



# Henleaze Infant School

## Governing Board Meeting Minutes

### Tuesday 18<sup>th</sup> May 2021, 4pm

#### Virtual Meeting

### Members:

Janet Bremner (JB) – Chair	LA Governor	Gemma Fricker (GF)	Headteacher
Elizabeth Smith (ES)	Co-opted Governor	Lauren Oram (LO)	Business Manager
Vincent Smith (VS)	Co-opted Governor	Richard Lukes (RL)	Parent Governor
Linda Bamber (LB)* – Vice Chair	Co-opted Governor	Amar Shah (AS) <i>From item 5</i>	Co-opted Governor
Becci Simmons (BS)	Staff Governor	Richard Holm (RH)	Co-opted 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 & business interests

The virtual Governing Body meeting commenced at 4.05pm. Apologies were accepted for AKH and it was acknowledged that AS would be joining the meeting at approximately 5pm. JB noted that LB was absent. It was thought that she no longer wishes to be a member of the Governing Body. **ACTION JB TO CONTACT LB REGARDING HER MEMBERSHIP OF THE GOVERNING BODY.** RB updated the register of attendance and recorded that there were no changes to pecuniary interests.

### 2, Chair's Report including the appointment of Lauren Oram as an Associate Member of the Henleaze Infant Governing Body

JB welcomed ES to the meeting. She also introduced LO, who was attending in her capacity as newly appointed School Business Manager. She confirmed that this would be her last meeting as Chair of the Governing Body. **Governors appointed LO as an Associate Member of the Resources Committee.** JB clarified that LO was welcome to also attend Full Governing Body meetings but that her attendance would not be recorded.

JB confirmed that the Governor advertisement for the school was now live on Inspiring Governance and Governance for Schools and this would be reviewed in Term 6.

### 3, Headteacher's Report

The Headteacher's Report had been previously uploaded to Governor Hub and there were no advance questions posted.

## **Admissions and attendance**

Work was underway to promote Reception admissions. School tours had commenced, local advertisements had been organised and a collaboration meeting had been held with Henleaze Junior School. It was noted that the drop in Reception numbers this year is significant and that it is essential that governors work with the school to plan for this, and any future significant fluctuations in numbers. As a first step, a meeting with GF, LO and JB to review Reception admissions was planned in Term 6.

GF stated that pupil attendance had increased to 98.5% in Term 4 and was above Bristol attendance based on average weekly numbers from the LA attendance update. GF provided Governors with a breakdown of attendance figures for vulnerable groups and updated them on Fixed Term Exclusions. She confirmed that letters to selected families encouraging good attendance had been sent out following an attendance review meeting with RB.

## **Pupil Progress**

GF explained that there had been an end of term assessment to examine the impact of the recovery curriculum following the lockdown. The recovery curriculum and remote learning had been successful in maintaining progress for most pupils, although overall attainment was slightly down compared to pre-lockdown attainment. GF informed those present that barriers to progress would be addressed over the Summer terms in order for children to be ready for the next stage of their education.

## **Governors asked whether it was possible to have parent reading volunteers back in school to support pupils**

GF replied that due to Covid restrictions it was only possible to have volunteers working outside. This would be kept under review.

GF updated those present regarding predictions for end of year attainment, stating that 80% of pupils would be at age related expectations in Maths, 75% in writing and at least 80% in reading. Following a dip in Early Years Foundation Stage GLD, there would be a focus on closing any gaps in attainment for Reception pupils when they commenced Year 1.

## **School Improvement Monitoring Visit**

GF shared with Governors information regarding the monitoring visit held on 27<sup>th</sup> April. The Education Partner had highlighted a number of strengths including the school's excellent work with external agencies including Autism, Speech and Language and Behavioural Support. Teaching teams were aware children's strengths and needs and children were making good progress. The Education Partner praised the good quality of intervention groups, especially for Maths. Governors reviewed the key findings from the visit and thanked BS for her work on leading Maths interventions.

GF informed those present that the school had signed up to free Nuffield Early Language training. She added that following the visit, the school would be focussing on writing scaffolds, improving presentation of books, reviewing the impact of interventions and better transitions back into lessons.

## **2021-22 School Development Plan**

GF explained that a key priority was to further develop leadership capacity throughout the school through shared responsibility for the School Development Plan. Leadership and management capacity had been accelerated by the recruitment of LO. This had enabled work to take place to review the budget ensuring income and expenditure was accurately reflected in order to prioritise funds for school development.

Leadership and management development for Middle Leaders had continued with internal mentoring for a group of less experienced or new subject leaders and attending of courses where appropriate.

GF added that she had met with RL to discuss Link Governor roles; particularly clarifying the monitoring cycle. Subject leads would be invited to attend future Governing Body meetings to share their knowledge. GF highlighted

that Term 6 Link Governor reports were due to be sent by 8<sup>th</sup> July and Reading, Writing and Maths leads would report to the Governing Body in person.

### **Staffing**

GF apprised Governors of the permanent appointments of Ruth Gibson in the post of Assistant Head with two days leadership release and Sue Spaargaren in the role of SENCO for two days per week. Governors asked that congratulations be passed on by GF from the Governing Body. **ACTION GF TO CONGRATULATE RG and SS ON THEIR PERMANENT APPOINTMENTS.**

GF added that two class teachers had been appointed to join the KS1 team, one an experienced teacher and the other a newly qualified teacher. The recruitment of the Early Years lead role would be concluded by 24<sup>th</sup> May. A further maternity contract would also be recruited next term.

GF confirmed that she had been liaising with Jane Burstow regarding her proposal to offer 0.5 Mat plus 0.5 fixed term to April to an existing teacher on fixed term, then offer 0.5 fixed term until August for another post. This would enable the school to have flexibility around staffing in response to uncertainty regarding pupil numbers. Governors supported this proposal.

GF stated that two members of the support staff team had also announced their decision to retire this summer, resulting in a recruitment need. As a number of support staff were on fixed term contracts linked to SEN funding due to end this summer. GF confirmed that she was liaising with Jane Burstow regarding the internal recruitment of these posts.

GF advised Governors that she would like to increase the capacity of the inclusion team and Social and Emotional Mental Health. She proposed that the support staff structure be changed from a BG6 role to a BG7 role. This had been externally advertised on the school website following HR advice. Pupil Premium funding would be used to support the costs of this post. Governors acknowledged that there was an ongoing need for this role **and approved the change.**

### **Governors asked about the development plans for the Claremont site**

GF updated Governors regarding the plans, stating that she had attended a meeting with the contractor and architect. The redevelopment of the site would commence in September 2022. GF had requested that the demolition work be moved forward to occur over the summer holidays to minimise disruption to the school and that the fencing be reconsidered to maintain pupil safety. She reiterated to the development team the importance of considering the impact of the plans on all the schools in the campus.

### **Governors requested GF explain why pupil assessments were more favourable than might have been expected**

GF explained that the curriculum had been carefully planned. Levels of parental engagement had been very good and learning engagement was strong. Interventions were also ongoing to close gaps in pupil attainment.

GF concluded her report by updating the Governing Body regarding Enrichment Week and the Travelling Light Theatre Company visit. She stated that it had been hugely successful, with very creative displays in school. She added that a presentation of the week's events would be shared with parents on the school website shortly.

### **4, Budget Sign Off 2021-22 and 3-Year forecast**

LO stated that the budget for submission to the Local Authority assumed 80 pupils attending in Reception, 85 pupils in Year 1 and 87 in Year 2. Funding was fixed for the coming year based on the October 2020 census. Universal Free School meals funding would be based on 240 pupils. Support staff costs had reduced slightly due to the resignation of a School Meals Supervisor. **Following Governor questioning, GF confirmed that lunch times would not be staggered in September.**

LO stated that the carry forward would be just under the required 8% with funds spent on tarmacking the Reception patio. Renewing cladding outside classes 8 and 9, the painting of three classrooms and the purchase of blinds and other furniture remain in the main budget but will be offset by capital, FHIS and donations.

In addition, it was proposed that parents no longer be asked to support the Amazon 'wish list' of resources for the school, but instead to make a £25 donation to the School Fund.

#### **Governors queried the request for a parental donation in light of the sizeable carry forward**

LO replied that training, maintenance, website and grounds costs would be stripped out and put through as a carry forward project to facilitate a prudent budget. A worse-case scenario was being worked on based on 70 Reception pupils joining in September with 80 thereafter. Funds from FHIS and donations would therefore be essential. LO highlighted options to revisit staffing costs if required and stated that a redundancy buffer had been included in the budget.

JB reiterated that it was essential that all Governors planned for the scenario of reduced pupil numbers. She added that she would be meeting with LO and GF to commence work on this.

#### **Budget submission to the Local Authority**

**Total Revenue: £1,362,491.25**

**Less Expenditure, £1,342,791.41**

**Balance £19,699.84**

**Carry forward £94,481**

**Community £14,119**

**£108,600 with combining both carry forwards**

**2022-23 carry forward £128,299 (just above 10% but will be offset by spending plan aforementioned)**

**21/22 Budget and Year-end and outturn was approved by all Governors.**

**ACTION GF TO SUBMIT THE YEAR END OUTTURN AND 21/22 BUDGET TO THE LOCAL AUTHORITY AND TO COPY IN JB BY 31/05/2021**

Governors thanked LO for her work on the budget submission.

#### **5, Link Governor Reports: Reading and Phonics, Writing and Maths**

RL informed those present regarding the Link Governor Reports he had submitted. He explained that he had emailed Julia Fitzpatrick regarding Reading and Phonics to get an updated action plan. A meeting would occur with her in Term 6. He had updated Governors at FGB regarding Writing following a meeting with Ruth Gibson in Term 3. GF added that the Department of Education had clarified it was no longer necessary to buy into Letters and Sounds validation. The school were working with the English Hub and were using their resources.

AS joined the meeting. He and VS updated Governors regarding the Maths report. They praised the impact Funky Maths on attainment. BS added that a group of Pupil Premium pupils had made amazing progress as a result of a six-week Funky Maths intervention.

#### **Governors requested that the school benchmark against other schools.**

GF explained that there was no national data, however she would raise the issue at the Head's Group network.

**ACTION GF TO RAISE BENCHMARKING OF DATA AT THE NEXT HEAD'S GROUP NETWORK MEETING.**

Governors thanked BS for her work on the development of Maths in school.

## **6, Annual Health and Safety Report**

Due to time constraints in submitting the Annual Health and Safety report, it was agreed to add this agenda item at the next meeting. **ACTION VS TO SUBMIT THE ANNUAL HEALTH AND SAFETY REPORT FOR REVIEW AND DISCUSSION AT THE FGB ON 13<sup>th</sup> JULY 21.**

## **7, Resources Committee update following meeting on 10th May 2021**

RH confirmed that those present had been updated as part of agenda item 4 on the key discussions at the Resources Committee meeting on 10<sup>th</sup> May. Governors thanked LO for her work on the budget.

## **8, Policies for review**

The following policies were reviewed and agreed by those present.

**Health and Safety Policy (approved subject to an updated list of staff responsibilities being added)**

**Accessibility Plan**

**Equality Plan**

**Unofficial School Fund**

**SEN Group Terms of Reference**

**Governors asked for clarification regarding the source of the policies and any major changes that had been made since they had been last reviewed.**

GF confirmed that the AKH had worked on the Equality Plan, updating it following changes in legislation, whilst the SENCO had inputted into the Accessibility Plan. LO added that Part 1 of the Health and Safety Policy was a Bristol City Council generic policy with Part 2 being more specific to the school. **ACTION LO TO ADD A LIST OF STAFF RESPONSIBILITIES TO PART 2 OF THE HEALTH AND SAFETY POLICY.**

The Unofficial School Fund was a generic Bristol City Council Policy.

JB confirmed that the SEN Terms of Reference made clear that it was a working group and not a committee, and as such the group did not have decision making powers. Representatives would be included from each inclusion area. The SEN Group would meet three times per year and a termly invitation to inclusion meetings would also be extended to the group. RH stated that he was happy to be included in his capacity as Chair of resources.

## **9, Any other business**

### **Governor Meeting Schedule 2021-22**

The meeting schedule for the next academic year was discussed. Difficulties in Governors attending on Tuesdays and Wednesdays were highlighted. A preference for later meetings was expressed by some, but not all. **ACTION RB TO FINALISE THE MEETING SCHEDULE FOR 2021-22.**

### **Religious Education – guidance from the Bristol Religious Education Network**

After some discussion, **Governors agreed to follow the guidance that Religious Education should be renamed Religion and World Views as it better represented what was taught in the curriculum.**

**Thank you to JB**

All those present thanked JB for the consummate level of service she had given as Chair of Governors. Clerk's note – RB was also most grateful for the support she had received from JB.

**10, Review minutes of meeting on 30th March 2021 and matters arising**

JB confirmed that all outstanding actions had been completed. The minutes were signed as a correct record.

**11, Confirmation of next meeting date**

Next meeting dates

Resources Sub-Group Meeting - 7 July 11am via Zoom

FGB Meeting and Governor Day in school on 13th July 2021 from 1.30 - 5pm

**ACTION GF/RL/AS TO MEET IN TERM 6 TO FINALISE PLANS FOR THE GOVERNOR DAY**

The meeting closed at 5.40pm

**ACTIONS**

Item	Action	Initials
1,	JB TO CONTACT LB REGARDING HER MEMBERSHIP OF THE GOVERNING BODY.	JB
3,	GF TO CONGRATULATE RG and SS ON THEIR PERMANENT APPOINTMENTS.	GF
4,	GF TO SUBMIT THE YEAR END OUTTURN AND 21/22 BUDGET TO THE LOCAL AUTHORITY AND TO COPY IN JB BY 31/05/2021	GF
5,	GF TO RAISE BENCHMARKING OF DATA AT THE NEXT HEAD'S GROUP NETWORK MEETING.	GF
6,	VS TO SUBMIT THE ANNUAL HEALTH AND SAFETY REPORT FOR REVIEW AND DISCUSSION AT THE FGB ON 13th JULY 21.	VS
8,	LO TO ADD A LIST OF STAFF RESPONSIBILITIES TO PART 2 OF THE HEALTH AND SAFETY POLICY.	LO
9,	RB TO FINALISE THE MEETING SCHEDULE FOR 2021-22.	RB
11,	GF/RL/AS TO MEET IN TERM 6 TO FINALISE PLANS FOR THE GOVERNOR DAY	GF/RL/AS

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