



Henleaze Infants School

Full Governing Board Meeting Minutes

Monday 21st January 2019, 3.15pm

Members:

Therese Gillespie (TG) – Chair	Co-opted Governor	Gemma Fricker (GF)	Interim 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	Richard Lukes (RL)	Parent Governor
Ania Kopel-Hanna (AKH)	Parent Governor	Rachel Bateson (RB)	Clerk
Beverly Stevens (BS)			
Mandy Binley (MB)			
Jayne Donovan (JD)			
*	<- Indicates absent.		<- Indicates question asked

1, Welcome & Pecuniary Interests.

The meeting commenced at 3.20pm
 Apologies were received and accepted for: VS
 The meeting was deemed to be quorate.

The Chair welcomed Richard Lukes to the board as the new Parent Governor.

TG updated Governors regarding the Co-opted Governor interviews, stating that four of the five candidates had been successful. The Board agreed to appoint the four successful candidates. It was agreed that JB and GF will host a meeting for the new Governors and RL, prior to the next FGB meeting which would also encompass a school tour. JJ and RL were invited to attend also.

ACTION: JB and GF to host a new Governor meeting at 2pm on 4th February 2019.

2, Review minutes of the last meeting

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

3. Matters arising

Actions

6, TG to draft two communications to parents, and circulate them to the Board for approval –
Completed.

6, RH and JB to meet with staff on Wednesday 19th December 2018, to discuss the Ofsted Report –
Completed.

GF informed those present that parents were also receiving a weekly newsletter. It was agreed that RB would upload these to Governor Hub.

ACTION: RB to upload the school newsletters to Governor Hub.

7, JM to update the Pay Policy - **Completed.**

7, RH to determine if there is a designated medical room in the school. Carried forward - GF to investigate the suitability of the current medical facilities and to report back to Governors at the FGB in March 2019.

ACTION: GF to review the current medical facilities and make a recommendation to Governors on future provision at the FGB on 18th March 2019.

4, Head Teacher's Report including data and staffing update

Papers circulated in advance

GF presented her initial observations on EYFS, Year 1 and Year 2, based on the data pack from Bristol and ASP. Among the issues she had identified were gender gaps (for boys), phonics, maths, SEN and disadvantaged pupils' (including BME and EAL, LAC and adopted children).

Her report also provided Governors with an update on pupil progress, maths and the impact of high needs Reception children. GF highlighted the inadequacy of Classroom Monitor as a data tracking system and the need for external moderation. She also presented some staffing proposals in relation to the use of Pupil Premium and for leadership structures.

Governors asked the following questions:

Has there been a decline in phonics?

There are measures that we can take to support children. A staff meeting is planned for next week to share best practice with staff and there will be mid-year screening for children.

Can parents support children with activities at home?

GF will identify materials suitable for parental use and ensure they are on the new website.

ACTION: GF to include details of resources on the new school website that could be used by parents should they wish to do so.

When will the new website be launched?

The website will be made public when it meets statutory guidelines. The aim is to launch it by the end of this term.

How is the school minimizing lost teaching time highlighted as an issue in the Ofsted Inspection Report?

This was addressed before the end of last term. Explore and challenge time has been removed in Year 1 and is more teacher led. Fruit snack time is now also utilized by teachers for planned time with the children and assembly times have been altered to maximize learning. Staff are also ensuring punctuality in commencing lessons following play times.

What is being put in place for SEN children?

There will be training for LSAs and teachers. The new SENCO (NB) will be looking at how best to adapt resources and support SEN children.

Are the children on track for achieving combined?

GF stated that this analysis will be carried out as a priority. It would be possible to complete after data input at the end of term 3.

ACTION: GF to provide an analysis of children achieving combined at the FGB meeting on 18th March 2019.

How are the children selected to go into their class?

Children are allocated to classes on the basis of age, BME and EAL, and following visits to preschools to ensure an even spread across the year.

The next steps were agreed as follows:

Moderation with Elmlea (including writing) at the end of T3 to ensure judgements are robust.

Data and assessment support to be implemented for teachers, alongside Maths CPD.

Structure for keep up and catch up groups led by teachers to be developed.

Combined RWM to be assessed by GF and RG.

Evaluation of LSA support for SEND children to be carried out.

Leadership Structure and LSA proposal

Proposal to agree the leadership structure outlined in the Headteacher's Report including an Assistant Headteacher (0.2) supporting teaching and learning with responsibility for specific SIP actions. This role to be given 1/2 day week release time to run concurrently with PPA release on the day GF is out of school. This will incur an additional half day per fortnight supply cost. Current SLT cover at ½ day a week used for opposite week and to release other SLT member. GF to cover other subject leadership times linked to SIP actions: GF
Seconded: TG

Show of hands: Unanimous

ACTION: GF and JM to implement the recruitment process for the role of Assistant Headteacher.

ACTION: JB to represent the Governing Body on the interview panel for Assistant Headteacher.

Proposal to utilise Pupil Premium funds to provide an additional two LSA hours to support specific Pupil Premium children until the end of the academic year: GF

Seconded: TG

Show of hands: Unanimous

ACTION: GF to outline the impact of the additional two hours of LSA support in the Pupil Premium Report.

5, Staff survey results (confidential sessions)

Paper circulated in advance

The content of the survey was discussed in detail.

Do staff know the results of the survey?

Some information was shared with staff during the Inset Day on 7th January. It is important that they are made aware of the findings and are informed that the results have been discussed at FGB.

TG and GF will update staff on the findings and ensure the staff survey is repeated in July.

ACTION: TG and GF to produce a summary document of the staff survey results for staff and to ensure that the staff survey is repeated in July 2019.

6, Finance update

Latest outturn

Papers circulated in advance

BS, MB and JD joined the meeting at 4.30pm.

Governors reviewed the latest outturn.

What is the impact of the Headteacher leaving the school on the outturn?

The outturn for 2018/19 is on target. This expense is covered by lower than budgeted SENCO costs and SIFD funding.

BS confirmed that the funding of the SENCO ends in August 2019. Costs of a 0.4 SENCO, FT equivalent Headteacher and LA finance support have been included in future years. The SENCO role was discussed by Governors.

What is the impact of GF's staffing proposals on the outturn?

ACTION: BS to calculate the cost of GF's staffing proposals and the impact on the outturn.

How will the remaining Pupil Premium funds be spent?

This was discussed by those present. £9,000 is to be released to fund existing LSA costs for the support of Pupil Premium children. Pupil Premium funds will also be used to provide an additional two LSA hours at BG8 to support specific Pupil Premium children in Reception. Governors requested that the impact of this spend is to be measured. In future years, early discussion and strategic planning regarding Pupil Premium spending is essential.

GF updated Governors regarding staffing in Reception. This was discussed by Governors. It was agreed to retain the current teaching provision on a contract basis and for the school to pay the associated fees subject to application and interview success.

Amendment to School Fund signatories

TG signed the required document authorizing the addition of signatories to the School Fund following the departure of MM.

Use of School Fund

The use of the School Fund was discussed by Governors.

Proposal to allocate £1,000 from the School Fund to finance English and SEN resources: GF

Seconded: TG

Show of hands: Unanimous

A number of potential capital projects were highlighted for discussion by BS. It was agreed that BS and GF will update Governors at the next meeting regarding proposals for the use of the School Fund and FHIS funding going forward.

ACTION: BS and GF to report back to the Governing Body regarding proposals for the allocation of funds from the capital budget, the School Fund and the FHIS budget.

BS, MB and JD left the meeting at approximately 5.10pm.

7, Policies

- Appeal Policy
- Appraisal Policy
- Capability of Support Staff
- Capability of Teachers
- Code of Practice for Conducting Investigations
- Disciplinary Procedure
- Discretionary Pensions and Severance Policy
- Employee Grievance Procedure
- Leave of Absence
- Managing Change

- Managing Staff Sickness and Supporting Attendance Policy
- Recruitment and Selection Policy
- Teacher's Maternity and Adoption Scheme
- Termination of Employment on Grounds of 'Some other Substantial Reason'
- Whistleblowing Procedure
- Working Arrangements Policy

Proposal to ratify the above policies: JM

Seconded: TG

Show of Hands: Unanimous

Pay Policy

JM will complete the Pay Policy for final approval.

ACTION: JM to finalise pay scale information in the Pay Policy prior to approval by the Governing Body at the meeting on 4th February 2019.

8, Arrangements for Headteacher's performance management

The Headteacher's performance management meeting will be held on the afternoon of the 28th January to be attended by GF, LP, TG and RH.

ACTION: LP (external adviser), TG and RH to hold Headteacher's performance management on 28th January 2019.

9, AOB

HC3 Committee meetings

The need for a Governor to act as a representative at the HC3 committee meetings was raised. It is proposed that VS as H&S governor attend the meetings going forward, subject to his agreement.

ACTION: VS to attend HC3 meetings as a Governing Body representative. The next meeting is on 27 February at 11am at Claremont.

Celebration Assembly invitation for RM

Governors requested that RM should be invited to attend a celebration assembly to mark her many years of dedicated service as a Governor at the school.

ACTION: GF to arrange for RM to be invited to a celebration assembly to recognise her many years of service as a Governor.

FGB 4th February 2019

The aim of the FGB on 4th February is to discuss the future direction of the school, create a plan for the recruitment of the Headteacher and to review the constitution of the Governing Body.

ACTION: RB and TG to produce a meeting agenda for the next FGB. The focus of the meeting will be on the recruitment of a Headteacher and the constitution of the Governing Body.

Thanks conveyed to JM

Governors thanked JM for her work on the Governing Body.

10, Dates of Future Meetings

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
1	JB and GF to host a new Governor meeting at 2pm on 4 th February 2019.	JB/GF
2	RB to upload the school newsletters to Governor Hub.	RB
2	GF to review the current medical facilities and make a recommendation to Governors on future provision at the FGB on 18th March 2019.	GF
4	GF to include details of resources on the new school website that could be used by parents should they wish to do so.	GF
4	GF to provide an analysis of children achieving combined at the FGB meeting on 18th March 2019.	GF
4	GF & JM to implement the recruitment process for the role of Assistant Headteacher.	GF/JM
4	JB to represent the Governing Body on the interview panel for Assistant Headteacher.	JB
4	GF to outline the impact of the additional two hours of LSA support in the Pupil Premium Report.	GF
5	TG and GF to produce a summary document of the staff survey results for staff and to ensure that the staff survey is repeated in July 2019.	TG/GF
6	BS to calculate the cost of the GF's staffing proposals and the impact on the outturn.	BS
6	BS and GF to report back to the Governing Body regarding proposals for the allocation of funds from both the School Fund and the FHIS budget.	BS/GF
7	JM to finalise pay scale information in the Pay Policy prior to approval by the Governing Body at the meeting on 4th February 2019.	JM
8	LP, TG and RH to hold Headteacher's performance management on 28 th January 2019.	TG/RH
9	VS to attend HC3 meetings as a Governing Body representative. The next meeting is on 27 February at 11am at Claremont.	VS
9	GF to arrange an assembly to thank RM for her many years of service as a Governor.	GF
9	RB and TG to produce a meeting agenda for the next FGB. The focus of the meeting will be on the recruitment of a Headteacher and the constitution of the Governing Body.	RB/TG

Approved: _____ Date _____

