



**Henleaze Infant School**  
**Governing Board Meeting Minutes**  
**Friday 20<sup>th</sup> October 2023, 5 - 7pm**  
**Virtual via Zoom**

Name	Position	Initials	Attended	Apologies	Absent
Jude Bramton	Co-opted Governor	JBra	√		
Janet Bremner	Co-opted Governor (minute taker)	JBre	√ (to item 3)		
Melissa Finch	Co-opted Governor	MF		√	
Gemma Fricker	Head Teacher	GF	√		
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	√		
Alarna Samarasinghe	Co-opted Governor	ASa	√		
Amar Shah	Co-opted Governor & Co-Chair	ASh	√ (from item 3)		
Vincent Smith	LA Governor	VS	√		
Louise Walton	Parent Governor	LW	√		
Sallie Wood	Staff Governor	SW	√		
Leanne Sowersby	Clerk	LS		√	

**The meeting started at 5pm**

Item	Minutes	Action
<b>1.</b>	<b>Welcome &amp; Apologies</b>	
	RLu started the meeting and welcomed everyone. SW was welcomed to her first meeting as Staff governor. Apologies were received and accepted from MF & 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.	
<b>2.</b>	<b>Governance</b>	
	<ol style="list-style-type: none"> <li>1. <b>JBre appointed as Co-opted governor.</b></li> <li>2. <b>Draft Governor code of conduct approved.</b></li> <li>3. All governors to update confirmations on GovernorHub:               <ol style="list-style-type: none"> <li>a. <b>Business interests.</b> Need to clear and reconfirm if there was a declaration last year. Need to do a nil declaration if applicable.</li> <li>b. Confirm have read Keeping Children Safe in Education 2023</li> <li>c. Agree to abide by Governor Code of conduct 2023/24</li> </ol> </li> </ol> <p><b>Action – All. By 31.10.23</b></p>	<b>All</b>
<b>3.</b>	<b>Head Teacher's Report</b>	
	GF referred to her report.	

**Pupil numbers and reports.** Currently 197. There was an attendance review T1. Currently there are no children who are persistently absent. There are 3 children being monitored for punctuality.

**Top line data vs national and Bristol.** GF referred to the data in the report. The school is pleased with the outcomes. They are significantly stronger than both Bristol and National outcomes in most areas. GF noted that there is currently no School Improvement offer from the LA. GF is involved in steering group looking at a local peer review school improvement through NW24.

*ASh joined the meeting & took over the role of Chair.*

**External review has been helpful. What can be put in its pace?**  
The proposed peer reviews through NW24 and possibly later in the year the LA will be able to offer more, once it has recruited to vacant posts.

**Safeguarding updates**  
There have been updates from the LA and changes to Keeping Children Safe in Education (KCSIE). Staff have attended safeguarding refresher training. The new Deputy DSL is leading on contextual safeguarding with a focus on behaviour and welfare. The LA has developed a new section 125 safeguarding audit which is much reduced from the previous one. The school has until the end of December to complete this. GF will involve LW, Safeguarding Governor, in this.

The main updates to **KCSIE** this year are around filtering and monitoring online content. The school uses BCC for its IT provision, and they have robust filtering in place which is monitored by GF, LO, and the school's computing lead. It is important that governors understand what is in place. There is an increased focus on children missing in education that now includes high levels of persistent absence as well as children who are not attending at all. Again, it is important that governors are aware how this is monitored.

**Was the SIO audit in person?**  
No, it was a desktop exercise. It is a live document and if anything becomes serious this will be flagged.

**Staffing update.**  
GF noted that a teaching assistant who had been long term absent has now successfully returned. The SENDCo is due to return on a phased return followed by a temporary reduction in hours, which will be reviewed. A flexible working request has been received and this will be considered in line with the policy.

**Leave of Absence Policy.** There have been some questions asked by staff, through a union rep, following the approval of an appendix to the Leave Policy at the Resources Committee. These questions were discussed at the meeting. It was noted that it is important to follow the policy, which is a LA policy, but governors also recognise that the areas which include some amount of judgement which might need some further consideration, especially when trying to balance the implementation of policy with staff wellbeing. **Agreed to set up a small working group to follow this up outside the meeting: RLA, SW, JBra and EPS.** No specific timescale set, but agreed an early response would be beneficial to all. **LO to contact**

**RLa/SW/  
JBra/EPL  
LO/GF**

	<p><b>MAT for relevant benchmarking information. GF to send initial response to staff member.</b></p> <p><i>JBre left the meeting (which was recorded for minuting)</i></p> <p><b>Community Engagement</b> Tours for prospective parents have been busy with lots of positive feedback received. The new marketing project for one of the senior leaders, which includes social media and visiting nurseries to support engagement, is also going well. Engagement with parents across the school has been strong and the EYFS and Y1 Learn-along for phonics were extremely well supported by parents. Very positive feedback from this. GF highlighted the dates shared in her report where governors' participation is welcome. A governor is also welcome to join monitoring learning walk looking at curriculum transition Reception/T1. <b>Contact GF if interested/available.</b></p> <p><b>Were the changes to appraisal procedures referred to in the report the result of feedback from the staff survey of form the management of change process – or from both?</b></p> <p>Both. Clarification has been provided on when applications to progress to UPS can be submitted and what UPS targets might look like and what the expectations would be. This has been done using information from benchmarking with other schools and information from the School Improvement Officer. The main change was to encourage staff to be really involved in their own target setting to make them more personalised, so they felt more valuable.</p>	All
4.	<b>Chairs Report</b>	
4.1	<b>Governor Development Plan.</b> ASh referred to the plan in the meeting folder and invited comment/additions. He noted that this is a live document that sits alongside the School Development Plan and that it is reviewed during the year, but not at every meeting.	
4.2	<b>MAT update.</b> Due diligence is underway. Staff have received a letter from Co-chairs explaining the process, including naming the MAT. This will be followed up with ASh and JBre attending a staff meeting at the start of term 2 so that staff have an opportunity to ask questions. This is informal consultation, and it will be made clear that no decisions have been made. The joint working group with the Junior School is meeting on 7 <sup>th</sup> November to collate and prepare questions for the larger meeting with the MAT that is open to governors of both schools on 16 <sup>th</sup> November.	
4.3	<b>Parent governor elections. Agreed LO/JBre to progress.</b> Discussion of how best to communicate to whole of parent group. Importance of being able to talk an existing governor. Could do this once timeline in place.	LO/JBre
4.4	<b>Pay committee update.</b> All met targets and moved up as appropriate. All UPS applications accepted. Request to jump two grades not accepted as it is against the policy. Changing main pay scale from 7 to 6 recommended. Impact for one member of staff only and it is in their favour.	

5.	<b>Health &amp; Safety</b>	
	<p>Report still in draft form as LO and JBra met last week. First formal link governor overview. LO provided JBra with a full overview of how Health and Safety is managed in the school. JBra very impressed. CHaSMS review completed. This will produce and action plan that will be included in the regular H&amp;S monitoring by LO and JBra. Site walk was very positive and the new caretaker, compared to previous arrangements, is making a significant positive impact. Plan for future site visits in place. Biggest challenge was the H&amp;S audit done by an external auditor for the MAT. The notice period and prior communication was very poor making this an unnecessarily difficult process. It was noted that SW part of H&amp;S committee.</p> <p><b>JBra to share report on GH. All to read and indicate on GH that they have done so and ask any questions.</b></p>	JBra/All
6.	<b>Resources update</b>	
6.1	<p><b>Approve Q2 Outturn.</b> Scrutinised at Resources Cttee 13.10.23. Thanks to LO for work in producing, and for savings found, including not paying the cleaning contract as cleaning has not been happening in the school. Also received some SEND top up funding. <b>Approved.</b></p> <p><b>Does the in-year deficit £19K include future potential fundraising and other sources of income?</b></p> <p>Yes, because LO is aware of what is planned. GF also noted that the figure of £19k deficit is low given that there are 13 places unfilled in Year 1 which equates to a shortfall of £54K income. LO noted that she works very closely with FHIS to ensure both parties know what is planned and it is very transparent.</p>	
6.2	<p><b>Quotes for toilet refurbishment and capital spend.</b> Discussed at Resources. Recommendation in meeting folder showing quotes and what is included, or not. LO has been able to see work done by the preferred supplier at another school and is impressed with the standard.</p> <p><b>Is the quote from the preferred supplier is for a different amount/scope of work?</b></p> <p>All three asked the same thing. Only preferred supplier would do deep clean for cubicles as required. <b>Quote from Honeyfield approved.</b></p>	
6.3	<p><b>Pay scales decision.</b> As per report above. Changing main pay scale from 7 to 6. <b>Agreed.</b></p>	
7.	<b>Policies</b>	
	<p><b>Policies for approval</b></p> <ol style="list-style-type: none"> <li><b>Safeguarding</b> – BCC model policy, adapter to include school procedures. Well reviewed by LW and GF. <b>Approved.</b></li> <li><b>Relationships and sex education.</b> Reviewed by PHSE lead and GF. Comments from AKH. <b>Approved.</b></li> </ol> <p><b>Policies for information</b></p> <ol style="list-style-type: none"> <li><b>Acceptable use of IT policy.</b> Reviewed by RLa. <b>Noted</b></li> </ol> <p><b>GF to put final versions (with any typos corrected) on GovernorHub with approval/review dates noted.</b></p>	GF

	Agreed to have a lead governor for policy review to work with GF for future policies as it had worked well on this occasion. All governors still welcome to comment. Helps to manage governor workload. GF to nominate as appropriate.	
<b>8.</b>	<b>Stakeholder feedback</b>	
<b>8.0</b>	Noted that with both surveys there is some contradictory feedback and some of the feedback can be context sensitive, i.e., what was happening when the survey was sent out.	
<b>8.1</b>	<p><b>Staff survey</b> AKH provided information in the meeting folder. It was noted that subsequent work on communications has taken place – this was one main areas of feedback.</p> <p><b>Staff not feeling safe in school is a concern. Does this relate to an overall deterioration in behaviour or to the behaviours of one or two pupils?</b> Mostly it relates to a few children, all of whom who have SEND and there are Risk Assessments in place for working with these children. Staff are trained and supported to deal with these behaviours but there is also an impact on mental health and wellbeing. Situations like this are happening in schools across Bristol.</p> <p><b>Do children feel safe? Are there incidents of harm of other children?</b> There are some minor incidents. The school works very hard with the children and their peers to minimise the impact but there is bound to be some impact on other children in the class. Mitigations discussed.</p> <p><b>Is there a way staff can call for help if needed?</b> Try to support within the class team first (calming) but if not manageable, yes way of calling the SEND team or SLT.</p> <p><b>Is there formal supervision available for affected staff?</b> Usually, a debrief with the member of SLT. The school is developing a supervision offer on a Friday with one of the mental health first aiders. The staff governor, SW added that the staff group is tight knit and very supportive.</p> <p><b>Is there anything more governors can do to support with these challenges?</b> Staff wellbeing as part of the regular agenda helps. Work is in place to develop the curriculum to support children with SEND. Importance of governors being aware of this underlying situation when in contact with staff noted.</p>	
<b>8.2</b>	<p><b>Parent survey.</b> EPL has met with GF to review survey. Will share via GH. Main points:</p> <ul style="list-style-type: none"> <li>• High response rate. 102 (224 children on roll at the time)</li> <li>• High scores for children feeling safe and happy.</li> <li>• High ‘recommend’ rate and feeling that children are well cared for.</li> <li>• Communication scored less highly. Streamlining is a theme here, along with increased notice periods for events parents are invited to, and the school is already working on this.</li> <li>• Balance in amount of communication is very hard to get right.</li> </ul>	

	<p>LW noted that the high levels of support and engagement for FHIS indicate very high levels of parental support of the school. This is something that can be considered alongside the survey's responses.</p> <p><b>What can governors do as part of the response to the survey? A newsletter or a forum meeting?</b></p> <p>Discussion. Agreed to identify the bigger issues and respond on those, for example SEND communications. Can provide clear evidence of what has been done.</p> <p><b>EPL to share report on GH and governors can help to identify the issues</b> to respond to parents on, and <b>GF will then prepare responses.</b></p>	<b>EPL/ All/GF</b>																																
<b>9.</b>	<b>Approval of minutes &amp; matters arising</b>																																	
	<p><b>The minutes of the meeting held 12<sup>th</sup> July 2023 were confirmed as an accurate record and signed electronically by the Chair.</b></p> <table border="1" data-bbox="240 680 1310 1122"> <thead> <tr> <th></th> <th><b>Actions agreed T6</b></th> <th><b>Who by</b></th> <th><b>Deadline</b></th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td>Confirm percentage of staff who completed the staff survey.</td> <td>GF</td> <td>Completed</td> </tr> <tr> <td>3.0</td> <td>Review staff communications during MAT due diligence process</td> <td>RLu/ASh/GF</td> <td>Ongoing</td> </tr> <tr> <td>4.0</td> <td>H&amp;S Report</td> <td>JBra/LO</td> <td>In progress</td> </tr> <tr> <td>5.3</td> <td>Staff Governor nomination process</td> <td>GF</td> <td>Completed</td> </tr> <tr> <td>5.3</td> <td>Parent Governor nomination process</td> <td>GF/LS</td> <td>In progress</td> </tr> <tr> <td>7.0</td> <td>Correct date on approved minutes T4</td> <td>LS</td> <td>JBre</td> </tr> <tr> <td>9.0</td> <td>Final draft meeting dates to be shared via GovernorHub</td> <td>Gf</td> <td>Completed</td> </tr> </tbody> </table>		<b>Actions agreed T6</b>	<b>Who by</b>	<b>Deadline</b>	2.0	Confirm percentage of staff who completed the staff survey.	GF	Completed	3.0	Review staff communications during MAT due diligence process	RLu/ASh/GF	Ongoing	4.0	H&S Report	JBra/LO	In progress	5.3	Staff Governor nomination process	GF	Completed	5.3	Parent Governor nomination process	GF/LS	In progress	7.0	Correct date on approved minutes T4	LS	JBre	9.0	Final draft meeting dates to be shared via GovernorHub	Gf	Completed	
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<b>10.</b>	<b>Additional Matters</b>																																	
	<p><b>Will we have enough information to vote on the MAT proposal at the T2 FGB, as has been planned?</b></p> <p>Meetings should all have been completed and we have questions from lawyers that we can use as the basis for asking questions of the MAT on 16<sup>th</sup> November. GF, along with Junior School, would like to do some more education due diligence by visiting MAT schools. Discussion of likely timescales if the proposal to go to the formal consultation stage goes ahead and how the consultation process works. Discussion of the time and preparation needed by governors to be able to decide on 13<sup>th</sup> December whether to go to the formal consultation stage.</p>																																	
<b>11.</b>	<b>Date of Next Meeting</b>																																	
	Wednesday 13 <sup>th</sup> December 2023, 6 – 8pm																																	

Meeting ended 7.10pm

**Minutes agreed to be a true and accurate record of the meeting of Henleaze Infant School FGB 20<sup>th</sup> October 2023**

Signed

Date

	<b>Actions agreed T1</b>	<b>Who by</b>	<b>Deadline</b>
2.0	Update governor confirmations and declarations	All	31.10.23
3.0	Leave of Absence policy WG to meet	RLa/SW/JBra/EPL	Not set
3.0	Leave of Absence. Check MAT process	LO	Not set
3.0	Leave of Absence. Respond to staff member	GF	ASAP
3.0	Governor to join T2 learning walk on transition	All	Start T2
4.3	Progress Parent governor nomination process	LO/JBre	Early T1
5.0	Share H&S report on GH	JBra	ASAP
5.0	Indicate read H&S report	All	Early T2
7.0	Policies to go on GH after any agreed amendments made	GF	ASAP
8.2	Share Parent Survey on GH	EPL	Completed
8.2	Identify key issues requiring a response	All	Early T2
8.2	Draft responses to key issues	GF	T2

	<b>Decisions Taken</b>
2.1	JBre appointed co-opted governor
2.2	2023 Code of Conduct approved
6.2	Quarter 2 Outturn approved
6.3	Change from 7 to 6-point Main scale for Teachers' pay approved
7.0	Policies approves: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• RHSE Policy</li> </ul> Policy noted: <ul style="list-style-type: none"> <li>• Acceptable use of IT policy.</li> </ul>
9.0	The minutes of the meeting held 12 <sup>th</sup> July 2023 approved