



Henleaze Infant School

Full Governing Board Meeting Minutes

Monday 18th May 2020, 4pm

Virtual Meeting

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 virtual Extraordinary Governing Body meeting commenced at 4.00pm. Apologies were accepted for JJ and ES. All other Governors logged on, confirming that there was no change to their business interests and the meeting was quorate.

2, Headteacher's update and contingency planning

GF stated that during this challenging period safeguarding in the widest sense had been the main focus for the school. A risk assessment to guide procedures for pupil welfare had been created for twenty six vulnerable children, with nineteen receiving additional contact via video and telephone calls, alongside SENCO support. The criteria used to select pupils was based on a range of factors including SEND, family circumstances and other contextual factors known to increase risk.

Risk assessments have been reviewed weekly and shared with relevant staff. The support system provided has been adapted over time in response to escalating need. Procedures had included twice weekly calls to speak to children and families, a place in school, offers of printed learning packs and vouchers for nine free school meal pupils during term time and over the holiday period.

GF confirmed that an addendum to the safeguarding policies had been created with Henleaze Junior School. This had been approved by the Governing Body and uploaded to the school website. Staff working from home had completed training including assisting pupils with transition, helping children on the autistic spectrum and bereavement support.

GF added that she and Sue Browne as Designated Safeguarding Leads had completed a safeguarding audit for the Local Authority. Input into this had been received from the Safeguarding Governor LS.

GF informed those present that a three-week rota for staff had been created which had worked well. This would be amended as pupil numbers in school increased. A small number of staff were shielding due to risks from Covid-19. Risk assessments were being produced by the Local Authority and advice was being sought from HR. GF stated that adhering to Health and Safety legislation was paramount and would be prioritised over government guidance.

GF requested that Governors provided advice around the issue and support regarding decision making. Those present discussed the matter at length. It was agreed that affected staff should seek the medical advice of their consultant prior to returning to school. Decisions should be made on a case by case basis and meetings with staff carefully documented.

GF updated Governors regarding staff well-being. She explained that anxiety levels were high, with staff working hard to support families at home and pupils in school, whilst responding to the changing situation. GF stated that no staff, with the exception of herself and Sue Browne had been asked to work during the holidays or bank holidays. Well-being check ins were carried out during meetings, and staff had been active messaging each other and conducting morale boosting quizzes. Weekly email updates had also been sent out.

Staff have been given directed tasks involving online learning, safeguarding updates and subject leader actions whilst at home. For teachers, this was alongside the planning for home learning and responding to children's learning. CPD including Prevent training, ASC and Bereavement as well as EYFS TBS actions were being completed and recorded. GF added that she had attended a virtual CPD session aimed at supporting staff well-being during and post Covid-19 lockdown.

GF clarified that most of the staff appraisals had been completed. The process had been amended to reflect the change in priorities; focusing on maintaining communication with children and families and developing skills and knowledge in providing remote learning opportunities. Leaders were given targets including maintaining team working relationships and effectivity, subject leaders' targets focused on developing quality remote learning and adapting the teaching progression and support staff had profession development targets linked to their roles. GF noted that her mid-year appraisal review had yet to take place and would need to be updated as it had been previously linked to data.

GF informed Governors about staff recruitment. She stated that virtual interviews would be held for a current teaching vacancy. The post had been advertised as fixed-term pending a permanent appointment in order to minimise risk and it was hoped that two candidates could be recruited from this advert. **ACTION KM and LB to assist in the recruitment process.**

Governors asked if the roles had been costed in the budget.

GF confirmed that this was the case.

Governors queried the contractual rights of potential candidates offered a fixed term contract should the role continue. It was agreed that due to the virtual nature of the interview process this was justified and could be explained to the candidates.

GF added that the recruitment of further support staff recruitment would be prioritised in September, with a two-day TA position in Reception and one LSA position to support SEN emotional literacy. It was confirmed that £10,000 extra top up funding had been received by the school and a further application would be made next week.

GF confirmed that the requirements of the National Curriculum had been suspended and no statutory tests or assessments were required. Home learning had been in place since the start of lockdown and had been adapted following a parent survey with 133 respondents. Parents had been provided with a class email address to enable them to contact teachers and a Monday morning check in was conducted with pupils.

Governors congratulated GF and teaching staff on their use of weekly video messages and assemblies. GF thanked Governors for this feedback but noted that planning time had significantly increased for staff, resulting in a move towards more sharing of topics.

GF explained to those present that the school was not required to report on end of Key Stage attainment. Teachers would instead do a report to parents based on their child's learning attributes, with parents asked to contribute to this.

GF stated that a meeting had been held between Headteachers and the Local Authority. Some assurances had been given, but additional guidance had been limited. She added that the Headteachers of schools within the NW24 network were in regular contact and this, together with support from Henleaze Junior School, had been beneficial.

The two schools were jointly planning a phased re-opening prioritising the critical worker and vulnerable group that has been in school throughout, followed by Reception and Year 1. Children would be admitted on a part-time basis due to the expectation for them to be in school in small groups. Class groups of fifteen Reception pupils would be in school two days per week (Monday and Tuesday, Thursday and Friday), with the school to be closed on a Wednesday for cleaning. It would not be possible to cover all three Year 1 classes in addition to the children of key worker families due to lack of classroom and staffing capacity.

Governors discussed this proposal, noting that the needs of pupils had been placed at the centre of decision making.

Governors concluded that it was essential to prioritise the wellbeing of children by focusing on supporting consistent and known adults, over logistics for families. They requested that the school ensured that this was adhered to.

They suggested that GF might wish to consider alternating half the pupils in school for four days of one week, with the following week off, to enable consistency for staff and pupils.

Governors noted the vital importance of maintaining good levels of hygiene and discussed the most viable options for managing this effectively.

Governors asked whether key worker pupil numbers would increase

GF acknowledged that this might be the case. If numbers rose significantly then this could impact on Year 1 capacity.

Governors requested that the school should promote consistency for Reception pupils, prior to extending schooling to Year 1. GF agreed, confirming that this would enable the testing of the risk assessment.

Governors queried how the school would manage social distancing

GF confirmed that breaktimes would be segregated, with different outside areas being used by different groups and lunch would be eaten in classrooms in the same groups. Children would also be supervised by staff.

After some discussion it was agreed that the school would prioritise key worker children alongside the return of Reception pupils from 8th June,

The risk assessment would consider options of a 2 day each week pattern for children with a day between groups, or alternating half the pupils in school for four days of one week, with the following week off and a day for cleaning. The first week of term 6 would be used to reorganise the school and train staff. It was decided that a group of Governors would work with the school on the risk assessment supporting the return of pupils, which would then be signed by the Governing Body.

ACTION Governors wishing to work on the risk assessment to email JB.

Governors enquired about PPE

GF replied that the Local Authority would try to source PPE for schools. Alternative options were also being pursued by the school as a fallback. **ACTION AS to contact RB regarding sourcing PPE.**

Governors raised the issue of the well-being of the Headteacher

This was discussed by all. Governors acknowledged the challenging situation and offered their complete support to GF.

3, Confirmation of items to be carried forward to Term 1 2020

Governors decided that the Governor Action Plan and Parent Survey should also be carried forward to Term 1. ACTION RB to include Governor Action Plan and Parent Survey on the FGB agenda for Term 1.

4, Governor Working Group - research and monitoring of behaviour and policy review

GF informed those present that it would be necessary to adapt the Behaviour Policy due to the impact of Covid-19, as it was not possible to hold Celebration Assemblies or to utilise certain sanctions. It was agreed that work on this would be carried out in Term 1. **ACTION RB to include the Behaviour Policy on the FGB agenda for Term 1.**

5, Budget 2020

RH updated those present regarding the 5 Year Budget that had been submitted to the Resources Committee for approval. He explained that discussions had arisen around pupil numbers and SEND funding. It had been agreed by the Resources Committee that SEND funding should be consistent with current levels (which were lower than previous years) and that the school would have 270 pupils on roll. This was discussed by Governors, who all agreed that these were fair and reasonable assumptions and as such would negate the need for a recovery plan.

Governors asked if the additional costs from responding to the Covid-19 crisis were included in the budget. It was confirmed that extraordinary costs could be claimed back from the Local Authority, such as cleaning costs. Some provision had been made in the budget for staffing. Governors noted that the £40k surplus would provide a buffer if required.

JB proposed that the Governing Body approve the budget:

Total Revenue £1,287.50k

Total Expenditure £1,245.70k

In Year Surplus £41.8k

The above budget was approved by all.

GF updated those present regarding the recent finance audit. This had highlighted that donations were benchmarked as low. She explained that this was a reflection of the way donations had been recorded and the financial tracking of this would be made clearer. In addition, staff support costs had been benchmarked as being high, but this had been recorded wrongly and would be amended.

6, Policies for review: Unofficial School Fund Constitution & Relationships and Sex Education Policy

The Unofficial School Fund Constitution was approved by all those present.

It was agreed that Parent Governors should be initially consulted regarding the Relationships and Sex Education Policy. **ACTION AKH/RL to carry out a consultation process into the Relationships and Sex Education Policy.** Wider consultation with parents would be sought in September if necessary.

7, Review of minutes of last meeting (24th March 2020) and matters arising

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

AOB

The recent death of Therese Gillespie was discussed by all. Governors expressed their sadness at the news and their gratitude for the support received from Therese during her tenure as Chair of Governors.

ACTION JB to send a condolence card.

ACTION JB/LB to write a letter of thanks to GF and all staff for their hard work.

8, Confirmation of next meeting date

Next meeting: 4pm Wednesday 15th July – virtual Full Governing Body Meeting

The meeting closed at 5.32pm

ACTIONS

Item	Action	Initials
2,	KM and LB to assist in the ongoing recruitment process.	KM/LB
2,	Governors wishing to work on the school risk assessment are to email JB.	ALL
2,	AS to contact RB regarding sourcing PPE.	AS
3,	RB to include Governor Action Plan and Parent Survey on the FGB agenda for Term 1.	RB
4,	RB to include the Behaviour Policy on the FGB agenda for Term 1.	RB
6,	AKH/RL to carry out a consultation process into the Relationships and Sex Education Policy.	AKH/RL
7,	JB to send a condolence card to the family of Therese Gillespie.	JB
7,	JB/LB to write a letter of thanks to GF and all staff for their hard work.	JB/LB

Approved: _____ Date _____