



Henleaze Infant School
Full Governing Body Meeting
Monday 13th December @ 17.00
Virtual meeting

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

The meeting started at 4pm

Item	Minutes	Action
1.	Welcome & Apologies	
	The Chairs welcomed all attendees. Apologies from FS and LO. JB came late to the meeting. No additional pecuniary interests declared.	
2.	Head Teacher's Update	
	GF reports 241 on role. Attendance , at 96.4, is lower than usual, though higher than the Bristol average. Against the background of the on-going pandemic, this is not a concern.	

A case of Omicron has been reported in the reception cohort, as a consequence, all of class 3 and another group are self-isolating as are staff regardless of vaccination status & having had Covid. There is a linked case in Junior School, and a dip in attendance is predicted.

Regarding the SEN register, one child is on a personalised timetable and one child goes home in afternoon which is the parent's choice. GF reported success from child in different provision.

Staff absence due to Covid & isolation are seriously elevating the supply budget and other budget lines may need to be adjusted.

A matter (see below) was bought forward from the Resources Committee and was agreed.

There was a discussion regarding a member of staff who was working 15 minutes longer each day than contracted for safeguarding reasons, and due to lunchbreak changes. There was a request to agree this change. It was decided to take this to the FGB, but there was an undertaking to backdate

A request was put to the Governing body to advertise for a further full-time teaching assistant as a recent request for top up funding was successful. Funding will be in place from January 2022 but will not cover an entire salary GF suggests advertising for a BG6, fixed-term, pro rata at £11 237 which is slightly more than top up, but considerably less than engaging a supply TA.

A Governor asked, if the specific child is on a reduced timetable, what would this TA do while the child was not in school?

GF assured that the employee could offer classroom support and/or & make tailored resources.

It was then asked how easy it was expected to be to recruit?

The answer was hopeful, but as a contingency, the present arrangement with the supply TA could continue.

The matter was put to the vote and the vote carried.

Agreed to advertising for a BG6 Teaching Assistant for a fixed-term, pro rata at £11 237.

GF updated on **staff training**. BS has achieved a National Professional qualification in Senior Leadership.

A TA has qualified as ELSA (Emotional Literacy Support Assistant) and can now officially can run ELSA interventions.

There has been phonics training, first aid training & team teach training.

GF drew the Governors' attention to some details of the **assessment data**.

Isolation has caused delays in the baseline assessments, but internal entry assessment data for reception indicates that 60 - 70 % are meeting age related expectations which is lower than the pre-Covid cohort and there are notable differences in certain areas.

From GF's report

Gender: (33 boys, 29 girls) • Boys are achieving significantly lower than girls in most areas. • fine motor skills (Boys 39% ARE+ vs Girls 90%). • Self-regulation (Boys 48% ARE+ vs Girls 86%). Boys also lower in WRM.

A Governor commented on the particular differences in some areas and asked what will be done to address this.

There will be both classroom interventions and booster groups, but it was drawn to the Governors' attention that recent Early years reforms were making it harder to draw comparisons between recent cohorts and that some differences were highlighted that might previously not been so.

The next reception assessment end of term 3.

Year 1's end of term 1 data demonstrated a dip in attendance and differences between the classes. GF indicated that this was due to planned interventions having been disrupted by absences.

Year 2 undertook a Phonics Screening Assessment this Autumn and the early data indicated that approximately 86% of the cohort and meeting age related expectations. This is identical to previous years.

There are however differences between the classes and this difference is persisting. One or two children have dropped their level due to Covid disruptions. GF assessed the overall picture as positive but said that the difficulties are showing.

There were questions from Governors submitted prior to the meeting, but on reading GF's report.

Are the considerable differences in boy vs girl fine motor and self- regulation scores in Reception also similar to other schools and attributable to Covid, or is it peculiar to our pupils?

Is this a gap that you normally see, and does it tend to narrow by the time they start year 1?

Reply from BS via Governor Hub - *I attended an Early Years cluster meeting this evening and the feeling was that our schools picture of boys vs girls for Fine Motor and Self-Regulation is very much reflected across the city. We had a wide discussion about this and the Lead Teacher also noted this is not isolated to schools, in fact the picture is the same in many nurseries and other Early Years settings.*

Self-regulation is part of PSED and this area of learning has been one that has been significantly impacted by Covid lockdowns as the children have had less time in settings to develop things like building relationships,

	<p><i>namining feelings, learning ways to support regulation etc. These things are usually taught and supported by Early Years Practitioners (in nursery settings), as well as parents.</i></p> <p><i>The fine motor gap between boys and girls is largely to do with pencil grip and control. Previous groups of pupils are usually able to hold a pencil in a tripod grip at the end of the year, so yes it does tend to narrow by the time they start Year 1.</i></p> <p><i>As the EYFS Reforms only became statutory from September 2021, there is no previous data to refer to as neither of these areas were assessed in the same way. However, using professional judgement, I would say yes, most pupils make progress with their self-regulation and fine motor throughout the Reception year so we hope as the year goes on and the children receive support and regular intervention, the gender gap will narrow</i></p> <p>Link to reply from GF as an appendix to their report - https://app.governorhub.com/document/61b120fe9cac4dc1b2aefdf2/view</p> <p>Of five new pupils, two have not previously attended school and two are new to English.</p> <p>GF expanded on trends across KS1: differences between genders, and children getting free school meals are attaining lower than their cohort although there are some SEN factors affecting this. Average attainment is being met across reading, writing and maths for the pupil premium group; this group are either receiving add 1:1 support or are part of booster groups.</p> <p>Generally, children learning English as a second language’s attainment is significantly lower than their peers Year 2 boys are attaining at a lower level in reading, and a significantly lower level in writing. Summer born children are at a disadvantage in reception, but the difference diminishes in year 1, and is not detectible by the end of KS1.</p> <p>GF referred Governors to the school improvement documents SDP, SEF and tracker.</p> <p>School Development Plan (SDP) outlines actions and milestones towards the 3 key priorities to develop social and emotional learning, strategies for effective teaching and learning and communication with stakeholders. https://app.governorhub.com/document/61ae5a9d13d8efcf99b14c23/view</p> <p>The school’s internal progress tracker can be found here. https://app.governorhub.com/document/61ae577e3e9092097f74075f/view</p> <p>GF also reported: Good progress on curriculum development. Use of outside agencies to enhance social emotional mental health work. Work on clearer communication to prospective patients via the website. That there had been a shared inset training with Henleaze Junior School</p>	
3.	Chair’s update	
	The chair drew Governor’s attention to the predicted fall in pupil numbers for the coming year.	

There is an ongoing consultation regarding the **Published Admission Number (PAN)** including communications to parents & staff. This process runs to end of Jan and then it is hoped the Local Authority reduces the PAN to 60. It would be hoped to get the LA's decision in February or March 2022 for an implementation in September 2023.

From Sept 2022, 62 children are expected to progress from reception to year 1 necessitating three classes. September 2022 intake is still uncertain, but it is anticipated that there will be 5 classes between the two year groups

A natural turnover staff is anticipated, avoiding a management of change.

It was questioned how this arrangement of classes will work?

There may be one mixed age range class with some reception children joining year 1.

Governors wondered what would happen if there were very many more children?

This is considered unlikely due to declining in birth rate across the city meaning there are fewer reception aged children looking for school places. Most families are getting their first-choice place of school. HIS generally attracts 60 first choice applications. Historically it filled with 30 second or third choice applications, now these places are no longer filling.

The chair spoke of longer-term strategic action including **collaboration with junior school and considering academisation.**

N.B. Elmlea infant & junior became an academy together. They created a post for one day a week to oversee the process because it represented a lot of additional work. This has not yet proposed to the junior school.

Initial investigation suggested that there was unanimous approval for a campus collaboration and an openness to other things, but that it was a long road'. HIS may need to continue exploration of academy option independently including seeking approval of a potential post and approval for minor decisions around academy negotiations.

Below are figures from the resources committee minutes of 9th November 2021 that demonstrate the position.

The committee chair clarified that the in-year deficit to be £36 377. They also clarified that years 22/23 23/24 were likely to be in surplus, but then the school was likely to see losses due to falling numbers.

	21/22	22/23	23/24	24/25	26/27
Funding	1,153,109	1,096,119	1,005,552	911,862	905,616
Income	204,639	186,388	182,037	168,984	168,984
Salaries- Teaching	544,096	534,905	490,585	485,856	496,893
Salaries- Support	363,498	339,614	295,935	285,586	289,295
Expenditure	486,531	394,481	389,639	390,311	391,023
	- 36,377.40	13,507.34	11,429.06	- 80,906.28	-102,610.44

It was noted that, in time, the junior school will have the same problem. The LA have advised that a two-form entry school is not long-term solution as it will not be financially viable.

A Governor questioned how long the process took with Elmlea?

Nine months from taking the decision to getting agreement from Schools' Commissioner. However, it was suggested that HIS's would be longer. It was suggested that a collaboration which explores academisation should commence soon.

Governor's agree that exploration into campus collaboration and academisation should continue without delay.

There was an update regarding the **pay committee's recommendation** to increases in line with policy, appraisal and performance management success.

Accept Pay Committee's recommendations.

4. Resources update

The waiver from needing a second quote for blinds being secured, the matter was voted on and agreed.

There **blinds are required** to protect the children in the event of the lockdown procedure being triggered.

Agreed to purchase the blinds that are required despite no second quote being obtained.

Action LO

Significant increases in costs were reported; supply requirements and utility spending. There is presently an in-year deficit £36 000. A recovery plan is needed to include the PAN change and potentially a change in staffing structure.

LO

	<p>It was asked if the five-year projection took into account the proposed changes.</p> <p>AS replied that even with the revised PAN and staff structure the finances 'look uncomfortable'.</p> <p>LO reported progress with the care taking issue and requested that the RC minutes of 9th November 2021 be amended to read three shared caretakers, not two.</p> <p>Action Clerk</p>	AF
5.	<p>Curriculum committee update</p> <p>Notes & minutes of this meeting are available.</p> <p>This committee gives the subject leads & link Governors an opportunity to champion their subject and take questions. This was considered a good thing. The Governors thanked and extended praise to the teachers who presented to the meeting and others within the focus of the meeting and it was commented that the detail given was very useful.</p> <p>Qs – A governor commented that it was fantastic to have this very good summary and that the new Curriculum Committee was a very good platform.</p>	
6.	<p>H3C update</p> <p>VS reported that delegates (he heads teachers, business managers and a Governor) from the three campus schools intended to meet three times a year.</p> <p>Their Terms of Reference (TOR) was agreed.</p>	
7.	<p>Policies update Janet arrives - 18.13</p> <p>LAC /PLAC/CIC - Approved</p> <p>Pay Policy – Approved</p> <p>Appeal procedure – Approved</p> <p>Capability – Approved</p> <p>Whistleblowing procedure - Approved - There was a question about extending this to Governors</p> <p>Disciplinary Procedure – Approved</p> <p>Employee Grievance Procedure – Approved</p> <p>Improving Performance – Approved</p> <p>Teachers' Maternity and Adoption Scheme - Approved</p> <p>But it was noted that special guardianship, which is significant, recent change, is not included - take back to council. Action LO</p> <p>Charging and Remissions – Approved – N.B. needs updating annually</p>	LO

	<p>Complaints procedure – ASh commented that it needs a clause on victimisation. JB will research correct wording. Delay approval to next meeting FGB. Action JB and AF</p> <p>Appraisal policy – Approved</p> <p>Code of conduct - Approved - A line around low level complaints around keep children safe in education has been added.</p> <p>It was commented that Discipline conduct & Grievance procedures should also be reviewed annually.</p> <p>There was small typos and insertions identified for several of the policies/procedures. Clerk to rectify.</p>	<p>JB & AF</p> <p>AF</p>																																																																	
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	<p>AOB The chair suggested a Doodle Poll for availability should OFSTED contact the school about an inspection.</p> <p>Q What sort of things might Ofsted expect governors to know?</p> <p>The joint Chairs made model answers - they're on Gov Hub</p> <p>It was commented that it was important to engage a clerk for any OFSTED feedback meeting as very important information was imparted.</p>																																																																		
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	The minutes of the meeting held date were confirmed as an accurate record and signed electronically by the Chair.	
10.	Matters Arising	
	ASh asked for comments on the running of the meeting and the board's way of working in general. All Governors seem content. Thanks were extended to teachers and Gemma and team	
	Date of Next Meeting	
	21 st March 2022 16.00 time - Hopefully, in person. Will need later lock up. Action LO	LO

Meeting ended 18.30

Minutes agreed to be a true and accurate record of the meeting of Henleaze Infant School **committee & date**

Signed



Date 21.3.22

	Actions agreed T1	Who by	Deadline
4	Purchase blinds	LO	
4	RC minutes of 9 th November 2021 need to be amended to read three shared caretakers, not two.	AF	Done Jan 2022
7	Make requested changes to policies: correct typos, add School's name etc.	AF	Done Jan 2022
7	A recent, significant change in the law regarding Special Guardianship is not reflected in model policies – feedback to LA required.	LO	
7	Research improved wording for Complaints procedure	JB	
7	Return revised Complaints procedure to a subsequent FGB	AF	
10	Arrange for later site lock up for FGB 13.12.21	LO	Early March

	Decisions Taken
2	Agreed to pay for an additional 15 minutes/day to cover a change to the working day to cover a safeguarding need. This will be backdated.
2	Agreed to advertising for a BG6 Teaching Assistant for a fixed-term, pro rata at £11 237.
3	Governor's agree that exploration into campus collaboration and academisation should continue without delay.
3	Accept Pay Committee's recommendations.
4	Agreed to purchase blinds are required despite no second quote being obtained.
6	H3C Terms of Reference (TOR) agreed.