

DOWNS INFANT SCHOOL
FULL GOVERNING BODY
Minutes of the meeting of the 3rd April 2019 at 6.00pm



Attended by:

Oli Rahman
 Jules Gallagher
 Hildi Mitchell
 Andy Croll
 Laura Dinsdale
 Hannah Gates
 Ian Ayres
 Hesione Quinn
 Sarah Axtell
 Anita Bullock
 Jalia Kangave
 Katie Salvidge
 Ann Mitchel (item 6.1 only)
 Gaynor Newnham

No.	Item
1.	<p>Welcome and Apologies</p> <p>1. Welcome The Chair welcomed governors to the meeting.</p> <p>2. Apologies Received from Claire McCann, Niall Howell and Tony Fallowfield</p> <p>3. Review Agenda Embedded documents were discussed and it was agreed to send an embedded agenda for each meeting and also via email. The Clerk explained that they have also been added to the One Drive; it will be checked to see if the drive can be accessed by governors.</p> <p>Action:</p> <ul style="list-style-type: none"> • Check whether governors are able to access the shared drive. • Email meeting papers individually and embedded into the agenda for future meetings.
2.	<p>Declaration of Business Interests None</p>
3.	<p>Headteacher's Report The HT report had been circulated with the agenda. The HT report was reviewed and the following discussions took place:</p> <p>Number on roll was challenged and it was explained that the school is -1 on PAN, (Pupil Admission Number) at 359 pupils. Due to twins in one year group, there is potential capacity for two more pupils. Governors asked why the school is below PAN, and HM explained that the applications take time to process and children are only moved at the start of terms.</p> <p>It was reported that YR is full for September, with 120 pupils admitted. It was confirmed that funding is based only on the census day in October. It was noted that Downs Infants is performing well compared to some other schools, particularly those with single form entry, and is in the top 10% in the authority, making it a popular choice.</p> <p>The teaching and learning judgement was discussed; it was asked if good provision is leading to good outcomes across all year groups. It was explained that this is not</p>

consistent; there is some work being done on this to show expectation at key points in all years. Governors probed further and it was explained that teaching overall is good. Outcomes and progress were discussed with staff at PPM's, (Pupil Progress Meetings) individually in Y1 and Y2, as a team in Early Years. Some teachers have areas to work on, which are reflected in appraisal documentation.

Behaviour and Safety was discussed and governors asked if safeguarding has become more challenging than previously. It was explained that there are children needing additional support who are managed within the school, who are not shown in the data. Following further questions, it was explained that there has previously been capacity but there are no longer spare people who can avert behaviour incidents. Information has been requested (by the HT) on support staff and learning mentors lost across the city, as this will impact children.

The Behaviour Policy was discussed and the HT explained that it is being implemented, though some teachers have struggled without the 'sun and cloud' approach to managing behaviour, which is being implemented as previously some teachers had struggled with the sun and cloud. The new policy is based on guidance from Brighton and Hove LA and is designed to be attachment friendly.

Following further questions, it was explained that the policy advocates restatement of expectation following an incident and looking at how to prevent future incidents.

Governors challenged the consequences of poor behaviour and it was explained that the emphasis is on making it better. There have been teething problems, but this is to be expected. There has been training and the profile is raised at all staff briefings. The staff governor reported that confidence is growing, though teachers' anxiety around behaviour can sometimes be blamed on the policy.

The impact on learning was challenged and it was explained that this varies by class. Support has been provided for teachers experiencing difficulties. Some children have spent time in a different class, for example, for a period of calm.

Governors asked if the Nurture Room is in use, which was confirmed.

Playground Buddies have been introduced, with some success. This was confirmed by a parent governor, whose child is a Buddy.

Governors requested information on a fixed term exclusion. It was confirmed, in response to questions, that the parents were supportive. A reintegration meeting, behaviour plan and further referrals were all put in place. Governors agreed that this is not a failure, but is indicative of an emerging culture. The HT confirmed that the behaviour support team have been helpful.

The use of CPOMS (Child Protection Online Management System) for logging concerns was discussed. Members of staff are recording incidents and reactions can be swift. The safeguarding lead ensures there is support based on triangulated data. The CPOMS data will be reviewed in due course.

A parent governor reported that they attended the library opening. They also observed the facility being used. The book swap was very popular, and will be repeated, in pace of the Book Sales by an outside vendor. Spare books were added to the library.

The library timetable will be developed so that it is open before and after school.

It was reported that there have been a number of successful FODIS (Friends of Downs Infant School) events, including support for Let's Dance and a quiz.

1. Data

Data Monitoring group met; the report was sent as an additional late paper.

It was reported that:

Early Years

- Currently on track for (an aspirational) 86% to achieve GLD
- EAL (English as an Additional Language) : currently have 9/14 on track for GLD (Good Level of Development), and is no longer cause for concern in school as this group have made good from their starting points.
- PP (Pupil Premium): currently have 2 (possibly 4)/6 on track for GLD 4PP and 2PP+

(LAC) – EY leader four to achieve a GLD with specific planned opportunities.

- No formal identification of SEND (Special Educational Need and Disability)– decision pending further analysis.
- Spring Pupil Progress meeting was held on the same format as Autumn to include all adults working with the children including TAs, and the importance of performance across all the specific areas for reaching GLD was stressed. Children have been identified for support in specific areas which may prevent them reaching GLD.
- Timetabling has been changed to allow for interventions to take place in the mornings to increase impact. No separate morning playtime is also allowing for extended play/learning opportunities for the children. A nurture group has targeted children who need to develop prime areas and we are seeing some impact on children’s learning behaviour in class.
- **Inspection Data Summary Review shared with governors prior to the meeting**
- AB asked about ‘spikes’ In 2017/18 for FSM (Free School Meal) group – some of the spikes are linked to the specific needs of these pupils. Some have made great strides in their managing feelings and are now making good progress in their reading, writing and maths.
- Current EY cohort (2018/19) analysis of vulnerable/disadvantaged pupils early the academic year of those at risk of not meeting a GLD have led to specific targeted planned opportunities to develop gaps in their learning e.g. language oracy, making relationships.
- HT to ensure that the handover meetings between end of EY and Y1 teachers include specific discussion about vulnerable/at risk of not meeting ARE (Age Related Expectation) linked to prime areas.

Year 1

Reading Group	Attainment		Progress	
	ARE	ARE+	ARE	ARE+
All	72	83	76	31
Boys	68	38	72	31
Girls	77	36	80	30
PP (18)	59	18	69	19
Non PP	74	41	77	33
EAL	92	67	92	33
Non EAL	70	34	74	30
SEN	50	50	50	50
Non SEN	72	37	76	30

Writing Group	Attainment		Progress	
	ARE	ARE+	ARE	ARE+
All	79	15	88	12
Boys	70	17	80	16
Girls	90	13	98	6
PP (18)	50	7	69	8
Non PP	84	16	91	12
EAL	82	18	90	10
Non EAL	79	15	88	12
SEN	50	0	50	0
Non SEN	79	15	89	12

Maths Group	Attainment		Progress	
	ARE	ARE+	ARE	ARE+
All	91	20	88	13
Boys	93	25	86	17
Girls	88	14	90	8

PP (18)	79	21	85	15
Non PP	93	20	88	13
EAL	91	27	91	18
Non EAL	91	19	87	13
SEN	100	100	100	0
Non SEN	91	20	88	13

Phonics:

- On track to achieve similar level in phonics test for all pupils as last around 80%
- PP 18/90: predictions 80%+
- In reading, writing and maths this cohort are similar to where they were at this point last year with a small dip in reading which represents the change in the reading expectations.
- Gap is beginning to close between All and PP in reading and maths. PP Writing remains a priority for improvement. Pupil progress meetings indicated good or better progress for this group, which suggests the gap in writing continues to close. HT reports that the school has just invested in some new resources to develop fine motor skills to accelerate progress and improve outcomes in writing.
- Maths for all pupils and groups continues to be a strength. Improvements on Spring 1 data in 2018.
- **No More Marking** results for this year are 10% higher than they were for last year's Y1, this is as result of refinements made to provision and the hard work by the Y1 teaching team.
- Y1 classes all have had a student teacher this term from either Brighton or Sussex University, which has helped to boost teacher/child ratio this term.

Year 2

Reading Group	Attainment		Progress	
	ARE	ARE+	ARE	ARE+
All	64	33	64	19
Boys	48	30	57	19
Girls	70	36	72	19
PP (18)	38	19	36	9
Non PP	68	35	68	20
EAL	100	60	100	25
Non EAL	63	32	65	8
SEN	27	13	21	0
Non SEN	73	38	72	22

Writing Group	Attainment		Progress	
	ARE	ARE+	ARE	ARE+
All	66	9	68	8
Boys	59	2	60	4
Girls	74	16	75	11
PP (18)	36	0	40	0
Non PP	71	11	71	8
EAL	100	40	100	50
Non EAL	65	8	67	6
SEN	10	0	0	0
Non SEN	73	11	73	8

Maths Group	Attainment		Progress	
	ARE	ARE+	ARE	ARE+
All	72	14	70	8
Boys	71	18	68	9

Girls	74	11	72	6
PP (18)	43	29	40	30
Non PP	77	13	73	5
EAL	100	40	100	25
Non EAL	71	13	69	7
SEN	38	0	43	0
Non SEN	77	16	72	8

Y2: Cohort context

This cohort is more challenging than previous Y2 cohort outcomes are not predicted to be as good as 2018.

Only 38% achieved a GLD at the end of EYFS

Several changes over time to the cohort from the normal point of entry, the majority of new arrivals have SEN or other issues.

Providing support for some of these children has placed an additional work load on the SEN and support staff, against a back ground of reduced TA/INA (Teaching Assistant / Individual Needs Assistant) capacity.

PP:

16/90 PP (5/16 achieved a GLD, but some these pupils were not at Downs Infants end of EY). Some were also not PP at the end of EY. As there have been some changes to PP cohort in this year group.

5/16 on track for ARE combined for RWM (Reading, Writing and Maths) at end of KS.

Seven of those not on track are on the SEN register two have an ECHP (Education, Care and Health Plan). These pupils are identified and appropriate plans in place to accelerate learning.

Overall:

Reading and maths compared with the same point last year for this cohort show a small drop.

Changes to expectations in reading (higher expectations) Y2 team are confident that the good progress being made by all groups as a result of regular timetabled guided reading sessions, more frequent changing of books, a higher profile for reading and the involvement of pupils in choosing their own reading books. Predictions are for Reading ARE to be 70%+ by the end of the year.

In maths the school identified an issue with fluency, as a result, individual maths passports were introduced for children and teachers led a parent workshop. Gaps in understanding are being addressed. Children are being gently prepared for the format of the maths SATs papers.

No More Marking results for this year show this cohort as 7%+ from Y1 – Y2. However, they are 8% below where lower than last year's year 2 cohort.

Actions taken to accelerate progress and improve provision have had a positive impact on accelerating progress and attainment. These include: structured teaching of spelling using No Nonsense, linking reading and writing in the guided reading activities more explicitly. Talk 4 Writing, provides a structure for those who need it, setting higher expectations for writing, carefully considering how to motivate purposeful writing. Pupils now seen (including boys) writing books in choosing time.

National average for RWM at end of Y2 65.3% 2018

Reading, Writing and Maths Combined		
Group	Y1	Y2
All	64	55
Boys	57	49
Girls	72	62
PP	29	31
EAL	58	100
SEN	50	7

It was agreed that for the next meeting HT would include the pupil numbers for each group on the data sheets and provide a short context for each cohort e.g. mobility and prior attainment

AB, LD (SA Apologies)

Governors asked if the HT was surprised by the data. It was confirmed that there were no surprises; the teachers were aware that writing needs to be a focus. Expectations are high. Children are now encouraged to write a lot; pupil voice was used to inform planning.

2. School Development Plan, to include RAG'd outcomes targets

The HT reported that all red items have been picked up as a priority.

Governors queried the meaning of an additional blue annotation; it was explained that this shows actions which are on hold. .

Good progress was noted to be being made overall.

Governors asked if the previously requested Ofsted crib sheet is available; it was reported that a draft has been prepared; a section will be covered at each FGB meeting – starting in Term 5. The first section to be discussed will be agreed by AB and HM.

Action

- **HM and AB to meet to discuss what section of the Ofsted crib sheet to bring back next meeting.**

The possibility of too much info coming from HM was raised as a concern; more triangulation is needed. A governor day may be introduced, possibly where targeted children are followed around to track their school performance.

A parent governor reported that, when she is in school as a parent, she is pleased to see that practice reflects what is reported to the board, though it was agreed that a more formal means of verification would be beneficial.

It was agreed that all monitoring should be linked to the SDP, possibly with a focus area, such as reading. This could look at the library use, for example. It was also suggested that a governor could also attend a deep dive during a SPA (School Partner Adviser) visit.

It was noted that all monitoring should also be supportive for the teachers and they shouldn't feel threatened by the presence of governors in school.

3. Termly Summary SEF

It was reported that there has been minimal change since December, and there is an overall judgement of Good.

The new Ofsted framework will be incorporated into the next SEF, for the next academic year.

4. Attendance, to include SEND, SEND/PPG cross-over data and persistent absence data

Attendance was reported as:

All pupils	96.6%
Year R	96.1%
Year 1	97%
Year 2	96.8%
Pupil Premium pupils	94.1%
EAL	96.4%
Persistently Absent Pupils (PA)	84.1%
Persistently Absent Pupils excluding Flexi/off roll	85.29%
SEN	95.4%

Percentage of pupils who are PA	5.3 % (19 pupils)
Percentage of PA pupils who are also PP	30%

It was noted that a high number of PA (Persistently Absent) pupils are also eligible for

	<p>Pupil Premium. Governors challenged whether any pupils' attendance has improved, and it was reported that all except one have shown improvements, but some from very low start points.</p> <p>Good practice was noted, to encourage good habits in YR, though this is below statutory age. Letters about attendance expectations are re-sent just as children turn 5.</p> <p>A governor asked for more information about an accident and it was explained that this was on the fire escape steps from Swallows class. The H&S (Health and Safety) officer reviewed the case and is happy with actions taken, and also recommended checking the steps periodically and checking whether there are any similar steps in the school, which there are not. Following further challenge, it was confirmed that the steps were repaired before the H&S walk-round took place, which was why they did not show on the report.</p>
<p>4.</p>	<p>Leadership, Management and Governance</p> <p>1. Governor Monitoring Schedule This was not discussed.</p> <p>2. Link Governor Reports</p> <ul style="list-style-type: none"> • Safeguarding This was covered under agenda item 7.1 • IT Audit Two governors completed the audit. Concerns were raised that a number of items couldn't be located, such as iPads. Following challenge by governors it was confirmed that 15 devices were not located at the time of the audit, which was agreed to be a concern, as replacement costs would be significant. Following questions about how they are managed, it was explained that they should be kept in secure cabinets. Following further discussion, it was agreed to invest in proper asset tags, at an approximate cost of up to £200, as a more robust system is needed. It was agreed to contact the systems manager to see if the devices can be tracked; this will be followed up by governors. This will also be raised with the staff, who may have taken them home; the iPads have been requested back in school to be updated. • Pupil Premium The Vulnerable group monitoring report was noted. It was explained that the next step will be to look at how the budget is being spent, with impact. <p>Action</p> <ul style="list-style-type: none"> • Asset tags to be purchased and all assets to be labelled. • Systems manager to be contacted for an IT solution to the issue of tracking the whereabouts of mobile devices.
<p>5.</p>	<p>Minutes of the previous meeting, 6th February 2019</p> <p>1. Approval of the minutes The minutes were approved as an accurate record of the meeting.</p> <p>2. Review of agreed actions The summary of actions was reviewed and the following points were discussed:</p> <ul style="list-style-type: none"> • The HT reported that questions about the rates have been raised again with the LA but there was no outcome. • Energy efficient lights will be installed at Easter, on a rolling replacement programme • Water efficiency will be taken forward as an action.

	<ul style="list-style-type: none"> • Curriculum will be added to the new website – therefore this is an outstanding action • DBS checks have been agreed to be re-checked 4-yearly in line with governor terms of office • It was confirmed that the policy review schedule is ongoing; the aim is to have all policies in one place and linked to governors. <p>All other actions were confirmed to be in-hand, complete or on the current agenda.</p> <p>Action:</p> <ul style="list-style-type: none"> • Southern Water to be contacted regarding water saving devices. • Curriculum information on the website to be ensured to reflect all year groups. <p>3. Matters arising from the minutes None</p>
6.	<p>Finance, Premises, Health and Safety **This was covered after agenda item 2**</p> <p>1. Bursar's Report Tabled</p> <p>It was reported that the expected underspend is £75,000; this is mainly made up of income received throughout the year.</p> <p>Income from the school meals service was queried and it was explained that a set amount is paid to the council via Services to Schools, and there are subsequent rebates through the year, partly due to Universal Infant Free School Meals. This has been queried before and there appears to be no formula; it is therefore impossible to predict what, or if any, rebate will come. Following further questions, it was confirmed that this comes directly from the school meals service.</p> <p>Governors asked if, as the annual census includes school meals data, pupils are encouraged to have a meal that day. It was confirmed that a popular meal is provided as an additional incentive, though the uptake at the school is generally good.</p> <p>HM explained that there was some backfilling of staff absence from the surplus income.</p> <p>Governors asked if 93% of budget being allocated to staffing is high. HM explained that all schools have staffing of at least 90% of the budget, due to increased staff costs. This is due to pension and pay rises, as well as other areas of the budget being cut, making staffing a high proportion of total expenditure. AM (Bursar) explained that the pension increase drove the percentage from 90% to 93%, though there will be a grant contribution from the government, of 100% this year and 75% in the second year.</p> <p>It was reported by a governor that a governor training about 18 months ago suggested staffing should be 85% of the budget. HM explained that some schools are now reported to have staffing at 100%+, going forward.</p> <p>It was noted that this makes staff progression difficult, as schools are all trying to keep costs down.</p> <p>It was agreed that the school will need to be mindful of increasing costs and investigate ways of boosting income.</p> <p>Fundraising was discussed and a parent governor reported that they are meeting a representative of Veolia on the 5th April. The pond is one of the items on the agenda for this meeting; it was suggested that M&S may also be helping with the pond. It was also suggested that other businesses may be willing to help with costs, in exchange for a plaque or for advertising in the school newsletter.</p>

HM explained that there will be some further changes to the budget, as one teacher has recently resigned and some TA's are leaving. There is also a teacher on maternity leave. This will lead to financial savings over the next two years. Some additional PPA cover may be absorbed.

It was also reported that the March reconciliation reduced the underspending to £68,000, due to staff illness.

TA and HLTA insurance was discussed and AM explained that many policies preclude existing medical conditions, which the support members of staff have. These policies are also expensive.

Staff absence was discussed further and it was reported that last term there were a number of issues related to illness. Support staff is often covered from overtime for other TA's. An HLTA is often covered by a supply teacher, which is £160 per day although, following **questions**, it was confirmed that some TA's have the capacity to cover for HLTA's.

Governors agreed that it would be prudent to have a supply TA budget; there is some funding allocated to this already.

In response to a **question**, it was confirmed that the supply budget is not normally overspent, and some money is reimbursed through sickness insurance.

Benchmarking was discussed; **It was agreed that JG will complete this after the budget is finalised.**

Governors **asked** if cost analysis on the after school clubs has been completed. It was confirmed that there is a plan to develop out-of-hours provision, maybe for next year.

Governors debated whether there is a need to look strategically at the predicted overspends, based on the falling birth rate

It was agreed also to look at methods of increasing income The formation of a working party to look at this was agreed, to be made up of HM, OR, JK and HQ.

The draft budget was provisionally approved in the sum of £1,369,743; the final figures will be circulated and approved by email.

Governors thanked AM for her hard work in assuring a balanced budget.

AM left at 6.48pm

Actions:

- **Benchmarking to be completed once the budget is finalised.**
- **Working party to investigate alternative funding streams.**
- **Final budget figures to be circulated for approval by email.**

2. Health and Safety Report

Thanks were recorded to IA for accompanying Niall on the monitoring walk. The documents were circulated with the papers, and showed minimal actions required.

It was reported that the Premises Manager is effective, and works within the partnership.

It was confirmed that there are no major H&S concerns.

A governor **raised a concern** regarding risk assessments on a school trip, as it was reported that parents didn't have time to read them and they weren't presented in a manageable format, having been circulated on the morning of the trip. The governor suggested giving them to parents before the meeting. HM confirmed that she will discuss this with the Educational Visits Co-ordinator (EVC).

The pertinence of the risk assessments for the visits was also **raised** as an

	<p>important issue. It was agreed that this will be followed up at the next meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Risk assessments to be discussed with the EVC (Educational Visits Co-ordinator); discussions to include pertinence, format and circulation guidelines which ensure parents/volunteers have sufficient time to digest the information. <p>3. GDPR (General Data Protection Regulations) update There has been a visit from the Data Protection (DP) Officer, at which DP practice was noted to be good at the school. The security of the SENCO office was noted as an issue but it was confirmed that there is a lock on order. Governors asked if the use of USB sticks has been banned, which was confirmed; One Drive now in use for staff. It was reported that the Emergency plan is now almost complete. There will be further report at the next meeting.</p>
7.	<p>Safeguarding</p> <p>1. Safeguarding report OR reported that he met the DSL (Designated Safeguarding Lead) and the updated safeguarding audit has been circulated to governors. There are no major concerns or issues to be addressed. The challenges being dealt with were noted to be increasing. The cuts to services were suggested as a contributory factor. The importance of consistency and safety was noted.</p> <p>It was reported that deprivation data is being looked at and the school is not as 'posh' as might be thought. The Deprivation Index was confirmed to be different to FSM (Free School Meals) and PPG (Pupil Premium Grant). This information will be presented to governors when it is available.</p> <p><i>KS left the meeting at 8.04pm</i></p> <p>2. Safeguarding Audit Review It was reported that the Safeguarding Audit will be reviewed in the summer term. Supervision and support is being discussed by the LA.</p>
8.	<p>Policies and Statutory Obligations</p> <p>1. Policy Review Schedule This was covered under agenda item 5.2</p> <p>2. Policy Approval</p> <ul style="list-style-type: none"> • Code of Conduct for School Employees The revised model policy was agreed to be succinct and sensible. The Code of Conduct for School Employees was approved, to be reviewed in April 2022. • Health and Safety Policy Governors had been invited to submit questions before the meeting; the policy is the B&H model policy. The Health and Safety Policy was approved, to be reviewed in April 2022.
9.	<p>Any additional or urgent business None</p>
10.	<p>Date of next meeting: 15th May 2019 at 6.45pm</p>

There being no further business, the meeting closed at 8.07 pm