



Henleaze Infant School
Governing Board Meeting Minutes
Wednesday 12th July 2023, 4pm
At the School

Name	Position	Initials	Attended	Apologies	Absent
Jude Bramton	Co-opted Governor	JBra	√		
Janet Bremner	Associate Member (minute taker)	JBre	√		
Melissa Finch	Co-opted Governor	MF	√		
Gemma Fricker	Head Teacher	GF	√		
Ania Kopel-Hanna	Co-opted Governor	AKH		√	
Rebecca Lawrence	Co-opted Governor	RLa	√ (from item 2)		
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	√ (to item 5)		
Alarna Samarasinghe	Co-opted Governor	ASa	√		
Amar Shah	Co-opted Governor & Co-Chair	ASh		√	
Vincent Smith	LA Governor	VS	√		
Louise Walton	Parent Governor	LW	√		

The meeting started at 4pm

Item	Minutes	Action
1.	Welcome & Apologies	
	RLu chaired the meeting and welcomed everyone. Apologies were received and accepted from ASH & AKH. The meeting was deemed to be quorate. No changes to the business interests of those present. JBre took minutes in the absence of LS and was thanked for doing this one and the previous meeting.	
2.	Head Teacher's Report	
	<p>GF referred to her report. For September numbers in year one are stable, and Reception is full at 60.</p> <p>Outcomes for end of key stage one are higher than previously expected in writing, but still lower than other subjects. Reading, writing and maths results are in-line with 2022 school data, but this year we have a significant increase in percentage of pupils who achieved 'Greater Depth;' in reading. Results in all 3 subjects are 12% above 2022national. This group had a disrupted Reception year. There will be a focus on two separate areas in writing next year.</p> <p>Phonics is similar to last year.</p> <p>Reception GLD (Good Level of Development) is slightly higher that last year.</p>	

Across the school, the attainment of children with SEND is significantly lower than their peers, but all have made really good progress in both academic and non-academic areas. Whole school outcomes for children in receipt of **pupil premium are 14% below that of peers. This shows a closing of the attainment gap in both reading and writing, evidencing the success of the interventions in place for Literacy.** . There is a significant gap amongst the youngest, but this is a very small cohort and includes two children with SEN and two who are new to English. At key stage one for pupil premium children the outcomes are not significantly different to their peers.

RLa joined the meeting.

GF referred to the recent school improvement officer visit, which RLU also attended. The 22/23 SDP was reviewed to confirm if the school's priorities were right, and this was agreed. During the SIO visit, there was an opportunity to hear pupil voice, finding out if the children knew what to do if they got stuck - if they can help themselves. They were all able to respond to these questions, although it was noted that they did not immediately mention the working walls, particularly YR, but they were out of their classrooms and did not have that visual prompt at the time.

SDP 23/24. This includes the two specific OFSTED actions plus the development of EYFS. The plan now makes clear where and how leadership are involved. The document is much more succinct than in the past and has a clear top line with separate action plans supporting it.

What does supervision involve?

It is usually peer on peer, and it is a discussion that is solution focused. Often it will relate to high-level behaviour challenges. These are often done by the mental health first aiders.

There are links in the SDP to Governor monitoring: (others will follow later)

- 19 October, for early years and the transition to year one
- 6th November. A book-look. This is part of the curriculum committee brief to review support for learning.

Quality of Education. Improving writing attainment is a target for 23/24, as is transition from Reception to year one, especially as there is a gap in social and emotional development which is feeding into year one. The school is adapting the curriculum to deal with this. The spotlight subject for next year is computing.

The **Resources** plan is focused on the possible move to a multi academy trust as well as well-being policies and practices.

Behaviour and welfare. The focus is in increasing the capacity of leadership in the school, including offering an opportunity for a qualification. The school will continue to develop behaviour management, following the policy implemented at the end of 21-22. There are consistent expectations for behaviour within the school, but these are not yet being seen all the time and by all children.

Reports to the curriculum committee will be under the headings of quality of education, behaviour and welfare and the OFSTED actions. A plan will be put in place as to which meeting these updates occur. GF also noted that the school evaluation framework (SEF) has been updated.

What help is offered to the families of children who are persistently late?

Many have a SEND background and support in place.

	<p>The possibility of using fixed penalty notices for persistent absence (where attendance is below 90%) was discussed. It was also noted that if a child attends ALP (alternative learning provision) for one session in a day but not the second session, then that second session is marked as absent.</p> <p>Does the school feel supported by the local authority with the referrals it makes for SEN funding? No, it is more a feeling of frustration.</p> <p>Pupil premium strategy report - how do you ensure the success in key stage one continues when the children move to the junior school? There is collaboration on transfer for individual pupils if needed. The infant school already knows the barriers for the children and sharing this knowledge helps them do well when they move on.</p> <p>is there any PE funding that remains unspent? No, this is all planned and there are details in the report.</p> <p>GF reported that the Assistant SENDCo had been recruited through a secondment process with no further recruitment required at this stage. GF also updated the meeting on the likely timescale for the SENDCo to return to work.</p> <p>Staff survey. The findings were discussed especially the areas of concern and where staff feel they need more support. These will be picked up from September. A plan is in place and support for behaviour management will be provided by North Star Outreach for all staff.</p> <p>What percentage of staff completed the survey? GF to check.</p> <p>Were there any surprises in the survey? No, but there were some extremes and not necessarily a direct correlation between previous training received and identified need.</p> <p>Do you report back to staff on the survey with an action plan? Yes, this will be done in term one.</p> <p>Were there any questions that referred to the strike or the management of change? Yes, we did ask about the management of change and there was some feedback about the need for clearer communications. This will be fed into the review of the policy.</p> <p>GF notes that staff feel confident in their safeguarding responsibilities and that there is a reduced workload requirement with less reporting to governors. This is now done via SLT.</p>	GF
3.	MAT Update	
	<p>RLu reported back to the meeting from the working group. The process of due diligence has started with one MAT. This is just a process of finding out more, for both parties, and does not represent any commitment. This has included a discussion with the chair of one of the LGBs (local governing boards) of a school in the trust. The feedback from this meeting was very positive. There has also been a wider meeting with senior leaders of both schools and the trust, and this too has provided several reassurances.</p> <p>A potential timeline was shared with the meeting and discussed, confirming that the due diligence phase has started. Assuming this progresses well there will be governance decisions to be made in term two and consultations to take place after that.</p>	RLu

	There was a discussion as to how and when to involve staff in the process. This will be reviewed again in September. Action RLu/GF	/GF																																						
4.	Health & Safety																																							
	Deferred to T1, 23/24.																																							
5.	Governance Structures 22/23																																							
	<p>1. Scheme of Delegation. Approved</p> <p>2. Committee Terms of Reference. Approved Highlighted changes were agreed. Health & Safety responsibility now sits with Resources. The overall wellbeing of staff and pupils sits with both committees.</p> <p>3. Governing Body Roles. Confirmed as below:</p> <table border="1"> <thead> <tr> <th>Role</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Amar Shah and Richard Lukes</td> </tr> <tr> <td>Vice Chair</td> <td>Emilie Poletto-Lawson</td> </tr> <tr> <td>Resources Chair</td> <td>Melissa Finch</td> </tr> <tr> <td>Curriculum Chair</td> <td>Alarna Samarasinghe</td> </tr> <tr> <td>H&S Governor</td> <td>Jude Bramton</td> </tr> <tr> <td>Looked After Children Governor</td> <td>Louise Walton</td> </tr> <tr> <td>Child Protection/Safeguarding Governor</td> <td>Louise Walton</td> </tr> <tr> <td>SEND Governor</td> <td>Ania Kopel-Hanna</td> </tr> <tr> <td>Pupil Premium Governor</td> <td>Rebecca Lawrence</td> </tr> <tr> <td>Training & Induction coordinator</td> <td>Emilie Poletto-Lawson</td> </tr> <tr> <td>Link Governor – Wellbeing Liaison</td> <td>Ania Kopel-Hanna</td> </tr> <tr> <td>Link Governor – Behaviour & Personal Development</td> <td>Alarna Samarasinghe</td> </tr> <tr> <td>Link Governor - English</td> <td>Emilie Poletto-Lawson</td> </tr> <tr> <td>Link Governor – Spotlight subject Computing</td> <td>Rebecca Lawrence</td> </tr> <tr> <td>Link Governor - STEM</td> <td>Vincent Smith</td> </tr> <tr> <td>HT Performance Management (3)</td> <td>Amar Shar, Richard Lukes, Ania Kopel-Hanna</td> </tr> <tr> <td>Pay & Benefits Committee</td> <td>Amar Shar, Richard Lukes, Melissa Finch</td> </tr> <tr> <td>HC3 Governor/Premises/NW24 Link</td> <td>Vincent Smith</td> </tr> </tbody> </table> <p>It was noted that a parent governor nomination/election will be held in the middle of T1. Action LS/GF NQ confirmed that she will be resigning as a staff governor from 31.8.23. GF to arrange for staff governor nomination process early in T1. RLu thanked NQ on behalf of governors for her participation and commitment as a governor.</p> <p><i>NQ left the meeting.</i></p> <p>4. Governor Development Plan This was reviewed. It was noted that good progress had been made during the year in all areas. Some of the targets will continue into 23/24, although the focus will inevitably be by the potential move to a MAT.</p>	Role	2023/24	Chair	Amar Shah and Richard Lukes	Vice Chair	Emilie Poletto-Lawson	Resources Chair	Melissa Finch	Curriculum Chair	Alarna Samarasinghe	H&S Governor	Jude Bramton	Looked After Children Governor	Louise Walton	Child Protection/Safeguarding Governor	Louise Walton	SEND Governor	Ania Kopel-Hanna	Pupil Premium Governor	Rebecca Lawrence	Training & Induction coordinator	Emilie Poletto-Lawson	Link Governor – Wellbeing Liaison	Ania Kopel-Hanna	Link Governor – Behaviour & Personal Development	Alarna Samarasinghe	Link Governor - English	Emilie Poletto-Lawson	Link Governor – Spotlight subject Computing	Rebecca Lawrence	Link Governor - STEM	Vincent Smith	HT Performance Management (3)	Amar Shar, Richard Lukes, Ania Kopel-Hanna	Pay & Benefits Committee	Amar Shar, Richard Lukes, Melissa Finch	HC3 Governor/Premises/NW24 Link	Vincent Smith	
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6.	Policies																																							
	<ul style="list-style-type: none"> SEND Information Report. Approved 																																							

**LS/GF
GF**

7.	Approval of minutes & matters arising			
	The minutes of the meeting held 26 th May 2023 were confirmed as an accurate record and signed electronically by the Chair.			
		Actions agreed T5	Who by	Deadline
	2.0	Attendance agreed for BEP visit and New Parents Evening	ASh/AKH	Completed
	2.0	Support for staff and parent surveys	EPL/AKH	In progress
	5.0	Progress MAT discussions with one MAT	ASh/RLu/GF	In progress
	6.0	Amend policies as agreed and pass final versions to LS	GF	Completed
	8.2	Revised Committee TOR to T6 FGB	GF	Completed
	9.0	Correct date on approved minutes T4	LS	Not Set
8.	Additional Matters			
	None raised.			
9.	Date of Next Meeting			
	Final draft of meeting dates to be shared ready for confirmation before end T6. Action GF			GF

Meeting ended 5.50pm

Minutes agreed to be a true and accurate record of the meeting of Henleaze Infant School FGB
Wednesday 12th July 2023

Signed

Date

	Actions agreed T6	Who by	Deadline
2.0	Confirm percentage of staff who completed the staff survey.	GF	T1 FGB
3.0	Review staff communications during MAT due diligence process	RLu/ASh/GF	T1 FGB
4.0	H&S Report	JBra/LO	T1 FGB
5.3	Staff Governor nomination process	GF	Early T1
5.3	Parent Governor nomination process	GF/LS	Early T1
7.0	Correct date on approved minutes T4	LS	Not Set
9.0	Final draft meeting dates to be shared via GovernorHub	Gf	End T6

	Decisions Taken
5.1	Scheme of Delegation 23/24 Approved
5.2	Committee Terms of Reference 23/24 Approved
5.3	Governing Body roles 23/24 confirmed as per table.
7.0	The minutes of the meeting held 26th May 2023 approved