

**DOWNNS INFANT SCHOOL  
MINUTES OF FULL GOVERNING BODY MEETING HELD  
9<sup>TH</sup> OCTOBER 2014**

<p><b>PRESENT:</b> Tracey Jarrett, Jonathan Cave, Anna Korman, Rachel Attwell, Jules Gallagher, Sarah Axtell, Katie Salvidge, Oli Rahman, Alan Cronshaw, Iain Parks, Claire McCann, Craig Mathieson</p> <p><b>IN ATTENDANCE:</b> Niall Howell</p> <p><b>1 APOLOGIES</b> Apologies had been received from Jenny Smith - FGB accepted these apologies <i>All apologies should be sent to clerk prior to FGB meetings.</i></p> <p><b>2 ELECT CHAIR AND VICE CHAIR FOR 2014/15</b> Rachel Attwell was nominated to remain as Chair by Jules Gallagher and seconded by Anna Korman - Rachel Attwell accepted the nomination and was duly re-elected. However she mentioned that we need to look at succession planning for the future and a possible successor maybe working alongside Rachel. Oli Rahman was nominated as Vice-Chair by Rachel Attwell and seconded by Katie Salvidge - duly re-elected.</p> <p>All governors introduced themselves, outlining their roles etc for the benefit of Tracey Jarrett.</p> <p><b>3 OPPORTUNITY TO DECLARE BUSINESS INTERESTS</b> No declarations were received.</p> <p><b>4 APPROVE MINUTES FROM 17<sup>TH</sup> JUNE 2014</b> Minutes of meeting had been circulated prior to the meeting. Alan Cronshaw mentioned that he had, in fact attended two induction training sessions, and not one as minuted.</p> <p><b>Matters arising not dealt with elsewhere on the agenda</b> Parent Survey analysis had been circulated by Jenny Smith after the last meeting and the results were circulated to parents via a governors' newsletter. Thanks to Jenny.</p>	<p>Apologies Accepted</p> <p>Chair &amp; Vice-Chair duly re-elected</p> <p>None received</p>
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## 5 HEADTEACHER'S VERBAL REPORT

Tracey Jarrett reported that following the annual school census carried out this month we have 359 children on role with waiting lists on all year groups. There are 15 languages (all different), other than English, spoken in school. Two children currently new to school have no English language and their parents also have limited knowledge.

33 children currently eligible for Pupil Premium funding and 9 adopted/special guardianship children eligible for Pupil Premium plus funding.

Tracey Jarrett gave some staffing updates. She is currently reviewing provision at lunchtime and she also reported that we continue to have one individual needs assistant on long-term leave who is undergoing surgery this weekend. Two teachers are due to begin maternity leave in November.

Teacher appraisals were started at the end of the summer term and will be completed this half term.

*School Development Plan* - areas to be developed include;

- \* embedding the new curriculum
- \* assessment (levels now gone - up to schools to decide how to assess) -

Claire McCann mentioned that the levels need to be comparable with the Junior School to aid transition.

- \* establish new leadership team and structure.

- \* EYFS provision/outdoor learning.

The document will be drawn up by Tracey Jarrett/governors.

Our KS1 results for 2014 were above the local and national averages. Our FSM children show a relatively small attainment gap, however there is a larger gap for Pupil Premium children. EAL learners are achieving well, while in Reception progress of EAL children is good but their attainment is lower than other children in the cohort.

We have been re-awarded the Artsmark gold recognition. Congratulations to all involved and well done for their hard work. Thank you especially to Amanda Clarson for her hard work.

BLP (Building Learning Powers) - will remain in the school development plan and be tied in with 'values education'. This is a whole school approach to emotional literacy and underpins good behaviour for learning. We will identify the values we want to teach the children (maybe one a month - up to 10). Iain Parks mentioned the Diocese's Value for Life which is a similar programme. This will be introduced to staff at the inset day in November.

Sarah Axtell said her child had been motivated by the school assemblies.

Tracey said that the values would become the ethos of the school.

Governors would like the values suggested to be brought to FGB and also to go to parents.

Health & Safety - Tracey Jarrett has introduced a red flag in the playground to tell the children not to use the climbing frame and rocks when the flag flying due to bad weather.

Tracey J/ Govs

There are no racist or bullying incidents to report.

Deputy Headteacher application forms to be circulated to the recruitment panel of Katie Salvidge, Jonathan Cave, Rachel Attwell, Tracey Jarrett and Mary Ellinger.

## **6 REPORTS FROM COMMITTEES/WORKING PARTIES/SCHOOL COUNCIL**

### Finance Committee

Minutes had been circulated prior to meeting. Claire McCann asked why only half the school roof was being replaced? - Brighton & Hove City Council can only afford to replace the most serious areas of the roof and plan to complete the remaining areas next year.

Staffing budget is 89% of budget. Staffing costs are very high and Iain Parks mentioned that staff do not move on very often. Jules Gallagher asked if this can be reduced. Tracey Jarrett explained that we currently have two members of staff on temporary contracts, and we could also look at PPA cover costs which could be covered in a different way. Some of our 'bought in' services are very expensive e.g. counselling and we are reviewing these. Jules Gallagher questioned whether counselling should be lost? Tracey Jarrett said that we had to measure the impact/benefit of providing this service to a small number of children against the potential cost savings.

### Collaborative Working Party

Minutes circulated prior to meeting. Next meeting to be confirmed. Tracey Jarrett said that there would be a joint staff meeting with the Junior School next term. We are now in the same school partnership as the Junior School which has not happened in recent times. (Sarah Axtell, Rachel Attwell, Tracey Jarrett and Jonathan Cave to attend these meetings).

## **7 SUCCESSION PLANNING**

Rachel Attwell outlined the need to look at reconstitution of the governing body. Model structures had been sent to governors but no-one has commented as yet, this needs to be decided by FGB.

Governors' skills surveys are still outstanding and need to be returned to Rachel Attwell as soon as possible. Rachel feels we may be lacking in financial skills experience. We will not hold a parent or staff governor election to replace Craig or Georgina while this decision is being made. She proposed that we look at our committee structure and then look at our succession planning.

### **Committee Structure**

Sarah Axtell felt that putting together a number of areas would mean

All Govs

considerable knowledge needed and possible times of meetings. Finance, staffing and premises are all linked, and Jules Gallagher felt this gave us an opportunity to bring together areas rather than have individual committees discussing the same subjects.

Iain Parks said the option to do the whole work of the governing body at one meeting would be horrendous, Anna Korman asked why the governing body needed to be smaller?

Tracey Jarrett and Rachel Attwell are looking at having two main committees and the full governing body. Tracey Jarrett said that children/learning elements/staffing and operational premises/finance would be how she would divide into committees. Governors would still have a responsibility to keep up to date with e-mailed meeting information etc.

*The following was suggested :-*

Finance and Building (finance and premises sub-committees)

Teaching, Learning and Staffing (learning and personnel committee)

Committees will need to look at new terms of references.

All committee minutes to be circulated to FGB meetings.

Iain Parks asked how/when would we reduce the number of governors on FGB.

Rachel Attwell said that governor skills need to meet the needs of the FGB rather than just a number of governors present; as we have lost both Valentine Mulholland and Georgina Gates these vacancies will not immediately be filled, which results in natural wastage so that existing governors can be part of a reconstituted governing body provided they have the skills and will commit to the demands of governorship in 2014.

Under the new constitution we would only have one LA governor rather than the two we have currently.

Governors need to decide if they are able to give the FGB commitment for the future.

**All governors to complete skills survey to Rachel Attwell within the week.**

#### **Roles/Committees**

Jenny Smith/Alan Cronshaw - joint-chairs of resources /finance

Iain Parks/Jules Gallagher - joint-chairs of learning/personnel

Headteacher Performance Management- Jenny Smith, Rachel Attwell and Iain Parks (Rachel Attwell would welcome another governor taking her place on this, but there is a need for training)

Appeals - Iain Parks, Claire McCann and Craig Mathieson

Disciplinary - Oli Rahman, Sheila Cullen and Jenny Smith

Pay Review Panel - Jenny Smith, Rachel Attwell and Jules Gallagher

Pupil Premium Governor - Katie Salvidge

Sports funding Governor - Iain Parks

All Gobs

SEN/Equalities Governor - Sarah Axtell

Safeguarding Governor - Oli Rahman (with Tracey Grennan/ Tracey Jarrett)

Website Governor - Anna Korman (new website currently a holding site)

H&S Governor - Alan Cronshaw (along with associate governor Niall Howell)

Self-Evaluation Governor - Sheila Cullen

Training Records Governor -

At the next meeting we will need to look at new constitution and skills analysis.

## **8 SCHOOLS PARTNERSHIP ADVISOR**

Maggie Brackley has met with Tracey Jarrett and Gianni Franchesci, headteacher at the Junior School.

## **9 GOVERNOR SURGERY**

Governor Surgeries are held once every term. Niall Howell and Alan Cronshaw will attend the next session and liaise with Tracey Jarrett re: a date.

## **10 FEEDBACK FROM GOVERNOR TRAINING**

Rachel Attwell fed back items from last term's GSP session in particular issues around staff from minority ethnic groups and how they are poorly represented (particularly at higher levels) and do not reflect the demography of our city. Report had previously been circulated to all governors.

## **11 GOVERNOR VISITS**

None this term so far. Liaise with Tracey Jarrett to arrange when and which area of school/responsibility to visit. Possible that when H&S walk round/visit is carried out it could be followed by a learning walk in the playground.

## **12 URGENT ACTION TAKEN BY CHAIR**

None.

## **13 ANY OTHER BUSINESS**

None.

**14 DATES & TIMES OF NEXT MEETINGS 2014/15**

FGB - Wednesday 3<sup>rd</sup> December 2014 @ 6pm

Learning/Personnel - Thursday 20<sup>th</sup> November 2014 @ 4pm

Finance/Premises - Thursday 27<sup>th</sup> November 2014 @ 4pm

