



## Henleaze Infant School

### Full Governing Board Meeting Minutes

### Monday 24<sup>th</sup> February 2020, 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. Apologies were accepted for AS, KM and JJ. The meeting was quorate and the attendance register was signed by all.

#### 2, Chair's Report

JB reminded Governors of the very worthwhile free training offered by the Governor Development Service.

#### 3, Headteacher's Report and Staff and parental surveys – summary of findings

After some discussion, it was agreed that going forward Governors should provide GF with questions arising from her report in advance of the meeting. These could then be taken at the meeting alongside highlighted items.

#### **Action – All governors to review HT report ahead of meeting and send any questions to RB**

GF updated those present regarding pupil characteristics within the school compared to national levels. She explained that the deprivation factor was below national levels, whilst percentages of SEN had steadily increased to just below national levels. It was noted that the need to apply for funding support for this group was an ongoing challenge. GF added that there were increasing numbers of pupils from Black Ethnic Minorities and children with English as an additional language, increasing the diversity of the school population.

GF stated that attendance was 96.9% and that one fixed penalty notice had been implemented for an unauthorized holiday.

GF informed Governors about pupil behaviour, explaining that assemblies to promote positive behaviour and staff briefings had occurred. In addition, the Senior Leadership Team were present during lunchtimes. The situation discussed at length.

**ACTION GF to form a working group with Parent Governors, including AS (Behaviour Governor) to review both the Behaviour and Anti-bullying policies, as part of a research and monitoring process.** Governors requested that the group should compare the policies to those of other schools to ensure the definitions are clear for both parents and staff. A one page summary should also be provided for parents and the policies highlighted at events such as Curriculum Evenings and New Parents' Evening.

**ACTION GF and the working group to present the outputs from this review to the Full Governing Body in Term 5.**

GF explained that she was working with ES to review the DBS renewal process. The next step was to cost this on a five year plan.

GF updated those present regarding pupil progress and attainment. A discussion occurred regarding pupil interventions to support attainment. Governors wondered if it might be helpful if parents were informed about planned interventions in advance. **ACTION GF to consult with the SENCO regarding liaising with parents about planned interventions.**

Governors suggested that alongside Parents' Evening, an information slip could be given to parents and information provided in the newsletter about support groups being run and ways to promote learning at home.

GF updated those present regarding the advertisements for the Year 2 maternity post and the additional TA hours in Reception to support pupils and to cover PPA.

### **Staff survey**

JB stated that she had met with GF to review the results of the staff survey. The response rate was 50% despite an extension of the deadline for replies. JB was pleased to report that over 93% of staff felt that the school had improved since the Ofsted inspection in November 2018.

A key theme highlighted in the survey was the behaviour of specific children and the impact of this on staff and pupils. GF explained that personalized behaviour plans had been developed for relevant pupils which were shared with staff and parents. The SENCO was prioritizing actions for the pupils and providing hands on support for teachers. In addition, behaviour outreach programmes and training were being utilized in school and focus was being placed on lunch time provision and transitions back into the classroom.

The issue of pupil behaviour and the strategies being used by the school was discussed at length. **Governors asked if staff had a common understanding about behaviour.**

GF stated that teaching staff were fully aware. However, further monitoring of behaviour was needed to be carried out particularly during lunchtime and after school.

**ACTION JB to ensure that pupil behaviour was a focus for Governors as part of the Governor Day.**

JB informed the Governing Body that well-being and work load were also highlighted as a concern by staff. GF acknowledged that this was a national issue. She explained that LB and KM would be leading a staff meeting to look at teacher work load and time management.

**ACTION GF and JB to write a communication to staff within the next two weeks addressing the issues of behaviour, work load and well-being and inviting them to join a working group to explore possible solutions.**

#### **Parent survey**

RL gave an overview of the results of the parent survey completed by 113 respondents. This represents a return rate of almost 50%. Common themes included the desire for more class teacher feedback/requests for direct email communication and concerns around the Behaviour policy being inconsistently applied. Governors discussed the concerns raised by parents and also noted the positive comments received.

**ACTION GF to provide a brief update in the newsletter regarding some of the points raised and sign post parents to the school blog, curriculum page and Behaviour Policy.**

**ACTION RL and VS to draft a fuller update for parents from the Governing Body.**

#### **Governor Action Plan**

JB stated that many of the actions from the previous plan had been completed. Going forward, she explained that it was essential that the plan be linked to the School Development Plan.

#### **Governors made the following suggestions regarding content of the Governor Action Plan:**

The role of Link Governors must be developed with feedback given at Full Governing Body meetings throughout the year. The Action Plan should include evidence of the results of these Link Governor meetings. It was agreed that further work on the Action Plan was required.

The process and impact of CPD on pupils should be included in the Governor Action Plan. Governors discussed how to ensure that impacts were measurable. **ACTION GF to carry out a review of the effectiveness of training to ascertain the style of CPD that worked best.**

**ACTION JB to include The Governor Action Plan as an agenda item as part of the Governor Day on 18<sup>th</sup> May.**

**ACTION JB/GF/RB to meet to plan the content of the Governor Day. Agenda items to be covered included the Governor Action Plan, time spent talking with pupils and a review safeguarding and behaviour. The output of this planning meeting should be shared with Governors.**

#### **4, Resources Committee update and SFVS Action Plan**

RH stated that the budget and SFVS had been completed and submitted. The following actions would be carried out as a priority:

The creation of a disaster recovery and business continuity plan.

The completion of an asset register.

The benchmarking of costs verses other similar schools.

RH updated those present regarding the budget, stating that the expected outturn would clear the deficit and give a surplus of £18k into next year. However, the school would return to a deficit position in year 3, with SEN funding dropping off whilst staff costs remained the same. As a result, the modelling of funding and staff resourcing was being worked on by the Resources Committee.

RH outlined capital projects which had been approved including the fencing with Claremont and the painting of areas of the school. RL confirmed that FHIS had chosen not to fund the replacement of the sails in the entrance area. The longer term project to replace the toilets was discussed.

### **Administration review**

JB confirmed that a report was being completed by Rob Davis and this would be included as an agenda item at the next Full Governing body Meeting on 18<sup>th</sup> May.

## **6, Policies**

### **Sex and Relationships Policy**

**ACTION GF to consult with parents regarding the content of the policy in a focus group, with two parents per year group. In addition, GF to liaise with another KS1 school regarding the content of their policy.**

### **7, Any other business**

VS updated Governors regarding recent Governor Training he had attended on 13 February 2020 for “Bristol Healthy Schools” (see the following link [www.bristol.gov.uk/web/bristol-healthy-schools/about](http://www.bristol.gov.uk/web/bristol-healthy-schools/about)).

He stated that there should be a whole school approach to health and wellbeing and that Governors should hold school to account. The training course focussed on Exercise and Diet. VS highlighted the following statistics: 1 in 5 Reception children were overweight or obese. By year 6, this was 1 in 3. It was agreed that VS’s report on the healthy schools training be placed on Governor Hub for reference.

Governors commented that the numbers of pupils affected by obesity at this school was limited, however it was crucial to set a pattern of healthy eating as early as possible. As there was no time available to discuss the feedback from VS at the meeting it will be followed up separately through the H&S link governor role - **ACTION VS to follow up in relation to Healthy Schools.**

### **8, Review minutes of meeting (11/12/19)**

The minutes of the previous meeting were agreed to be a true and accurate record and were signed by the Chair. The outstanding actions had been completed.

**The meeting closed at 6pm**

### **9, Dates of Future Meetings**

**Tuesday 12<sup>th</sup> May Resources Committee 4.30pm**

**Monday 18<sup>th</sup> May Governor Day (10.30-12.00) & FGB 1-2.30pm**

## ACTIONS

Item	Action	Initials
3,	Questions on HT report to RB ahead of meeting	ALL
3,	GF to form a working group with Parent Governors, including AS (Behaviour Governor) to review both the Behaviour and Anti-bullying policies, as part of a research and monitoring process. GF and the working group to present the outputs from this review to the Full Governing Body in Term 5.	GF/WORKING GROUP
3,	GF to consult with the SENCO regarding liaising with parents about planned interventions.	GF
3,	JB to ensure that pupil behaviour was examined by Governors as part of the Governor Day.	JB
3,	GF and JB to write a communication to staff within the next two weeks addressing the issues of behaviour, work load and well-being and inviting them to join a working group to explore possible solutions.	GF/JB
3,	GF to provide a brief update in the newsletter regarding some of the points raised and sign post parents to the school blog, curriculum page and Behaviour Policy.	GF
3,	RL and VS to draft a fuller update for parents from the Governing Body.	RL/VS
3,	GF to carry out a review of the effectiveness of training to ascertain the style of CPD that works best.	GF
3,	JB to include The Governor Action Plan as an agenda item as part of the Governor Day on 18 <sup>th</sup> May.	JB
3,	JB/GF/RB to meet to plan the content of the Governor Day. Agenda items to be covered included the Governor Action Plan, time spent talking with pupils and a review safeguarding and behaviour. The output of this planning meeting should be shared with Governors.	JB/GF/RB
6,	GF to consult with parents regarding the content of the policy in a focus group, with two parents per year group. In addition, GF to consult with another KS1 school regarding the content of their policy.	GF
7,	Link governor follow up in relation to Healthy Schools	VS

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