



Henleaze Infants School

Full Governing Board Meeting Minutes

Monday 17th December 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	Richard Hanks (RH)	Acting Head of School Partnerships
Linda Bamber (LB) – Vice Chair *	Co-opted Governor	Janet Bremner (JB)	LA Governor
Becci Simmons (BS)	Staff Governor		
Ania Kopel-Hanna (AKH) *	Parent Governor	Sue Burns (SB)	Temporary Clerk
*	<- Indicates absent.		<- Indicates question asked

1, Welcome & Pecuniary Interests.

Welcome to Janet Bremner, the new LA Governor.

The meeting commenced at 3.20pm

Apologies were received and accepted for: AKH, LB, JJ and AM

The meeting was deemed to be quorate.

2, Review minutes of the last meeting

The minutes of the previous meeting (19th November 2018) were agreed to be a true and accurate record and were signed by the Chair.

Actions

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- 3, AM to arrange for the Governing Board meeting dates to be published on Governorhub - **Superseded**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

3, Matters Arising

Appoint the new LA Governor.

Proposal to appoint Janet Bremner as the new LA Governor: TG

Seconded: RH

Show of Hands: Unanimous

(BS left the meeting at 3.25pm)

4, Draft Ofsted Report

Paper circulated in advance.

The governors reviewed the draft Ofsted report and discussed the content in detail.

5, Support and Development Plan

Paper circulated in advance

RH will update the Support and Development Plan to reflect recommendations identified in the finalised Ofsted Report, once it has been received.

6, Communication to Parents

Paper circulated in advance

TG will draft two communications to the parents about the strategic direction of the school, and the outcome of the Ofsted Report. The first communication will be made at the end of this term, and the second communication will be made at the beginning of next term.

ACTION: TG to draft two communications to the parents, and circulate them to the Board for approval.

ACTION: RH and JB to meet with the staff on Wednesday 19th December 2018, to discuss the Ofsted report, if it has been published.

7, Policies

- Pay - LA model policy, updated with the new rates – **Carried forward for review by JM.**
- SEND – **Carried forward.**

- Code of Conduct – **LA version**
- Anti-Bullying – **Approved.**
- Supporting Pupils with Medical Conditions – **Approved.**
- Charging and Remissions – **Approved.**
- Complaints Procedure – **Approved**

Proposal to ratify the above policies: TG

Seconded: JB

Show of Hands: Unanimous

ACTION: JM to update the Pay Policy with an additional pay scale between M5 and M6.

ACTION: RH to determine where the designated medical room is in the school.

8, AOB

Safeguarding Report

Paper circulated in advance.

Leslie O'Hagan has undertaken a Safeguarding Audit, which has not yet been published. TG has circulated a summary of the Safeguarding Audit to the Board, for review this term.

Proposal for VS to be the Safeguarding, and H&S Governor: TG

Seconded: JB

Show of Hands: Unanimous

PP Plus Funding

Proposal for PP Plus Funding to be spent supporting the needs of the child who is eligible for it: RH

Seconded: JB

Show of Hands: Unanimous

Performance Management

It is not clear if the performance management cycle has completed, as it has not been possible to locate all the paperwork. TG has received a short list of recommendations, but there is limited evidence supporting the recommendations.

The Board discussed the issue and concluded that the staff will progress on the pay scale, subject to new SMART targets being set, once the Ofsted report has been published.

ACTION: JM to liaise with AM to locate the performance management documentation.

9, Dates of Future Meetings

Monday 21st January 2019 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 5.30pm

ACTIONS

Item	Action	Initials
6	TG to draft two communications to the parents, and circulate them to the Board for approval.	TG
6	RH and JB to meet with the staff on Wednesday 19th December 2018, to discuss the Ofsted report, if it has been published.	RH/JB
7	JM to update the Pay Policy with an additional pay scale between M5 and M6.	JM
7	RH to determine where the designated medical room is in the school.	RH
8	JM to liaise with AM to locate the performance management documentation.	JM

Approved: _____ Date _____