



Henleaze Infant School

Governing Board Meeting Minutes

Monday 8th February 2021, 4pm

Virtual Meeting

Members:

| | | | |
|----------------------------|----------------------|----------------------------------|-----------------------------|
| Janet Bremner (JB) – Chair | LA Governor | Gemma Fricker (GF) | Headteacher |
| Elizabeth Smith (ES)* | Co-opted Governor | Richard Lukes (RL) Co-vice Chair | Parent Governor |
| Vincent Smith (VS) | Co-opted Governor | Amar Shah (AS) Co-vice Chair | Co-opted Governor |
| Linda Bamber (LB)* | Co-opted Governor | Richard Holm (RH) | Co-opted Governor |
| Becci Simmons (BS) | Staff Governor | | |
| Ania Kopel-Hanna (AKH) | Parent Governor | Lauren Oram | Observer |
| Kate McGreal (KM) | Co-opted Governor | | |
| | | Rachel Bateson (RB) | Clerk |
| * | <- Indicates absent. | | <- Indicates question asked |
| | | | <- Indicates decision made |

1, Apologies & declarations of business interests.

The virtual Governing Body meeting commenced at 4.08pm. Apologies were accepted for LB and ES. RB updated the register of attendance and recorded that there were no changes to pecuniary interests. VS temporarily left the meeting to enable a discussion regarding the completion of his term of office.

2, Chair's Report

JB explained that VS would be coming to the end of his four-year term of office in March. She handed the chairing of the meeting to RL, who proposed that VS should be reappointed as Governor for another four years. He stated that the Governing Body would benefit from VS's experience and support. This was discussed by all. **Governors unanimously agreed that VS be reappointed for a four-year term from March 2021 to March 2025.** VS re-joined the meeting, thanking Governors for their confidence in him.

JB highlighted to the Governing Body the need to recruit an additional Governor with HR and safeguarding skills, following the resignation of JJ. **ACTION JB to proceed with the recruitment of a Governor with HR and safeguarding knowledge.**

JB welcomed LO, newly appointed School Business Manager to the Governing Body meeting as an observer. She informed those present that LO would commence her post on 19th April, although she would also be assisting with the recruitment of the Finance Administrator role prior to this. Governors welcomed LO and introduced themselves.

3, Headteacher's Report

GF's report had been previously uploaded to Governor Hub and Governor questions had been posted in advance of the meeting.

Pupils on roll and attendance data

GF informed Governors that there were 266 pupils on roll with two places being taken up in Year 2 after 8th March. The school was currently closed to all except vulnerable and critical worker children. Parents had been asked to think carefully about whether they needed a place for their child as it was essential to minimise the number of contacts in school. GF provided an overview of attendance for children in receipt of free school meals and those on the SEN register versus other pupils which demonstrated the support being given to these key groups. Governors reviewed the attendance figures at length.

Governors requested clarification regarding the term 3 attendance

GF replied that the Term 3 group attendance figures were a comparison of the children who are in school. Pupils in the SEN group were attending for a greater percentage of the time than non-SEN pupils and children in the free school meals group had comparable attendance to the similar non-free school meal group.

Governors queried the levels of attendance specifically amongst free school meals pupils

GF explained that not all free school meal pupils had been assessed as vulnerable. Therefore, only a small number had been allocated a place in school. Of this group, one had low attendance due to a need to self-isolate, resulting in the low attendance figure.

GF updated the Governing Body regarding the Fixed Term Exclusion of a pupil, who was receiving behaviour outreach and educational psychologist support. **Governors asked about transition plans for the pupil once the school returned to full capacity.** GF responded that the school would follow advice given and would implement a reduced timetable to facilitate the transition if necessary.

Pupil behaviour and well-being

GF stated that behaviour was positive for pupils in school. **Following Governor questioning around compliance,** GF assured those present that pupils were adhering to Covid guidance around hand washing and safe movement about the school.

Governors asked about how well-being was being measured. GF replied that it was challenging to measure well-being of children at home. However, parent survey responses suggested children were coping well and she had recently questioned pupils who were part of the School Council meeting. BS added that pupils were enjoying the Google meetings with their peers and staff were contacting vulnerable families directly if they had any concerns. Daily activities were being provided in and out of school and alternative provision was being implemented for those limited number of families unable to access the Google meetings. GF informed Governors that additional Google meetings were planned for Key Stage 1 after school and that Reception were to have additional reading group sessions.

Governors acknowledged the importance for those struggling with their personal well-being to be able to speak up. GF agreed, explaining that it was included in the curriculum. **ACTION GF and the PSHE lead to devise ways to encourage all pupils who may be struggling with their well-being to speak out and seek help.**

Pupil progress and attainment data

GF updated Governors regarding end of Term 2 data for all year groups. She explained that Reception data was similar to this point last year, with at least 10% gains since entry in reading, writing and maths, indicating a strong impact of interventions put in place and of the embedded phonics practice. Year 1 data showed a greater percentage of children who were working below expectation than in previous years, but that after an initial gap

closing period at the start of Term, the vast majority of children had met ELGs and were ready to access the Year 1 curriculum, showing the recovery curriculum was enabling the majority of children to catch up with age-related expectations. There were similar numbers of children working at above expectation to this point last year. Year 2 had a greater percentage of children working below expectation in reading and writing due to a larger amount of missed curriculum to catch up as Year 1 did not return to school last Year in June. GF concluded that Term 3 plans would be implemented with bespoke lessons to address gaps.

Governors asked what impact lock down would have on these groups

GF replied that additional support had been aimed at these groups to minimise the likely adverse impact of lock down and to keep progress going.

Governors questioned how the school would know the recovery curriculum was having a positive impact on Year 1 pupils

GF acknowledged that quantitative measures were challenging as the school had limited assessment data. With the exception of Year 2 writing, there was a slight trend noted in data for an increase in children on track for age related expectations than at the end of Term 1.

Year 1 children were assessed in Term 1 following three weeks of targeted work on building blocks of essential knowledge, with data showing that most had met the goals and were ready to access the Key Stage 1 curriculum.

Year 2 children had been following an adapted progression for the Year 2 curriculum with the exception of some spelling and grammar objectives (started in Term 3) from midway in Term 1. Phonics Screening data for Year 2 showed that the three terms of missed in-school phonics was made up by mid-way through Term 2 for 86% of children in Year 2. In Reception and Year 2 the children were on track to have caught up with missed phonics learning to meet age-related expectations by the summer term. Evidence for this was verified in a Phonics Hub visit on 23rd September. Reception teaching progression was referenced again in the second report on 20th January 2021. Inge Fey's report contained evidence that the recovery curriculum was having a positive impact.

Governors asked about the impact of interventions for home learners and how this compared to in-school interventions

GF replied that it was too early to assess the impact of interventions at this point, however, only two percent of parents responding in the parent survey said that their children's needs were not being met. These cases were being followed up. The school were also considering ways to assess children at home, with the option of sending out home assessment resources at the start of term 4. Teachers were also able to monitor progress in reading through the online scheme and from submitted learning.

Teaching and learning update

GF stated that home learning was well established. Remote learning parent and staff information had been published and website-Google Classroom and Evidenceme were being used for learning and feedback. Google meetings were taking place for groups of children to increase contact with school and their peers. In addition, Google meetings were also being used for speech and language interventions and a recent School Council meeting.

Intervention resources have been adapted to be shared with home learners; including the creation of training videos for parents. Results from a recent Parent survey and numerous positive emails indicated that adaptations had improved provision for children, with over 95% of pupils strongly engaged with school.

Governors praised the whole school project on the topic of Chinese New Year, particularly as it enabled Infant School siblings to work together. Whilst stating the importance of personalised learning for each year group, GF did suggest that it might be possible to have another joint project at the end of term.

Governors asked about the outcomes of SEN pupils during lockdown

GF replied that engagement of SEN pupils at home had been very good, with teachers contacting families to offer support. SEN pupils in school were also receiving interventions from support staff. 98% of parents stated in the Parent Survey that they felt their child's needs were being met by the learning provided.

Governors questioned GF about the recovery planning for next term

GF outlined plans for core subject leads to look at adaptations for next term. Work would also be carried out with the English and Maths Hubs and other partners.

Governors highlighted the engagement of EAL pupils

GF explained that EAL pupils were limited in number, although the school was closely monitoring their access to learning. Once back in school, data tracking would be carried out and additional support provided if needed.

Ofsted update

GF updated Governors regarding Ofsted, stating that requires improvement schools could receive a visit based on risk assessment. Most visits would be conducted remotely, with 48 hours notice being given. The focus would be on the School Development Plan and impact of Covid on action plans, access to the curriculum for remote learning and the offer for vulnerable and lower attainers. Grading changes would not be implemented following remote visits. GF assured those present that the school website was up to date and signposted remote learning and policies. Curriculum changes were also being clearly documented.

Staffing

GF confirmed that LO had been appointed as School Business Manager. An internal candidate Mary Haywood had been appointed as the new Higher Level Teaching Assistant for four days per week. Another support staff member would be asked to work overtime for the remaining day when children returned to school. GF added that a member of the Breakfast Club had resigned. This was discussed by all. **Governors agreed that the finance administration hours of the Breakfast Club role be taken on by the office Finance Administrator and the day-to-day administration and ordering of supplies be retained by a replacement Playworker.**

GF concluded her staffing update by stating that a teacher had made a flexible working request on return from Maternity leave. Following HR advice, a temporary change to contracted hours was agreed.

Premises

GF informed Governors that the Claremont site was to be developed. The school was being consulted regarding the plans, with work likely to start in September 2022.

GF apprised Governors that one of the school boilers had broken down and could not be repaired. A temporary electric heat pump would be provided under the school indemnity scheme, however, the school did not have sufficient capital funding to buy a replacement boiler.

Governors suggested that FHIS might be able to fund raise some of the costs. **ACTION GF to get an indication of the costs of a new boiler.**

JB thanked GF for her comprehensive report and for her robust response to Governor questions.

4, Link Governor Reports – Writing and PE

RL stated that he had been involved in the recent visit by Inge Fey. The resulting report (a copy of which had been posted in Governor Hub) gave a useful external view which dovetailed with the Ruth Gibson's writing report. The latter touched on Term 2 data, highlighting attainment and how interventions had been adapted to bridge gaps, including a focus on SEN and summer born boys. These excellent tailored interventions, clear documentation and positive evaluation of home learning had all been outlined in Inge Fey's report.

AKH summarised the PE curriculum report that had been uploaded to Governor Hub. She explained that the school had applied to take part in funded resources and training for PE and dance from the Bristol Primary Teaching Alliance and Create Development. Through this the 'Jasmine' Real PE scheme of work and staff training have been implemented and was also being used as part of home schooling.

The next area of focus would be to increase staff confidence in teaching dance. AKH highlighted the risk that funding for PE would cease. GF agreed that there was uncertainty regarding whether sports funding would continue, with an update likely to occur in March. However, she assured those present that some of the £17,000 carry forward could be utilised to support dance training for staff alongside Shine activities.

5, Governor Action Plan

The Governor Action Plan had been uploaded to Governor Hub and reviewed by those present. AS welcomed Governor feedback. Governors discussed the need to prioritise elements of the plan including Governor Link roles and financial reporting. **ACTION AS/RL/LO/GF to meet next term for a working group session to agree priorities for the Governor Action Plan.**

6, Resources Committee update following the meeting on 26th January 2021

RH informed the Governing Body that the Resources Committee had approved a five-year budget forecast, which had an in-year surplus this year and for the next two years, followed by a deficit in years four and five. The school had submitted a three-year budget forecast to the Local Authority. RH added that the School Financial Value Standard had been updated and approved by the Resources Committee. RH concluded by welcoming LO and congratulating her on her appointment.

7, Any other business

RL stated that he had undergone council finance training and would post some supporting materials on Governor Hub.

AS asked that the Governing Body remain informed regarding the development of the Claremont site. VS assured those present that as a member of the HC3 Committee, alongside GF, this would be the case. GF added that David Galliers, as site manager of all the schools on the campus, would be a useful information source on the project.

BS explained to those present that teachers working from home and hosting google meetings with their classes were utilising their own personal IT equipment to do so. GF assured Governors that staff working from home were covered by the school's risk assessment, Staff Code of Conduct and Acceptable Use of IT policy. The needs of staff were discussed at length. **It was agreed that three laptops would be purchased (one per year group) at a cost of £700 each from the revenue budget.**

8, Review minutes of Full Governing Body meeting on 9th December 2020 and matters arising

The minutes were signed as a correct record. **ACTION GF to arrange to meet KM in term 3.**

All other outstanding actions had been completed.

9, Confirmation of next meeting dates

FGB on 30th March 2021 at 4pm

Resources sub-group meeting – Wednesday 21st April – date to be confirmed with LO.

Resources Committee – 10th May 2021 at 4.30pm

The meeting closed at 5.50pm

ACTIONS

| Item | Action | Initials |
|-------------|--|---------------------|
| 2, | JB to proceed with the recruitment of a Governor with HR and safeguarding knowledge. | JB |
| 3, | GF and the PSHE lead to devise ways to encourage all pupils who may be struggling with their well-being to speak out and seek help. | GF/PSHE LEAD |
| 3, | GF to get an indication of the costs of a new boiler. | GF |
| 5, | AS/RL/LO/GF to meet next term for a working group session to agree priorities for the Governor Action Plan. | AS/RL/LO/GF |
| 8, | GF to arrange to meet KM in term 3. | GF/KM |
| | | |

Approved: _____ Date _____