



Henleaze Infant School

Full Governing Board Meeting Minutes

Wednesday 11th December 2019, 4pm

Members:

Janet Bremner (JB) – Chair	LA Governor	Gemma Fricker (GF)	Headteacher
James Johnson*(JJ)	Co-opted Governor	Elizabeth Smith (ES)	Co-opted Governor
Vincent Smith (VS)	Co-opted Governor	Amar Shah (AS)	Co-opted 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		
Kate McGreal (KM)	Co-opted Governor		
		Rachel Bateson (RB)	Clerk
*	<- Indicates absent.		<- Indicates question asked
			<- Indicates decision made

1, Apologies & Pecuniary Interests

The meeting commenced at 4pm. Apologies were accepted for JJ and the meeting was quorate. The attendance register was signed.

2, Chair's Report

JB encouraged those Governors who had yet to complete the GDS Introduction to Governance training do so, as it was a very worthwhile course.

3, Headteacher's Report

The Head's Report had been previously circulated. GF updated those present regarding pupil numbers including PP, SEN, EAL and BME.

Governors requested that Bristol and national figures be provided as a comparison – ACTION GF to provide comparative local and national figures for PP, SEN, EAL and BME.

GF explained that the school had a low deprivation factor and corresponding low funding. There were 268 pupils on roll due to movement in Year 1, however, these places should be filled next term. Overall attendance was at 96.9%, similar to last year. There had been no fixed penalty notices and term time absence requests had not been authorised. A recent attendance meeting had been held, resulting in a small number of letters being sent highlighting attendance below 90% and persistent lateness. Support had been offered to those families. Governors praised the high attendance achieved by pupils and congratulated GF.

GF highlighted a recent meeting she had with Sue Browne and the LA Safeguarding Officer, Lesley O Hagan (LOH) to discuss the safeguarding audit. The score achieved was lower than in previous years, however, LOH was happy

with procedures and actions in place and suggested that staff may have been too cautious in their responses. Many items had been actioned through training and updates, some further suggestions were made by LOH. These included the safeguarding link governor (LS) being the lead for a single central record (SCR) audit. Following this, an update meeting was held with LS, GF and SB to review the SCR and the outstanding actions passed to the office team for completion by the end of Term 2. Governors discussed the SCR and the renewal process for staff DBS forms. **After some discussion, a decision was made that the renewal process should be changed to every five years. Action GF and LS to meet to agree the implementation process for this.**

Staffing: GF notified those present that FTEs had decreased following the addition of extra staff support. A discussion regarding the impacts of this in terms of the staffing and budget occurred. Governors praised the recent work that had gone into Top Up Funding applications. GF highlighted the need for new fencing to ensure the safeguarding of pupils. **Governors agreed that the fencing project was essential and should be progressed. ACTION GF to get quotes for this work to be carried out and to provide an update at the next Resources Committee on 28th January 2020.**

GF sign-posted Governors to the Development Plan (SDP) and Self Evaluation Framework (SEF) which had been previously circulated. The key priorities of the SDP were highlighted as follows:

- 1) Improve attainment and progress of pupils so that 85% pupils attain Age related expectations (ARE+) with 20% of children attaining Greater Depth in reading, writing and maths (or Number).**
- 2) Combined Year 2 outcomes are at 75% and in-line with family schools.**
- 3) Teaching sequences in subjects are reviewed to ensure they are planned in coherent steps, building knowledge and skills with key concepts being revisited to ensure mastery.**
- 4) Opportunities to develop writing skills across the curriculum.**

GF advised the Governing Board about pupil progress and outcomes across the year groups. Governors analysed the results of this at length. GF stated that performance in reading and maths was strong and emphasis would be placed on improving writing skills. The recruitment of a new SENCo would be instrumental in supporting SEN group attainment. A large amount of work was ongoing with the English Hub, with year group leads receiving CPD and gaining access to a bank of planning materials and Literacy Tree resources. As a result, a text-led approach to writing teaching was being utilised.

Governors observed that pupils were using writing across the curriculum, including to demonstrate their maths reasoning.

GF informed those present about the word tree initiative in school to generate excitement about vocabulary and the sharing of favourite words linked to the Lost Words project. She gave those present a leaf so that they could take part.

GF updated Governors regarding Pupil Progress, presenting a detailed report. She alerted Governors to a change in the data tracking system to be used by the school, which was discussed by all. Governor interested in the tracking system were invited to request a log in. A number of Governors praised the new tracking system that had been selected.

GF apprised the Governing Body of recent developments in teaching and learning including the use of precision teaching, maths graphics books in Reception, the implementation of the Bristol Standard and a shared writing, marking and feedback policy for staff. The benefits of the materials and CDP provided by the English Hub was also highlighted.

Governors observed that schools were moving away from the use of intervention groups. GF agreed, stating that this ensured a more inclusive education for pupils.

GF advised that the school Bristol Education Partner (BEP), David Shears (DS) had visited the school to focus on monitoring in maths. GF stated that it had been a very positive meeting, with DS agreeing with the actions and

judgements for maths and praising the work of BS, maths lead. DS had noted that the coherence of teaching sequences had improved and reasoning and problem solving had become a stronger feature of practice. There was also a vast increase in the amount of recorded and observational evidence of maths in Reception.

Governors asked for more detail to be provided about the meeting.

BS explained that DS did a detailed assessment of the data, focussing on SEND pupils, tracking and the use of coherent sequences of teaching. He also appraised the Reception graphics books in detail.

Governors asked if the books of high achievers were also assessed.

BS confirmed that it included a full range of pupil abilities.

Governors congratulated BS on her hard work.

GF stated that BS and RG had begun their work with the Mastery Specialists Teacher Research group to further develop their skills. The first action had been to develop maths working walls across the school.

GF updated the Governing Body regarding developments in the curriculum including a review of curriculum sequences, ongoing work to raise the profile of the Elli curriculum and the development of a Curriculum Intent Statement, which had included input from Governors. She confirmed that the latter would be published at the end of term.

GF informed those present of recent developments in the Senior Leadership team. She highlighted the Local Leader of Education (LLE) support they had received and that GL was doing a NPQSL qualification. GF stated that she had attended well-being training and there had been a recent well-being event organised by staff.

Governors asked BS to provide an update on staff well-being.

BS replied that the school had been through a lot of change since the Ofsted visit last year which had resulted in a considerable amount of extra work. However, staff felt more positive and they appreciated the support and direction given by GF. A new marking policy had reduced the need to do a lot of marking at the end of the day. She concluded that as new ways of working embedded themselves, workloads should settle down. GF reminded Governors that staff had all been sent an Ofsted questionnaire to complete, the results of which would be analysed at the start of Term 3 and presented to Governors at the next FGB meeting on 24th February 2020. RB was thanked for her work on this.

Recent learning walks were discussed. It was observed that this was a great opportunity for Governors to get an insight into the school. AS stated that he had observed a lunchtime and praised staff for their management of this busy time of the day. He stated that the pupils were safe and happy and enjoyed a variety of play experience. GF confirmed that the Shine provision was now more consistent and work was ongoing to encourage quiet lining up and transitions of pupils around the school.

GF provided an update regarding the budget in year position of £35 611 and £19 000 year end position. She explained that the outturn position was not available due to staff illness, however detailed analysis would be available for the Resources Subcommittee to meet in January. The school had also accepted the free support of an Education & Skills Funding Agency (ESFA) advisor to review the school finances.

GF confirmed that staff appraisals had been completed. She informed Governors about staffing changes and plans to increase support staff numbers to enable PPA cover to be led by EYFS Teaching Assistants in Reception. The costs and implications of this were discussed by those present. **Governors agreed that GF should pursue this option and provide an update at the Resources Committee meeting on 28th January 2020. ACTION GF to confirm staffing costs for Reception PPA at the Resources Committee meeting.**

4, CPD Report

The CDP Report had been previously circulated. GF stated that CPD opportunities would be as impactful as possible and linked to the School Development Plan targets. Staff attending training would cascade learning to teams or to the whole school as required.

5, Staff and parental surveys

GF updated Governors regarding the staff survey, which had been emailed to all staff as a Google Form, enabling anonymous replies and easy analysis of results. Governors thanked RB for her work on this.

ACTION RL, VS and GF to meet next term to plan the content and implementation of the parental survey.

6, Policies

Teacher Pay Policy

The LA Pay Policy had been previously discussed by all. **All Governors present agreed to approve the Teacher Pay Policy.**

Administration of Medications Policy (for information)

RB thanked Governors for their feedback regarding the Administration of Medications Policy, stating that comments would be incorporated into the final document prior to adoption by the school.

7, Finance – December outturn

RH stated that the Resources subcommittee would meet in the New Year to analyse the latest outturn, prior to the Resources Committee meeting on 28th January 2020.

8, Any Other Business

VS reported on the meeting of NW24 Governors held on 10/11/2019. The meeting was not well attended, with only seven Governors present from the 24 schools. Many of the schools represented were Academies, so some of their concerns may not be relevant to HIS. There were a few points to note:

- a) One Governor reported that his Governing Body had recently asked for an external Governors review (provided by Bristol LA.) HIS Governors felt that this would not be relevant at this point.
- b) Curriculum Review: NW24 Governors were concerned that in any future OFSTED Inspection it would be important that Governors could show they had challenged the school over the intent of the curriculum (important however to distinguish between strategy and implementation.)
- c) Collaborative reviews & project sharing: it was suggested that Governors might like to attend meetings of other Governing Bodies, or meet informally with other Governors to discuss Annual Governor Objectives. VS had suggested it would be difficult to get Governors from 24 schools together, but this might be achieved by 'cascading', starting with pairs of schools.
- d) There is an OFSTED template for the Head's report to Governors (four headings.) HIS Governors preferred the present in-depth report.
- e) All Governors were invited to the following meetings: 29 January, 19 March, 18 May, 7 July (details of these meetings including the venues will be passed onto Governors by RB.) NB There will be a Twilight Session for Governors at Cotham School on the INSET day, Monday 6 Jan 2020. HIS Governors are encouraged to attend,

9, Review minutes of meeting (22/11/19)

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

Matters arising

- i) GF to provide termly comparative attendance data. Done.
- ii) GF to update Governors at the FGB on 11th December how she would like them to support staff well-being. RB was congratulated on setting up a system for staff to reply to the survey anonymously, and she was collating the results.
- iii) AS/JM/KB to attend the progress review on 13/12/19 at 1:30pm. To take place in two days' time.
- iv) RL/VS to provide Governor representation at the Parents' Evenings on 12th and 14th November. Done. RL reported that he had had conversations with parents and sold some books. VS reported he had sold books.
- v) Finances: postponed.
- vi) CPD report. Done
- vii) Safeguarding: to follow.
- viii) Governor responsibilities: to be taken later. LB proposed a pro-forma for governor visits. GF said the school subscribes to The Key for school leaders and may be able to get associated documents. Subject leads will report to link governors in Term 3. GF remarked that the reports will need structure and protocol.

The meeting closed at 5.40pm

12, Dates of Future Meetings

Resources – Tuesday 28th January 2020

FGB – Monday 24th February 2020

ACTIONS

Item	Action	Initials
3,	GF to provide comparative local and national figures for PP, SEN, EAL and BME.	GF
3,	GF and LS to meet to agree the implementation of the DBS renewals every five years.	GF/LS
3,	GF to get quotes for the fence and to provide an update regarding costs at the Resources Committee meeting on 28th January 2020.	GF
3,	GF to confirm staffing costs for Reception PPA at the Resources Committee meeting.	GF
5,	RL, VS and GF to meet next term to plan the content and implementation of the parental survey.	RL/ VS/GF

Approved: _____ Date _____