



## Henleaze Infant School

### Governing Board Meeting Minutes

#### Friday 26<sup>th</sup> May 2023, 5pm

#### At the School

| Name                  | Position                        | Initials | Attended | Apologies | Absent |
|-----------------------|---------------------------------|----------|----------|-----------|--------|
| Jude Bramton          | Co-opted Governor               | JBra     |          | √         |        |
| Melissa Finch         | Co-opted Governor               | MF       | √        |           |        |
| Gemma Fricker         | Head Teacher                    | GF       | √        |           |        |
| Rebecca Lawrence      | Co-opted Governor               | RL       | √        |           |        |
| Ania Kopel-Hanna      | Co-opted Governor               | AKH      | √        |           |        |
| Rebecca Lawrence      | Co-opted Governor               | RLa      | √        |           |        |
| Richard Lukes         | Co-opted Governor & Co-Chair    | RLu      | √        |           |        |
| Lauren Oram           | Associate Member & SBM          | LO       | √        |           |        |
| Emilie Poletto-Lawson | Co-opted Governor               | EPL      | √        |           |        |
| Naomi Quinn           | Staff Governor                  | NQ       | √        |           |        |
| Alarna Samarasinghe   | Co-opted Governor               | ASa      | √        |           |        |
| Amar Shah             | Co-opted Governor & Co-Chair    | ASh      | √        |           |        |
| Vincent Smith         | LA Governor                     | VS       | √        |           |        |
| Louise Walton         | Parent Governor                 | LW       | √        |           |        |
| <b>In Attendance</b>  |                                 |          |          |           |        |
| Janet Bremner         | Associate Member (minute taker) | JBre     | √        |           |        |

The meeting started at 5pm

| Item      | Minutes  | Action |
|-----------|--|--------|
| <b>1.</b> | <b>Welcome &amp; Apologies</b>   |        |
|           | RLu chaired the meeting and welcomed everyone. Apologies were received and accepted from JBra. The meeting was deemed to be quorate. No changes to the business interests of those present apart from ASh who noted that he is no longer a Trustee at North Star.  |        |
| <b>2.</b> | <b>Head Teacher's Report</b>   |        |
|           | <p>GF referred to her report. There has been a change in school context with an increase in the numbers of children on the SEND register, including some who have complex needs. The school is now in line with the national average percentage of children with SEND needs and is comparable with available data for other Bristol Infant schools.</p> <p>GF reflected on the recent governor day noting the positive feeling during the day, the large number of governors attending and the useful monitoring that had taken place</p> <p>Key Stage 1 SATs results are likely to be lower this year. This is a lower attaining group overall, although greater depth will be higher than previous years. The EYFS assessments will be in line with last year.</p> <p><b>Why is KS1 cohort a lower attaining group?</b></p> <p>There are children with complex needs and many children who are new to English.</p> |        |

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|            | <p><i>MF joined the meeting.</i></p> <p>Discussion of Bristol Education Partner monitoring visit in T6 (6.7.23). <b>AKH to join ASH.</b><br/>New parents evening. <b>ASh attending</b></p> <p><b>Staff and Parent Surveys.</b> These are due to be done in T6. Agreed to keep most of the questions the same as previous surveys to allow for meaningful comparison. <b>EPL to help with preparation of surveys and AKH to help with analysis.</b></p> <p><b>Staffing structure.</b> GF referred to the proposal in her report. The BG7 Teaching Assistant with a speech and language specialism has left. The proposal is that, rather than put in a direct replacement, the funding is used to provide an Assistant SENDCo for 16.5 hours a week at BG9. The work currently undertaken by the BG7 S&amp;L TA will be undertaken instead by a variety of different staff. There is a significant increase in the amount of paperwork for children with SEND. The proposed new role would be able to do a lot of that paperwork, under the direction of the SENDCo, but freeing them up to concentrate on other important aspects of their role.</p> <p><b>Is the new role based on a standard BCC job description?</b><br/>No, but it has been through BCC job evaluation.</p> <p>Key points raised during discussion:</p> <ul style="list-style-type: none"> <li>• Role would suit an experienced Teaching Assistant</li> <li>• Involves working with SENDCo and liaising with external agencies.</li> <li>• Has a degree of autonomy and some line management responsibility.</li> <li>• Accurate record keeping is essential.</li> </ul> <p><b>Should this not be a fixed term appointment (FTC) rather than permanent, so that the school can see if it works as planned?</b><br/>Discussion. Could be suitable for a secondment with the post holder's original role then filled on an FTC.</p> <p><b>Filling the post on a temporary basis agreed.</b> Agreed GF to return to FGB seek approval for a permanent appointment if this route unsuccessful.</p> | <p><b>AKH</b><br/><b>ASh</b></p> <p><b>EPL</b><br/><b>AKH</b></p> |
| <b>3.</b>  | <b>Finance Update</b>  |   |
| <b>3.1</b> | <p><b>Approve Year End Statement</b></p> <p>LO referred to the documents in the meeting folder, noting the following additional costs:</p> <ul style="list-style-type: none"> <li>• Unfunded TA support in KS1, responding to a new SEND need.</li> <li>• Teacher and support staff pay rise estimates.</li> <li>• Overspend on Support staff total £69K which is attributed to SEND need.</li> </ul> <p>Improvements to the budget positions during the year:</p> <ul style="list-style-type: none"> <li>• Savings from moving caretaking service in-house with HJS collaboration.</li> <li>• Breakfast Club rates increasing alongside an extension in hours by 15 minutes per day. This increase is being accommodated within existing staffing costs and will see an positive impact on the budget of 10K</li> </ul> <p><b>Year End outturn approved.</b></p>  |   |
| <b>3.2</b> | <p><b>Approve 23-24 Budget.</b></p> <p>LO referred to her report. The budget to be submitted to the LA shows a £19k deficit. The reasons for this were discussed. LO shared the updated Budget Recovery Plan, noting the</p>   |   |

|                                  |   |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
|----------------------------------|---|--|----------------|-----------------------------|-------------------|----------------------------------|------------------|------------------------|---------------|--------------------|--|--|
|                                  | <p>There are some small increases in income projected for 23/24 including lettings and funding from FHIS. Pupil premium funding is expected to remain the same.</p> <ul style="list-style-type: none"> <li>Lettings costs will increase across the board to provide an additional 2K into the budget</li> </ul> <p><b>Are there grants that the school can apply for?</b></p> <p>Extra money (MSG Grant) is in the budget to help with increased cost of living and there is an assumption that the teachers' pay rise will be funded at least in part. The pay increase for support staff has also been included in the assumptions.</p> <p><b>The 60K additional funding for SEND in the budget. How was this calculated?</b></p> <p>It is very difficult to anticipate what new needs might be for 23/24 so this is an estimate based on experience.</p> <p>LO noted that expenditure is lean. The gas and electricity figures are based on advice from the Energy Club.</p> <p><b>Budget for 23/24 Approved:</b></p> <table border="0"> <tr> <td><b>Year End Statement B/Fwd</b></td> <td><b>-26,147</b></td> </tr> <tr> <td><b>Total revenue income</b></td> <td><b>-1,400,563</b></td> </tr> <tr> <td><b>Total revenue expenditure</b></td> <td><b>1,419,997</b></td> </tr> <tr> <td><b>In-year balance</b></td> <td><b>19,434</b></td> </tr> <tr> <td><b>Balance c/f</b></td> <td></td> </tr> </table> <p>Governors agreed the updated Recovery plan to be submitted to the LA.</p> <p><b>School Fund</b><br/>Purpose and uses discussed.</p> <p><b>Capital</b><br/>Discussion of priorities. Toilet refurbishment agreed for the pupil block opposite the hall. This is to have adjustments for efficiency using the 15K capital grant. These are the most used toilets by the school and our lettings. Need for a proper suite of iPads (which LO recommended by arranged via a 3-year lease) also agreed. Possibility of help with funding from FHIS also discussed. Proposal to be produced in Q1.</p> <p>Governors reviewed the <b>23/24 staffing structure, and it was approved.</b></p> | <b>Year End Statement B/Fwd</b>                | <b>-26,147</b> | <b>Total revenue income</b> | <b>-1,400,563</b> | <b>Total revenue expenditure</b> | <b>1,419,997</b> | <b>In-year balance</b> | <b>19,434</b> | <b>Balance c/f</b> |  |  |
| <b>Year End Statement B/Fwd</b>  | <b>-26,147</b>  |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
| <b>Total revenue income</b>      | <b>-1,400,563</b>   |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
| <b>Total revenue expenditure</b> | <b>1,419,997</b>  |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
| <b>In-year balance</b>           | <b>19,434</b>   |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
| <b>Balance c/f</b>               |   |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
| <b>4.</b>                        | <b>Management of Change update</b>  |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
|                                  | <p>GF reported that the management of change process was now complete. The representation hearing took place and follow up actions and feedback from staff about the process are being actioned. Feedback will also be collected via the staff survey. There will be some suggested changes to the processes when the Management of Change Policy is next reviewed.</p>   |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
| <b>5.</b>                        | <b>MAT Update</b>   |  |                |                             |                   |                                  |                  |                        |               |                    |  |  |
|                                  | <p>RLu and ASH updated governors on the recent discussions at the MAT working group. They referred to the documents in the meeting folder. Discussion. Agreed to progress discussions with one of the MATs. Discussion about control over curriculum. This to be an area of focus of further discussions with the MAT. Agreed not to progress discussions with another local MAT at this stage and to focus on a single MAT at a time. <b>Action ASH/RLu/GF</b></p>   | <p><b>ASh</b><br/><b>RLu</b><br/><b>GF</b></p> |                |                             |                   |                                  |                  |                        |               |                    |  |  |

|            |   |                  |
|------------|---|------------------|
| <b>6.</b>  | <b>Policies</b>   |                  |
|            | <ul style="list-style-type: none"> <li>• <b>SEND.</b> Post holder information to be updated. <b>Action GF. Approved.</b></li> <li>• <b>Dealing with Allegations of Abuse against Staff.</b> <b>GF to amend following suggestions including changing wording for teacher to staff. Approved subject to changes.</b></li> <li>• <b>Health &amp; Safety &amp; Wellbeing. Approved</b></li> </ul>   | <b>GF<br/>GF</b> |
| <b>7.</b>  | <b>Staff Wellbeing</b>  |                  |
|            | <p>AKH referred to her report. It was noted that many of the recommendations require funding and that this is not possible. Alternatives were discussed:</p> <ul style="list-style-type: none"> <li>• <b>Increased training for TAs.</b> There is some free training available, eg in SEND. Agreed to add a question to the staff survey asking staff what training they have had and what they would like.</li> <li>• <b>Supervision.</b> Are there free supervision options anywhere? Dedicated time for mental health first aiders has been mapped on to PPA timetable. Discussion - possibility of getting additional training in supervision.</li> <li>• <b>Pay policy</b> (different scales form most LA schools). Referred to Resources committee for consideration and costing.</li> </ul> <p>Governors thanked AKH for her work in this important area.</p>  |                  |
| <b>8.</b>  | <b>Committee Updates</b>  |                  |
| <b>8.1</b> | <b>Resources</b> <ul style="list-style-type: none"> <li>• <b>Lettings Costs.</b> Covered in budget item (3.0)</li> </ul>  |                  |
| <b>8.2</b> | <b>Curriculum</b> <ul style="list-style-type: none"> <li>• <b>Governor Day Feedback.</b> Echoed GF feedback of the Day. Had provided governors with the opportunity to see a range of activities, to participate in pupil conferencing, learning how safe children feel in the school. Notes submitted to GF at the end of the day now on GovernorHub.</li> <li>• <b>Proposed Committee structure overview.</b> The new format will reduce the number of link roles and therefore the amount of reading needed for meetings. There will be a revised monitoring schedule and the meetings will link to that. The changes proposed will be: <ul style="list-style-type: none"> <li>○ Link Governor – Wellbeing Liaison</li> <li>○ Link Governor – Behaviour &amp; Personal Development</li> <li>○ Link Governor - English</li> <li>○ Link Governor – Spotlight subject Computing</li> <li>○ Link Governor – STEM</li> </ul> </li> </ul> <p>Small changes to be made to the committee Terms of Reference, including moving Health &amp; Safety to Resources with RLa and JBra swapping committees so that the H&amp;S named governor is on the Resources committee. <b>Revised TOR at T6 FGB.</b></p> | <b>GF</b>        |
| <b>8.3</b> | <b>Vice Chair Role.</b> This was discussed. Anyone interested welcome to contact ASH and/or RLU to discuss.   |                  |
| <b>9.</b>  | <b>Approval of minutes &amp; matters arising</b>  |                  |
|            | <b>The minutes of the meeting held 15<sup>th</sup> March 2023 were confirmed as an accurate record (subject to the correction of the date) and signed electronically by the Chair.</b>  | <b>LS</b>        |
| <b>10.</b> | <b>Date of Next Meeting</b>   |                  |
|            | Wednesday 12 July 2023, 4 – 6pm.  |                  |

Meeting ended 7pm

Minutes agreed to be a true and accurate record of the meeting of Henleaze Infant School FGB Monday 26<sup>th</sup> May 2023

Signed

Date

|     | Actions agreed T5                                       | Who by     | Deadline |
|-----|---|------------|----------|
| 2.0 | Attendance agreed for BEP visit and New Parents Evening | ASh/AKH    | T6       |
| 2.0 | Support for staff and parent surveys                    | EPL/AKH    | T6       |
| 5.0 | Progress MAT discussions with one MAT                   | ASh/RLu/GF | T6       |
| 6.0 | Amend policies as agreed and pass final versions to LS  | GF         | ASAP     |
| 8.2 | Revised Committee TOR to T6 FGB                         | GF         | T6 FGB   |
| 9.0 | Correct date on approved minutes T4                     | LS         | Not Set  |

|     | Decisions Taken  |
|-----|--|
| 2.0 | 16.5-hour BG9 SEND Assistant role agreed on a temporary basis  |
| 3.1 | 22/23 Year End Outturn approved  |
| 3.2 | Budget for 23/24 Approved:<br>Year End Statement B/Fwd -26,147<br>Total revenue income -1,400,563<br>Total revenue expenditure 1,419,997<br>In-year balance 19,434<br>Balance c/f                      |
| 3.2 | 23/24 staffing structure approved.   |
| 6.0 | Policies approved.<br>11. SEND. Subject to post holder information to be updated.<br>12. Dealing with Allegations of Abuse against Staff. Subject to agreed changes<br>13. Health & Safety & Wellbeing |
| 9.0 | The minutes of the meeting held 15th March 2023 approved (subject to the correction of the date)   |