



## Henleaze Infant School

### Full Governing Board Meeting Minutes

### Thursday 23<sup>rd</sup> May 2019, 3.30pm

#### Members:

Therese Gillespie (TG) – <b>Chair</b>	<b>Additional Governor</b>	Gemma Fricker (GF)	<b>Headteacher</b>
James Johnson (JJ)	<b>Co-opted Governor</b>	Richard Hanks*(RHA)	<b>Acting Head of School Partnerships /Additional governor</b>
Vincent Smith (VS)	<b>Co-opted Governor</b>	Janet Bremner* (JB)	<b>LA Governor</b>
Linda Bamber (LB) – <b>Vice Chair</b>	<b>Co-opted Governor</b>	Richard Holm (RH)	<b>Parent Governor</b>
Becci Simmons (BS)	<b>Staff Governor</b>	Richard Lukes (RL)	<b>Parent Governor</b>
Ania Kopel-Hanna (AKH)	<b>Parent Governor</b>	Elizabeth Smith (ES)	<b>Co-opted Governor</b>
Kate McGreal (KM)	<b>Co-opted Governor</b>	Amar Shah* (AS)	<b>Co-opted Governor</b>
		Rachel Bateson (RB)	<b>Clerk</b>
*	<b>&lt;- Indicates absent.</b>		<b>&lt;- Indicates question asked</b>

#### **1, Welcome & Pecuniary Interests.**

The meeting commenced at 3.30pm

Apologies were received and accepted for JB, AS and RHA.

The meeting was deemed to be quorate.

#### **2, Review minutes of the last meeting**

The minutes of the previous meetings (18<sup>th</sup> March and 2<sup>nd</sup> April 2019) were agreed to be a true and accurate record and were signed by the Chair.

#### **3. Matters arising**

##### **Actions**

##### **Agenda items to be reviewed at the FGB on 23/5/19:**

4, GF and KM to produce a Pupil Premium Strategy Report at the FGB Meeting on 23rd May 2019 for inclusion on the school website for the start of term 5 – **completed during meeting.**

**5, ACTION GF/BS to provide a prioritised spreadsheet containing proposals for future spending – carry forward.**

##### **Additional actions:**

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

5, ACTION RH to contact the Bristol City Council's finance team to ascertain if the meeting could be brought forward. ACTION JB to attend the rearranged meeting - completed.

7, RB to send out TG's pro forma of Governor tasks in order to assign individual roles.

7, RB to arrange an addition FGB meeting in June to evaluate the Governor Action Plan and to carry out a Governor self-evaluation - completed.

8, ACTION RB to include fixed penalty notices on the agenda for the FGB meeting on 8th July 2019 – carry forward.

8, KM to circulate the NGA template to Governors – completed, template uploaded to the notice board on Governor Hub.

9, GF to send Governors a copy of the monitoring cycle dates for them to sign up to slots - completed.

9, ALL Governors to complete the Prevent training by the FGB on 23rd May 2019 and update their Governor training record on Governor Hub accordingly – carry forward - please confirm at next meeting.

#### **4, Headteacher's Report**

##### ***Papers circulated in advance***

GF presented her report to Governors. She updated those present regarding applications for 2019-20, stating that 77 places had been accepted. The school was closely liaising with Bristol City Council Admissions to fill the remaining places.

##### **Governors asked if the take up of places was related to the Ofsted report.**

GF confirmed that it had had an impact, however, it was hoped that the school would be full by the start of the academic year. A number of prospective parent tours had been conducted and Admissions were making it clear to prospective parents that there was a new substantive Head in post. This was discussed by those present.

GF provided information regarding attendance, stating that the latest attendance figures were 96.9% up to 19 May. She also gave Governors an update on Pupil Progress and Outcomes.

##### **Governors queried how attainment compared with other Bristol schools and nationally.**

GF clarified that predicted Phonics scores were above Bristol and national scores, both 83% last year.

##### **Governors asked if predicted GLD at the end of Reception was above Bristol as well as national.**

GF to confirm Bristol was 69.1%

##### **Governors asked about gender differences in writing and whether boys were less strong in writing than girls.**

GF explained that the gender gap in Year 2 had closed. Work was being carried out to close the Pupil Premium gap.

GF informed Governors that SATs were completed in Year 2 and the School Improvement Partner had visited English leads and the EYFS leader.

##### **Governors queried whether staff were able to carry out gap analysis around data.**

GF stated that staff could talk around what the data showed and as a next step, focus would be placed on conducting more gap analysis.

GF added that that a Specialist Leader of Education moderator had been working with Year 2 ahead of moderation and a Phonics audit had occurred. Phonics training was planned for this week and addition sessions had been arranged for next term.

**ACTION LB to send GF a Guided Observation Sheet for circulation to relevant staff.**

Those Governors with curriculum responsibilities asked to be invited to Learning Walks. GF confirmed that an invitation had been extended to relevant Governors for the Maths walk. **ACTION GF to circulate future dates of Learning Walks to relevant Governors.**

GF apprised Governors regarding staffing, presenting a proposed staffing structure for September 2019. This was discussed by those present.

**Governors asked about the use of TAs and whether this would be timetabled.**

GF confirmed this would be the case.

## **5, Finance**

### ***Paper circulated in advance***

#### **2018/19 Budget outturn & 2019/20 Budget**

BS confirmed that the 2018-19 Budget Outturn year end actual was a deficit of £15.7k, an improved position from the predicted deficit of £38.5k. The reasons for this improved position included unbudgeted Breakfast Club income, together with additional PP and SIFD funding.

The Budget for 2019-20 was discussed. Income gains, savings and possible risks were highlighted.

**The Budget for 2019-20 and indicative 5 Year Budget were approved by the Full Governing Body.**

RH informed Governors that a detailed analysis of the 2018/19 Budget Outturn and 2019/20 Budget had occurred at the Resources Committee meeting on May 13<sup>th</sup> 2019, the minutes of which had been uploaded to Governor Hub.

## **6, Health and Safety - Health and Safety Audit update and Annual Health and Safety Report**

VS confirmed that he had attended a Health and Safety Walk on 15th February 2019 at which minor deficiencies had been identified and had since been rectified. In addition, he had been present at a Health and Safety Audit alongside GF, BS and a member of Bristol City Council on 19 March, to prepare the school's annual Health & Safety return to the Local Authority (CHASMS Report). Quite a few items, mainly of procedure, needed attention, but the majority of these were already timetabled for action.

VS stated that BS had kindly made an updated copy of the CHASMS Report available to him in preparing this report. There were still a few items outstanding, for example more Fire Wardens need to be appointed and trained (this is under way), and Risk Assessments for home visits to meet children joining the school at the start of the academic year. The school already has a Risk Assessment in place, but this needs to be checked against the BCC version. VS thanked BS for her hard work in overseeing Health and Safety and in completing the CHASMS Report.

**VS highlighted the issue of staff stress as part of his report.**

This was discussed by those present. Governors agreed that staff wellbeing and work pressure should be reviewed urgently. **ACTION GF to raise the issue at the next Governor Staffing Group meeting and to ensure it was included in the Staff Survey to be conducted next term.**

## **7, Pupil Premium Strategy Report**

GF presented the Pupil Premium Strategy Report that she had worked on together with KM, having reviewed best practice in other schools. GF stated that funding was matched to needs and predicted needs based on common barriers in school and those identified by research (SEMH and C and L). Pupil Premium Strategy was very much research-led (based on relationships, early intervention, reading and phonics focus).

### **Governors asked which categories of pupil were eligible for Pupil Premium funding.**

GF confirmed it included pupils eligible for free school meals, children of armed services families and looked after or previously looked after children.

GF explained that understanding the importance of early childhood learning experiences was vital in ensuring any child (including those in receipt of Pupil Premium funding) was not disadvantaged. A focus would be placed on understanding a child's individual strengths and barriers, and shaping strategies based on pupil needs. The strategy was a whole school approach which permeated the ethos of the school. Quality First teaching and the school offer were a key response to diminish difference.

GF highlighted common barriers, desired outcomes and key principles of the strategy. She presented a staffing proposal specifically devised to support this pupil group, encompassing 16.25 TA hours of lunchtime and afterschool provision, together with 0.5 hours to support transitions at the start of the day.

### **Governors queried if this would be a TA or Play Worker role.**

GF confirmed it was a TA position. She added that 85% of the funding available would fund the staffing proposal and that 15% would be allocated towards for resources.

### **Governors asked whether outcomes would be monitored**

GF replied that monitoring would occur in December, March and July and reports would be presented to Governors.

**Governors approved this plan.**

## **8, Governor Skills Audit**

TG explained to Governors about the proposal to conduct a Governor Skills Audit. She confirmed that this would be carried out at the Full Governing Body meeting on 18<sup>th</sup> June 2019, along with an evaluation of the effectiveness of the governing body as a whole. These would enable FGB to determine actions for improvement and training needs for the new year.

## **9, Policies**

- Unofficial School Fund Constitution
- Home School Agreement
- Uniform Policy
- SEND Policy and Information Report
- Data Breach Policy & Information Security Policy
- Behaviour Policy

The policies were reviewed by those present. Governors suggested amendments as follows:

### **SEND Policy**

It was suggested that the policy should make clear who SEN provision was for. The policy aims should be clearer and the document should highlight the cycle of assess/plan/do/review. It should be updated with our new pupil passport format and provide up-to-date information about the new Bristol support plans that were coming into force from September.

It was agreed that the SEN Information report would be re-written so that it was a more 'parent-friendly' document that would detail what support looked like in more practical terms.

### **Behaviour Policy**

Governors requested that the policy should include information regarding attachment aware-de-escalation, reparation and looking at underlying causes of behaviour. Clarification of expectations for all stakeholders was required. There should be a consistency in the offer, language, strategies and expectations and rules should be added to provide meaning for children. Systems for recording should also be made clear. The policy should be clear on the circumstances in which permanent exclusion would be the appropriate last resort.

**ACTION RB and GF to amend the policies following Governor feedback.**

**Subject to these amendments, the policies were approved by Governors.**

### **10, AOB**

The Campus Collaboration Agreement was signed by TG.

GF informed Governors that the English Lead had secured a Nook Pod free of charge, in return for being part of a case study. Governors discussed this, agreeing in principle, subject to written clarification of the terms and conditions.

Governors received the minutes of the two meetings of the Resources Committee. The meeting closed at 5.15pm

### **11, Dates of Future Meetings**

Extraordinary FGB – Wednesday 5th June 2019 at 4.30pm

FGB – Tuesday 18<sup>th</sup> June 2019 at 3.30pm

FGB – Monday 8<sup>th</sup> July 2019 at 3.15pm

### **ACTIONS**

Item	Action	Initials
3,	<b>GF/BS to provide a prioritised spreadsheet containing proposals for future spending – carry forward.</b>	<b>GF/BS</b>
3,	<b>GF to produce an Attendance Report by code as part of the Headteacher's Report at the FGB in July – carry forward.</b>	<b>GF</b>
3,	<b>RB to include fixed penalty notices on the agenda for the FGB meeting on 8th July 2019 – carry forward.</b>	<b>RB</b>
3,	<b>ALL remaining Governors to complete the Prevent training by the FGB on 18<sup>th</sup> June 2019 and update their Governor training record on Governor Hub accordingly</b>	<b>ALL</b>
4,	<b>LB to send GF a Guided Observation Sheet for circulation to relevant staff.</b>	<b>LB</b>
4,	<b>GF to circulate future dates of Learning Walks to relevant Governors.</b>	<b>GF</b>
6,	<b>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.</b>	<b>GF</b>
9,	<b>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.</b>	<b>RB/GF</b>

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