



Henleaze Infant School

FGB

16th May 2022 @ 16.00

In person 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 - Chair RC	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 – Chair CC	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	
Aggie Forster	Clerk (remotely)	AF	x		
Lauren Oram	Associate Member & SBM	LO	x		

The meeting started at 4pm

Item	Minutes	Action
1.	Welcome & Apologies	
	The Chair welcomed Governors. Apologies were accepted from JB.	
2.	Minutes of the previous meetings & APs	
	The minutes of the previous meetings were accepted. 3. The matter concerning the wording of the Complaints Procedure is ongoing. 4. SLT are not ready to respond regarding the wellbeing initiative.	
3.	Matters Arising	
	There were none.	
4.	Head Teacher's Update	
	Regarding attendance, pupil outcomes and school improvement, GF directed Governor's attention to their report to the Curriculum Committee. Attendance figures are below typical and just below Bristol average for the same period but significantly below the national average (as also reported at last FGB) for 20-21 which	

reflects the significant impact Covid has had this year. Mostly authorised absences with only 0.4% unauthorised.

Attainment is discussed in the Head's update. Writing is the one area where AREs show dips from previous attainment, another is maths. Writing shows a gender gap with girls outperforming boys, though it was noted that the majority of SEND pupils were boys.

In all SEND groups, overall attainment is significantly below that of pupils without SEND.

GF reports spikey gains for progress in the maths intervention programme in Year 1, children in receipt of Pupil Premium made better than average improvement but less than average gains with respect to the SEND cohort. GF identifies action points in maths to be to identify optimum entry assessment for maximise progress and is investigating an alternative intervention that may better support pupils with SEND.

Attainment in A – Z literacy intervention was variable (SEND and FSM children making slightly less progress than the group average), but trends were all in the right direction with all cohorts.

The recent **staff survey** took place in March. Much had improved since the previous survey from January 2020. It focussed in staff well-being and workload:

- 95% strongly agree/agree that they enjoy working at this school (5% don't know);
- 100% feel safe
- 90% say staff are happy
- 95% say staff have good relationships
- Only 63% say they can manage their workload
- 90% know who to speak to if stressed at work
- 100% say they are treated fairly
- 95% say they feel adequately supported (5% don't know)
- 90% say their professional development is supported (the 10% were TAs)

SLT are managing staff workload by reducing anything unnecessary (e.g. excessive numbers of meetings), by protecting PPA time and managing the behaviour for learning by behavioural plans and SLT's actions around behaviour including engaging outside support for training. These elements have emerged as priorities.

Q – **There was a question concerning revisiting the pre-lockdown training schedule**

GF spoke of joint inset training with NW24 and that there was collective planning of systems and increased streamlining as staff workload was a collective concern¹. It was also note that 10% of TAs, especially those working part time, do not feel their development needs are fully met. .

Q – **Will there be any follow up to assess impact of any changes?**

GF plans a small follow on survey focussing on the key things.

Governor Comment – **A governor reflected that there is a massive positive from the previous lack of leadership and that there now seems an open and collaborative team environment.**

¹ <https://app.governorhub.com/document/62c14c9fc044cd041c5ebe27/view>

There was general support to this view, but GF noted that, although there was generally good behaviour & attitude from the pupils, there was some feedback in the survey from a small number of staff that some digressions were not consistently managed by all staff. To address this GF plans further reviewing of school behaviour policy for all staff exploring scenarios. It was felt important that the SMSAs accessed these sessions. (see above note on the difficulty of part time staff accessing training)

GF reports that their latest **Head's tea** was a very exclusive affair with only one family attending. As these teas are mainly to raise issues, this was felt to be a good thing.

Governor Comment – **Governors thanked GF for doing the heads tea and were sorry to hear lack of attendance from the context of not wishing to waste GF's time.**

Q - **Would GF plan on doing things differently in future if demand is low?**

GF felt it was good to get parents' comments.

GF noted that The PSHE Lead was reviewing **relationship and sex education** as staff indicated some lack of confidence with this area. The policy² will also be reviewed.

Gf noted comments from the survey regarding **communication with TAs**. In some teams this appears to be better than others and GF is considering whether this might be a matter of different personalities or whether it is structural? A lack of support for non-SEND children has also been raised as TAs tend to work more with SEND children. Perhaps a change of emphasis might help more children to be more independent?

Governor Comment - **A Governor commented that, during the Governor Day, they were watching a 1:1 intervention and saw TAs stepping back, allowing independence.**

Office staff comment that they are needed to do extra work at little notice and suffer from frequent interruptions.

Q - **As Covid isolation restrictions are have lifted, are we seeing absence rates fall?**

Q - **Is there anything that governors can do to support a reverse in this trend?**

GF explains that families with the highest non-attendance (red) are sent with letters, which generally improves attendance. Are those with amber attendance also contacted, or simply monitored?

Q – **There were questions regarding the drop in attainment with regards to writing.**

From the CC minutes

RG (Ruth Gibson) notes that writing is not just about age and ability. They need to know where every child is on their skills journey and all children should be challenged in their writing. Progression is made through repetition. Writing will follow on from the recent 'big drive' in phonics; writing and phonics are linked, but it is still important to build up the fine motor skills of non-readers so mark making skills are in place when the phonics are more secure.

Looking at the data and comparing with other schools, it is clear we are still living in the aftermath of Covid. EYFS children were just starting to write was when the first lockdown

² <https://app.governorhub.com/document/60f446b21ceb7f00226b56c2/view>

	<p><i>hit. Home learning did not facilitate fine motor skills or resilience in writing, spelling also suffered.</i></p> <p>Q – GF mentions they have been working with the local safeguarding team, are they getting the support they need?</p> <p>GF is content at present.</p> <p>Q - Do Governors need to know any more regarding the 1 police notification?</p> <p>GF felt that matter was satisfactorily resolved.</p> <p>Q - The SEN parent survey sounds largely a positive improvement, but regarding SENDCo appearing overstretched and getting a timely response to emails, is there a proposal to rectify this?</p> <p>GF explained that action is being taken to improve this but that for somethings, there isn't a quick answer. The SENDCo is part time and there's no budget for more SENDCo hours.</p> <p>GF reports some concern over the possibility of mixed classes.</p> <p>GF asks if Governors are happy to change class names from numbers possibly flowers or trees? Gf plans to let the school council to choose.</p> <p>There was no objection.</p> <p>Governor Comment – A Governor expresses their delight with the Governor Day: it was awesome to see the children in their own environment and to be able to give direct feedback to the parents.</p> <p>Governor Comment - The children were able to articulate what they were doing and were engaged.</p> <p>Governor Day report</p>	
5.	<p>Chairs' update</p>	
	<p>The longer term-strategy, driven by the Government white paper, of academisation was discussed - see confidential minutes.</p> <p>Recruitment was needed for a fixed term post to cover a Class 2 maternity leave. 24 applications were received. The successful applicant has accepted.</p> <p>The numbers of children in next September's year 1 was again discussed. GF reports that one child of the present 62 will definitely be leaving the school. The implications of not knowing about the 61st child (and whether two year 1 classes are feasible) on workload, disruption public relations and the possible need for last minute recruitment were discussed.</p> <p>Q – Understanding 31st May to be budget submission day, a Governor asked of any budget can be retrospectively changed?</p> <p>It was agreed that there was always variance.</p> <p>Q – There was a question of communication, will the school know by the beginning of term 6? Could transition work start on 8th June?</p> <p>This was still unclear.</p> <p>It was commented that mixing classes is very tricky and takes a lot of time.</p>	

	<p>Governor Comment – A Governor commented that 8 classes would be better financially, so suggests HIS submits a budget with 8 classes and, with the best interests of children in mind, starts the work with to mix classes.</p> <p>Another Governor (Chair of Resources Committee) did not support this view and felt it was better to do it the other way and budget for 9 classes. A view was expressed that it was better to go for the worst-case scenario as there would need to be mitigation with both scenarios. Either way a recovery plan will be needed in due course.</p> <p>Other comments were that the status quo is nine classes, bit LO felt it was reasonable to base the budget on what we think the numbers will be (8 classes) as numbers can be rectified at the first outturn.</p> <p>It was also noted that recruiting late led to less choice as teachers’ notice period is at the end of May. (See RC update below)</p> <p>Q – An offer of a free external audit has been received. This will give an in-depth review and will pick up on skill sets and inform a working plan. Is this of interest?</p> <p>There was tentative approval for this if it happens in the autumn.</p>	
6.	<p>Curriculum committee update</p>	
	<p>The Curriculum Committee is a new structure for HIS governance and the Chair asked that Governors review the committee’s first year. FS feels it’s taken a while to settle. However, Governors report being pleased with level of information they receive and are happy with structure.</p> <p>It was considered if it would help presenting teachers if Governors posed questions before the session ‘what do you want to know?’. Then teachers’ responses and the work they bring could be pertinent to the inquiry. It was suggested that perhaps the focus could be on ‘what are you doing for vulnerable pupils?’</p> <p>The ‘Intent, implementation and Impact’ framework sometimes used was considered useful and the Head’s update data informed FGB.</p>	
7.	<p>Resources committee update</p>	
	<p>The RC Chair (RH) explained that the year-end figures were discussed and variances and virement explained line by line with the greatest variance within staff & utility bills. RH reported that LO and themselves were very close signing off the year end and submitting the 2022/23 budget.</p> <p>As Governors understand there are presently two budget possibilities, the eight and nine class scenarios, and they are identical except for the staffing element. RH requested Governors officially approved both budgets on the understanding that one will be promoted on 31st May depending on circumstances. It was agreed that Governors were fully conversant with the basis on which such a decision would be made. Governors would be informed.</p> <p>Some variances were discussed which included: over anticipated funding for high needs learners, breakfast club income nearing capacity, some variance regarding PP funding, lettings being slightly down, and Government supplementary grant being set at £26 000.</p> <p>Q – There was a question regarding FHIS income (£ 17 437) is this balanced exactly by expenditure</p>	<p>RH, Chairs, LO</p>

	<p>It is.</p> <p>Q - What spending is proposed?</p> <p>There's £4500 that staff can bid for and the balance will pay for playground improvements and white boards. There no net impact on the wider budget.</p> <p>There was a discussion regarding the £4000 in the income line for parental contributions.</p> <p>VS had spoken against this at RC but felt that they hadn't effectively articulated their position. VS subsequently wrote a document for discussion which is available on Governor Hub.³</p> <p>A general view was expressed that donations shouldn't be compulsory, but that many parents would want to know if this was a way in which they could support the school. Some parents are time poor, but money is something they can easy give. A view was expressed that £4000 was a fairly insignificant amount over which to compromise the principle of free education especially as it will not significantly alter the long-term situation. There was an idea that such donations should come through FHIS, but it is agreed FHIS contributions should go to enrichment, not basic expenditure. LO explained that the £4000 will be used for class packs; the knowledge that teachers buy resources from their own pocket was considered pertinent. An Amazon wish list was briefly considered, then dismissed.</p> <p>Governor Comment – A Governor commented that they just wanted to give some money.</p> <p>Q – Another Governor asked if by law donations asked for have to be for something specific not general resources?</p> <p>LO – It would be for the enhancement of class packs.</p> <p>The Chair suggested a vote.</p> <p>If it is not compulsory and it is clear what the money will be spent on, would people be happy to request donations from parents?</p> <p>Approved, but on discussion it would be preferred that go through FHIS.</p> <p>There were three outcomes:</p> <ol style="list-style-type: none"> 1. Discuss with FHIS to see if they will request donations fund 'class pack' resources, but asking directly as agreed is not precluded 2. Reimburse teachers through petty cash 3. Governors could pay for lunch on Governor Day; £2.80 each <p>Q – There was a question regarding the cost of utilities and inflationary pressures in general?</p> <p>There will be no inflation of statutory grants and presently no information of grants to cover fuel inflation.</p> <p>Q – A Governor drew attention to cost & consumption; cost is out of our control, but we can, to some extent, control consumption.</p> <p>Both budgets were approved. LO to send one on the basis of information available on 31st May.</p>	<p>GF & LO LO All</p> <p>LO</p>
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³ <https://app.governorhub.com/document/628245d63f37c3ddb4e18d9f/view>

8.	Policies	
	H&S - ratified taking VS's notes of clerical changes into consideration. Action Clerk	Clerk
	Data breach –	
	Uniform – there is more work needed understanding the of cost implications of removing gender specific items. Return to FGB.	Clerk
	It was noted that an Information security policy is no needed due to GDPR and that Internet safety is included in Safeguarding.	
9.	Forward planning	
	The Chairs will commence forward planning for 2022/23. There will be a 'round robin' where Governors can specify days they can't do.	Chairs
10.	Parent survey	
	Parent Survey – there is no update to date.	
11.	AOB	
	There were no AOBs.	
12.	Date of Next Meeting	
	Mon 11 Jul 2022 @ 16.00	

Meeting ended not recorded

Minutes agreed to be a true and accurate record of the meeting of Henleaze Infant School **FGB 16th May 2022**

Signed



Date

13.7.22

	Actions agreed T1	Who by	Deadline
2	The matter concerning the wording of the Complaints Procedure is ongoing. Return to a subsequent FGB.	Clerk	When appropriate
2	SLT are not ready to respond regarding the wellbeing initiative. Return to a subsequent FGB.	Clerk	Ditto
7	Send appropriate budget on the basis of information available on 31 st May.	LO	31st May
7	Informed Governors which budget submitted	LO	31st May
7	Discuss with FHIS to see if they will fund resources through parental donations	GF & LO	Unspecified
7	Reimburse teachers through petty cash	LO	On going
7	Governors can pay for lunch on Governor Day; £2.80 each	All	ASAP
8	Amend H&S Policy on Gov. Hub.	Clerk	ASAP
8	Return Uniform Policy to FGB	Clerk	Unspecified

Decisions Taken	
7	Both budgets (with eight classes and with nine classes) were approved.