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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 6
Held virtually on Wednesday 14 July 2021 at 7.00pm

DRAFT MINUTES

PRESENT:

Hazel Phillips (Chair)	Nicholas Taylor
Adrian Jones (Vice Chair)	Heidi Hughes
Adam Barber (Headteacher)	Julian Wenban
Nicola O'Brien (School Business Manager)	Rekha Rao-Nicholson
Katie Yeo	Ian Irvine
Jayne Storey	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 Chair welcomed everyone to the meeting. Apologies were received and accepted from Ben McLewis and Shona Howard.</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: reminder to seek Staff and Parent Governor nominations in Term 1</p> <p>The reminder was noted; Governors were also pleased to note that a parent had already expressed an interest in the Parent Governor role.</p> <p>Action: The Headteacher to take forward seeking nominations for the vacancies in Term 1.</p> <p>Action: Governors to complete (or update if relevant) the skills audit matrix (link distributed by the Clerk).</p> <p>b. 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>c. Proposed 2021/2022 budget</p> <p>Governors discussed the budget documents and the Finance & Resources Committee's recommendation to approve the budget. The Chair of the Committee, Headteacher and School Business Manager (SBM) provided context to the budget allocations and changes from the previous budget. Governors noted that there was a projected deficit from year 3 of the 5-year projections, however, this was based on the assumption that costs increased in line with inflation but funding remained stagnant, which was unlikely. Governors also noted that the Department for Education (DfE) had changed its guidance to Local Authorities (LA) regarding Schemes for Financing LA Maintained Schools, specifically in relation to 'Submission of financial forecasts' where the DfE's guidance stated that 'from the 2021 to 2022 funding year each school must submit a three-year budget forecast each year, at a date determined by the local authority between 1 May and 30 June.'</p>	<p>AB</p> <p>All</p>

	<p><i>'Local authorities should consider the extent to which such forecasts may be used for more than just confirming schools are undertaking effective financial planning or not. For instance, they could be used as evidence to support the local authority's assessment of Schools Financial Value Standards or used in support of the authority's balance control mechanism. Local authorities must inform schools of the purposes for which they intend to use these 3-year budget forecasts: such a forecast may be used in conjunction with an authority's balance control mechanism.'</i> This guidance and particularly the change regarding LAs moving from a requirement to produce a 5-year forecast to a 3-year forecast appeared to be in line with the school's understanding that it was important to give due consideration to projections to support effective financial planning, but that projections beyond 3 years were difficult to rely upon. The projections also assumed that there were no changes in staffing, in terms of either the structure, or whether more expensive staff were replaced by staff on a lower pay grade. Governors asked whether the budget included any contingencies before the school would need to use its reserves to support a sustainable budget; the Chair confirmed that an element of contingency was built into the budget.</p> <p>The SBM also advised that following the Committee meeting, there had been a few staff changes and these had been incorporated into the budget which created a surplus of £3,744, so £3,700 had been added to the Pupil Premium contingency to balance the budget. Details of the staff changes were provided and included that the school had appointed 4 new Learning Support Assistants (LSA); offered the 0.4 full-time equivalent (FTE) teacher a conferencing role as a temporary 1-year variation in contract to meet a 'reasonable adjustment' request for the current member of staff; and appointed a new teacher on a temporary contract for 1-year to cover a 1.0 FTE vacancy created by the change as a result of the reasonable adjustment request.</p> <p>Following discussion, Governors agreed to approve the budget and 5-year projections, whilst acknowledging, as detailed above, that the projections became more unreliable in future years due to the level of unknowns in terms of funding and staffing costs.</p> <p>d. Probation Procedure</p> <p>Governors considered and approved the Procedure which was a model document from Education Personnel Management (EPM), the school's HR provider.</p>	
3	<p>For Discussion</p> <p>a. Headteacher's report</p> <p>The report, school profile report, End of Year Pupil Progress Report and Results of Student Resilience Survey 2020 had previously been distributed; the Headteacher provided context to the documents. The Chair of the Pupil Progress & Curriculum Committee also provided feedback from the discussions the Committee had regarding pupil progress, detailed in the draft Committee Minutes. Governors asked if there was any link between those pupils not making expected progress and the impact of lockdown on their wellbeing; the Headteacher confirmed that there were a couple of pupils where this was partially the case. Governors asked if there was anything more that the school could do in terms of wellbeing to support those pupils; the Headteacher summarised the broad range of interventions and strategies in place but stated that it was difficult to increase provision in this area due to funding restrictions. Governors agreed that the student resilience survey feedback was very useful and asked if the school would repeat the survey next year to identify improvements and/or any trends; the Headteacher confirmed that it would.</p> <p>Governors were pleased to note that the school was still receiving applications for admissions, which was positive. Governors also discussed the staffing update and were pleased to note that a staff member's phased return to work was working well. Governors were also pleased to note that staff were taking part in a picnic at the end of the academic year.</p> <p>b. School Development Plan (SDP) 2021-2024 priorities and key performance indicators (KPI)</p> <p>The Self-Evaluation Framework: School Development Planning document, SDP 2020-2021 review and draft SDP 2021-2022 had previously been distributed; the Headteacher summarised how the priorities were identified and the actions that were planned to take forward delivering against the priorities. Governors discussed the school's website and asked if the school used analytics to support understanding how the website was used; the Headteacher confirmed that this was not currently used. Julian Wenban stated that he would support the school taking this forward as it might be a useful tool.</p> <p>Governors considered how the Governing Body would monitor progress against key priorities to ensure that they were impacting on driving forward improvement; the Headteacher suggested that it would be useful to have Governors linked to each of the key priority areas.</p>	

It was also agreed that the Governing Body as a whole needed to consider how it might prepare for an Ofsted inspection to ensure that there were no gaps in understanding the school's strengths and weaknesses. The Chair confirmed that she had sought an example document from the Infant School that was used as a 'crib sheet' and this might be useful as a starting point to inform how Governors could be more involved in monitoring progress of the SDP rather than monitoring whether or not actions had been carried out, ie to ensure Governors' focus moved from intent and implementation to impact.

[Katie Yeo left the meeting.]

[Post meeting update: The Annual Special Educational Needs & Disability (SEND) Report was distributed following the meeting and included updates on the SEND register, range of needs, remote learning, SEND Policy, SEND Information Report (on the school's website), staffing for SEND pupils and continuing professional development (CPD), interventions, pupil voice, and support from external agencies. Key updates included that most children on the SEND register were in school during lockdown and all LSAs worked in school to support needs directly. Provision for home-learning was improved for SEND pupils with adapted/personalised plans sent to parents/carers (including either adapted objectives, suggestions for scaffolds or direction to other resources). Speech and language therapy (SaLT) and Reading interventions continued remotely where possible and outside agencies continued to work with children in school and at home; teachers and support staff also made additional contact with vulnerable learners and their families.

The graduated approach was becoming more embedded through increased staff knowledge of what was required at each stage, shared filing systems and monitoring of SEND Support plans. Where needs were more complex a 'Bristol' SEND Support Plan was drawn up to support the understanding of a range of needs, outcomes and provision, especially where outside agencies were involved, which could also be used if the time came when an application for top-up funding was needed or a request was made for assessment of Education, Health & Care Plan (EHCP) needs. Despite the challenges of the last year, particularly staff absences due to the pandemic, the school had been able to provide a range of interventions including Literacy, Numeracy, Social Skills & Social Communication, SaLT, and support for a range of social and emotional needs, as well as the one-to-one support for specific pupils for whom there was additional funding, across support provided by external agencies, pupils had received a greater level of specialist advice leading to better quality interventions and improved outcomes.

c. Co-Headship arrangements update: frequently asked questions document and Governor meetings

Governors were pleased to note that the Headteacher would be discussing attendance at Governor meetings with the Deputy Headteacher tomorrow; it was agreed that, where possible, it would be helpful for both Co-Headteachers to attend full Governing Body (FGB) meetings.

d. Safeguarding update

Governors noted the update in the Pupil Progress & Curriculum Committee draft Minutes; there was nothing further to report at this time.

e. Governing Body Development Plan (GBDP) and proposed 2-tier governance structure update

Governors agreed that Ofsted preparedness and consideration of strategic direction should be added to the GBDP. Governors also agreed that it would be useful to organise a working group(s) in Term 1 to consider how both of these priorities could be taken forward. In the first instance, it was agreed that the Chair would share a list of example Ofsted questions from The Key via Teams/Sharepoint for Governors to contribute to, to identify any gaps/areas for improvement.

Action: The Chair to share the Ofsted example questions document from The Key via Teams/Sharepoint for Governors to contribute to.

HP

Action: The Chair to take forward organising a date(s)/working group(s) for Ofsted preparedness and consideration of strategic direction in Term 1.

HP

Action: The SBM to provide a summary guidance document and recommendation on a proposed 2-tier governance structure when available.

NO

f. Risk register review

Governors were pleased to note that Ian Irvine would take forward seeking views and finalising the draft register in Term 1 so that the register and monitoring recommendations could be brought back to the Governing Body to consider.

	<p>g. 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 earlier in the meeting.</p> <p>h. General Data Protection Regulation (GDPR) compliance update</p> <p>Governors also noted the update in the Finance & Resources Committee draft Minutes and the Data Protection Compliance Report. The SBM advised that unfortunately, a minor breach had occurred in relation to pupil reports; the school had identified the issue and had taken steps to reduce the risk of this recurring. The school would also allocate more time to the process next year to support a more rigorous approach.</p>	
4	<p>For Noting</p> <p>a. Committee reports</p> <p>The draft Henleaze Campus Collaboration Committee (H3C), Finance & Resources Committee and Pupil Progress & Curriculum Committee Minutes had previously been distributed; the Chairs of the Committees summarised key areas of discussion and decisions taken earlier in the meeting.</p> <p>b. Governor visits</p> <p>Governors hoped that it would be possible to engage in more in-person visits next year.</p> <p>c. Governor training</p> <p>Governors were also pleased to note that the Chair had already booked on Ofsted training, which would be very useful given earlier discussions.</p> <p>Shona Howard had provided feedback to the Finance & Resources Committee on her attendance at the LA's strategic briefing which focused on CoVid recovery; Teaching Schools & Early Career Teachers including an update on developments in Teaching School provision in the South West plus an outline of the significant changes to newly qualified teachers' (NQT) (who would be Early Career Teachers (ECT)) induction, commencing September 2021; Relationships and Belonging; an update from the Head of Service, Inclusive City and Virtual School Headteacher, on introducing Bristol's relationship and belonging led behaviour regulation guidance; Special Educational Needs & Disability (SEND) Milestones: update on progress with Bristol's Written Statement of Action in response to the LA's Local Area SEND inspection; Time for Change (Education & Health Care Plans (EHCP)): update on the EHCP transformation programme; and EmBRACE Governor Diversity Strategy: introducing the LA's EmBRACE Staff Led Group and their strategy for increasing Governing Body diversity and supporting black, Asian and minority ethnic (BAME) Governors. Shona had also followed up at the meeting, the suggested questions raised at the briefing regarding ECT changes and SEND, which the Headteacher responded to.</p> <p>Rekha Rao-Nicholson attended Principles of Good Governance – Getting Started and Monitoring – the Role of the Governing Board training, Equalities Impact Assessment Workshop, and the Disadvantage & Recovery – the Role of Governors training session, which were very useful and informative.</p> <p>d. Correspondence and AOB</p> <p>The Chair advised earlier in the meeting that she had discussions with the Infant School about opportunities for closer collaboration and asked if Governors felt that this was an area that should be explored in more detail; Governors confirmed that they supported exploring this further.</p> <p>Governors acknowledged that this was Nicholas Taylor's last meeting as a Governor and thanked him for all his hard work, dedication and support during his term of office.</p> <p>Governors also thanked the Headteacher, SBM, staff and the whole of the school community for all their hard work and resilience over the last year, which had been particularly challenging.</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:** 6 October 2021

Next Meeting: Wednesday 6 October 2021 at 7.00pm

Proposed Meetings 2021/2022	Date
Finance & Resources 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 & Resources 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 & Resources 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 & Resources 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 & Resources 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 & Resources 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