporting implementation of the GDPR, the role was no longer a key requirement and therefore, it was not necessary to continue with a specific Link Governor role.</p>	<p>NO</p> <p>II</p>
4	<p>For Noting</p> <p>a. Committee reports</p> <p>The draft Finance & Resources Committee had previously been distributed; the Chair of the Committee summarised key areas of discussion and decisions taken earlier in the meeting.</p> <p>b. Governor visits</p> <p>Governors were reminded to contact the Headteacher should they wish to attend any of the school events planned for the remainder of the year or to arrange a school visit.</p> <p>c. Governor training</p> <p>Katie Yeo had provided feedback from the EIA training that she attended earlier in the meeting.</p> <p>d. 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: 14 July 2021

Next Meeting: Wednesday 14 July 2021 at 7.00pm

Meetings 2020/2021	Date
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 (virtual)
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 30 June 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00

Proposed Meetings 2021/2022	Date
Finance & Premises Committee	Friday 17 September 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 24 September 2021 at 10.00
Full Governing Body	Wednesday 6 October 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 3 November 2021 at 11.00
Finance & Premises Committee	Friday 19 November 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 26 November 2021 at 10.00
Full Governing Body	Wednesday 1 December 2021 at 19.00
Finance & Premises Committee	Friday 21 January 2022 at 09.30
Full Governing Body	Wednesday 26 January 2022 at 15.00 (whole day visit)
Henleaze Campus Collaboration Committee	Wednesday 2 March 2022 at 11.00
Finance & Premises Committee	Friday 11 March 2022 at 09.30
Pupil Progress & Curriculum Committee	Friday 18 March 2022 at 10.00
Full Governing Body	Wednesday 23 March 2022 at 19.00
Finance & Premises Committee	Friday 6 May 2022 at 09.30
Full Governing Body	Wednesday 18 May 2022 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 15 June 2022 at 11.00
Finance & Premises Committee	Friday 24 June 2022 at 09.30
Pupil Progress & Curriculum Committee	Friday 1 July 2022 at 10.00
Full Governing Body	Wednesday 13 July 2022 at 19.00