



Park Grove, Bristol, BS9 4LG

Telephone: 0117 377 2444

Fax: 0117 377 2445

Email: henleazej@bristol-schools.uk

Website: www.henleaze-jun.bristol.sch.uk

Headteacher: Mr Adam Barber

Company No: 07763421

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

FULL GOVERNING BODY MEETING – TERM 6

Held virtually by conference call on Wednesday 17 June 2020 at 1.00pm

DRAFT MINUTES

PRESENT:

*The meeting was
noted to be quorate*

Tamsin James (Co-Chair)

Hazel Phillips (Co-Chair)

Adam Barber (Headteacher)

Nicola O'Brien (School Business Manager)

Jayne Storey

Nicholas Taylor

Katie Yeo

Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>For Declaration</p> <p>a. Welcome and apologies for absence</p> <p>Tamsin James (Co-Chair) welcomed everyone to the virtual meeting. Apologies were received and accepted from Adrian Jones and Sylvie Jones. Ian Irvine, Dario Palmiero and Heidi Hughes were absent from the meeting.</p> <p>b. Attendance/business and pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; none were noted that had not previously been declared; the Register would be circulated and signed at the next 'physical' meeting.</p>	
2	<p>For Approval</p> <p>a. Minutes of previous FGBM</p> <p>The Minutes were agreed and would be signed as a correct record at the next 'physical' meeting.</p>	
3	<p>For Discussion</p> <p>a. Reopening of the school update</p> <p>The School Business Manager (SBM) and Headteacher provided an update on the current position and how the risk assessment (RA) was working in practice including where minor amendments had been made to ensure it was practical and effective. Governors asked if the different versions of the RA were being saved to support confirming when amendments were made; the SBM confirmed that they were. Governors were pleased to note that the RA was working in line with its intended purpose, which was extremely positive. Governors asked if pupils were able to manage social distancing; the Headteacher confirmed that generally it was working well and was now becoming imbedded. The Headteacher advised that the biggest group of pupils was 13 although the school had prepared for 14. Governors were also informed that, at this stage, given social distancing restrictions, the size felt appropriate.</p> <p>The Headteacher also summarised the adjustments to the cleaning schedule, to include additional cleaning during the middle of the day, which was currently being carried out by staff.</p> <p>Governors were pleased to note that the atmosphere felt very calm and it was positive that the RA was working well and that the school was able to be flexible in terms of where adjustments were needed to be more effective.</p> <p>Governors asked whether there had been any feedback or concerns raised from parents/carers in relation to the current arrangements; the Headteacher advised that there had not been any negative feedback from parents/carers of children attending the school but there had been very positive feedback.</p>	

Governors noted that some parents/carers of children not returning to school had raised concern in general about the national approach to extending school provision and others had voiced irritation that their children were not yet being brought back into school (due to their Year Group not yet being one of those announced by the Government), which showed the various views that were held and which reflected the national picture.

Governors noted the Government's current position on schools opening during the summer (ie that it was not expected), however, Governors considered how the school might respond should the Department for Education (DfE) state that schools needed to offer a summer school for disadvantaged children. Governors acknowledged that the school would prefer not to open during the summer break in order to support staff wellbeing and to enable staff to have a break, which they had not been able to have during lockdown due to needing to keep the school open to pupils of key workers/vulnerable pupils. Governors agreed that they would be very resistant to the school remaining open; the Headteacher also advised that the Local Authority (LA) had stated this week that they too would be resistant to schools remaining open during the summer.

Governors asked if there was scope within the current arrangements for the odd pupil outside of those Year Groups to come into school should their parents/carers be struggling with lockdown; the Headteacher advised that it would be extremely difficult due to staffing capacity and also the difficulties with mixing Year Groups but the school would consider each child's personal situation before making a decision.

Governors asked if the risks around staff shielding at home had changed or would they be able to support the school in different ways; the SBM advised that it was very challenging in terms of planning for September and shielding staff would be used to support that planning, and therefore, it was not appropriate at this time to deploy them to other areas to ensure that they were available to assist with planning.

Governors asked whether there would be an impact on modelling if the 2m social distancing rule was reduced to 1m; the Headteacher advised that whilst there remained a policy of social distancing, it would probably be unlikely that the school would be able to return to a full class due to staff capacity limitations, however, if it was reduced to 1m, it was possible that the school would be able to accommodate half the class, which at Henleaze Junior School was 16 pupils.

Governors asked if the school was still prioritising pupils of key workers (who had not previously accessed provision), or was provision based on a first come, first served basis; the Headteacher advised that an application process was carried out earlier in the lockdown seeking details of those pupils who were children of key workers and provision was arranged in line with self-identified parents/carers. The Headteacher confirmed that those parents/carers who were seeking provision under the principles of being a key worker now due to a return to work, were being accommodated where this was possible, however, it was on a first come, first served basis as there was limited capacity and if the school moved to accommodating all of the parents/carers who were now self-identifying, it would mean that other pupils would not be able to continue attending the school eg a Year 6 pupil. Governors asked if the school was seeking formal confirmation of a parent/carer's status as a key worker eg a letter from their employer; the Headteacher advised that they were not.

Governors discussed the Equality Impact Assessment (EIA) on extending provision and asked for an update on progress made to date and in particular, what work was being done to identify and close the attainment gap for the large number of children who had not been in school; the Headteacher provided an overview of the updates including in relation to strategies to support closing the attainment gap and highlighted the key sections on the EIA that was displayed on the conference call screen.

Governors discussed home schooling and asked how vulnerable children were being identified and supported; the Headteacher provided an overview, which was also detailed in the EIA. Governors asked if feedback on provision and ease of access etc had been sought from pupils and parents/carers; the Headteacher advised that feedback had been sought and where necessary, strategies were adapted in response to support home learning. Governors further asked whether support was provided for parents/carers; the Headteacher confirmed that support was available but it was sometimes challenging if a parent/carer was unwilling to engage with home schooling or the school.

Governors asked if the school was considering the impact of pupils who were not attending school and what strategies might be necessary for those pupils to identify and close any potential gaps when they return to school; the Headteacher confirmed that the school was increasing the expectation of Learning Support Assistants (LSA) on trying to engage with parents/carers and to encourage pupils to complete home learning; the school would also be exploring how it would support those pupils when they returned to school and this would form part of the planning for September. Governors agreed that this should also include pupils with special educational needs and disabilities (SEND).

	<p>Governors asked whether the school knew what percentage of pupils were engaging positively with home learning and sending in work; the Headteacher advised that he did not have a specific figure, however, it was generally one or two pupils in each class who were not engaging in line with their peers. The Headteacher provided an overview of the strategies used to try to support those pupils including through telephone contact.</p> <p>Governors discussed longer term plans and whilst it was recognised that there were still a significant number of unknowns at this time, it was agreed that it would be useful to explore how provision could be further extended to support the school community and in particular, plan for September.</p> <p>Governors asked if the school would be identifying areas of the curriculum that it had not been possible to deliver and how this could be taken forward along with areas of new learning; the Headteacher advised that it was difficult to carry out an accurate assessment of work that was completed at home as it was unknown how much was completed as independent learning and therefore, the school would need to carry out some form of assessment when the pupils returned to school and this would help identify the gaps and inform lesson planning moving forward including for Year 2 pupils joining the school in September. Governors asked if the school was sufficiently trained to respond to gaps in Early Years skills eg Phonics; the Headteacher advised that staff were skilled however, to ensure that this was as effective as possible, the school would be working with the Infant School to support building upon staff's skillset. Governors asked if teacher assessments would be provided for the Year 2 pupils joining the school given that SATS had not taken place; the Headteacher advised that the Infant School had been using Insight for data collection, however, they had stopped putting data in due to lockdown and therefore, it was likely that some additional tests might be needed or adapted, although the school typically carried out assessments anyway but it was unclear at this stage, what additional forms of assessment were needed and what they would look like.</p> <p>Governors discussed the plan for September and asked if the next full Governing Body (FGB) meeting date was supportive of finalising the plan to be able to prepare for September; the Headteacher advised that it might be necessary to discuss the plans in advance of the meeting, particularly after the next review carried out by the Government, and it would be useful to ensure there was sufficient time to communicate with parents/carers, particularly if the school would be extending provision further from September. Therefore, it was agreed that it would be useful to bring forward the next meeting; Hazel Phillips would explore availability and determine the date for the meeting in due course. Governors also recognised that the meeting dates for next year, particularly in Term 1, might need to change depending on the situation at that time.</p> <p>b. Finance and staffing update</p> <p>Governors discussed the next Finance & Resources Committee meeting to discuss the draft budget 2020/2021 and agreed that the Committee would meet on Tuesday 23 June 2020 at 2.00pm.</p> <p>Governors noted the financial reports for March and the Internal Audit report that had previously been distributed. Governors also noted that the photocopier lease renewal was due and the Finance & Resources Committee had been provided with a summary of the quotes received to lease 2 copiers over 4 years. The Committee had considered and agreed to the recommendation that the school should stay with the current supplier, Ricoh; the Governing Body supported the approval taken via email and therefore, the decision was ratified.</p>	
4	<p>For Noting</p> <p>a. Correspondence and AOB</p> <p>There was no correspondence or any other business to consider.</p>	

Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:**

Next Meeting: TBC

Meetings 2019/2020	Date
Finance & Premises Committee	Tuesday 23 June 2020 at 14.00
Full Governing Body	TBC

Meetings 2020/2021	Date
Finance & Premises Committee	Friday 18 September 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 25 September 2020 at 10.00
Full Governing Body	Wednesday 7 October 2020 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 4 November 2020 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 20 November 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 27 November 2020 at 10.00
Full Governing Body & AGM	Wednesday 2 December 2020 at 19.00
Finance & Premises Committee	Friday 22 January 2021 at 09.30
Full Governing Body	Wednesday 27 January 2021 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 24 February 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 12 March 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 19 March 2021 at 10.00
Full Governing Body	Wednesday 24 March 2021 at 19.00
Finance & Premises Committee	Friday 7 May 2021 at 09.30
Full Governing Body	Wednesday 19 May 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 2 July 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00