

**Henleaze Infant School**

**Full Governing Board Meeting Minutes**

**Tuesday 23rd July 2019, 3.30pm**

**Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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)\* **Co-opted 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** | |
|  | |  | |
| Sue Browne (SB) and Ruth Gibson (RG) – guest speakers | | 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 KM, AKH, RH and LS.

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

**2, Review minutes of meetings (18/6/19)**

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

**3, Matters arising - 18/6/19**

**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.**

**3, GF to produce an Attendance Report by code as part of the Headteacher’s Report & RB to include fixed penalty notices on the agenda – completed at meeting**

**3, GF to conduct the staff survey in November – carry forward.**

**3, GF/KM/JB to compose a letter to staff giving feedback on developments since the last staff survey – completed.   
   
3, TG/RHA to write a letter to staff informing them of their departure from the Governing Body - completed.**

**3, TG/VS to attend the Representation Hearing on 3rd July 2019 – completed. TG confirmed that the meeting went ahead, however, none of the affected staff attended.**

**4, GF to develop a monitoring visit timetable for the next academic year linked to the School Improvement Plan – first draft completed, with further work to be carried out next academic year.**

**4, GF to provide a SIP Update Report at the FGB on 23rd July – completed.**

**4, GF to produce a CPD Report for presentation at FGB in Term 1 – carry forward.**

**4, GF to create a Monitoring and Events Schedule for Governors. The Monitoring Schedule is to have a Governor level within which to map statutory duties – first draft completed, however further dates to be added - carry forward.**

**5, TG to collate Governor responses to the Governing Board Skills Audit and to highlight areas of strength, areas for development and training needs - completed. TG to provide a list of Governor statutory dutie**s. **– carry forward.**

**5, GF and SLT to review the school vision and values, to ensure they are tailored to the children – carry forward.**

**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 – carry forward.**

**5, TG to write a letter to parents, to be sent out at the end of the summer term - completed.**

**4, Phase Leader Report**

SB presented a Phase Leader Report outlining the transition from Reception to Key Stage 1.

She stated that a decision was made to mix the Reception Classes moving into Year 1.

Governors asked why was this

SB explained that the classes were unbalanced.

The Reception team had subsequently met to review the classes to ensure a balance of pupils in terms of ability, SEN, AEL, age and sex. A number of measures were taken to ensure the smooth transition of the children including trialling the new classes, merging context maps, holding meetings with Year 1 teachers for staff and pupils, the hosting of ‘mix up’ afternoons, story sessions and a tea party for parents.

Governors queried whether these procedures were different from what had occurred in the past?

SB stated that 99% of the activities were the same. The feedback from parents had been mainly supportive as the measure had been taken in the best interests of the children.

RG presented the Phase Leader Report outlining the transition from Year 1 to Year 2. She stated that similar measures had been taken to support the transition of Key Stage 1 children. In addition, there would be a focus on PSHE to aid friendship group formation. During the first two and a half weeks of the term there would be a focus on recapping and closing any gaps in learning, after which the children would be covering the new curriculum.

Governors stated that they wanted to also see a good pace of progression.

RG explained that following a brief period recapping work after the summer holidays, the new curriculum would be the main focus of teaching. In addition, JA would be working solely with the Year 2 children to maximise progress.

Governors thanked SB and RG for their continued hard work and the support they had provided GF.

**5, Elect Chair/Vice Chair of FGB**

**Chair of Governors - JB nominated by GF and seconded by LB.**

**Vice Chair of Governors – LB nominated by TG seconded by GF.**

**All those present agreed to the above elected posts.**

**6, Headteacher’s Report**GF’s reports had previously been circulated. She confirmed that all 90 Reception places had been accepted (as of 3.30pm today) and there had been one deferral. The majority of new families had taken part in the induction process. Governors congratulated GF.

GF updated those present regarding pupil attendance, stating that authorised illness and unauthorised holidays were slightly higher that last year. Figures would continue to be reviewed with the Attendance Officer. Incidences of lateness had reduced following the adoption of the new Attendance Policy.

The adoption of fixed penalty notices was discussed by those present.

Governors requested that GF inform parents of the reasons for implementing fixed penalty notices – **ACTION GF to update parents regarding the reasoning behind the fixed penalty notice scheme.** It was agreed that fixed penalty notices would be given as a result of eight unauthorised absences (equivalent to four days) in a ten week period. A maximum of two penalty notices would be issued over a twelve month period, with the option of pursuing the matter in court should this number be exceeded.

GF updated Governors regarding an incident of pupil behaviour. In addition, she provided information regarding an investigation she had carried out into an historic racist incident. These were discussed by those present.

Governors asked if staff had received diversity training.

GF agreed that diversity training, incorporating diversity across the curriculum and working with staff at both the Infant and Junior Schools were essential. **ACTION GF to work on promoting diversity and implementing staff training to support diversity.**

GF presented the Pupil Progress Report and updated Governors regarding a Moderation visit.

Regarding the latter, Governors asked if there was a training need to support staff.

GF agreed that this would be the case, particularly as an NQT would be joining the teaching staff in September.

GF provided information to those present regarding a recent visit by the SIP which had highlighted the need for more robust entry level assessments.

Governors asked what support they could provide the school.

GF highlighted the need for more vigorous monitoring and support for leadership and progress. This would be facilitated by the SIP and the Headteacher of Elmlea Infant School.

Governors queried what staff training would be put in place

GF stated that there would be English Hub writing training in September.

Governors stated that confidence in entry assessment for new Reception pupils would be crucial. LB offered her assistance.

GF thanked LB and agreed that the assessment of pupil progress on entry was key.

GF updated governors regarding an LA Progress Review, stating that the overall judgement was expected progress in all areas except Early Years, which was judged good progress. The LA were really pleased with the progress made and the visits would continue next academic year.

GF informed those present of staffing changes, including the assignment of the role of Writing Lead to RG and Maths Lead to BS. VS stated that he looked forward to working with BS in his capacity as Maths Link Governor. Changes to the role of SENCO and the Admin team were also discussed.

Governors stated that implementing the LA Recovery Plan was essential. They requested that the impact of proposed staff changes on the budget be finalised and reviewed as part of the remit of the Resources Committee – **ACTION GF to quantify the impact of proposed staff changes on the budget and to present a full staffing structure and costs at the next Resources Committee meeting in October 2019.**

Governors agreed to the temporary staffing measures outlined in GF’s report.

School Improvement Plan – GF gave an overview of the action points outlined in the report.

Pupil Premium Review – GF provided an overview of the content of the report. **ACTION GF to make minor amendments to the Pupil Premium Review Report prior to sending it to RB so that it may be published on the school website.**

**7, English Lead Report**

RL explained that he had met with GL, the English Lead. He referred to his report that had been uploaded to Governor Hub. RL highlighted the benefits that the Phonics Hub had had on the teaching of English, staff training and funding. He also praised the impact of the Reading Rangers scheme on literacy.

RL raised the need to improve the resources in the school library and suggested that this could be supported by FHIS.

**8, Governor Planning for next academic year**

**Appointments**

|  |  |  |
| --- | --- | --- |
| **Henleaze Infant School** |  |  |
| **Role** | **Current** | **Future** |
| Chair | Therese Gillespie | Janet Bremner |
| Vice Chair | Linda Bamber | Linda Bamber |
| Resources Chair | Richard Holm | Richard Holm |
| School Improvement Chair | No committee 2018/19 | If needed |
| H&S Governor | Vincent Smith | Vincent Smith |
| Looked After Children Governor | Lizzy Smith | Lizzy Smith |
| Child Protection Governor | Lizzy Smith | Lizzy Smith |
| Inclusion Governor (SEND and Pupil Premium | Kate Mcgreal | Kate Mcgreal |
| Behaviour and Attendance Governor | Amar Shah | Amar Shah |
| Training & induction coordinator | Janet Bremner | Janet Bremner |
|  |  |  |
| HT Performance Management (3) | Therese Gillespie, Richard Hanks | Janet Bremner, Linda Bamber, Kate Mcgreal |
| Staff recruitment | Richard Lukes, Janet Bremner | Ania Kopel Hanna, James Johnson |
| Linda Bamber & Kate Mcgreal | Richard Lukes & Kate Mcgreal |
| Curriculum Link - English | Linda Bamber, Richard Lukes | Linda Bamber, Richard Lukes |
| Curriculum Link - Maths | Vincent Smith | Vincent Smith/Amar Shah |
| HC3 Governor/Premises/NW24 Link | Vincent Smith | Vincent Smith |
| GDRP Link Governor |  | James Johnson |

**FGB Terms of Reference were approved by those present.**

**Meeting schedule – AS stated that he was unable to attend the Resources Committee meeting on 30th January 20120. ACTION RB to rearrange the Resources Committee meeting to accommodate AS and to gather feedback from AS regarding the timing of meetings in the later part of the year.**

**Policy schedule – the content was noted and praised by Governors.**

**Governor Action Plan – the content was noted by those present.**

**NGA Governor Skills Audit – the content was noted by Governors.**

**9, Policies**

**Governor Code of Conduct – the policy was approved by Governors.**

**E Safety and Acceptable Use of IT policy – the policy was approved subject to minor amendments– ACTION VS to send the amended policy to RB**

**10, Any Other Business**

**GF thanked TG and RH for their service to the Governing Body. Governors thanked GF for her hard work.**

**The meeting closed at 5.45pm**

**11, Dates of Future Meetings**

Resources – Monday 14th October 2019 at 4.30pm

FGB – Tuesday 22nd October 2019

**ACTIONS**

|  |  |  |
| --- | --- | --- |
| **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 conduct the staff survey in November – carry forward.** | **GF** |
| **3,** | **GF to produce a CPD Report for presentation at FGB in Term 1 – carry forward.**  **GF to create a Monitoring and Events Schedule for Governors. The Monitoring Schedule is to have a Governor level within which to map statutory duties – first draft completed, however further dates to be added - carry forward.** | **GF** |
| **3,** | **TG to provide a list of Governor statutory dutie**s. **– carry forward.** | **TG** |
| **3,** | **GF and SLT to review the school vision and values, to ensure they are tailored to the children – carry forward.** | **GF/SLT** |
| **3,** | **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 – carry forward.** | **GF** |
| **6,** | **GF to update parents regarding the fixed penalty notice scheme** | **GF** |
| **6,** | **GF to work on promoting diversity and implementing staff training to support diversity.** | **GF** |
| **6,** | **GF to quantify the impact of proposed staff changes on the budget and to present a full staffing structure and costs at the next Resources Committee meeting in October 2019.** | **GF** |
| **6,** | **GF to make minor amendments to the Pupil Premium Review Report prior to sending it to RB so that it may be published on the school website.** | **GF/RB** |
| **9,** | **VS to send amended E Safety and Acceptable Use of IT policy to RB** | **VS** |

**Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**