



# Henleaze Infant School

## Full Governing Board Meeting Minutes

### Tuesday 22<sup>nd</sup> October 2019, 4pm

#### Members:

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

#### **1, Apologies & Pecuniary Interests**

The meeting commenced at 4pm

The Full Governing Board were present and the meeting was quorate.

The attendance register, annual business interests and safeguarding declarations were signed.

#### **2, Chair's Report**

JB informed those present that BS would continue in her role as Associate Member of the Resources Committee. Whilst she was welcome to attend FGB meetings going forward, it would not be a necessity. MB had been informed that she was no longer required to be an Associate Member of the Resources Committee.

JB highlighted the quality training offered by the Governor Development Service (GDS), particularly recommending the Roles and Responsibilities training for new Governors.

RB informed those present that the SCR had been updated to state that all Governors had completed the Prevent training.

JB notified the board about recent training she had attended and requested that Governors update their training record if they undertook any training not run by the GDS.

#### **3, Headteacher's Report**

The Head's Report had been previously circulated. GF updated those present regarding pupil numbers and attendance. She stated that there were 268 pupils on roll due to movement in Year 1, which would impact school finances next year. Overall attendance was at 97%. The attendance statistics and an update on FTEs was provided. This was discussed by those present.

**Governors requested that comparative figures be provided on a termly basis to identify any trends in the data - Action GF to provide termly comparative attendance data.**

**Governors enquired about how the school monitored the impact of Fixed Term Exclusions.**

GF stated that risk assessments and behaviour plans were being continually developed in the light of FTEs.

**Governors queried if other schools were also not full.**

GF explained that St. John's and Bishop Road had some available places.

GF provided Governors with an overview of the key priorities in the School Development Plan, focusing on quality of education, behaviour and attitudes, leadership and quality of Early Years education. She informed Governors that a curriculum intent statement was being developed with input from staff, pupils and parents, which would be used to guide the vision and values of the school.

Following monitoring and in line with the new Ofsted framework, focus would be placed on improving the progress of higher attaining pupils, developing writing skills, termly tracking of pupils and precision teaching.

**Governors asked about the use of corrective teaching.**

GF explained that dynamic assessment and grouping was being used by staff. GF added that work was continuing with both the Maths and English Hubs. This had resulted in greater challenge in Maths and a quality text led approach with language and literature modelling.

GF updated those present regarding ongoing work promoting behaviour for learning and resilience. She explained that this, together with the Behaviour Policy, was being highlighted to parents in the weekly newsletters. GF also informed the board about the work being carried out by the SLT with the Local Leader in Education to develop leadership systems. GF added that she was personally coaching middle leaders.

**Governors requested that a report be given on the progress that was being made in this area.**

GF suggested that Link Governors receive an update when they meet with the SLT. The Governor Day would provide an additional opportunity to review progress.

GF notified Governors that the focus for EYFS education was on eradicating weaknesses in phonics, increasing progress in reading and writing and providing more opportunities for challenge in Maths.

**Governors agreed that AS take on the role of Curriculum Link Governor and LB take up the EYFS Link Governor position.**

GF stated that staff well-being was a priority, with a review meeting to be held termly. Training would be rolled out at the Inset day. Governors reiterated their commitment to well-being and discussed a number of possible proposals including both a staff and a Governor buddy system, the use of forward planning maps and utilizing cost benefit analysis to prioritise tasks and measure the impact on the children.

JB referred to the recent training she had attended on staff wellbeing and workload and reminded governors that there is now a specific responsibility in this area for Governors under the new Ofsted framework

**Governors asked that GF inform the Governing Body regarding how they can best support staff wellbeing - Action GF to update Governors at the FGB on 11<sup>th</sup> December how she would like them to support staff well-being.**

GF updated the board regarding issues that had arisen around Classroom Monitor. This was discussed by all.

GF then highlighted the details of the monitoring schedule. **It was agreed that AS, KM and JB attend the LA Progress Review on 13 December 1.30-4pm – Action AS/KM and JB to attend the Progress Review on 13/12/19 at 1.30pm.**

All those present noted the Governor Day on 18 May.

**RL and VS agreed to attend the Parents' Evening on 12 and 14 November - Action RL/VS to provide Governor representation at the Parents' Evenings on 12<sup>th</sup> and 14<sup>th</sup> November.**

GF updated Governors regarding staffing including the bolstering of Year 1 support and specialist supply for SEND, the recruitment of a TA for Class 3, SENCO recruitment with 0.2 additional teaching and extended maternity cover until the end of July. JB stated that the costs of the additional SEN support had been agreed at the Resources Committee. GF added that the school awaited the findings of a top up application in November.

Governors praised GF for the staffing plans she had put in place, adding that it was very positive to recruit an experienced SENCO.

#### **4, Resources Committee update**

Governors requested that BS and RB leave the room in order to discuss Office staffing structures.

AS introduced an outturn summary to those present. He explained that the original budget in-year position was a £41,738 surplus. The expected outturn was £36,063 (a variance of £5,675) which included a one off saving of £32k redundancy cost. He outlined variances including increased costs in supply (including those linked to SEN), additional spend on the SENCAT service, higher cleaning contract costs, together with reduced funds received for UFSM and PP.

AS highlighted issues with pay roll system delays and coding problems relating to supply costs. These had resulted in delays with getting up to date information, but were now largely resolved. He drew attention to a one off saving for 19/20 and concluded that the budget for years two and three would be an issue. To help manage this, an ongoing monthly meeting would be held with BS to facilitate the budgetary process.

Governors noted the difficulty in predicting staffing needs for new Reception children and the necessity for contingency to support this.

Governors requested that a summary of variances since the last meeting be provided and a graph showing year on year changes be produced - Action BS to provide a summary of variance and graph showing year on year changes.

ES left the meeting at approximately 5.20pm

## **5, CPD Report**

It was agreed that a CPD Report be provided at the next FGB meeting - Action GF to produce a CPD Report for FGB on 11 December.

## **6, Staff and parental surveys**

The importance and benefits of gathering staff and parental feedback was discussed by all. JB reminded Governors that they had a responsibility to find out the views of parents and this was in addition to any work that the school was doing in this area. It was agreed that the QPD staff survey should be repeated. A parental survey based on the Ofsted Parent View survey would be conducted in the first few weeks of term 3 in order that the results could be analysed at the Governor Day.

Action VS and RL to work with GF regarding the content of the parental survey and to check timings with HJS.

## **7, Policies**

### **Teacher Pay Policy**

The LA Pay Policy was discussed by all. Governors agreed to implement a 2.75% increase across main and upper pay scales with the exception of TLRs.

### **Positive Handling and Physical Intervention Record**

The Positive Handling policy was agreed subject to minor amends. GF subsequently amended the Positive Handling policy and RB uploaded it to the Governor Hub Approved Policies folder.

### **Safeguarding and Child Protection**

The Safeguarding policy was approved by all. Governors suggested that the policy should be reviewed in the summer term so that the final approved document was available when safeguarding declarations were carried out at the beginning of the next academic year. Action ES to provide the Safeguarding policy for the FGB to review on 13<sup>th</sup> July 2020.

### **Teaching for Learning Policy**

GF explained that this was on hold and would be reviewed in the light of the new Ofsted framework. JB noted that this is not a Governor policy, but that it was important that Governors were aware of the content.

## **8, Any Other Business**

New flooring - Governors asked about the potential issue of asbestos. BS stated that the school had an asbestos survey, which was being updated over half term. The Site Manager was fully aware and had matters in hand.

Library project - RL explained that FHS was updating the existing space and longer term was investigating a possible new location for the library which they would partly fund. GF confirmed that no capital had been currently allocated to the project.

**9, Review minutes of meeting (23/7/19)**

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

**10, Matters arising**

The outstanding actions from the FGB meeting on 23<sup>rd</sup> July had been completed and/or were discussed at this meeting. Items to be carried forward included staff and parental surveys and the list of statutory Governor duties. It was agreed that the latter will be supplied by JB prior to the next meeting.

**11, Any Other Business**

The meeting closed at 6pm

**12, Dates of Future Meetings**

Resources – Tuesday 28<sup>th</sup> January 2020

FGB – Wednesday 11<sup>th</sup> December 2019

**ACTIONS**

Item	Action	Initials
3,	GF to provide termly comparative attendance data.	GF
3,	GF to update Governors at the FGB on 11 <sup>th</sup> December how she would like them to support staff well-being.	GF
3,	AS/KM and JB to attend the Progress Review on 13/12/19 at 1.30pm.	AS/KM/JB
3,	RL/VS to provide Governor representation at the Parents' Evenings on 12 <sup>th</sup> and 14 <sup>th</sup> November.	RL/VS
4,	BS/AS to provide a summary of variance and graph showing year on year changes.	BS/AS
5,	GF to produce a CPD Report for FGB on 11 December.	GF

6,	VS and RL to work with GF regarding the content of the parental survey and to check timings with HJS.	VS/RL
7,	ES to provide the Safeguarding policy for the FGB to review on 13 <sup>th</sup> July 2020.	ES
10	Summary of governor responsibilities for FGB T2	JB

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