



Henleaze Infant School

Governing Board Meeting Minutes

Monday 18th October 2021, 4pm

Virtual Meeting

Name	Position	Initials	Attended	Apologies	Absent
Janet Bremner	Associate Member	JB		√	
Melissa Finch	Co-opted Governor	MF	√		
Gemma Fricker	Head Teacher	GF	√		
Richard Holm	Co-opted Governor	RH	√		
Ania Kopel-Hanna	Co-opted Governor	AKH	√ (from item 5)		
Richard Lukes	Parent Governor & Co-Chair	RL	√		
Lauren Oram	Associate Member & SBM	LO		√	
Alarna Samarasinghe	Co-opted Governor	ASa	√		
Amar Shah	Co-opted Governor & Co-Chair	ASh	√		
Farzana Shehzad	Co-opted Governor	FS	√		
Becci Simmons	Staff Governor	BS	√		
Elizabeth Smith	Co-opted Governor	ES	√		
Sarah Smith	Co-opted Governor	SS	√		
Vincent Smith	LA Governor	VS	√		
Louise Walton	Parent Governor	LW		√	

The meeting started at 4pm

Item	Minutes	Action
1.	Welcome & Apologies	
	ASh welcomed everyone to the meeting. Apologies were received and accepted from JB. LO and LW. The meeting was deemed to be quorate.	
2.	Governance	
2.1	VS appointed as LA governor to replace JB	
2.2	Co-opted Governor Appointment ASh referred to the applications in the meeting folder, highlighting their skills and experience. AKH & SS co-opted to the Governing Body <i>SS joined the meeting.</i>	
2.3	JB appointed as Associate Member on the Resources Committee for 21/22	
2.4 & 2.5	Governor confirmations: The revised Governor code of conduct was approved. ASh requested that all governors confirm the following via GovernorHub by 22.10.21. (These declarations are accessed via the governor's profile page. It needs to be done on the main website, not the App). Action All	ALL

	<p>a) Governor Code of Conduct 2021 b) Keeping Children Safe in Education c) Declarations of Business Interest</p> <p>There was a discussion about conflict of interest and whether it was always essential for the governor to leave the meeting once the conflict had been raised. It was agreed this would be reviewed on a case-by-case basis as the governor’s knowledge may add to the discussion, but they would not be able to vote. It would be up to the meeting, under the guidance of the Chair and the clerk, to decide.</p> <p>ASh invited all the governors to introduce themselves.</p> <p>There was a discussion about the most appropriate place to share information on governor experience, skills and interests. The possibility of using GovernorHub or the School’s website for short biographies was considered.</p>																																	
3.	Governance Structures 21/22																																	
3.1	ASh explained the role of the new Scheme of Delegation and referred to the explanation in the clerk’s report. Approved																																	
3.2	<p>ASh commented on the proposal to establish a Curriculum Committee, including the new Terms of Reference for both that committee and the Resources Committee. The establishment of a Curriculum Committee and the Terms of Reference for all committees were approved. RL thanked all the governors, including those who have only just joined, who had taken on link governor roles and in particular FS who has volunteered to chair the committee.</p> <p>ASh offered support and shadowing for all those new to role, commenting that it is a time of change and development for the Governing Body as a whole. GF reflected on the value of having a curriculum committee to focus on learning, which is key for the school.</p>																																	
3.3	<p>Committee membership was confirmed as follows:</p> <table border="1" data-bbox="225 1245 1334 1910"> <thead> <tr> <th>Curriculum</th> <th>Resources</th> </tr> </thead> <tbody> <tr> <td>Gemma Fricker</td> <td>Janet Bremner</td> </tr> <tr> <td>Ania Kopel-Hanna (PHSE, PE, Religion & World views) SEND named governor</td> <td>Melissa Finch</td> </tr> <tr> <td>Richard Lukes</td> <td>Gemma Fricker</td> </tr> <tr> <td>Alarna Samarasinghe (EYFS)</td> <td>Richard Holm (Chair)</td> </tr> <tr> <td>Farzana Shehzad (Chair) Pupil Premium named governor</td> <td>Lauren Oram</td> </tr> <tr> <td>Becci Simmons</td> <td>Amar Shah</td> </tr> <tr> <td>Vincent Smith (Maths, Science and Technology)</td> <td>Vincent Smith (H&S named governor)</td> </tr> <tr> <td>Sarah Smith (English)</td> <td></td> </tr> <tr> <td>Elizabeth Smith (Safeguarding & LAC named governor)</td> <td>Pay Committee</td> </tr> <tr> <td>Louise Walton (History, Geography, Music & Art)</td> <td>Janet Bremner</td> </tr> <tr> <td></td> <td>Gemma Fricker</td> </tr> <tr> <td>Head Teacher’s Performance Management</td> <td>Richard Lukes</td> </tr> <tr> <td>Ania Kopel-Hanna</td> <td>Amar Shah (Chair)</td> </tr> <tr> <td>Richard Lukes (Chair)</td> <td></td> </tr> <tr> <td>Amar Shah</td> <td></td> </tr> </tbody> </table>	Curriculum	Resources	Gemma Fricker	Janet Bremner	Ania Kopel-Hanna (PHSE, PE, Religion & World views) SEND named governor	Melissa Finch	Richard Lukes	Gemma Fricker	Alarna Samarasinghe (EYFS)	Richard Holm (Chair)	Farzana Shehzad (Chair) Pupil Premium named governor	Lauren Oram	Becci Simmons	Amar Shah	Vincent Smith (Maths, Science and Technology)	Vincent Smith (H&S named governor)	Sarah Smith (English)		Elizabeth Smith (Safeguarding & LAC named governor)	Pay Committee	Louise Walton (History, Geography, Music & Art)	Janet Bremner		Gemma Fricker	Head Teacher’s Performance Management	Richard Lukes	Ania Kopel-Hanna	Amar Shah (Chair)	Richard Lukes (Chair)		Amar Shah		
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3.4	<p>Ways of working</p> <p>ASh invited feedback from all governors on ways of working, noting that with new co-chairs and many new governors a there will be a new approach. He noted that finding the most</p>																																	

	convenient meeting times would always be challenging for governors who have so many other commitments, but again, feedback would be welcome. He also stressed the need for all to keep up to date with GovernorHub as this is the main method of communication. Any problems with communications to be flagged with the Co-Chairs or clerk, once appointed.	
3.5	<p>Governor Development Plan</p> <p>ASh referred to the document in the meeting folder and noted that this is the way the governing board plan its work and focusses its activities for the academic year ahead. It is linked very closely to the School Development Plan. ASH also referred to the school snapshot document. This provides the key metrics about the school and will be particularly useful as a summary ahead of any Ofsted visit. ASH/RL will aim to keep up to date. ASh/RL also to circulate some Ofsted questions and answers that they have worked on with GF and Inge Fey, the school's Bristol Education Partner (BEP).</p> <p>Governors commented that the summary document is helpful, especially for newer governors.</p>	ASh /RL
4.	<p>Head Teacher's Report</p> <p>GF referred to her report. Noting that numbers on roll is a challenge for the school, she reported that KS1 is almost full (one space). The number in Reception remains unchanged (one third down on previous years), but this has had the advantage of improving the experience of the current children, although obviously this is not sustainable.</p> <p>Attendance is lower than in previous years. This mainly relates to illness and self-isolation. GF is following LA guidance for any requests for absence.</p> <p>Attendance comparators – are they for Primary only or all settings?</p> <p>Primary, so they are reasonable comparators. GF also looks specifically at vulnerable groups, but this is difficult where numbers are low. For Free School Meals (FSM) and SEND children there are some concerns, but they are not significant at the moment. GF is monitoring.</p> <p>Catch up funding. The report needs to be published on website and the link is in Head's Report. Not all was spent last year, and the carry forward has been helpful in providing teacher release time for the children who needs the most support. Catch up funding from the DfE has not been accessed by the school this year as both eligibility and the terms of use of funding this year were not viable. The school has accessed the DfE funded offer for providing training (Nuffield Early Language Intervention) to support staff working with Early Years Children. Challenge is now to find a way to roll that out within existing staffing capacity.</p> <p>Pupil Premium. Slightly higher than last year, and numbers may climb. The Pupil Premium Plan is for targeted intervention for some children. Ensuring children feel safe, happy and well and that they have key skills.</p> <p>SEND. There has been an increase in demand for support as a result of a new child joining the school. This is having a knock-on impact on staffing across the school, impacting staff capacity. An application is being made to the LA Top Up panel at end of October. The SEND co-cohort is larger than in previous years. Needs are mostly SEMH (social emotional and mental health) and communication and language. Both can have impact on behaviour. Behaviour is managed in the same way as for other children, although they may have individual behaviour plans. Doing some preliminary work on review if behaviour policy. Looking for patterns and groups to see how might feed into the policy</p>	

<p>School Development Plan (SDP). A slimmed down version this year. It links to Governor Development Plan and subject leader development plan. Progress is being made, for example on supporting children with SEMH needs so they are able and ready to learn. Also revisiting key strategies for teaching and learning. Communications with stakeholders is another priority, ensuring they are appropriate and not overwhelming. The approach being taken is evolution not revolution for Early Years Reforms. This is a big piece of work over next 2 years,</p> <p>External progress reviews. There has been a remote BEP visit focussing on SDP and school context. The BEP considers that the school has moved from building capacity to self-improving.</p> <p>Curriculum Committee. Looking forward to working in this new way which will be more supportive and also more effective. It supports the development of staff in subject leadership roles.</p> <p>How much more capacity is there in the staff team, given the growing number of Covid cases?</p> <p>Not yet at a level that would require the contingency plan to take effect, although close. First step could be year group bubble closure, if needed. 5 staff currently absent with covid, but have managed to cover – just. Very challenging for staff.</p> <p>Celebrations. More community involvement and whole school activities have been possible, including educational visits, until very recently. Very positive feedback from Reception parents in their survey. They feel communication is good, as well as access to learning. This has improved following the experiences of remote learning in lockdown.</p> <p>Is there a new LSA in post?</p> <p>Not at the moment. There is supply cover for someone who is on long term sick and there are plans to employ someone to support a child who has recently joined the school, as indicated in the associated risk assessment.</p> <p>Does this new post represent a change to the staffing structure that needs to be approved by governors?</p> <p>Yes, but that stage has not been reached yet. When it has, a proposal to change the staffing structure will be brought to governors.</p> <p>Will there be funding for the child and if yes, will it be this financial year?</p> <p>If the current application is successful the payment should be made before December so yes, it will be for this financial year. However, even if successful it is a contribution, not full funding for the post. Notional £6k from school to meeting the child’s needs, including additional staffing. The LA will top up, up to £5K or £10K.</p> <p>GF to upload reports mentioned in her report to meeting folder, if not there already.</p> <p>What has been the impact of the training from the English Hub for the new members of staff and also the impact on SLT of the coaching? Could that feedback be reported at a future meeting?</p> <p>Yes, GF has minutes from a SLT meeting which she can share which will cover this. Action GF</p> <p>How was the Head’s Tea?</p> <p>Really good opportunity to welcome parents into the school in an informal and fluid way (as opposed to something more formal such as a parents’ forum). Lots of questions, including some about the School Development Plan. RL also attended. Will continue to do every other term.</p>	<p>GF</p> <p>GF</p>
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	<p>SDP Questions</p> <p>Do some of the timescales need updating to match the governor monitoring plan? GF reported that SLT review the SDP at the end of each term and update the plan with what has been achieved and what needs to be rolled forward.</p> <p>How do you know that the curriculum has been <i>clearly</i> communicated to stakeholders? This is checked in the curriculum evenings and also through the Curriculum slides that have recently been sent to parents and carers. Parents and carers are also encouraged to follow links to further information on the website.</p> <p>It was also noted that some activities have been moved forward as they are unable to take place in person because of covid19.</p> <p>Could governors get a top line summary of the SLT delegations ie who owns what? Yes, this can be provided. Some information is on the website but GF to provide more detail for governors on GovernorHub</p> <p>How are SDP targets reviewed and assessed for impact? At SLT meetings regularly, and then a larger SLT meeting at the end of each term. It's a living document.</p> <p>The new newsletter is very good. Is there access to it for governors? At the moment this is not possible as there are IT issues which are preventing it being added to the website. A workaround may be to add governor e mail addresses to the school comms database, but the aim is to get it on the website. All agreed this would be helpful. Action GF</p> <p><i>AKH joined the meeting</i></p>	<p>GF</p> <p>GF</p>
<p>5.</p>	<p>Consultation on PAN (Pupil Admissions Number)</p> <p>ASh explained how the PAN works i.e., requirement to accept in Reception all children who apply up to the PAN, which is currently set at 90. The school can turn down applications once PAN reached if it wishes to. Critically, the school can turn down an application that would require it to put on another class for, in effect, just one child. So, if PAN was 60 and 61 children applied the school would not be required have three classes, only 2 for the 60 children of the PAN.</p> <p>ASh/RL have met with Ian Bell of LA to look at options for filling places, or restricting the PAN, to ensure that the school is sustainable in the future. School funding is largely based on per pupil finding so classes need to be full, or very close, to pay for the teacher and any other support staff.</p> <p>ASh noted that the reasons for the sudden drop may in part be related to the current Ofsted rating, but much more significant is the falling birth rate in the area.</p> <p>PAN reduction is a consultation process. The deadline for submission of a request to LA was the end of September and the consultation will take place, run by the LA, over a 6-week period before the end of January 22. Once completed there is a decision process, which takes in to account the consultation responses, and it could still be withdrawn at this point if circumstances were to change dramatically. If it goes ahead, it will take effect from September 2023.</p> <p>There is an option to try to cap numbers. Only works if parents have not included HIS in first 3 choices. Trying to do that as well. Also setting up working group with Junior School. ASH reported on first meeting. The Junior School had felt that they had been consulted too late</p>	

	<p>about the proposed change in PAN, despite some conversation held in the summer term. Now working together to look at the future of the two schools.</p> <p>It was noted that this is a Bristol wide problem and there are the changes planned elsewhere in the area. ASh/RL to follow up to ensure we have full information.</p> <p>It was noted that there is also a need to look at options for possible savings as there are two schools on one site, but there are, of course, no easy answers. The Working Group will consider this.</p>	ASh /RL																
6.	Resources Sub-Group																	
	<p>RH referred to the current outturn, noting that the budget is in a less favourable position than when it was last reviewed. The reasons for the changes are as follows:</p> <ul style="list-style-type: none"> • Adjustment re breakfast club. £5k reduction in income, based on current expectations • Reduction in relation to Free School Meal income based on FSM census £8K • Increased costs in LSA staff requirements. Need support for children with SEND. Applying for top up funding. Unsure how much. • Energy costs. On LA advice, estimates have been doubled. Added £15K. Could the school get better rates elsewhere? This has been checked, and the current rates, through the LA Energy Club, are the most cost effective. Also going to look at grants for solar or other green initiatives which should also help with energy costs. • Checking insurance costs £7-8K per year. Is it worth it or would self-insurance be better? LO is investigating options. <p>Outturn now forecasts a £36K in year deficit. Some will be offset by income (SEND funding) and transferring spend from revenue to capital. Probably reduce by £15 - £25K. This still leaves an in year deficit.</p> <p>Will we need a budget recovery plan as a result of this change? Yes, probably will in the future.</p> <p>Outturn approved</p>																	
7.	Policies																	
	<p>Safeguarding and Child Protection ES (Safeguarding Named Governor) commented that the policy looks appropriate. Approved</p>																	
8.	Approval of minutes																	
	<p>The minutes of the meeting held 13.7.21 were confirmed as an accurate record and signed electronically by the Chair.</p> <table border="1"> <thead> <tr> <th></th> <th>Actions agreed T6 FGB</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2,</td> <td>GF TO PUBLISH DETAILS OF THE BRISTOL STANDARD ACREDITATION ON SCHOOL WEBSITE, INCLUDE IT AS PART OF THE SCHOOL'S LETTER HEAD AND INVESTIGATE OPTIONS TO USE IT AS A PR TOOL TO PROMOTE THE SCHOOL TO NEW PARENTS.</td> <td>GF</td> <td>In some areas but not possible on website so far.</td> </tr> <tr> <td>3,</td> <td>GF TO POST A LINK TO THE EDUCATION ENDOWMENT FUND VIDEO ON GOVERNOR HUB.</td> <td>GF</td> <td>GF to check</td> </tr> <tr> <td>11,</td> <td>JB TO PRODUCE AND SUPPORT AN INDUCTION PACK AND TRAINING LINKS FOR NEW GOVERNORS.</td> <td>JB</td> <td>Ongoing</td> </tr> </tbody> </table>		Actions agreed T6 FGB	Who by	Deadline	2,	GF TO PUBLISH DETAILS OF THE BRISTOL STANDARD ACREDITATION ON SCHOOL WEBSITE, INCLUDE IT AS PART OF THE SCHOOL'S LETTER HEAD AND INVESTIGATE OPTIONS TO USE IT AS A PR TOOL TO PROMOTE THE SCHOOL TO NEW PARENTS.	GF	In some areas but not possible on website so far.	3,	GF TO POST A LINK TO THE EDUCATION ENDOWMENT FUND VIDEO ON GOVERNOR HUB.	GF	GF to check	11,	JB TO PRODUCE AND SUPPORT AN INDUCTION PACK AND TRAINING LINKS FOR NEW GOVERNORS.	JB	Ongoing	
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	Some progress, including short training session. ASh to check with JB re further actions planned		ASh	
9.	Additional Matters			
	ASh passed on thanks to JB for her work on the SOD and TORs, and other support. Curriculum training. RL described curriculum training offered by Julia Skinner. One hour, remotely. Will post further details on GovernorHub to gauge interest.			RL
10.	Date of Next Meeting			
	13 th December 5 – 6.30pm. Hopefully, in person. Will need later lock up. Action LO			LO

Meeting ended 5.40pm

Minutes agreed to be a true and accurate record of the meeting of Henleaze Infant School FGB Monday 18th October 2021

Signed

Date

	Actions agreed T1	Who by	Deadline
2.4	Governor confirmations:	All	22.10.21
3.5	Circulate Ofsted questions and answers	ASh	ASAP
4.0	Upload reports mentioned in her HT report to meeting folder	GF	ASAP
4.0	Report feedback from training and coaching via SLT minutes	GF	T2 FGB
4.0	More detail of SDP delegation to SLT to be provided to governors	GF	T2 FGB
4.0	Governors to be added to circulation list for school newsletter	GF	ASAP
5.0	Follow up potential impact of closure of local school with LA	RL/ASh	ASAP
8.0	Check link to Education endowment fund video is on GH	GF	ASAP
8.0	Check with JB re further support for governor induction	ASh/JB	ASAP
9.0	Share information on one hour curriculum training session via GH	RL	ASAP
10.0	Arrange for later site lock up for FGB 13.12.21	LO	Early Dec

	Decisions Taken
2.1	VS appointed as LA governor
2.2	SS & AKH appointed as co-opted governors
2.3	JB appointed as Associate Member on the Resources Committee for 21/22
2.4	2021 Governor Code of Conduct Approved
3.1	2021-22 Scheme of Delegation Approved
3.2	Curriculum Committee established and the Terms of Reference for all committees were approved.
3.3	Committee membership confirmed (see item 3.3)
6.0	October Outturn approved
7.0	Safeguarding and Child Protection Policy approved:
8.0	The minutes of the meeting held 13.7.21 were confirmed as an accurate record and signed electronically by the Chair.