



Henleaze Infant School
Governing Board Meeting Minutes
Tuesday 13th July 2021, 4pm
Virtual Meeting

Members:

Janet Bremner (JB)	Chair	LA Governor	Gemma Fricker (GF)	Headteacher
Elizabeth Smith (ES)		Co-opted Governor	Richard Lukes (RL)	Parent Governor
Vincent Smith (VS)		Co-opted Governor	Amar Shah (AS)	Co-opted Governor
Becci Simmons (BS)		Staff Governor	Richard Holm (RH)	Co-opted Governor
Ania Kopel-Hanna (AKH)		Parent Governor		
Observers Melissa Quignon-Finch (MQ-F) Alarna Samarasinghe (ASA) Farzana Shehzad (FS)			Staff Ruth Gibson Sue Browne Sue Spaargaren	
			Rachel Bateson (RB)	Clerk
*	<- Indicates absent.			<- Indicates question asked
				<- Indicates decision made

1, Apologies & Business Interests, Chair’s Report and Governor Appointments

The virtual Governing Body meeting commenced at 4.05pm. All Governors were present. JB explained that KM had resigned from the Governing Body. Her valuable contribution to fellow Governors and the school and staff was noted by all. JB also thanked RB, who had resigned as Clerk to the Governors following six years in the post.

GF and RL nominated RL and AS to the role of Joint Chairs of the Governing Body commencing next academic year. **All Governors voted to appointment RL and AS to be Joint Chairs of Governors.** JB handed over to RL and AM to lead the meeting, with RL agreeing to act as Chair for the remainder of the session.

RL thanked JB for the excellent job she had done in her role as Chair over the past two years and in providing support to both himself and AS. Clerk’s note RB also extended her grateful thanks to JB, stating that it had been a great pleasure working with her.

The Governing Body discussed the Governor applications that had been received from MQ-F, ASA and FS. **The Governing Body universally voted to elect MQ-F, ASA and FS as Co-opted Governors to the Henleaze Infant School Governing Body.** They subsequently joined the meeting.

2, Observations from the day – curriculum link meeting updates

2.1 Maths Link Meeting

Maths Lead Becci Simmons (BS) explained that she had met with VS for a tour of the school that had commenced in Reception for a review of graphics books and number line work. In Key Stage 1, they had looked at the consistent working rules used by each class. Key vocabulary was being used in topics such as capacity and time throughout the classrooms. VS was also shown the whole school Maths Day display. BS reviewed the pupil data for Maths with AS and VS in a Zoom meeting. She highlighted key achievements such as the implementation of Funky Maths across the school which had benefitted pupils and been especially effective in increasing the percentage of pupil premium children achieving age related expectations (up from 41% to 76% by the end of Term 6). BS stated that Teaching Assistant confidence in delivering Maths interventions had increased significantly due to the use of a structured plan. Additional training was to be a priority for new Teaching Assistants joining the school and any existing staff that has missed the initial training.

BS added that the high quality of remote learning materials and hard work in the classroom had ensured great end of year results in Maths attainment across all year groups. Priorities for next year would be focussed on further embedding Funky Maths, providing continued support for SEN pupils and ensuring consistent pedagogies. BS concluded by stating that in a recent Pupil Voice Survey, 91% of pupils were proud of their work in Maths. Link Governors agreed that it had been hugely beneficial to visit their respective subject leads. They thanked BS for her comprehensive overview of Maths in school.

2.2 SEND and Pupil Premium Strategy Report

LS had met with the school SENCO Sue Spargaaren for a tour of the school. LS observed that there had been evidence of personalised learning throughout the school and workspaces had been adapted to support pupils, including the use of a sensory approach to support a particular pupil. GF added that emotional regulation was the most prevalent need in the school and that social and emotional mental health would be a major area of focus. GF praised the Inclusion Group for their good understanding of SEN and the valued support it provided to the school.

2.3 Writing Link Meeting

Writing Lead Ruth Gibson (RG) stated that she had met with RL to revisit writing targets. Age related expectations for writing at the end of Term 6 had been reduced in light of the lock down. However, staff and pupils had worked really hard on interventions and work in classes and as a result, these targets were far exceeded across all year groups. Transition meetings had been held with next year's teachers and steps were being put in place to further assist SEN pupil progress.

Governors asked if there were significant age and gender related gaps in attainment.

RG confirmed that there were no significant age or gender related gaps in any year group.

Governors were updated about the Owl and the Pussy Cat literacy event and attendance by the Travelling Theatre Company which had been positively received by pupils and staff.

RG explained that pupils needed support with handwriting at home during the first lock down. This had been successfully prioritised in learning support materials supplied to families and in work in school. It would be a continued focus for pupils transitioning to Year 1 in September.

RL thanked RG for her excellent tour, stating that it had been great to see all the hard work that been carried out.

2.4 Early Years Foundation Stage Link Meeting

The Head of the Early Years Foundation Stage Sue Browne (SB) explained that she had reviewed end of year data with AS. Despite a challenging year, pupil attainment in Reception had been very positive. Staff had worked incredibly hard to ensure that targets were achieved in all prime areas including Reading, Writing and Maths. By the end of Term 6, these were comparable with previous years.

SB informed those present that the school had achieved the Bristol Standard accreditation which covered ten dimensions of learning in Early Years Foundation Stage. GF added that this was a mark of quality in practice and should be hugely celebrated. Governors congratulated SB for this hugely significant piece of work. They highlighted that this should be shared on the school website and used as a key marketing tool for the school. **ACTION GF TO PUBLISH DETAILS OF THE BRISTOL STANDARD ACCREDITATION ON SCHOOL WEBSITE AND INCLUDE IT AS PART OF THE SCHOOL'S LETTER HEAD.**

Conclusions

VS provided feedback regarding his meeting with Becky Thoburn, Science Lead. He praised her enthusiasm for Science in school and informed those present that the tracking of pupil achievement in science was a new requirement.

All Governors agreed that the school visits to meet with Curriculum Leads had been hugely beneficial. VS suggested that the initiative should occur several times throughout the year

3, Headteacher's Report

The Headteacher's Report had been previously uploaded to Governor Hub. She thanked her Senior Leadership colleagues for attending the meeting and sharing their reports with Governors. She updated the Governing Body regarding pupil numbers on roll and the Reception 2021 intake, which was budgeted at sixty. She explained that there had been considerable movement of pupils in years 1 and 2, with RB working closely with Bristol City Council to fill these spaces. The pupils joining Reception in September would benefit from being in three smaller classes. A Teaching Assistant from the Reception team would be used to support Key Stage 1 pupils in the afternoon.

Attendance from 8th March to 5th July was at 98.2% (above the Bristol Schools average). GF updated those present regarding persistent absence and fixed term exclusions. There had been a small number of racist incidents and the school was working closely with parents and children to address these.

GF explained that the aim for the next academic year was to build on the success already achieved, such as the use of Funky Maths, the A to Z of Literacy and speech and language therapy. In addition, the school was going to participate in the DELTA Project (to develop the leadership of Teaching Assistants) and the Endowment Fund (a Bristol based project aiming to close the gap for vulnerable children).

ACTION GF TO POST A LINK TO THE ENDOWMENT FUND VIDEO ON GOVERNOR HUB.

GF added that a new Early Years Foundation Stage framework would be adopted in September. She concluded by informing those present that the focus of the School Development Plan for the coming year would be on the following:

- Further developing social and emotional learning of children and their families
- Revisiting key strategies for effective teaching and learning
- Improving stakeholder communication

4, Governor Development Plan

AS updated Governors regarding the Governor Development Plan. He highlighted the following goals:

To create a Curriculum Committee - to ensure a shared understanding of the curriculum - providing a broader platform for the curriculum discussion and - to all subject leads to present in a smaller group.

To work with the school on a new school Vision and Values statement

To help to maintain financial sustainability - working with the School Business Manager, to make sure the finances are sound and the long term plan with pupil numbers is not something we lose sight of

He stated that the plan was in support of the three school aims:

1. The social and emotional learning is a Bristol schools focus; engaging with parents and staff learning social and emotional skills
2. Ensuring the curriculum is challenging, more diverse and engaging
3. Stakeholder support:
 - Support for Learning Support Assistants
 - Support for SEND parents, making sure they are heard and reviewing the frequency of communication with them from 3 to 6 times a year.
 - Improvement of the school website
 - Reinstatement of the Head's Tea for parents
 - The formation of a Henleaze Infant and Junior School Working Group to promote collaborative working

5, Governor Planning 2021.22

The Governor meeting schedule and the Policy Schedule for 2021-22 was agreed by all. The following Governor appointments were noted:

Role	Current 2020/21	Future 2021/22
Chair	Janet Bremner	Amar Shah/Richard Lukes
Vice Chair	Amar Shah/Richard Lukes	
Resources Chair	Richard Holm	Richard Holm
H&S Governor	Vincent Smith	Vincent Smith
Looked After Children Governor	Vincent Smith/Lizzy Smith	Lizzy Smith
Child Protection/Safeguarding Governor	Vincent Smith/Richard Lukes/Lizzy Smith	Lizzy Smith
Inclusion Governor (SEND and Pupil Premium)	Ania K-Hanna/Amar Shah	
SEND		Ania K-Hanna
Pupil Premium		Farzana Shehzad
Behaviour & Welfare Governor	Ania K-Hanna	Ania K-Hanna
Training & Induction coordinator	Janet Bremner	Janet Bremner
HT Performance Management (3)	Janet Bremner, Amar Shar, Richard Lukes	Amar Shar, Richard Lukes, Ania K-Hanna
Staff recruitment	Janet Bremner,	Melissa Quignon-Finch
	Richard Lukes & Kate McGreal	
Curriculum Link - English	Richard Lukes	Curriculum Link roles – TBA via Governor Hub
Curriculum Link - Maths	Vincent Smith, Amar Shah	
Curriculum Link – PSHE/RE/PE	Ania K-Hanna	
Curriculum Link - EYFS	Linda Bamber	
Curriculum Link – Computing/Science and DT	Vincent Smith	
Curriculum Link – History/Geography/Music/Art	Richard Lukes	

HC3 Governor/Premises/NW24 Link	Vincent Smith	Vincent Smith
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6, Annual Health and Safety Report

VS informed those present that there was a new Health and Safety Committee. The minutes of meetings from this committee would be shared with VS and a trade union representative. The new School Business Manager Lauren Oram had met with VS to review the Health and Safety Report. It was agreed that in future they would meet three times a year to review health and safety.

Governors asked if the outstanding items in the report had been completed. GF replied that improvements to the medical facilities and the installation of blinds had been included in the budget and would be carried out.

7, Annual Report for Child Protection and Safeguarding

GF updated Governors regarding the vast safeguarding audit that had been completed for the Local Authority in which the school had achieved a score of 90%. An action plan had been created which included Prevent self-assessment.

GF assured those present that there was increased scrutiny of the Single Central Register with regular review meetings, detailed employee checks as part of staff recruitment and a comprehensive safeguarding declaration process. Plans were also in place to improve training records and to review the use of CPOMS. GF added that she had completed Designated Safeguarding Lead training.

Governors asked about the impact of this new role on GF's workload.

GF explained that Ruth Gibson would be completing the Deputy Safeguarding training in September to support her and a Teaching Assistant would also be trained so that they could provide low level support.

LS and AKH left the meeting at 5.40pm

8, SEND and Pupil Premium Strategy Report

GF confirmed that she had attended Pupil Premium training with the Endowment Fund. There was £18k of funding available based on last year's cohort of pupils. The school was required to report on how the funds were spent and this was being closely tracked by the School Business Manager.

9, Policies for review

E Safety Policy/Acceptable Use Policy

GF clarified that a guest Wi Fi login was available for visitors to the site.

Governors unanimously approved the E Safety/Acceptable Use Policy

Equality Policy

Following some parental feedback, GF explained that the Equality Policy had been amended so that references to the term gender were replaced by protected characteristics. Governors noted this amendment. **The Equality Policy was approved by all.**

10, Review minutes of meeting on 18th May 2021 and matters arising

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

11, AOB

FS agreed to join the Resources Committee. AS assured her that useful background information regarding the roles of the different committees and working groups would be available on Governor Hub and in the New Governor Induction Pack.

12, Confirmation of next meeting date

Next meeting dates

Inclusion Working Group Meeting – 5th October at 2pm

Resources Sub-Group Meeting – week commencing 11th October 2021

FGB 18th October 4pm in school

Resources Committee 9th November 6pm via Zoom.

The meeting closed at 5.55pm

ACTIONS

Item	Action	Initials
2,	GF TO PUBLISH DETAILS OF TH BRISTOL STANDARD ACREDITATION ON SCHOOL WEBSITE.	GF
3,	GF TO POST A LINK TO THE ENDOWMENT FUND VIDEO ON GOVERNOR HUB.	GF

Approved: _____ Date _____