

Henleaze Infant School

Full Governing Body Meeting
Friday 21 October 2022, 4.00pm



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

Item	Action
1 Declarations of Interests - No declarations of interest.	
2 Welcome, Apologies & Introductions - ASh welcomed everyone. NQ has been elected as Staff Governor and was welcomed to the meeting.	
3 Vacancies and Recruitment Update Information about the three new candidates has been shared. Emilie Poletto-Lawson, Jude Bramton and Rebecca Lawrence appointed as Co-opted Governors. Janet Bremner appointed as Associate Member. Governors thanked Becci Simmons for all her work as a Staff Governor. ASh gave an update on recruitment. Although there are still spaces, feel that there is no urgent need to recruit. Both ASH and RLu roles come up for renewal in the next few months. Discussion around how this could be managed, propose to move RLu to a co-opted role. LS will liaise with school to manage parent governor elections in December. Everyone introduced themselves. ASh introduced those who are not present. Kate Joiner introduced herself and her role in the review of governance. AS invited all to feedback anything that would be useful in terms of improving the work of the board, the Chairs etc.	
4 Headteacher's Report HT talked through the key highlights and changes. Attendance – this is just under 94%, which is unusual for us at this time of year. Looking into this, there has been significant illness in Year 2, and 3 children who have had holiday time. There are no individuals that we are currently concerned about at this point. HT is monitoring absences in all flagged cases. Will look in detail at attendance at curriculum committee. There was a question around where we get guidance for authorising absence. This is Headteacher discretion. We have policies around this and use the Local Authority guidance and local area attendance networks and support team.	

Q – How are absences flagged for concern? There is a persistent absence report produced which shows those with low attendance – we look at those below 95% and again below 09%. Also look at attendance by group to look for trends.

Q – Do we still have 61 on roll in Year 1? Yes, the family are still due to move.

Safeguarding – noted there have been some concerns, which have escalated over the last couple of weeks, HT gave an overview of this situation.

There was a question around safeguarding training and declarations. Would like all governors to have read KCSIE, part 1 2022 by the end of October. We also ask governors to sign the school declaration to say we have read the relevant school policies and that there are no changes that will affect their DBS status.

KCSIE requires all governors to have completed governor specific safeguarding training. There is some training being provided by GDS at 6.30 on Thursday 3 November, which would meet the requirements. Ideally all governors will have completed this by the next FGB.

Check who has completed safeguarding training by next FGB.

Staffing – There is a need to add staff capacity to manage the safeguarding issue above. Proposing to recruit through SEN agency at an annual cost of @ £19,100. Will look for a top up application, but the next panel is not until February which will not give an immediate result.

Discussion around this position. Believe that this is the right thing to do to support the child and keep them in school wherever possible, but governors need to be aware that this will impact on the budget, which is already in deficit. HT talked through the current measures in place.

There is also a complaint that is with the Chairs around this issue.

Q – If we go ahead with this provision, is this a commitment for the whole year? Not necessarily. It might de-escalate. Agency recruitment provides flexibility.

Q – How much is the deficit? Approx £26k

Q – How does that impact OFSTED? It does not impact it particularly, as much of it is due to things we cannot control.

The feedback from the LA has been to present the budget we have to present.

Approved the above proposal to spend £19,000 on additional support.

HT outlined another child who also has additional needs. There is currently some additional provision, but more is required by 9 hours to maintain safe ratios. Will be applying for an EHCP

Approved this increase.

Vision & Values – HT outlined the work that has been happening around this and the stakeholder involvement.

Q – What is the role of the vision statement? It is on the website, used in documentation for recruitment etc. It is designed to encapsulate what we are all about. It would be nice for the children to be able to understand the values and the vision.

HT talked through the values that came up.

- Embracing kindness, courage and curiosity
- We have heart: happiness,
- Exploring together, learning forever
- Be curious, be kind, be you.

One and four were the governors' preferred options. Two and four were the preferred options for the children and staff.

Discussion around how to make the final choice. **Agreed to ask staff to choose from 1, 2 and 4.**

5	<p>OFSTED Update</p> <p>Were very happy with the visit. There is some practical feedback. Found them very collaborative and supportive.</p> <p>Thanked those who were able to take part.</p> <p>Will share the report as soon as it is available.</p> <p>We will need to manage the message around the release of the report to parents.</p>	
6	<p>MAT Update</p> <p>ASh gave an update and overview of the history. Have reduced the Published Admissions Number, from 90 to 60, for September 2023. It is possible to take more than 60 if there are sufficient applications, although the LA will have a say in whether we are able to do this. There is a falling birth rate across the city which is affecting all primary schools.</p> <p>Financial forecasts show that the budget will become harder to balance in future years.</p> <p>The recent Government White Paper expressed an aim for all schools to become academies and part of Multi Academy Trusts.</p> <p>The Chairs and senior leaders have been exploring this possibility.</p> <p>None of the larger MATs in the area have been viable. So have started to look at working with a local secondary and some other local primary schools and a local MAT.</p> <p>Initial meetings have gone well. The MAT's CEO was going to meet with the Regional Schools Commissioner (RSC), which indicates it is likely it will be allowed to go ahead.</p> <p>Would like permission for RLu, ASH, JBre and GF to take a proposal to the RSC to determine whether the proposal is viable.</p> <p>Q – How will the additional work to move forward be managed? Do not know at this point. One of the other schools have significant resource so may be able to support.</p> <p>Q – What happened to exploring the other MATs? It did happen. There were concerns about the locality of one and the PR/ethos/fit of another, along with the location of the other schools in the trust.</p> <p>The meeting was very productive and positive.</p> <p>Discussion around other MATs that were not considered to move forward with.</p> <p>There is a summary document on GovernorHub that will give an idea of the journey. There is also a document with the pros and cons of the different options that have looked at.</p> <p>Discussion around the way the collaboration might work.</p> <p>Governors agreed that the working group could move to the next stage.</p>	
7 & 8	<p>Link Governor Roles – Expectations and plans for the year and Governor Roles</p> <p>ASh proposed a new role of deputy H&S Governor – JBra agreed to take this role</p> <p>There is a need for a new Safeguarding / CP Governor – LW to take this role. RLu to remain as deputy.</p> <p>JBra and EPL to join Curriculum Committee</p> <p>RLa, to join Resources Committee</p> <p>Pay Committee – approved MFs membership of this.</p> <p>Link roles:</p> <p>Previously, governors have lined with one or more subject leaders, usually three times per year. HT talked through the process. Noted that the reports are the governors' reports and should note the governor challenge / questions, or that there was none as all questions were answered.</p> <p>Early Years and Maths – Alana</p> <p>Computing and Science – Vincent</p> <p>D&T and Art - JBra</p> <p>PSHE, PE and Religion and World Views – AKH</p> <p>SEND – AKH</p>	

	<p>Geography and Music – LW</p> <p>History - JBra</p> <p>Reading & Phonics and Writing – ELP</p> <p>Reports, with contact details for staff leads were handed out. It would be useful to make contact now.</p>	
9	<p>Policies</p> <p>Ash talked through how policy approval works. It is usually a staff member who will produce a policy and then it will be approved by either FGB or a committee.</p> <p>Child Protection & Safeguarding – Noted that the flow chart did not show properly. Safeguarding Governor name to be added. Policy Approved</p> <p>Exclusions – Some notes from the model policy needs to be removed. Policy Approved</p>	
10	<p>Declarations</p> <p>Need to complete Declarations of Interest and KCSIE on GovernorHub. LS will post instructions.</p>	LS
11	<p>Resources Update</p> <p>ASh gave an update. The Quarter 2 outturn needs to be approved. This was discussed and approved at Resources , the outturn is available in the Resources folder. The deficit is currently forecast at £26,936. ASH talked through the key points and changes.</p> <p>Reserves are currently £111k.</p> <p>Q2 Outturn approved</p> <p>Also updated regarding the financial audit and the impact of the new financial regulations that were introduced at the time.</p> <p>There is a need for governors, particularly those on the Resources Committee to make themselves familiar with the new regulations. SBM will do an initial piece of work on this and get back to governors re linking to the terms of reference.</p> <p>Discussion around expectations of governors in terms of capacity and skills.</p>	
12	<p>Parent Survey Update</p> <p>Governors thanked Ania for her work on this.</p> <p>Actions from the survey are:</p> <p>Reviewing communication with parents. Have a working group of parents who are looking at the website and have a list of actions to work through.</p> <p>Also have a communication flow chart that has been shared with the staff team, to ensure consistency in terms of methods and timings of communication.</p> <p>Are developing work with parents of children with SEND. There are issues with the LA in terms of timelines etc. Will be very clear in terms of communication around where responsibilities lie and who will be communicating at each stage, as well as managing workload and expectations. There were some comments about accessibility to the SENDCo.</p> <p>Noted the need to repeat the same survey in order to be able to make comparisons.</p> <p>Q – Were the results of the survey published to parents? A summary has been published, but would like to publish something more robust</p>	
13	<p>Pay Committee Summary</p> <p>The committee met earlier this week to consider recommendations from the performance review cycle, as well as two additional requests.</p>	
14	<p>Governor Development Plan</p> <p>This is on GovernorHub and has three strands:</p> <p>Schol sustainability, including financial sustainability</p> <p>Curriculum</p>	

	Governance – linked to the NGA audit	
15	Minutes of the last meeting & Action Points – 11 July 2022 - Approved as correct	
16	Matters Arising & Actions – Complaints Procedure – LS to review to ensure that vexatious complaints etc are covered Staff have been offered training re making a referral IT lead has been signposted to targeted safeguarding training SEND policy is on the school website. MH first aid training has been booked. Draft template has been done. TA development policy has been amended as requested New governors to link with JBre re induction.	
17	Any Other Business – None	
	Date of next meeting: Wednesday 7 December 2022, 6.00pm	

Meeting finished 18:20