

Henleaze Infant School

Full Governing Body Meeting
Friday 15 March 2024, 4.00pm



Governors Present:		
Jude Bramton, CG	Richard Lukes, CG	Vincent Smith, LA
Luke Dormehl, PG	Amar Shah, CG (Chair)	Janet Bremner, CG
Melissa Finch, CG	Louise Walton, PG	Alana Samarasinghe, CG <i>Virtually</i>
Gemma Fricker, HT	Sallie Wood, SG	Emilie Poletto-Lawson, CG <i>Virtually</i>
Rebecca Lawrence, CG		
In Attendance (non-voting):		Apologies:
Leanne Sowersby (Clerk)		

Item		Action
1	<p>Welcome, Apologies & Introductions - ASh welcomed everyone.</p> <p>Declarations of Interests - No declarations of interest.</p>	
2	<p>Headteacher's Report</p> <p>HT talked through the key points and updates.</p> <p>Discussed pupil outcomes in depth at Curriculum with a focus on vulnerable children</p> <p>Noted overall attainment in Writing and Maths is 5% higher than this time last year and Reading is 2% lower, which is not a concern given the lower overall numbers.</p> <p>Are very pleased with the Year 2 data.</p> <p>The School Improvement Officer visited this week, with a focus on how learning meets the needs of all pupils. He noted a particular strength is the atmosphere in the school, and that all staff in all places ensure that the approach is consistent. Also noted that quality first teaching and learning is enabling inclusion for those children.</p> <p>Q – Has this been fed back to staff? Yes</p> <p>Also looked at writing progress in books– pointed out that, particularly in the new to English group, progress was very strong.</p> <p>Q – What is big behaviour? This is behaviour that is sometimes described a challenging, often children who have big responses to emotions.</p> <p>Staffing – Discussion around the Admin post. GF gave an overview of the history and reasons for the change. Discussion around the management responsibilities of the post – noted that the line management of the breakfast club team is not shown on the documents shared.</p> <p>We will also need some additional provision across the school, based on current EHCP's / ongoing applications. We expect this to be around one FTE and typo receive some funding. This will cost approx. £8,500, which will likely be offset by the applications that are currently underway.</p> <p>Further discussion around the funding options, the ending of top-up funding and the funding that will be available from the inclusion hub for children at risk of permanent exclusion.</p> <p><i>MF joined the meeting</i></p> <p>Q – Would the funding fall away when we join the MAT? The local funding will come through the same application process.</p>	

	<p>Discussion around whether the funding remains with the children, or whether there will be a need to reapply.</p> <p>Governors approved the spend of £8,500 to provide support staff as needed.</p> <p>Interim SENDCo. Discussion around the current situation and the best way forward. JBra and MF to provide ongoing support to GF around this. GF to discuss options with CST</p> <p>Governors happy with the additional proposed spend on the interim SENDCo.</p> <p>INSET Days Proposal to add two INSET days on Monday 22nd and Tuesday 23 July.</p> <p>Q – What is the CST total number of INSET days? 8, so the proposed two additional days would bring us within 1 day.</p> <p>Governors approved the additional two INSET days, pending approval from BCC / checking requirements as an Academy.</p> <p>Discussion around the birth rate, this is happening across the city. Numbers are down across the city for Reception.</p> <p>Q – Are the early 24-25 numbers where we are now? First choices were 55, leaving 5 to come from 2nd and 3rd choices, so we will be full.</p>	
<p>3</p>	<p>MAT Update and Decision</p> <p>ASh gave an update.</p> <p>Would expect to hear from the DfE before Easter to get the order to be able to convert from an LA school to become an Academy.</p> <p>ASh shared an update from LO:</p> <p>Estates – following the unfavourable report, LO has actioned the following: Asbestos – had the 2019 report checked by BCC, had asbestos removed from an intervention space, had an environmental clean of the boiler house and certificates issued and created an updated asbestos pack for contractors/visitors. Roofing - partial works have been completed on the broken lintel on the hall window (exterior). Waiting for scaffolding to complete and ensure roof is secure, leaks in 2 classrooms rectified and working towards enhanced ventilation in the school kitchen. Organisation of Fire Risk assessment Next steps - investigate cost of formal legionella plan (ours is robust, this is not a legal requirement), analyse remedials from Fire Risk assessment (in the week of 4 March, any costings will be presented to governors), push on with ventilation & roof issues. CST were pleased with progress and encouraged to keep pushing with the claims in progress – their estates team have offered to help with legal letters.</p> <p>HR – Noted that this has been a huge undertaking, involving finding the contract and amendment letters (if there have been changes) for every member of staff, which is due on 8 March, and LO has been working extra hours to do this.</p> <p>LO has been in contact with BCC HR and advised of the transfer and what is required, has received a master sheet to compile information on staffing. The TUPE consultation has been scheduled and we are preparing the letters to send to staff/ unions early next week. LO has also compiled the required policies and job descriptions required.</p> <p>Next steps- support in preparation of TUPE papers and review measures and the modification order</p> <p>Staffing - Support Staff - Fixed term contracts and need has been analysed ready for the recruitment process in March 2024.</p> <p>Records - Staff information has been compiled along with remuneration and benefits ready to send across and have compiled 80% of the information needed to complete the Common Transfer Agreement. Have requested remainder from BCC, although there have been some delays.</p> <p>Have met with TU reps, who were very vocal, and CST and facilitated an open session.</p>	

Next steps- conduct fixed term to perm project. ASa and MF to support where needed.

Legal - Have started the CTA which will form the Academy order- about 80% there. Need to finalise the information on disputes and the above from BCC. The deadline for this is 8 March. Any staff changes after this point will need notification.

Finance - Have completed a mass spreadsheet for Simon, the Finance Director, at CST on our systems and processes. Have also completed the questionnaires to implement payroll and software systems.

Next steps- 24/25 LA budget with separate CST version for when we convert.

Contracts - Have compiled all contracts, leases and services and forwarded to CST. Such as the internet which is shared with Claremont and the Juniors and provided by BCC. This is a shared project, it is likely that we will maintain the status quo, at least initially although CST may change in consultation with us.

Have met with TWS and confirmed the list of services we will continue and calculated approximate credit - shared with CST, e.g. HR and legal services to run to July and then to be credited.

Have started conversations to move contract cleaning and our photocopier procurement. We are hoping to move the cleaning contract to the CST one when the contract ends on 1 June. The photocopier contract is due to end on 8 July, and we had already planned to look into alternative options.

SIMS have agreed to extend license to be in line with CST.

Next steps- continue to work through list and ensure all services are in place for July.

ASh is having monthly catch-ups (via phone) and documents will be uploaded to GovernorHub for oversight when appropriate.

Q – Are the extra hours for LO enough? Currently, yes, this is being managed.

Q – Are the cracks in the wall being addressed as part of the estates work? They are being monitored at the moment; they are on a list.

Q – Does being in the process we are in mean that we do not have to follow the procurement processes in the same way as we would have otherwise? Yes, some of these areas are areas we would definitely need to look at carefully otherwise.

Governors thanked LO for her ongoing work on this.

ASh has also met with CST, with RL and Hazel from HJS. There was a discussion around the future of the two schools and the way that governance and the headships of the schools would work in the future. These discussions will be ongoing.

One of the issues would be ensuring that the two schools remain separate in terms of funding to be received, while also potentially being able to share leadership.

Discussion around how the budgets will look over the first few years.

Q – What are the major differences between the National Curriculum and CUSP? We do not know in detail. GF can share the information we have, with a summary. The principles are those that underlie good quality teaching. It is good quality curriculum. CUSP is more prescriptive than our current approach.

There is a need to vote today to continue the process to become an academy and to join CST.

There will then be one further Extra-Ordinary Governing Body meeting to make the final decision.

GF shared some staff voice around CUSP and the curriculum. There is some disquiet and trepidation around the curriculum. Staff were clear that they trust governors and leaders to do the right thing for the school and the children. There are also concerns about TUPE. Noted that CUSP does not effectively cover Early Years. CST have said that they will not take a top-down directive approach, but we would miss out on opportunities for collaboration if we chose not to follow CUSP.

	<p>JBre has provide a summary document covering the feedback that has been received from parents, staff and stakeholders. Noted that there was very little feedback from stakeholders other than staff. It was a genuine and thorough process.</p> <p>ASh and JBre have looked at all of the feedback and taken it on board.</p> <p>Belief expressed that CST will hear us if there are areas where we are already strong.</p> <p>ASh asked all governors for any comments around moving forward.</p> <p>Would loke to keep talking to CST about growth and what this will look like on an ongoing basis.</p> <p>Governors thanked JBre for putting together the overview and summary.</p> <p>Feeling that interactions with the team at CST have been very positive.</p> <p>Governors agreed to move forward with the process to become an academy and to join CST.</p>	
4	<p>SVFS Approval</p> <p>ASh talked through the key points. SVFS Approved</p>	
5	<p>Governance – Instrument of Government</p> <p>This has been approved and the new instrument is in place from 12 March 2024. This will be in place until we join CST.</p>	
6	<p>Curriculum Committee Update</p> <p>Minutes have been shared. ASa gave an update.</p>	
7	<p>Resources Committee Update</p> <p>Minutes have been shared. MF gave an update. Noted that the Deficit has increased by £9,000</p> <p>Admin Team Leader Role – Governors approved the grading of the Admin Team Leader Role.</p>	
8	<p>Minutes of the last meeting & Action Points – 13 December 2023 – These minutes were shared and approved via GovernorHub prior to the meeting.</p>	
9	<p>Matters Arising & Actions – See actions report.</p>	
10	<p>Other Business</p> <p>Staff Absence Insurance – GF gave an overview. The current policy is up for renewal. There has been a potential issue with some staff not being covered, and therefore not having access to some of the associated benefits.</p> <p>Recommendation to accept option 3 to self-insure, from April until July, until we are able to align with CST.</p> <p>Governors approved option 3, to self-insure until July, and then to align with CST.</p> <p>ASh advised that Claire Foxwell is leaving GDS.</p> <p>RL advised that he will be stepping down as a governor from the end of the academic year.</p>	
	<p>Date of next meeting: Wednesday 15 May 2024, 4pm</p>	

Meeting finished 17:40