



Henleaze Infant School

Full Governing Board Meeting Minutes

Monday 18th March 2019, 3.15pm

Members:

Therese Gillespie (TG) – Chair	Additional Governor	Gemma Fricker (GF)	Interim Headteacher
James Johnson* (JJ)	Co-opted Governor	Richard Hanks (RHA)	Acting Head of School Partnerships /Additional governor
Vincent Smith (VS)	Co-opted Governor	Janet Bremner (JB)	LA Governor
Linda Bamber (LB) – Vice Chair	Co-opted Governor	Richard Holm (RH)	Parent Governor
Becci Simmons (BS)	Staff Governor	Richard Lukes (RL)	Parent Governor
Ania Kopel-Hanna (AKH)	Parent Governor	Elizabeth Smith (ES)	Co-opted Governor
Kate McGreal (KM)	Co-opted Governor	Amar Shah (AS)	Co-opted Governor
		Rachel Bateson (RB)	Clerk
*	<- Indicates absent.		<- Indicates question asked

1, Welcome & Pecuniary Interests.

The meeting commenced at 3.15pm

Apologies were received and accepted for JJ.

The meeting was deemed to be quorate.

Safeguarding declarations were signed by all present.

2, Review minutes of the last meeting

The minutes of the previous meeting (4th February 2019) were agreed to be a true and accurate record following a minor amendment and were signed by the Chair.

3. Matters arising

Actions

Agenda items to be reviewed at the FGB on 18/3/19:

3, GF to review the current medical facilities and make a recommendation to Governors on future provision. **GF confirmed that the medical facilities meet current regulations; however this will be considered as part of a larger capital project.**

3, GF to provide an analysis of children achieving combined – **completed during the meeting.**

3, GF to outline the impact of the additional two hours of LSA support in the Pupil Premium Report – **completed during the meeting.**

3, BS and GF to report back to the Governing Body regarding proposals for the allocation of funds from both the School Fund and the FHS budget – **completed during the meeting.**

6, TG and JB to produce a Governor Action Plan – **completed during the meeting.**

Additional actions:

3, JB to represent the Governing Body on the interview panel for the role of Assistant Headteacher – **completed**.

3, GF to attend the HC3 Meeting on 27th February 2019 - **completed**. GF notified Governors that she had attended the HC3 meeting at which a new Committee Chair, Claire Campion-Smith had been elected.

4, GF to update the SIP to reflect proposed amendments including ensuring the specification of monitoring and evaluation criteria – **completed**.

4, GF to produce a Monitoring Policy and programme for the FGB as soon as practicable – **completed**. Monitoring cycle dates will be circulated to Governors shortly.

4, TG to ensure the Governor Development Plan encompasses a progress check on SDP - **completed**.

5, JB to contact LP to request his support regarding the Headteacher recruitment process and to arrange a recruitment planning meeting with the Governor panel - **completed**.

5b, TG and RB to contact ES and KM regarding proposed Governor roles - **completed**.

5b, RB to liaise with Governors regarding a first Resources Committee meeting date – **completed** (2nd April 4.30pm). JB to Chair the first meeting.

4, Headteacher's Report

Papers circulated in advance

GF presented the Pupil Progress Mid-Year Information. Governors discussed the data presented in great depth.

The following questions were raised by those present:

Were the Year 2 combined results due to curriculum coverage?

Some key gaps have been identified, particularly in phonics and comprehension, which are being focused upon. Good progress is being made.

Is there an issue regarding parental support?

Reading is supported by parents at home and whilst spelling and phonics activities are not sent home, there is sign posting on the website regarding how parents can assist their children.

Will a message around parents supporting their children at home be delivered at Parents' Evenings?

Yes, teachers will be encouraged to have these conversations with parents.

Could the school communicate with parents when their child is being given extra support in school?

Support groups tend to be quite fluid, including top up groups run in assembly time and booster groups. The key issue is for parents to be informed of how they can support their children rather than that they are moving in and out of short term school support groups.

3.35pm BS joined and AS left the meeting.

Are teachers aware of the key marginal children?

Yes, very much so.

Is there a staff training need to support spelling and phonics?

Historically, not enough teaching and learning time was assigned to spelling and phonics. This is being addressed and resources are being improved. In addition, phonics training and a learning walk to identify areas of strength to build on as well as areas for development, have been held.

How will you assess improvements following the implementation of these strategies?

Sounds assessments will occur each term, and improvements will be reviewed at Pupil Progress meetings and as part of Key Stage Lead monitoring.

When will the next data be available?

At the end of this term.

Are staff using Quality First strategies?

There will be training around this on the Inset day to ensure children are receiving the right support.

Do staff know which children are in key groups including Pupil Premium, EAL and BME?

Yes, every teacher has completed a context map for their class. They are also all working on gap closing strategies.

Do teachers need to see best practice in other schools?

The SENCAT team will be conducting training on strategies to support specific groups at the Inset day.

GF told Governors that she had verbal confirmation of £6,000 funding to support phonics and phonics-based reading resources and professional development. She updated those present regarding recent staff monitoring of writing that occurred in school. GF added that there had been a Local Authority Early Years visit, during which the positive attainment and strong consistency of the children had been noted.

GF informed Governors about a recent meeting with the Local Authority Attendance Officer. The latest attendance figures were discussed by those present. **ACTION GF to produce an Attendance Report by code as part of the Headteacher's Report at the FGB in July.**

GF notified Governors regarding the successful recruitment of two Assistant Headteachers on an interim basis until the end of this academic year. Staffing options to support a child were discussed by all. **Governors approved additional staff cover for two hours during two afternoons per week and to support at lunchtime for the remainder of this academic year.**

Details of the staff absence insurance scheme cover were discussed.

It was agreed that the provision of medical facilities would be considered as part of a larger capital project.

ACTION GF and KM to produce a Pupil Premium Strategy Report at the FGB Meeting on 23rd May 2019 for inclusion on the school website for the start of term 5.

5, Finance

Paper circulated in advance

Latest outturn

BS informed those present that work was ongoing on year end and would be completed after Easter. The in-year surplus had worsened slightly to £19,169. This had resulted in a higher carry forward deficit of -£33,517. A meeting with Sara Doherty, Bristol City Council Finance Officer to finalise the 2018/19 outturn and prepare the 2019/20 budget had been arranged for 30th April 2019.

ACTION RH to contact the Bristol City Council's finance team to ascertain if this meeting could be brought forward.

ACTION JB to attend the rearranged meeting.

Budget 2019/20

The Funding Formula and High Needs Block Allocation were discussed by those present. BS confirmed that the budget plan took account of SEND children leaving the school at the end of Year 2. SEN numbers for Reception 2019 were thought to be minimal, although this had yet to be confirmed by the Local Authority. More detail would go to the Resources Committee on 13 May and the budget would then be approved by FGB on 25 May.

Spending proposals

BS stated that quotes had been collected for flooring replacement and redecoration projects, the costs of which would be covered by the Council Indemnity Scheme.

Governors approved the following expenditure:

The purchase of dining tables	£1,700
Ten new IPADS	£3,030
Chrome Book subscription and curriculum resources	£1,100

ACTION GF/BS to provide a prioritised spreadsheet containing proposals for future spending for consideration at the Resources Committee on 13 May and recommendation to the subsequent FGB.

BS left the meeting at approximately 4.45pm.

6, Pupil Premium Report

There have been gains in attainment for the Pupil Premium group in Reception that have been impacted by the additional support, previously agreed by governors. The group had lower attainment in 2 areas of personal, social and emotional development on entry but are now in-line with peers having made additional gains in the 2 areas. There are also in-line with the rest of the cohort in reading. Governors commented that the PP report on the website was insufficiently detailed and that KM would work with GF to prepare a more detailed report for the July meeting.

7, Governor Action Plan

Governors stated that the Governor Action Plan was very clear. A request was made to include a review date on the plan, reference to the equality plan in relation to the staff survey and a direct cross reference link where appropriate to the SIP actions.

ACTION TG to amend the plan as per governors' comments and prepare a proforma for governors to sign up to participation in the specific monitoring activities.

ACTION RB to send out TG's pro forma of Governor tasks in order to assign individuals to specific monitoring activities.

ACTION RB to arrange an addition FGB meeting in June to evaluate the Governor Action Plan and to carry out a Governor self-evaluation.

8 Policies

- Antibullying Policy – policy amended to reflect bullying via social media following Governor comment
- Attendance Policy
- Equality Plan
- Health and Safety Policy
- Code of Conduct Policy
- Attendance Policy

Proposal to ratify the above policies: JM

Seconded: LB

Show of Hands: Unanimous

Governors discussed at length the option of handing out fixed penalty notices for over ten unauthorized absences. It was agreed that this will be discussed as part of the Attendance Report at the FGB meeting on 8th July 2019, with a view to adoption in September 2019. **ACTION RB to include fixed penalty notices on the agenda for the FGB meeting on 8th July 2019.**

Protocol for visits to school

It was agreed by those present that they were happy to adopt the protocol for visits to school.

ACTION KM to circulate the NGA template to Governors.

9, AOB

ACTION GF to send Governors a copy of the monitoring cycle dates for them to sign up to slots.

ACTION All Governors to complete the Prevent training by the FGB on 23rd May 2019 and update their Governor training record on Governor Hub accordingly.

TG updated those present regarding the recruitment of the Headteacher. She stated that the interview process will be carried out on 1st and 2nd of April 2019 and will be concluded at an FGB meeting at 5.30pm on 2nd April.

10, Dates of Future Meetings

Resources Committee – Tuesday 2nd April 2019 at 4.30pm

Resources Committee - Monday 13th May 2019 at 3.15pm

FGB - Thursday 23rd May 2019 3.30pm

FGB - Monday 8th July 2019 at 3.15pm

Meeting closed at 5.20pm

ACTIONS

Item	Action	Initials
4,	GF to produce an Attendance Report by code as part of the Headteacher's Report at the FGB in July.	GF
4,	GF and KM to produce a Pupil Premium Strategy Report at the FGB Meeting on 23rd May 2019 for inclusion on the school website for the start of term 5.	GF/KM
5,	RH to contact the BCC finance team to ascertain if the meeting scheduled for 30 th April could be brought forward.	RH
5,	JB to attend the rearranged meeting above.	JB
5,	GF/BS to provide a prioritised spreadsheet containing proposals for future spending for consideration at the Resources Committee on 13 May and recommendation to the subsequent FGB.	GF/BS
7,	TG to amend the Governor Action Plan as per governors' comments and prepare a proforma for governors to sign up to participation in the specific monitoring activities.	TG
7,	RB to send out TG's pro forma of Governor tasks in order to assign individuals to specific monitoring activities.	RB/TG
7,	RB to arrange an addition FGB meeting in June to evaluate the Governor Action Plan and to carry out a Governor self-evaluation.	RB
8,	RB to include fixed penalty notices on the agenda for the FGB meeting on 8th July 2019.	RB
8,	KM to circulate the NGA template to Governors.	KM
9,	GF to send Governors a copy of the monitoring cycle dates for them to sign up to slots.	GF
9,	ALL Governors to complete the Prevent training by the FGB on 23rd May 2019 and update their Governor training record on Governor Hub accordingly.	ALL

Approved: _____ Date _____