



# Henleaze Infant School

## Governing Board Meeting Minutes

### Tuesday 30<sup>th</sup> March 2021, 4pm

### Virtual Meeting

#### Members:

Janet Bremner (JB) – <b>Chair</b>	<b>LA Governor</b>	Gemma Fricker (GF)	<b>Headteacher</b>
Elizabeth Smith (ES)*	<b>Co-opted Governor</b>	Richard Lukes (RL)	<b>Parent 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>		
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 & annual declarations: business interest & safeguarding.

The virtual Governing Body meeting commenced at 4.03pm. Apologies were accepted for LB and ES. RB updated the register of attendance and recorded that there were no changes to pecuniary interests.

#### 2, Chair's Report

JB confirmed that she would put the current Governor vacancy on Governors for Schools & Inspiring Governance during the Easter holiday, with knowledge of HR and Safeguarding on the desirable list. She added that KM was stepping down from the SEND role due to increased work commitments. AKH and AS would take over the role for the remainder of the academic year. In addition, RL had agreed to share the Safeguarding role with VS, until the end of the academic year. Governor roles for the next academic year would be assigned at the Full Governing Body meeting in term 6.

JB concluded by informing those present that she had drafted letters of thanks for the administration staff who were leaving as a result of the recent staffing review. RB confirmed that BS and HW had secured new jobs, whilst MB was retiring.

#### 3, Headteacher's Report

The Headteacher's Report had been previously uploaded to Governor Hub. GF stated that there were 265 pupils on roll, although a new pupil would be joining in Year 1 in term 5. Attendance figures for the school were in line with Bristol Primary Schools. Parents were confident in the school's plans for the safe return of pupils. The school was still operating a staggered start for pupils to enable social distancing. GF updated Governors regarding a number of Fixed Term Exclusions that had been issued. She assured those present that measures were being put in place to support children involved, including outside agency involvement to put in place provision to support children in a graduated response. Meetings with the Governors, including the SEN and safeguarding link Governors have recently

taken place to discuss managing challenging behaviour. Governors suggested that staffing planning for 2021-22 should look at options to enable a member of support staff to take the lead on behaviour and welfare, thus taking pressure off the Senior Leadership team.

She added that members of the SEN group would join termly inclusion meetings, the first of which would be held in week 1 of Term 5. GF also invited Governors to attend the visit by Inge Fey on Tuesday 22<sup>nd</sup> April. GF updated Governors regarding behaviour, stating that the return to school had been very positive. There had been an explicit focus on re-establishing relationships, routines and positive behaviour for learning. Pupils were excited to be back in school, although some pupils were showing levels of tiredness in the last week of term.

GF highlighted one racist event (following some work on discrimination in class). This was followed up with parents. Staff were ensuring that there was a continued focus on keeping the conversations going around racism and increasing diversity across the curriculum. Each subject leader had been identifying further opportunities and actively increasing the teaching about BAME role models. The resourcing of texts in the library to support this would be a focus for Term 5. BS added that the book Hidden Figures had been well received by Year 2 pupils, which promoted the work of Women of Colour for NASA.

GF explained Pupil Progress and Outcomes Assessments had been taking place since the return of all pupils to enable staff to adapt the curriculum plans to close gaps and ensure foundations are secure for the next stages in learning. Information was being shared within teams, but summative data was not due until the start of Term 5. Phonics data had been gathered for submission to the Department for Education. The data showed steady progress had continued for children identified in Term 1 as being in the lowest attaining 20% in phonics.

GF stated that the appraisal process would be completed by the end of Term 4 and a meeting had been held with the Assistant Heads to review staff ambitions.

#### **Governors asked if staff were on track to achieve their targets.**

GF clarified that the appraisal schedule had been delayed and pupil progress targets amended in the light of school closure. Teachers had provided digital evidence of impact on pupil progress through in school and high quality remote learning as well as evidence towards the target to improve outcomes for SEN pupils. On the whole, key targets set in September had been achieved, with the emphasis on personalised learning being on track.

#### **Governors asked about staff well being**

BS replied that it had been a tough term. Work had been required to remind returning pupils of routines and behaviour expectations. However, well-being levels amongst staff were good. A pizza night had been planned to celebrate the end of term and there was a later start to the Inset Day.

GF concluded that tweaks would be made to the curriculum following pupil progress meetings. However, the school was confident that the end points would be met for the majority of pupils, albeit at a slightly later assessment point in Term 6.

GF updated Governors regarding staffing, stating that both the new School Business Manager and Finance and Payroll Administrator had visited the school for handovers with Beverly Stevens.

Regarding premises, GF explained that Reception corridors would be painted in the Easter holidays. The floors would be replaced by the end of Term 6 and an educational grant would cover the cost of a new boiler.

**ACTION GF to supply AS and AKH with the dates and Zoom links for both the inclusion meetings and the meeting with Inge Fey.**

**ACTION GF to provide parents with an update regarding pupil progress data when it becomes available.**

There were no further questions arising following the Head's Report or in relation to the remaining documents posted by GF. **ACTION GF to ensure the Curriculum Intent Statement documentation background is in white for ease of eligibility.**

#### **4, Link Governor Reports - History & Geography, Art and RE**

RL confirmed that he would be meeting with GF to work on a timetable for subject reports. GF added that a staff meeting had been scheduled to discuss the matter.

The Link Governor reports for History and Geography, Art and RE had been uploaded to Governor Hub. RL gave an overview of the Geography Report from Ella Grant. A successful project had been initiated in school to celebrate the different heritages of pupils. Diversity had also been explored as part of the History curriculum. Sustainability had been a focus for pupils in Geography, with food and plastic waste being collected by classes. It was hoped that pupils would inspire their parents to become more environmentally aware.

Diversity had also been a key theme in Art lessons in school, with pupils studying artists with different heritages. Skills led teaching was being utilised alongside robust planning. AKH praised the Christmas RE projects including the creation of Angels and Christmas window displays. She added that measures to ensure the inclusion of SEN pupils had been implemented. Those present thanked teachers for their reports.

The reports were discussed at length. It was acknowledged that the report outline was under development. The questioning of curriculum leads was a more natural process when Governors were able to visit lessons in school. GF replied that middle leaders submitting reports were able to initiate follow up phone calls if required.

Governors queried the levels of participation for SEN pupils and how this was facilitated by the school. **ACTION GF to liaise with Mary Brand regarding SEN participation in RE projects.**

**ACTION Link Governors to ensure reports going forward include their name and the name of the Curriculum Lead teacher.**

#### **5, SEN Support Group**

RL and KM provided an update regarding the SEN Support Group. It was agreed that it would be beneficial to have a member of the Resources Committee as part of the group due to the impact of proposals from the group on the school budget. The group would meet three times per year and the membership would include KM, RL, AS and AKH, although KM was unable to take a lead role.

A member of the group would also join inclusion meetings to ensure relevance of meeting agendas and sharing of information regarding actions and trends.

**ACTION KM/AKH to produce a termly plan and times to update the Full Governing Body regarding the SEN Support Group.**

KM praised GF and the Sue Spaargaren for instigating the increased access to outside agencies to support SEN and for undergoing SEN training. GF replied that this training would be cascaded to staff in the Summer Term.

**ACTION KM to send the Terms of Reference for SEN Support Group to AS and RL and to ensure it is reviewed and approved at the Full Governing Body Meeting on 18<sup>th</sup> May.**

#### **6, Planning for Governor Day – 18<sup>th</sup> May 2021**

This was discussed at length. It was agreed that the Governor Day on 18<sup>th</sup> May would be postponed due to Covid-19 restrictions limiting adults on site. Instead, a Full Governing Body meeting would be held virtually at 4pm on 18<sup>th</sup> May. The Governor Day was moved to 13<sup>th</sup> July from 1.30 - 5pm, which would allow for an afternoon session, meeting with parents and a 1-hour Full Governing Body meeting from 4-5pm. Core subject leaders would be invited to provide subject updates to Governors as part of the day.

## **7, Finance Policy**

RH confirmed that the policy had been amended in the light of the recruitment of the Business Manager. The new policy increased the authorisation limit for GF to up to £5,000 and included a limit of up to £2,999 for the Business Manager. RH stated that the Resources Committee were able to sign off spends of between £5,000-£20,000. Full Governing Body authorisation would be required for expenditure above £20,000. RB thanked VS for highlighting some minor amendments.

**The Finance Policy was approved by all subject to minor amendments.**

## **8, Any other business**

**ACTION AS/RL to assist in Key Stage 1 teacher recruitment in the second week of Term 5.** VS also said he was available should additional help be required.

## **9, Review minutes of meeting on 8th February 2021 and matters arising**

The minutes were signed as a correct record. GF updated Governors item 3 on the outstanding actions. She stated that the school had installed 'worry bins' in classrooms where pupils could place messages regarding any well-being issues such as friendship issues or worries about playtimes. The pupils were on the whole very resilient and there had been few issues raised for teachers to deal with. RL and AS had met to discuss the priorities for the Governor Action Plan. **ACTION RL/AS to arrange a further meeting with LO to agree priorities for the Governor Action Plan.**

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

**Resources Sub Group Meeting – Friday 30<sup>th</sup> April 2pm (to be attended by GF/LO/AS/RH/RL).**

**Resources Committee – 10th May 2021 at 5.30pm**

**FGB Meeting – 18th May 2021 at 4pm**

**Governor Day – 13<sup>th</sup> July 1.30 - 5pm and FGB meeting from 4 – 5pm**

The meeting closed at 5.30pm

## **ACTIONS**

<b>Item</b>	<b>Action</b>	<b>Initials</b>
<b>3,</b>	<b>GF to supply AS and AKH with the dates and Zoom links for both the inclusion meetings and the meeting with Inge Fey.</b>	<b>GF</b>

3,	GF to provide parents with an update regarding pupil progress data when it becomes available.	GF
3,	GF to ensure the Curriculum Intent Statement documentation background is in white for ease of eligibility.	GF
4,	GF to liaise with Mary Brand regarding SEN participation in RE projects.	GF/MB
4,	Link Governors to ensure reports going forward include their name and the name of the Curriculum Lead teacher.	Link Governors
5,	KM/AKH to produce a termly plan and times to update the Full Governing Body regarding the SEN Support Group.	KM/AKH
5,	KM to send the Terms of Reference for SEN Support Group to AS and RL and to ensure it is reviewed and approved at the Full Governing Body Meeting on 18 <sup>th</sup> May.	KM
8,	AS/RL to assist in Key Stage 1 teacher recruitment in the second week of Term 5.	AS/RL
9,	RL/AS to arrange a further meeting with LO to agree priorities for the Governor Action Plan.	RL/AS

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