

**Henleaze Infant School**

**Full Governing Board Meeting Minutes**

**Tuesday 18th June 2019, 3.15pm**

**Members:**

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| Therese Gillespie (TG) – **Chair Additional Governor** | Gemma Fricker (GF)  **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 3.30pm

Apologies were received and accepted for ES, JJ and AKH.

The attendance register and business interests were signed. The meeting was deemed to be quorate.

**2, Review minutes of meetings (23/5/19 and 5/6/19)**

The minutes of the previous meetings were agreed to be a true and accurate record and were signed by
 the Chair.

**3, Matters arising
23/5/19**

**3, ACTION GF/BS to provide a prioritised spreadsheet containing proposals for future spending** **– item to be included on the first Resources Committee agenda in the next academic year.**

**3, ACTION GF to produce an Attendance Report by code as part of the Headteacher’s Report at the FGB in July – carry forward.**

**3, ACTION RB to include fixed penalty notices on the agenda for the FGB meeting in July – carry forward.**

**3, Governors confirmed they had completed the Prevent training and would update their Governor training record on Governor Hub accordingly.**

**4, LB to send GF a Guided Observation Sheet for circulation to relevant staff – outstanding (LB
 confirmed she would do so following the FGB).**

 **4, GF to circulate future dates of Learning Walks to relevant Governors – completed. This was also
covered as part of agenda item 4, Evaluation of Governor Action Plan.**

**6, GF to raise the issue of staff wellbeing and work pressure at the next Governor Staffing Group
 meeting and to ensure it was included in the Staff Survey to be conducted next term - completed.
 This was discussed by Governors and it was agreed to carry out a staff survey in November repeating
 key elements of the last survey in order to establish a benchmark of change. Additional questions
 would also be included. ACTION GF to conduct the staff survey in November 2019.
 GF/KM/JB to compose a letter to staff giving feedback on developments since the last staff
 survey (you said..we did update).

 ACTION TG/RH to write a letter to staff informing them of their departure from the Governing Body
 and giving a summary of Governing Board achievements since the Ofsted inspection .**

 **9, RB and GF to make the minor amendments to the Home School Agreement, SEND policy, Behaviour
Policy, Uniform Policy and Data Breach Policy suggested by Governors - completed.**

**Matters arising
5/6/19**

**GF to liaise with JB regarding pension strain costs - GF/JB – completed.**

**GF updated Governors, stating that the selection process had occurred. Four of the group had applied
 for posts and had taken part in interviews. All four had accepted roles, three in writing. One staff
 member was at risk of redundancy and another member of staff had accepted an external post.**

**Governors asked about pension strain costs.**

GF confirmed that there were none.

**GF stated that it would be known by 25th June whether any representations would have to be heard.**

**It was agreed that should the Representation Hearing meeting go ahead; VS would attend alongside
 TG as Chair.
 ACTION TG/VS to attend the Representation Hearing on 3rd July 2019.**

**4, Evaluation of Governor Action Plan**

TG presented the updated Governor Action Plan to those present. It was discussed in great detail and **the following areas were highlighted:**

1. **The need to further develop Link Governor roles.**

It was confirmed that AS had attended the Head’s Tea and May Fair, VS and KM were attending a Maths visit tomorrow, RL was taking part in an English Lead visit next week and TG had attended Pupil Progress meetings.

**ACTION GF to develop a monitoring visit timetable for the next academic year linked to the School Improvement Plan.**

1. **The implementation of a staff survey in November 2019.**

**ACTION GF to ensure a staff survey was conducted in November 2019. (See also Matters arising action above).**

1. **Confirmation of how the role of SENCO would be filled.**

GF advised that SENCAT would be used on an interim basis following the resignation of the current SENCO, until the role could be taken up by a member of staff currently on maternity leave.

**Governors asked if there was an alternative plan should the staff member not wish to take up the role.**

GF stated that she would then look at other staff capacity.

**Governors queried what the cost implications were of using SENCAT.**

GF explained that the costs were yet to be confirmed, but would be offset against the SENCO salary costs.

**Governors noted that the start of the academic year would be a critical time for SEND with new Reception children joining the school.**
This was acknowledged by GF. She added that the LA Finance Officer was attending a meeting next week to review staffing costs.

1. **School Improvement Plan**

GF confirmed that the SLT would be meeting to prepare the draft SIP for 2019-20 for discussion with governors early in the new school year.

**ACTION GF to provide a 2018/19 SIP Update Report at the FGB on 23rd July.**

1. **SEF**

GF stated that the David Shears would be attending a meeting in the last week of term to help with a SEF pro-forma.

**Governors asked how they would be involved in that process.**

GF explained that they would be involved through meetings with subject leads.

1. **CPD**

**Governors requested an update regarding what CPD had occurred and its impact.**

**ACTION GF to produce a CPD Report for presentation at FGB in Term 1.**

1. **Monitoring Visits**

**Governors asked if a diary of events to which they could attend be devised.**

**ACTION GF to create a Monitoring and Events Schedule for Governors.**

Governors agreed that they would present a report at FGB following their monitoring visits.

Following discussion, the date of the next FGB was amended from 8th July to 3.30pm on 23rd July.

**ACTION ALL to attend the FGB on 23rd July at 3.30pm.**

1. **Assessment**

GF confirmed that after consultation with staff and Henleaze Junior School it had been decided that the current Classroom Monitor system would be updated to Simple.

1. **Link Governor for Behaviour and Attendance**

The need to appoint a Link Governor for Behaviour and Attendance was raised. **AS was appointed in this role.**

It was confirmed that JB had attended school assembly and meetings had been held with the Link Governor for Safeguarding.

RB confirmed that a report from phase leaders on the effectiveness of team planning and transition from Reception to Key Stage 1 would be given at the FGB on 23rd July.

**5, Governor self-evaluation**

Governors completed the National Governors’ Association Governing Board Skills Audit and GDS Health Check questionnaire as a precursor to the self-evaluation process. These documents were discussed at length.

**Action TG to collate Governor responses to the Governing Board Skills Audit and to highlight areas of strength, areas for development and training needs.**

It was clarified that the GDS training calendar is published at the end of the summer term and that RB would make Governors aware of the new training schedule when it becomes available.

Following some debate, a consensus regarding the GDS Health Check Questionnaire was reached and the questionnaire was updated on the Governor Hub website.

**The following actions were raised:**

**ACTION TG to provide a list of Governor statutory dutie**s (By the end of Term 6)

**ACTION GF to ensure the monitoring schedule has a Governor level within which to map Governor monitoring for the first meeting of FGB in the new school year.**

**ACTION FGB to give consideration in Autumn 2019 to the process for reviewing the school vision and values in conjunction with staff and parents/carers**

**ACTION GF to produce a Parent Survey to be handed out during Parents’ Evening next academic year, at which there will be Governor representation. ACTION GF to then complete a parent newsletter summarising parent feedback and how it was being acted upon.**

**ACTION TG to write a letter to parents regarding governing board achievements, to be sent out at the end of the summer term.**

The meeting closed at 5.10pm

**6, Dates of Future Meetings**

FGB – Tuesday 23rd July 2019 at 3.30pm

**ACTIONS**

|  |  |  |
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| **Item** | **Action** | **Initials** |
| **3,**  | **GF/BS to provide a prioritised spreadsheet containing proposals for future spending** **– item to be included on the Resources Committee agenda in the next academic year.** | **GF/BS** |
| **3,**  | **GF to produce an Attendance Report by code as part of the Headteacher’s Report at the FGB in July** | **GF** |
| **3,**  | **RB to include fixed penalty notices on the agenda for the FGB meeting in July** | **RB** |
| **3, 4,** | **GF to conduct the staff survey in November.**  | **GF**  |
| **3,**  | **GF/KM/JB to compose a letter to staff giving feedback on developments since the last staff survey (you said..we did update).** | **GF/KM/JB** |
| **3,**  | **TG/RH to write a letter to staff informing them of their departure from the Governing Body** | **TG/RH** |
| **3,**  | **TG/VS to attend the Representation Hearing on 3rd July 2019, should it go ahead.** | **TG/VS** |
| **4,**  | **GF to develop a monitoring visit timetable for the next academic year linked to the School Improvement Plan.** | **GF** |
| **4,** | **GF to provide a SIP Update Report at the FGB on 23rd July.**  | **GF** |
| **4,** | **GF to produce a CPD Report for presentation at FGB in Term 1.** | **GF** |
| **4,** | **GF to create a Monitoring and Events Schedule for Governors.** | **GF** |
| **4,**  | **ALL to attend the FGB on 23rd July at 3.30pm.** | **ALL** |
| **5,** | **TG to collate Governor responses to the Governing Board Skills Audit and to highlight areas of strength, areas for development and training needs.** | **TG** |
| **5,**  | **TG to provide a list of Governor statutory dutie**s. | **TG** |
| **5,**  | **GF to ensure the monitoring schedule has a Governor level within which to map statutory duties.**  | **GF** |
| **5,**  | **GF to review the school vision and values, to ensure they are tailored to the children.** | **GF** |
| **5,**  | **GF to produce a Parent Survey to be handed out during Parents’ Evening next academic year, at which there will be Governor representation. ACTION GF to then complete a parent newsletter summarising parent feedback and how it was being acted upon.** | **GF** |
| **5,**  | **TG to write a letter to parents, to be sent out at the end of the summer term.**  | **TG** |
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**Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**