

Henleaze Infant School

Full Governing Body Meeting
Wednesday 7 December 2022, 6.00pm
Agenda



Governors Present:		
Jude Bramton, CG	Rebecca Lawrence, CG	Amar Shah, CG (Chair)
Janet Bremner, AM	Richard Lukes, PG	Vincent Smith, LA
Gemma Fricker, HT	Emilie Poletto-Lawson, CG	Louise Walton, PG
Ania Kopel-Hannah, CG	Naomi Quinn, SG	
In Attendance (non-voting):		Apologies:
Leanne Sowersby (Clerk)		Melissa Finch, CG
Lauren		Alana Samarasinghe, CG
Kate Joiner, National Governance Assoc.		

Item		Action
1	Welcome, Apologies & Introductions. Declarations of Interests - ASh welcomed everyone. JBre and ASh declared that they are Trustees at North Star MAT. LS declared that she also clerks for two other schools that are involved in the MAT discussions.	
2	Vacancies and Recruitment Update Richard Lukes to be co-opted from 12 December when his current term ends, proposed ASh, seconded GF. Agreed unanimously.	
4	Governance Review Update KJ talked through the report and recommendations. Noted that might prioritise the recommendation relating to vision and values, with a view to the MAT discussions. KJ has been in touch with Asa to discuss the recommendation around link governors and curriculum. Governing Body is effective and there are areas of good practice which were noted. KJ is still available to provide support and there will be a follow-up visit to the review. Governors thanked KJ for the supportive approach to the review, and recommendations. Noted that GDS have asked for feedback. ASh has provided feedback that the review was useful and that the recommendations were useful, as well as the way they were delivered in a pragmatic and positive way. KJ had previously said that she wanted to use Henleaze as an example of good practice but was unable to due to NGA requirements.	
3	Headteacher's Report GF talked through key points. Noted there was an attendance review meeting this week. The majority of attendance below 96% was illness. Some were monitored but nothing that causes concern. There are some that are being followed up. SEND children are overrepresented, but this is a very small proportion of the school population. There were questions around the additional pupil progress data – of the PP cohort, 75% met Good Level of Development (GLD). The combined KS1, all those who achieved expected levels in Reading, Writing and Maths we had 33% PP children achieve this against Bristol's 26%.	

	<p>The main issue for PP children tends to be Writing, and this is a focus for improvement.</p> <p>Q – Could Link Governors be involved in supporting subject leaders to evaluate the impact of the curriculum? Yes, this helps subject leaders to, ‘say it out loud’ and to really consider the impact of what they are doing.</p> <p>JBr will send the notes from the Ofsted feedback meeting to GF and LS to share.</p> <p>Discussion around whether the wider curriculum is as well supported as the core curriculum. There will be more detail in the notes that JBr has taken. They knew the curriculum was in place and were happy with the middle leaders. The work that needs to be done was already part of the school development plan.</p> <p>Discussion around support for SENDCo work. Governors wished the SENDCo a speedy recovery and also noted how well the school has done to maintain the work in this area. Governors are happy to support the engagement of a supply SENDCo in term 3 should the absence continue.</p> <p>Discussion around the flexible working request, the likelihood of being able to recruit to the remaining day per week etc. Noted it is worth investigating whether it could be turned down if we are unable to fill the remaining days post. Discussion around the risk of not being able to cover the remaining day and what the contingency would be. GF explained that there are options to cover this if needs be.</p> <p>The one-day post may not be permanent.</p> <p>Governors happy to support the application, with HR advice.</p> <p>Breakfast club has a waiting list for three days and would like to recruit another member of staff, which would provide additional income even accounting for the additional salary. Noted that there are a number of people from the juniors on the waiting list so the drop in class size should not impact it.</p> <p>Q – is the number of children on a behaviour plan a normal number? Don’t know. Is probably an increase in previous years. Behaviour plans tend to last for the three years they are here. It is often Social and Emotional issues. It means that there are strategies in place for working with those children and what to look for in relation to each child.</p> <p>Claremont are ending the caretaking arrangement from the end of December. Have met with Henleaze Juniors and have an interview lined up for the Site Manager role. The part-time caretaker role is still being advertised. The new position will be beneficial to us financially. Discussion around the reasons for the ending of the contract.</p> <p>How does the additional support from Bristol City Council work? They are key holders and we can pay for them to come in and lock up for us. This will cost less than the caretaker salary</p>	JBr/LS
5	<p>Chairs’ Update</p> <p>No update that is not covered on the agenda.</p>	
6	<p>Pay Policy</p> <p>This includes the pay increases, but the rest of the policy remains the same.</p> <p>Policy Approved</p> <p>Q – Do we do merit pay? Everyone moves through the pay progression in the same way. We do not award additional payments for extra work. This is very related to the protection of public funds.</p> <p>Noted issues discussed with, and decisions made by the Pay Committee.</p>	
7	<p>Curriculum Committee Report</p> <p>Minutes and a report from ASa were shared on GovernorHub.</p> <p>Noted feeling that maintaining current plans for monitoring for this year is appropriate.</p> <p>Discussion around the role of the link governors and the ways of reporting.</p>	

	To ensure there is time for discussion of this at the next curriculum committee meeting.	LS
8	Minutes of the last meeting & Action Points – 21 October 2022 - Approved as correct	
9	Matters Arising & Actions – See Actions Report Discussion around safeguarding training. Governors to contact school if they need training and can complete the NSPCC training Training records to be sent to LS to ensure GovernorHub records are updated	All Govs LO All Govs
11	Any Other Business Henleaze / Claremont collaboration agreement – Approved H&S reports – Discussion around which committee this should report to. Agreed to report to Resources. Appointed JBra as H&S Link Governor	
10	MAT Update LO talked through her report. Noted this is still an investigation process but is being investigated seriously. Discussion around the possibility of other schools dropping out. That would change the plan – approval given today would be on the basis of this plan, if that changes materially, then there would be no approval. Asking for approval to begin due diligence and investigative processes, as well as to share information. Concern expressed that other schools should have approved the same before we progress. Noted that all but one of the other schools at Single Academy Trusts, we therefore have an additional step to become a business / academy. Q – Is the due diligence just with the Trust at this stage? The phase one will be with each school and the Trust, then later there will be a master where each SBM will take an area to work on. The Memorandum of Understanding will set this out. Due diligence is very much a two-way thing and there are confidentiality agreements around this. Also proposed a small shadow board to meet regularly to support this, while decisions would need to be brought to the full GB. Discussion around the sorts of decisions that might be needed. Decided to have a smaller group who can meet, for example, every two weeks on a Friday midday – RL, AKH, EPL and LS. Starting 13 January. Would like to see a risk register for this process. There will be things that come up through the due diligence process. One of the risks is that North Star are very new. Another risk is the secondary deciding not to get involved. Discussion around the current circumstances and the different options that have been considered. Discussion around the financial stability of the school. We are currently financially stable. There is the potential to become financially unstable and we would want to do something before this happens. Would want to ensure that the top-slice is beneficial to use financially. ASh explained how top-slicing works. LO talked through the financial implications and the forecasts over the coming years. The projections for joining the MAT include making savings that would allow the budget to be back into the black by year three. School funding will still go to the schools.	

	<p>The Single Academy Trusts currently buy some services from the LA and some from other providers. Whether all of the schools use the same HR / legal etc. providers is still up for debate. This means there is more work, but also more potential influence.</p> <p><i>JBra left the meeting</i></p> <p>Included in the MOU is that schools entering in this phase will have a seat on the Trust Board and will therefore retain a say in these decisions.</p> <p>Discussion about the governance structure in the longer term. The usual set up is Local Governing Bodies and the Trust Board. The proposal in relation to representation on the Trust Board relates only to this phase of growth.</p> <p>Discussion around possible different models of governance at local level.</p> <p>Noted that, to meet 1 September, would need to consult in January.</p> <p>Discussion around ensuring that there is no loss of identity and ethos for the school and how we can avoid the consultation implying that we are moving towards one big super-school. The Heads have all been very passionate about maintaining the unique identities of the individual schools and communities.</p> <p>Concern that resources could be drawn away from the school to support schools that need more support. Have been considering how this is communicated to parents.</p> <p><i>EPL left the meeting</i></p> <p>Heads have asked governors to consider what happens to the funding and how this is managed across the schools.</p> <p>The Trust will want every school to succeed. There are trusts where schools are very different and have significant autonomy as long as they are performing well.</p> <p>The intention is that the consultation is done alongside the juniors.</p> <p>Governors approved GF talking to staff this week.</p> <p>Governors agreed 2 additional hours for LO per week to work on this.</p> <p>Governors agreed to move forward with sharing due diligence with North Star</p> <p>Governors agreed to move forward with parent communications in January</p> <p>Noted the next meeting of the group of schools is 12 January.</p>	
	<p>Date of next meeting: Wednesday 15 March 2023, 6.00pm</p>	

Meeting finished 20:25