



# Henleaze Infant School

## Governing Board Meeting Minutes

### Monday 19<sup>th</sup> October 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 & annual declarations: business interest & safeguarding.

The virtual Governing Body meeting commenced at 4.05pm. Apologies were accepted for LB, ES, KM and it was noted that JJ was absent. All other Governors logged on and RB updated the attendance register. JB reminded those present to update Governor Hub with their annual declarations for business interests and safeguarding by the start of Term 2. **ACTION ALL REMAINING GOVERNORS TO UPDATE THEIR ANNUAL DECLARATIONS ON GOVERNOR HUB BY 2 NOVEMBER 2020.**

#### 2, Headteacher's Report

GF's report had been previously uploaded to Governor Hub. She highlighted to Governors that there was a boy heavy cohort in Reception, which would impact on the curriculum plans. There were also increased numbers of pupils on the SEN register and larger numbers of Ever Six pupils. In total the school had 263 pupils on roll. Seven places had been filled at the start of term. A further seven places were available, three of which were to be taken up imminently.

**Governors asked what impact this would have in terms of reduced pupil funding.**

GF confirmed that this would amount to a reduction of £14k.

**Governors questioned the possible causes of the boy heavy cohort in Reception.**

GF explained that she had not discussed the issue with other Headteacher's locally and was unsure as to the causes of the boy heavy cohort. Those present speculated about the possible impact of local independent girl's schools on admissions and the attractiveness of the outside spaces on the campus to families with boys. GF concluded that class teachers analysed the demographics of their classes and adjusted their planning accordingly.

GF highlighted the latest attendance figures in her report. She explained that approximately twenty pupils aside from Class 7 had needed to self-isolate due to COVID-19. A fixed term exclusion had been issued to one pupil and another pupil required behavioural support. External support services were being utilised and staff de-escalation training implemented as a result.

**Governors queried the persistent absence figures and requested a more detailed analysis be provided.**

GF explained that Covid-19 absence made comparison figures less meaningful. She regularly reviewed the data with RB and would be happy to analyse the figures further. **ACTION RB AND GF TO ANALYSE THE PERSISTENT ABSENCE STATISTICS AND REPORT BACK TO THE GOVERNING BODY AT THE NEXT FGB MEETING.**

**Governors asked if the school had given out any Fixed Penalty Notices.** GF confirmed that none had been issued. She added that a new addendum had been sent out by Bristol City Council as a result of Covid-19, giving revised guidance around unauthorised absence.

GF updated those present regarding the beneficial impact of staff training in supporting positive behaviour and calm and ordered movement of pupils around the school.

GF requested Governor input into an anti-bullying document. **ACTION GF TO SEND THE ANTI-BULLYING DOCUMENT TO AS AND VS FOR INPUT IN THEIR RESPECTIVE CAPACITIES AS BEHAVIOUR AND SAFEGUARDING GOVERNOR AND TO SEEK ADDITIONAL VIEWS FROM THE SCHOOL COUNCIL.**

GF stated that a focus on pupil welfare and increased timetabling for well-being, adapting to new routines and curriculum had been successful. She planned to complete a questionnaire for parents this week to assess the return to school and pupil well-being.

**Governors added that the questionnaire should also cover children's reactions to returning to school and levels of tiredness, routes around the campus and social distancing, communications to parents in relation to COVID-19, remote learning and teacher communications.** **ACTION GF TO ADD GOVERNOR QUESTIONS TO THE PARENT QUESTIONNAIRE.**

GF reported to those present about the positive impact of catch up funding, which had been used for some learning support time and interventions in KS1. Funding will be used towards the new LSA post in Reception which will increase capacity for interventions. She added that affected families had engaged well with home learning and pupils in Class 7 had reintegrated successfully on their return to school.

GF informed Governors that she had shared the Relationships and Sex Education Policy with parent governors in Term 6 and had responded to comments by AS. The policy had been shared with staff during the Term 1 Inset Day to ensure curriculum compliance. AKH stated that she had attended Governor training on RSE. She added that she was happy to take up Governor responsibility for PSHE and RSE. **The Relationships and Sex Education Policy was approved by those present.**

GF clarified that what was taught in school was part of the science curriculum. Furthermore, Key Stage 1 parents would be invited to attend a meeting in the summer term outlining details of the RSE curriculum.

GF advised Governors that staff had undergone training in well-being and mental health for children in the summer term and at the start of the academic year. This included bereavement training and resources to support pupils. AKH provided those present with an update regarding Governor training she had attended - Mental Health and Wellbeing in Schools: Promoting a Systems-Wide Approach. This including the concept of a First Aider in Mental Health and First Incidence support for staff and families. **ACTION GF TO DISCUSS MENTAL HEALTH SUPPORT OPTIONS WITH THE INCLUSION TEAM.**

Wrap around care provision was discussed by those present. GF stated that Henleaze Junior School was planning to consult with their parents regarding after school requirements. Discussions between the two schools were ongoing. New plans for wrap around care would be presented to the Governors of Henleaze Infant School at the start of next academic year.

The issue of the pathway across the Junior School field was highlighted as part of The Head's report. This was debated by the Governing Body. **It was agreed that the option of a pathway should not be pursued further due to cost and time constraints. However, jointly funded social distancing banners would be produced.**

GF updated those present regarding staffing. She clarified that the SENCO was appointed in a fixed term two day per week role and had been tasked to help make the SEN team more sustainable. GF added that five staff had been absent due to the Covid-19 case in school, in addition to other staff being absent. Should this pattern continue, there would be an adverse impact on the school budget.

GF informed Governors that she had attended Single Central Record (SCR) training with RB. It had been advised that schools were not required to reapply for DBS checks every three years. Checks were only necessary where a school had a concern about an existing member of staff's suitability to work with children, where there was a break in service of more than three months, if the person was a new member of staff, or had moved from a post that was not regulated activity into work that was considered to be regulated activity.

GF explained that this guidance had come about due to a concern around over checking of individuals and was outlined in the latest Keeping Children Safe in Education 2020 document and in guidance from Ofsted. GF added that she and RB had shared with the SCR trainer the school's self-declaration which required staff to notify the headteacher immediately of any cautions or offences since the date of their Disclosure and Barring Service (DBS) clearance and during their employment. The use of such a self-declaration was praised by the SDR trainer as a gold standard approach. GF also informed the Governing Body that it had been identified at the training that S128 management checks should be carried out on the SLT and Governors. GF confirmed that RB would be completing this shortly.

**GF proposed that the school implemented risk assessments and utilised the self-declaration whereby staff must immediately inform the headteacher of any changes in their declaration. This would replace the process of renewing all staff DBS forms every three years. This was agreed by all.**

BS updated the Governing Body in her role as Staff Governor, highlighting the pressures that staff were under and their extreme levels of tiredness, in what had been a hard term. She explained that staff had to support the children in their return to school and adjustment to new routines, whilst dealing with anxieties amongst the parent body. BS thanked GF for recognising the challenges faced by staff and for altering the staff meeting times to better accommodate them.

**Governors asked what they could do to support staff.** This was discussed by all. Governors acknowledged the challenges faced by staff and offered their support. **It was agreed that the issue should be reviewed at the next FGB meeting alongside any relevant risk assessments around stress and mental health. ACTION RB TO INCLUDE A STAFF WELL-BEING REVIEW ON THE AGENDA FOR THE NEXT FGB MEETING. ACTION GF TO THANK STAFF FOR THEIR HARD WORK DURING THIS CHALLENGING PERIOD.**

**Governors flagged that staff well-being had been raised in the Health and Safety Report.** GF confirmed that a working group had met to discuss the issue, and actions had been outlined in the School Development Plan. Well-being teams had been created last year, however, responding to the challenges of Covid-19 had superseded this project. GF explained that TAS training for challenging behaviour was available for staff and had been utilised, well-being check ins were occurring at SLT meetings, the school had an employee assistance programme, access to the Schools Advisory Service and Occupational Health as required. She requested that Governors support staff by recognising that the Senior Leadership Team are often in the classroom and there may be a delayed response as a result. The importance of the well-being of GF was also raised by Governors. GF thanked them for their backing and for the work of the unscheduled Governor Support Working Group that had been instrumental in assisting her.

**ACTION AKH TO INVESTIGATE MENTAL WELL-BEING COURSES WHICH COULD BE UNDERTAKEN BY A GOVERNOR AND MEMBER OF STAFF AND TO REPORT BACK TO THE GOVERNING BODY AT THE NEXT MEETING.**

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

VS had previously uploaded his report based on a Governor Development Service template. He thanked SB in her role as Designated Safeguarding lead for her input into the report. GF clarified that it was the headteacher's responsibility to review the Single Central Record. This had been done in the Spring Term with ES and would be examined again this week and on a termly basis going forward. Governors praised VS for his very clear report.

### **4, SEND & Pupil Premium Strategy**

The SEND and Pupil Premium Strategy had been previously uploaded to Governor Hub. GF explained that the costings were an estimation prior to the completion of an analysis of pupil needs. 65% of funds would be allocated to staffing to support a ring fenced pupil and to provide early morning, reading and literacy support. A further 15% of the funding would cover staff training. GF advised that the school would proactively offer enrichment activities to Free School Meal pupils including possible access to sports, free milk, Forest School and Breakfast Club. Requests would be assessed against pupil need.

**ACTION GF TO PROVIDE RB WITH THE COMPLETED SEND AND PUPIL PREMIUM REPORT FOR INCLUSION ON THE SCHOOL WEBSITE.**

**The SEND Terms of Reference were agreed by all. ACTION GF TO SHARE THE TERMS OF REFERENCE WITH THE SENCO AND TO SET UP A SEND MEETING WITH GOVERNOR REPRESENTATION IN TERM 2.**

## **5, Governor Development Plan**

It was agreed that RL and AS should develop the Governor Development Plan going forward in their roles as Co-Vice Chairs. JB assured those present that many actions had been carried out since it had been formulated ten months ago. JB reiterated that the Governor Development Plan should link to the School Development Plan. **ACTION RL AND AS TO PRODUCE A DRAFT GOVERNOR DEVELOPMENT PLAN TO BE SHARED WITH JB AND GF PRIOR TO PRESENTATION AT THE NEXT FGB MEETING.**

## **6, Link Governor Reports**

### **Curriculum Reports for PSHE, EYFS and Maths**

GF stated that the curriculum report for EYFS had not been completed as LB and SB had been unable to meet. GB suggested that it was not feasible for Governors to complete curriculum link reports in Term 1 and that the schedule would be altered accordingly for next academic year. The reports for PSHE and Maths had been uploaded to Governor Hub. Link Governors thanked BS and MB for their staff input into the reports. VS confirmed that the curriculum plan for Maths was very comprehensive and he had been impressed with the work of BS. There were no questions arising.

## **7, Child Protection and Safeguarding Policy and Pay Policy**

RB explained that the Child Protection and Safeguarding Policy was a model policy from Bristol City Council that reflected the latest Keeping Children Safe in Education guidance. AS highlighted some minor amendments that were required prior to approval by the Governing Body. **It was agreed that RB would update the policy accordingly and then uploading the final version to Governor Hub for approval.**  
**ACTION RB TO UPLOAD THE FINALISED CHILD PROTECTION AND SAFEGUARDING POLICY FOR APPROVAL.**

JB explained that the Pay Policy was a model policy from Bristol City Council that had been negotiated with the unions. GF added that she had received advice from the Council HR and Pay Role departments stating that there would be future negative impact of not including the variable uplifts in the Pay Policy. There was a legal obligation for M1 grade teachers to be paid £30k by 2022 and without implementing the variable uplift there would be disparity in the scale by 2022. M1 will have a 5.51% uplift. Between M2 and M5 there is a variable rate negotiated with the unions. The school is continuing with a seven point scale agreed in 2018. A 2.75% salary increase had been awarded across all other points. It was acknowledged that this would have a significant impact on the outturn.

JB proposed that Governors approved the Pay Policy with the levels outlined. **All Governors present agreed to approve the Pay Policy.**

RH briefed those present regarding the impact this would have on the budget. He stated that the original forecast budgeted an in year deficit for this year and next year of £4k and £7k respectively. The outturn was being revised to factor in the costs and BS had been tasked to produce a worse-case scenario. RH recommended that Governors approved the budget and assured those present that a close eye would be kept on the numbers. **Governors agreed to approve the outturn.**

## **8, Any other business**

**NW24** - VS informed those present that he had attended a recent NW24 Governor meeting to share best practice, which had been attended by six other schools, many of whom had sent their Chair of Governors. He had found the meeting useful and invited other Governors to join him in attending the next meeting in December. Governors thanked VS for attending the meeting on their behalf. **ACTION VS TO PUT DETAILS OF THE NW24 GOVERNOR MEETING IN DECEMBER ON THE GOVERNOR HUB NOTICE BOARD.**

**Email addresses for Governors** – RB explained that a recent GDPR compliance report had highlighted that Governors were using personal email addresses and that this was a GDPR risk. As a result, some school specific Governor email addresses had been generated for the Governing Body. JB confirmed that personal emails could be used for Governor Hub communications due to the secure login required to access the service. However, it was recommended that the use of school specific Governor email address was beneficial for email communications between Governors, particularly should data access requests be made in the future. This was discussed by all. Governors expressed a preference to retain their personal email addresses to ensure more timely responses to communications. **ACTION RB TO SEEK ADVICE FROM IWEST REGARDING THE USE OF PERSONAL EMAIL ADDRESSES.**

**SEN pupil plans and parental input** – A Governor asked about the parental consultation process for SEN pupil plans. GF confirmed that the school ensured that pupils with an Education, Health and Care Plan (EHP) receive input from parents. For pupils with an Outcome Plan, parents were consulted at Parents' Evening in November and at two additional points in the academic year. The new SENCO was tasked with ensuring this process occurred. Staff would be fully briefed at the Staff Meeting this week and the SEN Group would also carry out an in-depth review of the plans.

## **9, Review minutes of meeting on 15th July 2020 and matters arising**

The minutes were signed as a correct record. The outstanding actions were reviewed. **ACTION RB TO PUT THE COMPLETION OF THE GOVERNOR HEALTH CHECK ON THE AGENDA FOR THE NEXT FGB MEETING AND TO UPLOAD A COPY OF THE HEALTH CHECK QUESTIONNAIRE FOR GOVERNORS TO CONSIDER PRIOR TO THE MEETING.**

## **10, Administration review**

The Clerk left the meeting at 6pm.

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

Resources Committee – 11<sup>th</sup> November 2020 at 4.30pm

FGB on 9<sup>th</sup> December 2020 at 4pm

## **ACTIONS**

<b>Item</b>	<b>Action</b>	<b>Initials</b>
1,	ALL REMAINING GOVERNORS TO UPDATE THEIR ANNUAL DECLARATIONS ON GOVERNOR HUB BY 2 NOVEMBER 2020.	ALL
2,	RB AND GF TO ANALYSE THE PERSISTENT ABSENCE STATISTICS AND REPORT BACK TO THE GOVERNING BODY AT THE NEXT FGB MEETING.	RB/GF
2,	GF TO SEND THE ANTI-BULLYING DOCUMENT TO AS AND VS FOR INPUT IN THEIR RESPECTIVE CAPACITIES AS BEHAVIOUR AND SAFEGUARDING GOVERNOR AND TO SEEK ADDITIONAL VIEWS FROM THE SCHOOL COUNCIL.	GF
2,	GF TO ADD GOVERNOR QUESTIONS TO PARENT QUESTIONNAIRE.	GF
2,	GF TO DISCUSS MENTAL HEALTH SUPPORT OPTIONS WITH THE INCLUSION TEAM.	GF
2,	RB TO INCLUDE A STAFF WELL-BEING REVIEW ON THE AGENDA FOR THE NEXT FGB MEETING.	RB
2,	GF TO THANK STAFF FOR THEIR HARD WORK DURING THIS CHALLENGING PERIOD.	GF
2,	AKH TO INVESTIGATE MENTAL WELL-BEING COURSES WHICH COULD BE UNDERTAKEN BY A GOVERNOR AND MEMBER OF STAFF AND TO REPORT BACK TO THE GOVERNING BODY AT THE NEXT MEETING.	AKH
4,	GF TO PROVIDE RB WITH THE COMPLETED SEND AND PUPIL PREMIUM REPORT FOR INCLUSION ON THE SCHOOL WEBSITE.	GF
4,	GF TO SHARE THE TERMS OF REFERENCE WITH THE SENCO AND TO SET UP A SEND MEETING WITH GOVERNOR REPRESENTATION IN TERM 2.	GF
5,	RL AND AS TO PRODUCE A DRAFT GOVERNOR DEVELOPMENT PLAN TO BE SHARED WITH JB AND GF PRIOR TO PRESENTATION AT THE NEXT FGB MEETING.	RL/AS
7,	RB TO UPLOAD THE FINALISED CHILD PROTECTION AND SAFEGUARDING POLICY FOR APPROVAL.	RB
8,	VS TO PUT DETAILS OF THE NW24 GOVERNOR MEETING IN DECEMBER ON THE GOVERNOR HUB NOTICE BOARD.	VS
8,	RB TO SEEK ADVICE FROM IWEST REGARDING THE USE OF PERSONAL EMAIL ADDRESSES.	RB
9,	RB TO PUT THE COMPLETION OF THE GOVERNOR HEALTH CHECK ON THE AGENDA FOR THE NEXT FGB MEETING AND TO UPLOAD A COPY OF THE HEALTH CHECK QUESTIONNAIRE FOR GOVERNORS TO CONSIDER PRIOR TO THE MEETING.	RB

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