

Hotwells Primary School
Meeting of the Academy Governing Body

Term 6, Thursday 6th July 2017, 7.00pm in Class 4 and a half

FINAL MINUTES OF MEETING

<p><u>Governors Present</u> Catherine Delor, Headteacher Rob Logan Matt Edwards Estelle Talfan Davies James DeHavilland Chris Adams Chris Bond Siobhan Flynn Rupert Howe Christopher Morris Deborah Douglas</p>	<p><u>In Attendance</u> (non-voting) Paula Parker, Clerk Carrie Spittlehouse, Business Manager Alison Lambert, Deputy Head Neil Blundell, Executive Principal of Cathedral Schools Trust Adam Barber, Headteacher of Henleaze Junior School</p> <p style="text-align: center;">Quorum = 5 (one third in post rounded up)</p>	<p><u>Apologies</u> Moyna Wilkinson, Chair Claudia McConnell, Vice Chair Jane Thomas</p>
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Item	Final Minutes of Meeting
1.	<p>Introductions and Apologies for Absence Apologies were received and accepted from CMcC, JT and MW. Meeting was quorate. All governors signed the attendance register and no changes were made to the business interests register. MW was unable to chair the meeting so since apologies had also been received from CMcC the meeting was chaired by RL. Two outside speakers (NB and AB) attended part of the meeting.</p>
2.	<p>Approval of Last Minutes and Matters Arising The minutes of the last Full Governors Meeting held on Thursday 25th May 2017 were approved by all governors present and signed by RL.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> i) <i>The Responsible Officer position is still outstanding.</i> The hope is that this can still be filled by a school parent or by swapping SBM with another school. ii) The Safeguarding Report to governors was circulated to all governors prior to the meeting. iii) There was not enough time at this meeting for the Governance Self Review so Action : governors were asked to read the DfE competency framework and Self Evaluation Tool (already circulated) over the summer with the aim of carrying out a Self Review at the first meeting next year iv) A very successful Reception evening has been held. v) Sustainability: Some of these actions have been completed with some still ongoing. No famous school alumni have been identified so far. Action: RH, CM and CB to produce a school video. vi) <i>Chair and Vice Chair elections will be held next term.</i> Any governors wishing to stand were advised to contact PP over the summer. vii) <i>Meeting dates will be scheduled over the summer.</i>
3.	<p>Visit from Neil Blundell, Executive Principal of Cathedral Schools Trust NB explained to governors the background of CST, why it was set up and its aims. Governors were then given the opportunity to ask questions which included: What is the criteria for choosing who joins the MAT? – Size is less important than values and ethos. What is the funding model? – All money goes to the MAT then it is ‘top sliced’ with different schools paying a different top slice. Most importantly Heads know what their budget is. Which services are shared? – IT, Recruitment, HR, H&S, Estates. Would Admissions change? – Not necessarily. Would school have to change its ethos? – Not if still getting good results.</p>

	<p>What advantages are there for staff? – Staff development and opportunities to work in other settings. Who are the Trustees? – Governors were shown a slide listing the trustees. They were chosen due to their skill sets. What is the process for joining? – Governors need to write to CST to say they are interested in joining. The due diligence stage then takes approx. 6 months. The next round is for new schools to join by April 2018.</p> <p>Governors thanked NB for attending. NB left the meeting 7.50pm.</p>
4.	<p>Finance and Resources Committee Minutes from the F&R meeting and the Budget for 2017/18 were circulated prior to the meeting (see attached). A deficit of £48000 is predicted for year end, which is better than initially thought. CS outlined briefly the risks and opportunities for next year (see attached). All governors approved the budget. Action: CS will submit the budget by the end of July.</p> <p>Several whiteboards need replacing. After a lengthy discussion at the F&R meeting CS provided an update and proposed using capital funding to buy 3 new white boards. This was approved by all governors.</p> <p>8.10pm CS left the meeting.</p>
5.	<p>Visit from Adam Barber, Head of Henleaze Junior School Lots of schools within the NW24 cluster have been discussing whether it would be possible to remain stand alone academies. Henleaze junior school has decided that this is not sustainable so AB has met with many headteachers and MAT executive principals. AB is keen to see if the schools in NW24 could work together to form their own MAT? A governor queried whether a group of primary schools could form a MAT? AB explained that there is no defined model, it just needs to be robust.</p> <p>Governors thanked AB for attending. 8.50pm AB left the meeting.</p> <p>Governors felt the visits by NB and AB had both been very useful. Governors discussed the different models, considering vulnerability and ideal scenarios. Governors felt it important to understand CD's thoughts and those of the staff. CD and CA will attend a TILA meeting, which should hopefully provide more information. Governors also felt it would be interesting to see what happens when 2 other primary schools join CST in August. Governors felt unable to make any decisions at the meeting and seek recommendation from the MAT working group. Action: MAT working party will attend a NW24 meeting on 14th July. Recommendation from the MAT working group to be discussed at the next Full Governors meeting.</p>
6.	<p>Headteacher's Report <u>Pupils On Roll:</u> 228 pupils are on roll including Nursery. 21 children (likely to rise to 23) are signed up for Reception in September. Whilst this is lower than wanted, CD pointed out that last year the current Reception class had low numbers but is now full.</p> <p><u>Staffing:</u> Full complement of staff. A second member of support staff will be leaving through voluntary redundancy at the end of term 6. GJ will also be leaving to take up his first deputy headship. Governors thanked him for all his hard work.</p> <p><u>Attendance:</u> Current cumulative whole school attendance is 96.3%.</p> <p>Governors had received the Heads Report prior to the meeting (see attached) and there were no further queries from governors.</p>
7.	<p>TLS Committee Minutes were circulated prior to the meeting so there was no need to go in to a great deal of detail at this meeting.</p> <p>Term dates: Tuesday 24th July 2018 is the last day of term in Bristol however many schools will finish on Friday 20th. To avoid many absences governors agreed that the 5th and 6th (Academy) Inset days would be held on 23rd and 24th July 2018.</p>

	<p>A teacher on Maternity leave wishes to reduce her hours. Governors agreed this so CD can make a permanent 0.6 appointment internally from September.</p> <p>CD requested a TLR3 point for a member of staff to be a Maths Leader. A governor queried the financial implication of this? Since this is likely to be only a few hundred pounds extra governors approved this.</p> <p>Safeguarding Report to governors was circulated prior to the meeting (see attached). There were no queries from governors.</p>
<p>8.</p>	<p>Clerks Report and AOB</p> <p>PP advised that ME's term of office expires on 16th July so there will need to be a staff governor election.</p> <p>There were no AOBs.</p> <p>Meeting closed at 9.30pm.</p>

Highlights show queries and challenges from governors

Next meeting: Thursday 5th October 2017

Signed as a true record:
 Chair of Governors,
 Moyna Wilkinson

Date: 05/10/2017