



Henleaze Infants School

Full Governing Board Meeting Minutes

Monday 19th November 2018, 3.15pm

Members:

Therese Gillespie (TG) – Chair	Co-opted Governor	Amanda Martin (AM)	Headteacher
James Johnson (JJ)	Co-opted Governor	Jan McKenzie (JM)	LA HR Advice Lead
Vincent Smith (VS)	Co-opted Governor	Jayne Donovan (JD)	LA Finance Lead
Linda Bamber (LB) – Vice Chair	Co-opted Governor	Richard Hanks (RH)	Acting Head of School Partnerships
Becci Simmons (BS)	Staff Governor		
Anna Kopel-Hanna (AKH)	Parent Governor	Sue Burns (SB)	Temporary Clerk
*	<- Indicates absent.		<- Indicates question asked

1, Welcome & Pecuniary Interests.

Welcome to Janet Bremner, a Co-Chair of Governors at the Federation of St Michael and St George, who is considering joining the Governing Board.

The meeting commenced at 3.25pm

No apologies were necessary.

The meeting was deemed to be quorate.

Declarations of Interest & KCSIE

The pecuniary interest register was signed by all present. RH declared an interest – he is a member of the Board for Schools in Financial Difficulty.

The Governors signed to confirm that they had read and understood Part One of Keeping Children Safe in Education (September 2018 version).

2, Review minutes of the last meeting

The minutes of the previous meeting (15th October 2018) were agreed to be a true and accurate record and were signed by the Chair.

Actions

1, All Governors to read part one of Keeping Children Safe in Education (Sept 2018) - **Completed**

C/F T1, AM to co-ordinate dates for the Appraisal Panel meeting to be attended by TG, AKH and JM – RH to follow up with David Shears – **Completed, arranged for 18 December 2018.**

C/F T1, AM will provide an analysis of groups when further data is available – **In progress. David Shears will assist with data scrutiny at the beginning of December 2018.**

C/F T1, AM to attend Elmlea on 16th October to examine Target Tracker – **A trial of Target Tracker is in place. Feedback will be collated and a decision will be made by the end of T2.**

2, AM to follow-up legal advice with Eric Andrews re terminating the Chartwells Catering Contract – **Completed. AM is liaising with Kate Fryer. TWS has advised that the current contract should be**

retained as the school is not an academy and therefore should not join a contract which has been arranged by academies, as this could result in issues around pensions. Therefore, AM will concentrate on improving the service with Chartwells.

2, AM and LB to liaise post the SIO's visit to determine CPD opportunities for staff – **Completed. LB and AM have liaised, but identifying good EYFS providers needs to take place, and funding for staff cover needs to be arranged.**

3, BS JD and JM to liaise to provide costed pay options to next meeting – **See Agenda**

3, TG/AM to make a request to the budget holder for Schools in Financial Difficulties re the SENCo funding – **Completed. Funding has been arranged for the SENCo appointment until August 2018. The recruitment process will begin shortly. A 0.4 M6 has been budgeted for.**

4, LB, VS and TG to meet at school on 7 November 2018 at 1.30pm to review the curriculum reports and report back to the FGB at the next meeting – **Completed, see paper.**

5, AM to liaise with the Acting Clerk, to arrange for a Parent Governor election in T2 – **In progress.**

5, RH to invite a potential new Co-opted Governor to attend the next meeting and observe - **Completed**

6, AM to discuss SEF and SDP with David Shears to sharpen up content as requested by Governors – **In progress.**

6, AM to determine if the SIO visit on 6th November 2018 is a Core Visit, and invite Governors to attend if it is. **Completed – TG attended. Further visits will be arranged with the BEP.**

7, AM to determine if Henleaze Juniors will be introducing penalty notices – **Completed. The two schools will liaise about this issue.**

7, AM to contact TWS and arrange free legal advice about the freedom of information request- **Completed. The request was a questionnaire, which was not returned. No further requests have been received.**

ACTION: LB to draft a rationale for EYFS CPD. RH to identify possible schools to visit.

3, Proposed Constitution for FGB

Papers circulated in advance.

A new Instrument of Government has been circulated, which reduces the size of the Board from 16 to 12. Paragraph 7 of the proposal indicates how the new Board would be constituted.

Proposal to accept the IOG: TG

Seconded: LB

Show of Hands: Unanimous.

In order to implement the IOG, Paragraph 9 indicates that there will be four Co-opted vacancies and one LA vacancy which could be filled by Janet Bremner.

The areas of expertise have been identified and therefore Governors will be recruited based on these skill sets. Interviews of potential Governors will take place, to ensure that they understand the commitment required.

A new Chair will also need to be appointed.

Scheme of Delegation.

To date there have not been any Committees in place. This could be changed to allow for appropriate scrutiny of the curriculum, quality of teaching and learning, finance, pay, etc. Alternatively, Link Roles could be used to strengthen the scrutiny.

The Governors discussed the Scheme of Delegation options and determined that the decision would be made in T3, by the new Governing Board, once they have been appointed.

Proposed meeting dates have been drafted and will be circulated to the new Governing Board.

ACTION: AM to arrange for the Governing Board meeting dates to be published on Governorhub.

4, Curriculum Reports

Papers circulated in advance.

Each Curriculum Lead has produced an annual report. These have been scrutinised by LB, TG and VS. Recommendations from this review included that the reports require standardisation, and the removal of operational detail, which is not required.

The Governors were conscious that the reports were written in the financial context of the school, therefore a clear rationale for prioritisation needs to be identified. The reports also need to clearly link to the SEF and the SDP.

Designated Link Governors could support the Curriculum Leads when reporting to the Board.

It was apparent that some members of staff were choosing to contribute to curriculum costs. This issue could be addressed with support from the Parents and the PTFA. However, the careful management of perceptions also needs to be in place.

ACTION: LB to liaise with AM about standardising the Curriculum Lead reports.

5, Headteacher's Report

Paper circulated in advance

There are 270 pupils on roll. One additional place has been awarded in Y1, due to twins who were on a waiting list. A vacancy in year 2 will be filled shortly and numbers will return to 271.

ACTION: AM to ensure that the news that the school is over-subscribed is publicised.

Attendance is currently 97.7%. There is no persistent absenteeism.

David Shears has visited the school and met with AM and TG. He has discussed whole-school initiatives and how these are perceived across all the year groups, to ensure that pupils are not repeating work as they move up through the school. This will be a focus this term, to ensure that subjects progress through the school. He has also agreed to work with AM to improve the data and streamline the SEF and SDP.

Health & Safety

A Lockdown is planned for this term.

The ROSPA inspection has taken place, all play equipment has been deemed safe.

We are proposing that the PP funding is used to support PP children with attachment disorders, and nurture requirements, due to the increase in need, particularly around transition.

How does this suggestion fit into the PP strategy?

Historically we have used PP for Play Therapy and one to one support.

Has the PP strategy been published on the website?

Yes.

Do the Governors scrutinise the PP strategy?

Historically we have had a PP Link Governor who has reviewed the strategy, which is then reviewed by the Standards Committee.

How much is the PP funding? Can we have a report to our next meeting please?

£19k this year.

How much PP funding has been spent this year?

Only small amounts have been spent to date, for bespoke work.

ACTION: AM to circulate the PP strategy to the Governing Board, for review at the next meeting.

SEND Update

A top-up application could be made to the November panel, for at least two children who are new to Reception. However, one child is having an EHCP assessment, and the other child has had no information forthcoming from their previous setting.

Who holds the previous information?

Upper Horfield Children's Centre. The documentation for the EHCP child is coming from the Educational Psychologist.

Has an application been made to the Educational Psychologists?

Yes, and an appointment date has been established in December 2018.

ACTION: AM to indicate how many pupils have Top Up or EHCP funding in her HT Report.

6, Finance & Staffing Update

Paper circulated in advance

The Henleaze Pay Scale is currently below the National Pay Scale. The school will not uplift the Henleaze Pay Scale to match the National Pay Scale, but will award to the current rates.

The Pay Policy in 2019 could include an additional M6 grade to mitigate against a possible additional pay increase for M6 next year.

What is the financial impact on the school?

If we award 3.5% to M1 and M6, and 2% to M2-M5 as recommended by JD and BS, it will cost approximately £4k. If we award 3.5% across all the main pay scales, it will cost approximately £6k.

Will the increase be off-set by the Pay Award funding?

Yes, for this year and next year, but it is not clear if additional funding will be made available moving forward. A funding calculation error was made by the LA, but the additional funding will not need to be repaid.

(JB left the meeting at 4.30pm).

JM recommended that the Governors adopt 3.5% across all the main scale pay ranges, as the financial impact for the school is minimal.

What are most schools doing?

The NW24 schools are awarding 3.5% across all main pay scales.

How many staff are currently paid on M2-M5?

4.8 FTE.

The 2019-20 budget consultation indicates that there are options for moving funding from the school's block to the high-needs block. How would this impact on the school's finances?

This is beyond our control as we do not know how much will be available from central government.

Proposal to award a 3.5% increase across all the main pay scale: TG

Seconded: JM

Show of Hands: Unanimous

Note, the Staff Governor abstained from the vote, due to a pecuniary interest.

(JJ left the meeting at 4.50pm).

Budget Outturn

An updated budget with the impact of the 3.5% pay increase will be circulated after the meeting.

7, Policies

- **Staff Code of Conduct** – Carried forward.
- **Pay** – Carried forward
- **Attendance (LA Model Policy)** – Approved subject to the removal of items that are not required.

Proposal to ratify Attendance Policy: TG

Seconded: LB

Show of Hands: Unanimous

8, AOB

None.

8, Dates of Future Meetings

Monday 17th December 2018 at 3.15pm

Monday 4th February 2019 at 3.15pm

Monday 18th March 2019 at 3.15pm

Monday 13th May 2019 at 3.15pm

Monday 8th July 2019 at 3.15pm

Meeting ended at 5.00pm

ACTIONS

Item	Action	Initials
2	LB to draft a rationale for EYFS CPD. RH to identify possible schools to visit	LB/RH
3	AM to arrange for the Governing Board meeting dates to be published on Governorhub.	AM
4	LB to liaise with AM about standardising the Curriculum Lead reports.	LB
5	AM to ensure that the news that the school is over-subscribed is publicised.	AM

Approved: _____ Date _____