



Henleaze Infants School

Full Governing Board Meeting Minutes

Monday 15th October 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, Welcomes

The meeting commenced at 3.15pm
 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.

ACTION: All Governors to read part one of Keeping Children Safe in Education (Sept 2018).

New Staff Governor

The new Staff Governor (Becci Simmons) was appointed without the need for an election with effect from 26th September 2018. The chair welcomed Becci to the Board.

The Governors congratulated Richard Hanks on his promotion to Acting Head of School Partnerships.

2, Review minutes of the last meeting

The minutes of the previous meeting (17th September 2018) were agreed to be a true and accurate record and were signed by the Chair.

Actions

AM to co-ordinate dates for the Appraisal Panel meeting to be attended by TG, AK-H and JM – **Carried Forward (date now agreed for 18 December 2018)**

RB to include the review of curriculum reports on the October FGB agenda – **See Item 4 below**

AM and LB are to meet on 28th September to discuss opportunities to support classes and arrange a teaching observation with Little Mead – **Completed.**

Three SIO visits will be funded by the LA, additional funding is available to support CPD.

AM will provide an analysis of groups when further data is available – **Carried forward**
AM to attend Elmlea I on 16th October to examine Target Tracker – **Carried forward. A new date has been arranged with Elmlea. AM has received an overview of Target Tracker in the meantime and a free trial has been arranged for staff next term. Indicative costs are £800 for staff training and an annual subscription of £1k.**

What is the timeline for conversion to Target Tracker?

We will continue to use Classroom Monitor this academic year, whilst we evaluate Target Tracker. Migration will take place in the summer term, once staff have had the opportunity to become familiar with it, ready for September 2019.

BS to provide Governors with an update at the next meeting regarding legal advice given in relation to the catering contract and the Chartwells meeting – **Legal advice has been requested from the LA, but there has been no response to date. AM will follow-up with Eric Andrews, but in the meantime, the school is working closely with Chartwells to try to improve the situation.**

A report on the options regarding structures for the Governing Body and a new constitution is to be prepared for the November FGB meeting – **In progress. TG will arrange a meeting with Claire Foxwell at GDS to explore viable governance options for the school. (meeting arranged for 7 November 2018)**

AM to update the SDP to include smart targets, AM to seek input into the plan from the new School Improvement Partner – **Carried forward, pending review by David Shears. This will be an agenda item for the next meeting.**

A review of the pay award is to be included on the agenda for the October FGB – **Completed but see item 3 below.**

RB to include SENCO costs and savings options on the agenda for the October FGB meeting – **Completed. See item 3 below**

ACTION: AM and LB to liaise post the SIO's visit to determine CPD opportunities for staff.

3, Finance Update

Papers tabled

A financial summary has been drafted. The September outturn in comparison to the June outturn indicates an improvement of £3k, due to donations, delayed income from Breakfast Club, maternity payments, and staff absence insurance.

There is a £16k predicted surplus this year, rising to a surplus of £47k in 2020/21.

Why does the surplus decrease in 2021/22 and the following year?

This may be due to staff moving through the grades, but more analysis is required.

Is the SENCo post included in the outturn?

No. The impact of the SENCo post on the budget has been indicated, but it will not be added as a cost until an agreement is made.

The Governors noted the current outturn and that additional work will be required to ensure that the three and five-year projections are robust.

The outturn was signed by the Headteacher and Chair of Governors, for submission to the LA by the 31st October 2018.

Pay Awards

Papers tabled

The Government has added 3.5% to the minimum and maximum of the Main Pay Range (M1 and M6), 2% to the Upper Pay Range and 1.5% to the Leadership range.

Schools have to determine for themselves how they will treat bands M2 to M5. Some schools have added interim points, creating an 11-point main-scale, but Henleaze Infants has retained the 6-point main-scale.

Last year the school awarded a 1% pay award. JM has modelled several pay increase proposals, to determine the impact on the school budget.

The Government will provide a grant, based on the number of pupils in the school. This equates to approximately £4,444 for Henleaze Infants School for a full academic year, based on 270 pupils.

Which is applied first, the annual increment, or the progression?

Most staff would not have had their appraisals yet, therefore they will not know if they are going to progress.

The Governing Board discussed the pay award options and the impact that these may have on the budget. JM recommended that an additional pay point is inserted into the scale to allow for eligibility in progression from the penultimate point.

How much was budgeted for?

1% is included in the budget outturn. Therefore, if we follow the Government recommendation, the grant would cover the cost of the rise.

Can staff in this school progress beyond UPR 1?

This would be dependent upon the Pay Policy, which needs to be reviewed in conjunction with the pay rise.

Is a decision required today?

No, the decision can be referred to the next meeting.

AM and JD advised the Governors that the majority of the Bristol schools are opting for a 3.5% increase across all of the main scale, this is also a local agreement between the NW24 schools.

Could a member of staff make a claim based on equality of pay?

JM - No, this cannot be done across schools. A claim could only be made based on the application of the award not being equal.

ACTION: BS, JD and JM to liaise to ensure that an accurate costed set of options are produced and presented to the Board at its next meeting.

SENCo Costs

Papers tabled.

Limited savings have been identified.

Is there an option to have a SENCo for only one day a week?

This could be considered.

What would the SENCo do? Would they be employed to complete the SENCo paperwork, or would they also have some teaching duties?

The original proposal was to have the full commitment of a SENCo, to include completing the paperwork, supporting teachers with their planning, and routinely supporting some children with interventions. Currently, we have thirty children on our SEND register, therefore ideally we need a SENCo who could work more than one day a week, to ensure that they would be available for parental liaison as well as EHCP's and follow-up meetings.

Similar schools have a SENCo for two-days a week?

Yes, this is often linked to a Deputy position or a teaching role. However, moving forward we don't yet know what our SEND needs will be as the current cohort who have significant SEND needs will be leaving at the end of the academic year.

A fixed-term contract for a SENCo for the rest of the academic year would cost £4,200 extra?

Yes.

We have 61 children in Reception, due to twins. Has the additional income been included?

It is very rare to receive in-year funding for additional children over PAN. We would need to wait for the census, the funding would then be available the following financial year.

Do the costings include on-costs?

Yes, and the post is based on M6.

AM advised the Governors that she is extremely concerned about the financial impact of appointing a SENCo. The Governors responded by advising that they must consider the wellbeing of AM, given the complex needs of the current cohort and the fact that she is having to cover the deputy and /SENCo roles as well as her own.

If the current Governors appoint a SENCo for two-days a week now, is there a risk that the post would de-stabilise the budget, and then the new Governors would have to manage the deficit?

There has been a saving of £3k between the June and September outturn, which could offset the cost of the SENCo. If we appoint on a fixed-term contract, the new Governors could review the situation at the end of the academic year.

Could we utilise some budget from Schools in Financial Difficulty?

We could approach the budget holder and ask them to support the SENCo role to the end of the academic year, which would cost approximately £11k.

How long would it take to get a decision?

We would need to submit a request from the Governing Board.

Proposal to apply to Schools in Financial Difficulty, to fund the appointment of a SENCo on a fixed-term contract, for two-days a week until the end of the academic year: TG

Seconded: BS

Show of Hands: Eight in favour, two abstentions.

Note: RH was one of the abstentions, due to a pecuniary interest.

ACTION: TG to draft a request to Schools in Financial Difficulty, to fund the appointment of a SENCo on a fixed-term contract, for two-days a week until the end of the academic year.

(BS and MB left the meeting)

4, Curriculum Reports

Every subject co-ordinator has produced an end of year evaluation which is based on their priorities within the SDP. These summarise the improvements that were made last year, and the plan for the year ahead.

Should these reports be examined by another set of Governors as a sub-committee, as opposed to the FGB?

Most Governing Boards use sub-committees and we have had them historically.

**Proposal for LB, VS and TG to examine the Curriculum Reports and feed back to the November FGB: LB
Seconded: RH
Show of Hands: Unanimous**

ACTION: LB, VS and TG to meet at school on 7 November 2018 at 1.30 to review the curriculum reports and report back to the FGB at the next meeting.

5, Governance Structure

Has a Parent Governor Election taken place?

No, due to the Clerk being on sick-leave.

ACTION: AM to liaise with the temporary Clerk, to arrange for a Parent Governor election in T2.

RH advised the Governors that he has identified a potential new Co-opted Governor.

ACTION: RH to invite a potential new Co-opted Governor to attend the next meeting and observe.

6, Self-Evaluation

Paper circulated in advance

The SEF is summarised in the first three pages, and is updated bi-termly. The Safeguarding Link Governor is due to undertake training, which will be updated in the SEF.

The statements for Outcomes for Pupils are very general? Can these be updated with analysis for progress by groups?

Yes, this can be arranged.

Some of the sections contradict each other? e.g. teaching is judged as Good, but outcomes are judged as Outstanding?

Yes, there are some amendments required as the SEF is constantly being updated and reviewed.

The GLD percentages are misleading? Can you indicate the progress made by the children who do not reach GLD?

Yes, we are hoping that Target Tracker will help to provide this evidence.

Is the SEF ambitious enough?

All children should be making progress based on their starting points.

When is the next Core Visit?

David Shears has arranged to visit on Tuesday 6th November 2018, but it is not yet clear if this is a Core Visit, or if he is coming to get to know the school.

Has David Shears seen the SEF and the SDP?

Yes, he has had both documents, and any updates that have been made to them.

ACTION: AM to determine if the SIO visit on 6th November 2018 is a Core Visit, and invite Governors to attend if it is. (TG is attending anyway)

AM to discuss SEF and SDP with DS at that visit to sharpen up content as requested by governors.

7, Headteacher's Report

Paper circulated in advance.

There are 271 pupils on roll. Some Reception pupils are still not attending full-time as we allow some flexibility in Term 1.

One member of staff is on maternity leave, her position is being covered with a fixed-term contract.

We need to appoint another member of staff in T2 to cover maternity leave, on a lower pay band than the UPS staff member they are covering.

Were all the pupils in attendance on census day?

Yes.

Attendance

Attendance is 98% to date, this is an improvement on last year (96.6%) as we have had less illness.

Do the attendance statistics include the Reception children?

Yes.

Is there any persistent absenteeism?

No.

The LA Attendance Summit recommended that penalty notices are adopted, along with the LA model Attendance Policy. Staff will need to be trained on the new procedures.

If we adopt the Penalty Notice Scheme, would this be in conjunction with the Junior School?

Yes, we need to work closely with the Junior School, but it is not yet clear if they will be introducing penalty notices.

ACTION: AM to determine if Henleaze Juniors will be introducing penalty notices.

If attendance is above the national average, do we need to introduce penalty notices?

We would not necessarily issue penalty notices, but introducing the scheme means that we would have the option. Penalty notices can be issued for broken weeks, not just for parents removing their children from school for a holiday.

The PTA has advised that they will continue to fund the play surface under the tree.

Performance management is in progress, the appraisal groups have been re-structured, therefore the process is taking a little longer.

A new Marking Policy has been introduced which is already having impact, as it is explicit about marking precisely to learning objectives.

Why is the new Marking Policy having an impact on children's learning?

It is clear what their next steps are, and a learning point for their next piece of work is included.

Health & Safety

See Committee minutes.

Some tiles in the building have become loose. There is a very low risk that there may be some asbestos encapsulated in the tiles. Therefore, the dining room flooring will be replaced, and all the classroom flooring will be replaced the next financial year. The hall floor has a crack in it, due to subsidence, this will be patched, pending the floor being replaced next year.

Has anything been done to address the subsidence?

There was some discussion about installing subsidence trackers in the hall, but only the floor is cracked, not the walls.

There has been a 'freedom of information request' about the school's finances?

The LA Legal Department have offered an hour of free advice to discuss this issue. TG has suggested that this be referred to the finance team in TWS as it is most likely to have gone to a number of schools and should be dealt with at LA level.

ACTION: AM to contact TWS about the freedom of information request.

8, Policies

- Staff Code of Conduct – Carried forward as LA is updating the model policy
- Pay – Carried forward to be considered at November meeting
- Early Years (no change) – Approved.

Proposal to ratify the EYFS Policy: AM

Seconded: TG

Show of Hands: Unanimous

9, AOB

Parent Forum Meeting

AM and TG had met the forum and discussed the following:

Parent Pay only goes to one parent (not both).

Parents have requested a single online social media platform- not possible.

There are concerns about the condition of the building.

Parents are concerned about the reduced TAs in Y1.

A new incentive scheme has been introduced, to support parents reading with their children at home and is welcomed by parents.

Parents may be invited to volunteer to support the Class Teacher with specific initiatives.

Parents would like the Junior School to arrange an after-school provision, but this cannot be influenced by the Infants School.

Should we consider issuing some positive communication to parents?

Yes, this would help to address parents' perceptions. However, despite some negative perceptions, we need to be mindful of the fact that the school is full.

Do you communicate the Parent Forum responses to all parents?

Yes.

8, Dates of Future Meetings

Monday 19th November 2018 3.15pm

Monday 17th December 2018 at 3.15pm

Meeting ended at 5.02pm

ACTIONS

Item	Action	Initials
1	All Governors to read part one of Keeping Children Safe in Education (Sept 2018).	ALL
C/F T1	AM to co-ordinate dates for the Appraisal Panel meeting to be attended by TG, AK-H and JM – RH to follow up with David Shears Now arranged for 18 December.	RH
C/F T1	AM will provide an analysis of groups when further data is available	AM
C/F T1	AM to attend Elmlea on 16th October to examine Target Tracker	AM
2	AM to follow-up legal advice with Eric Andrews re terminating the Chartwells Catering Contract	AM
2	AM and LB to liaise post the SIO's visit to determine CPD opportunities for staff.	AM/LB
3	BS JD and JM to liaise to provide costed pay options to next meeting.	BS/JD/JM
3	TG/AM to make a request to the budget holder for Schools in Financial Difficulties re the SENCo funding	TG/AM
4	LB, VS and TG to meet at school on 7 November 2018 at 1.30 to review the curriculum reports and report back to the FGB at the next meeting.	LB/VS/TG
5	AM to liaise with the Acting Clerk, to arrange for a Parent Governor election in T2.	AM
5	RH to invite a potential new Co-opted Governor to attend the next meeting and observe.	RH
6	AM to discuss SEF and ADP with David Shears to sharpen up content as requested by Governors.	AM
6	AM to determine if the SIO visit on 6 th November 2018 is a Core Visit, and invite Governors to attend if it is.	AM
7	AM to determine if Henleaze Juniors will be introducing penalty notices.	AM
7	AM to contact TWS and arrange free legal advice about the freedom of information request	AM

Approved: _____ Date _____