



**Henleaze Infant School**  
**Extraordinary Governing Board Meeting Minutes**  
**Wednesday 15<sup>th</sup> July 2020, 4pm**  
**Virtual Meeting**

**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 virtual Extraordinary Governing Body meeting commenced at 4.05pm. Apologies were accepted for ES and JJ. All other Governors logged on and RB updated the attendance register. There was no change in Governor pecuniary interests and the meeting was quorate.

**2, Elect Chair/Vice Chair**

JB explained to those present that she was willing to continue as Chair of Governors for one more year. However, she highlighted the advantages of having a Co-Chair to shadow the Chair, thus facilitating succession planning. After some discussion amongst the Governing Body, AS put himself forward for this role.

**JB was duly re-elected in the role of Chair of Governors.**  
**AS was elected in the role of Vice-Chair of Governors.**

Clerk's note, following the meeting, RL put himself forward as a Co-Chair sharing the role with AS.  
**Governors voted remotely via the Governor Hub messaging board to elect RL as joint Co-Chair.**

LB thanked JB for the incredible job she had done as Chair of Governors and this was reiterated by all those present.

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

GF's report had been previously uploaded to Governor Hub. She highlighted to Governors that there would be a number of school places unfilled in all year groups. This was an issue faced by other local schools including the Junior School. The situation was compounded by Henleaze Infant's lack of wrap around care and Ofsted rating.

GF stated that the website would be updated to include details of the positive Local Authority Progress Review. In addition, proposals to extend the school's care provision would be brought to Governors at the next FGB meeting.

**ACTION GF to outline additional wrap around care proposals to the FGB at the Term 1 meeting on 19<sup>th</sup> October 2020.**

JB remarked that this was a common picture due to falling birth rates. Henleaze Infant School was in a positive position relative to others.

GF highlighted some fixed term exclusions. She reassured Governors that risk assessments were in place and the school was receiving support.

GF notified Governors that the Behaviour Policy was undergoing a process of refinement, with the addendum being effective during the partial opening of the school. The policy would be reviewed in September. Staff training in developing consistency in behaviour expectations had taken place in Term 6.

GF updated Governors regarding behaviour incidents recorded during the academic year. She explained that those involving repeated behaviours or children have been followed up. None met the school policy definition of bullying. The joint categorisation of bullying and friendship issues would be updated in September.

GF confirmed that no Pupil Progress statutory assessments had been carried out due to Covid-19. However, the majority of pupils had completed home learning tasks and were making good progress. GF provided those present with a curriculum update. She stated that 90%+ families had submitted home learning in all but one class. Parental feedback in reports had been very positive and it was clear that parental understanding of the curriculum had been enhanced by the home learning experience.

**Governors requested that GF provide parents with some reassurance regarding pupil progress. ACTION GF to give global feedback to parents regarding pupil progress. ACTION GF to carry out pupil assessments in Term 1 and share the more detailed outcomes with parents.**

**Governors asked about the 10% of families not doing home learning.**

GF replied that staff had contacted families and sent workbooks home where relevant.

**Governors asked about reading books for next academic year**

GF explained that the subscription to Bug Club would continue. The school did not have enough books to send home, as they would need to be quarantined for 72 hours once returned. Home shared reader books would be used instead.

**Governors queried whether the Literacy and Maths Hubs would still be utilised**

GF confirmed that this was the case. Indeed, Gemma Larner would be overseeing staff training in her new role with the English Hub at an extra inset day in September.

GF provided Governors with a comprehensive curriculum update in her Head's Report. There were no questions arising.

GF informed the Governing Body that a new interim SENCO had been appointed and external support would also be used to ensure the progression of SEND pupils. She added that a very positive meeting had been held with David

Shears. Governors congratulated GF and the staff. **ACTION GF to upload David Shear's meeting report to Governor Hub.**

GF gave those present an update regarding staffing. She explained that a Year 1 full time teacher and a Year 2 part time teacher had been recruited, the latter was a reading and phonics lead. Existing teaching staff had been moved across year groups to balance job shares. Additional support staff had also been recruited, with one role outstanding. These roles would ensure a broader offer of in class support. A small sum was retained in the budget to provide support for those Reception 2020 pupils with additional needs.

GF concluded the Head's Report by outlining details of planning for September 2020. She explained that plans were ready to send to the Local Authority, although additional measures would be added over the summer. A staggered timetable would be utilised. Pupils in KS1 would not mix between classes. Forward facing tables would be arranged in a horseshoe shape where possible. Reception would remain within their classes inside school, whilst being able to mix in small groups in the outside patio areas. Curriculum recovery plans were in place; prioritising the well-being and catch up of key skills. Pupils would be supported to redevelop learning behaviours and daily sessions on mindfulness and well-being would occur.

GF highlighted the risk of parents onsite. She stated that staff would be in the playground to ensure safety.

**Governors agreed that a strong message should be given to parents around this and asked what help they could provide in support**

This was discussed. **ACTION GF to draft a parental communication jointly signed by the Headteacher and Chair of Governors regarding parental access to the campus. GF to gather feedback on the content of the communication from AKH and RL. GF to also send out a further brief reminder to parents at the start of next academic year.**

**Governors asked whether the school was reminding pupils to socially distance outside school**

GF stated that teachers were doing so, however, it was a challenging issue. She concluded that it was not the job of the school to police families outside the school environment.

GF highlighted that the staffing of PPA by the HLTA was an additional risk, but there were provisions in place in school to mitigate these risks.

Governors thanked GF for her comprehensive plans and congratulated her and all staff.

#### **4, Annual Report for Child Protection and Safeguarding**

GF stated that safeguarding had been a huge priority for the school this academic year. A Child Protection and Safeguarding audit had been completed VS and ES were to share the Child Protection and Safeguarding Governor role. The Annual Report for Child Protection and Safeguarding would be included on the agenda for the FGB in Term 1. **ACTION VS and ES to present the Annual Report for Child Protection and Safeguarding at the FGB on 19<sup>th</sup> October 2020.**

#### **5, SEND & Pupil Premium Strategy Report**

KM stated that she had received input from the SENDCo and GF to complete the report. Governors congratulated KM on her very comprehensive report. KM highlighted that the staffing of the SENDCo role had been inconsistent due to staff changes. Local Authority services to support pupils were under pressure with significant waiting lists. It had been necessary for the school to supplement the funding of SEND pupils, some of whom required a high level of support. However, the appointment of additional staff and

the implementation of staff training should enable more consistent support for SEND pupils next academic year.

**KM highlighted the following actions:**

The creation of a Governor working group to support SEND in school. The working group should liaise closely with the Resources Committee and curriculum Governors regarding SEND funding and allocation. It was noted that whilst funding had increased last year, it had not covered the costs of SEND support put in place by the school.

A review of the SEND offer

Updating of the SEND content on the school website

The school must maximise the use of Local Authority Services

**Governors asked if the school could start to prepare top up funding applications for pupils requiring support in advance of them joining the school.**

GF explained that as part of the Early Years transition, the school had met with parents remotely and received pupil transfer records from nurseries. However, the Local Authority needed to offer more support for nurseries.

Governors agreed that putting in place the correct level of SEND support was crucial as it had such a positive impact on staff well-being and pupils and parents.

**Governors agreed that a SEND working group should be formed. ACTION KM and GF to compose Terms of Reference for the SEND working group. ACTION Governors to notify JB and KM if they wish to join the SEND working group.**

**Pupil Premium Review**

KM stated that some aspects of the Pupil Premium offer had been side-lined for high tariff pupils. Outcomes overall for Pupil Premium pupils tended to show lower attainment, however, with SEND removed, attainment was good.

GF replied that measures would be put in place to support Pupil Premium pupils including considering positioning of children, providing access to Reading Ranger support, placement in nurture groups and access to other resources such as Breakfast Club and school milk. Staff would be receiving training to support the social and emotional needs of pupils. They would also be providing an early morning offer encompassing a check in time with pupils and additional reading support.

GF highlighted that the school would have additional Pupil Premium children next academic year, whilst funding received (of approximately £19k) related to the current co-hort. A key role of the SEND working group would be to focus on funding for SEND pupils in school.

**6, Annual Health & Safety Report**

The Annual Health and Safety Report had been uploaded to Governor Hub. VS highlighted the amazing work done by staff to ensure the safe return of pupils during the Covid-19 crisis. He added that further work would be carried out over the summer to review policies and risk assessments. GF remarked that due

to limited office capacity, additional support was being sought from delegated services to manage the risk assessment process.

## **7, Governor Annual Review**

JB stated that it had not been possible to complete all sections of the Governor Annual Review due to the Covid-19.

### **GF highlighted the following priorities for those present:**

- Governor involvement in subject link roles
- GDS Ofsted training for Governors
- Governor involvement in writing the SDP and SEF targets and evaluating governance

It was agreed that Governors would review the Governor Development Plan in Term 1. Link Governor Reports nominated by GF would be given at Full Governing Body Meetings throughout the next academic year and Governors would carry out a self-evaluation process by completing the Governor Health Check.

**ACTION RB to include the following agenda items in Term 1: Governor Development Plan, the first Link Governor Report and Governor Health Check review.**

**ACTION Governors to book GDS training for next academic year including Ofsted training for Governors.**

## 8, Governor Planning for next academic year

### Governor appointments

After some discussion, the Governor Appointments were agreed as follows:

<b>Henleaze Infant School</b>	<b>Governing Body Roles</b>	
<b>Role</b>	<b>Current 2019/20</b>	<b>Future 2020/21</b>
Chair	Janet Bremner	Janet Bremner
Co Vice Chair	Linda Bamber	Amar Shah & Richard Lukes
Resources Chair	Richard Holm	Richard Holm
School Improvement Chair	If needed	If needed
H&S Governor	Vincent Smith	Vincent Smith
Looked After Children Governor	Lizzy Smith	Lizzy Smith & Vincent Smith
Child Protection Governor	Lizzy Smith	Lizzy Smith & Vincent Smith
Inclusion Governor (SEND and Pupil Premium)	Kate Mcgreal	Kate Mcgreal
Behaviour, <b>Welfare</b> and Attendance Governor	Amar Shah	Amar Shah
Training & induction coordinator	Janet Bremner	Janet Bremner
HT Performance Management (3)	Janet Bremner, Linda Bamber, Kate Mcgreal	Janet Bremner, Linda Bamber, Kate Mcgreal & Ania K-Hanna
Staff recruitment	James Johnson	James Johnson
	Richard Lukes & Kate Mcgreal	Richard Lukes & Kate Mcgreal
Curriculum Lead - English	Linda Bamber, Richard Lukes	Linda Bamber, Richard Lukes
Curriculum Lead - Maths	Vincent Smith, Amar Shah	
HC3 Governor/Premises/NW24 Link	Vincent Smith	
GDPR Link Governor	James Johnson	

### Terms of Reference for the Full Governing Body and Resources Committee

The TOR for the FGB and Resources Committee were reviewed and agreed by all present.

Governors decided to continue the working groups for finance and staffing matters, which provided detailed scrutiny on issues on an informal basis and had no decision-making powers. It was agreed that where possible, the working groups would post documents on Governor Hub to enable wider Governor

input and ensure transparency. A Behaviour and Welfare working group would be created, with AS leading the group. **ACTION AS to lead a Behaviour and Welfare working group.**

### **Meeting Schedule 2020-21**

After discussion, the Meeting Schedule 2020-21 was agreed.

### **Policy Schedule**

**ACTION GF to send the draft Relationships and Sex Education Policy to Parent Governors for feedback, prior to review by all Governors in September.**

## **9, Any other business**

### **9.1 Outturn**

RH stated that the in-year position was a £42k surplus with an outturn of £62k (up £20k) on the original budget figures. The variance was due to top up funding, donations and savings on support staff. The key risks were fewer pupil numbers in the next academic year impacting on income and ongoing Covid-19 costs, including additional cleaning costs. GF added that some of the new Reception pupils may require additional support, which would impact the budget.

### **9.2 Policies - Child Protection and Safeguarding Addendum**

GF explained that the addendum reflected changes in status of the children returning to school in September 2020. Attendance requirements would be reverted.

**The Child Protection and Safeguarding Addendum was approved by all present.**

**9.3 Behaviour Policy Addendum was noted by all present.**

## **10, Review minutes of meetings on 18<sup>th</sup> May & 17<sup>th</sup> June 2020**

Following one amendment, the minutes were signed as a correct record. There were no matters arising.

## **11, Confirmation of next meeting date**

**ACTION All available Governors to attend a virtual meeting on 25<sup>th</sup> August for an informal support session.**

Virtual Full Governing Body Meeting on 19<sup>th</sup> October at 4pm.

It was agreed that meeting in Term 1 would be held via Zoom. It was hoped that the Governor Day in May would be held in school. A combination of meetings via Zoom and in school would be used going forward.

The meeting closed at 5.30pm.

## ACTIONS

Item	Action	Initials
3,	GF to outline additional wrap around care proposals to the FGB at the Term 1 meeting on 19 <sup>th</sup> October 2020.	GF
3,	GF to give global feedback to parents regarding pupil progress. ACTION GF to carry out pupil assessments in Term 1 and share the more detailed outcomes with parents.	GF
3,	GF to upload David Shear's meeting report to Governor Hub.	GF
3,	GF to draft a parental communication jointly signed by the Headteacher and Chair of Governors regarding parental access to the campus. GF to gather feedback on the content of the communication from AKH and RL. GF to also send out a further brief reminder to parents at the start of next academic year.	GF
4,	VS and ES to present the Annual Report for Child Protection and Safeguarding at the FGB on 19th October 2020.	VS/ES
5,	KM and GF to compose Terms of Reference for the SEND working group. ACTION Governors to notify JB and KM if they wish to join the SEND working group.	KM/GF
7,	RB to include the following agenda items in Term 1: Governor Development Plan, the first Link Governor Report and Governor Health Check review.	RB
7,	Governors to book GDS training for next academic year including Ofsted training for Governors.	ALL
8,	AS to lead a Behaviour and Welfare working group.	AS
8,	GF to send the draft Relationships and Sex Education Policy to Parent Governors for feedback, prior to review by all Governors in September.	GF
11,	All available Governors to attend a virtual meeting on 25 <sup>th</sup> August for an informal support session.	ALL

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