

**DOWNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
29TH APRIL 2014**

<p>PRESENT: Regine Kruger, Rachel Attwell, Jonathan Cave, Anna Korman, Jules Gallagher, Jenny Smith, Sarah Axtell, Oli Rahman, Craig Mathieson, Valentine Mulholland, Alan Cronshaw, Claire McCann</p> <p>IN ATTENDANCE: Chris Taylor (Deputy Headteacher) & Niall Howell</p> <p>1 APOLOGIES Apologies had been received from Georgina Gates and Katie Salvidge - Accepted All apologies should be sent to clerk prior to FGB meetings.</p> <p>2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS No declarations were received.</p> <p>3 APPROVE MINUTES FROM 12TH FEBRUARY 2014 & 3RD MARCH 2014 <i>12TH FEBRUARY 2014</i> - Valentine Mulholland pointed out that she had not asked if the teachers were striking but whether the school was closed. Minutes to be changed accordingly. There had been no repercussions from parents as a result of the action. The attendance policy is now on the website. Rachel Attwell asked all governors to confirm that they are now using the new e-mail provider. The minutes were agreed (with minor amendment) as an accurate record of the meeting. <i>3RD MARCH 2014</i> - the minutes were agreed as an accurate record of the meeting.</p> <p>4 HEADTEACHER RECRUITMENT Jules Gallagher confirmed that the headteacher recruitment pack had been submitted to the LA. The job advert has appeared in the TES and also on the Local Authority job webpage. A quorate number of governors need to attend an extraordinary meeting on the evening of the 21st May following the second interview day to ratify any decision - time to be confirmed.</p>	<p>Apologies accepted</p> <p>Both agreed and accepted</p> <p>All Governors</p>
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Regine confirmed that 4 candidates have visited the school so far, however no applications have been received as yet. On Tuesday 21st May we need some governors to attend the market place activity to give feedback on candidates - times to be confirmed.

Claire McCann asked what if none of any applicants are suitable - Rachel Attwell confirmed that the LA would support the school with an acting head, until a new headteacher is appointed. Any new headteacher will probably not be in post until January 2015. Some candidates' schools may let them leave earlier - it depends on situation at their school.

Regine Kruger said that the LA will get involved if we do not appoint or have anyone in place for September, and felt it unlikely that applications will be received from people who have not visited the school prior to submitting their application.

It can be a deterrent for candidates to apply for the headship of an outstanding school. Now that we will not have an internal applicant this may encourage more applicants. Parents will need to be told about Chris Taylor's successful headship appointment at Patcham Infants.

All governors

5 REPORTS FROM COMMITTEES/ WORKING PARTIES /SCHOOL COUNCIL

i) Finance

Jenny Smith circulated the minutes of last meeting held 13th March 2014. We had looked at both 2013/14 and 2014/15 budgetary situations, having a very short discussion about 13/14 - probably an underspend of about £22,000, which is good as it had been a tight budget. This underspend will be carried forward into 2014/15 budget.

2014/15 Budget (draft 3) - we always set a cautious budget. Changes to staffing costs will result in considerable savings this year. Increased Pupil Premium funding of £45,500 and have agreed to increase the SENCO's hours to full-time to allow for increased workload.

Services to Schools costs are slightly lower than last year. We will be receiving additional funding in the region of £13,000 for adopted/special guardianship children and will be appointing a learning mentor.

Jenny Smith reported that the Scheme of Financial delegation was approved by FGB in February 2014. No action was required on the lettings policy or the charging and remissions policy.

SFVS - the completed SFVS document had been circulated to governors by e-mail prior to submission asking for any comments or queries (none received), and subsequently submitted on 29th March 2014. Rachel Attwell expressed the thanks of the FGB to Jenny Smith and Ann Mitchell for their hard work.

Finance Committee members will complete a finance governor competency questionnaire. This will be discussed at next meeting on 5th June 2014.

Finance
Committee
members

ii) Personnel

Minutes circulated with meeting paperwork prior to meeting. Valentine Mulholland had mentioned available funding to schools who could join together to appoint a school business manager (50% funding available). As this coincided with new headship etc., we decided the short timescale meant we would not go ahead with this.

Headteacher recruitment had been discussed. As there were 6 members on the recruitment panel what would happen if there was a split decision on applicants? - the LA said usually if this happened schools may not appoint. A final decision would be made by the Chair of Panel. An ISR headteacher pay scale of 15-21 has been agreed.

There will be a number of staff changes in the coming year. SENCO hours increased to full time (5 days) to allow for added workload, also the appointment of a learning mentor to work on emotional issues with children. We have decided to appoint an EYFS co-ordinator rather than an Assistant Head. Interviews will be held the day before the headteacher interviews. Regine Kruger confirmed that no internal interest has been expressed to date.

Valentine Mulholland said that the staffing structure should be circulated around to governors for their information. Both Oli Rahman and Iain Parks will be completing the safer recruitment qualification in readiness for the headteacher interviews. Date of next meeting 30th June 2014.

Regine
Kruger
Iain Parks,
Oli Rahman

iii) Learning

Met last Thursday. Discussed our ARTSMARK application for which we achieved gold award three years ago. The goal posts have shifted, the application is a considerable piece of work. The school offers a broad spectrum of arts activities to the children. New Curriculum - an Inset Day had been held to look at the new curriculum.

Subject leaders have been attending LA training on the new curriculum, and hopefully we will be ready for September. The impact of the new curriculum will affect only Year 1 (maths and literacy). Curriculum leaders are now planning the autumn term for their area of the curriculum.

There will be huge changes to the ICT curriculum - we will be going away from word processing to programming, and may need to look at provision in school.

Pupil Premium - a breakdown report on pupil premium spending for last year is on the school website. We discussed how the money is spent i.e. some FSM children do not need extra support.

Pupil Premium Plus - adopted/special guardianship funding of £1300 per child in financial year 2014/15. We will discuss how we will be spending this money and the sports funding at the committee's next meeting in June. Claire McCann asked if Pupil Premium funding is spent evenly across the year? Regine Kruger explained that the funding is calculated April to April but we have to report on it from September to September. We received £31,500 in the last financial year. However we will be receiving £400 per year more per child in the financial year 14/15.

Occasionally pupil premium funding is spent on non-FSM children. The Learning Committee look at the impact of the funding and the finance committee look at how we spend it. Regine Kruger had shown the committee data showing improvement of FSM children benefiting from interventions paid for with pupil premium funding. We now need to look at how we will spend the additional funding for adopted/special guardianship.

Jules Gallagher asked if FODIS may be interested in funding any changes to the ICT curriculum? Anna Korman said that the new scheme of work is not computer-based but classroom-based around programming. We may look at running a computer club etc. ICT resources are sufficient currently but we will need to look again at our resources later in the year. We have purchased a Samsung Galaxy Tab3 for one of our special needs child.

iv) Premises Health & Safety

The minutes have not been circulated yet, Alan gave a précis of their last meeting.

The indoor garden project is now completely finished, snagging has been completed. We still have some outstanding issues with the new heating system.

The Council have agreed that the damp problem in the main hall is their responsibility. We could possibly make money from old parquet flooring. Internal and External inspections are to be carried out before the end of the summer term.

Waste Transfer (Veolia) - quite a lot of bad smell reports recently.

Our Business Continuity Plan has been reviewed. The committee will meet again on 3rd June 2014.

v) Collaborative Working Party

Sarah Axtell, Valentine Mulholland, Rachel Attwell and Jonathan Cave will be meeting with representatives from the Junior School. Rose Wisdom from the LA Governor Support team will also be involved. The agenda for the meeting will go out tonight.

vi) GBSE

Sheila Cullen has lots of family issues currently. Rachel Attwell suggested someone taking over this piece of work.

vii) School/Eco Council

The minutes of the last school council meeting had been circulated.

6 HEADTEACHER'S WRITTEN REPORT

Our September Reception intake numbers are oversubscribed and we received the highest number of infant preferences in Brighton & Hove.

Our attendance figure for the spring term was 97%, which is higher than ever before. Families taking children out of school for holidays can now be fined £60 per child per parent. Following the NUT strike on 26th March 2014 there may be another possible strike on 23rd June 2014.

STAFFING - Chris Taylor has resigned following his successful headship appointment. We currently have a full complement of staff. We have one long-term agency teacher in school and were hoping that she would stay for the autumn term, but she has confirmed that she is applying for jobs elsewhere.

One long-term sick leave teacher has completed a long phased - return to classteacher role and is now full-time. We need to place that Reception class carefully next year (Year 1). The class parents have been happy with the teachers teaching the class but not with the number of teacher changes experienced - no issues have arisen resulting from the class' unsettled situation.

We currently have an INA on long term sick leave since Xmas, who will be referred to occupational health. Her hours have been covered since March by a new INA originally employed for 2 days per week. We also have two support staff on maternity leave, one who will be returning in June and a teaching assistant returning in the new year.

Liz Ferber (teacher) is now off on long term sick leave and will be retiring as from 31/8/2014, although she will develop the new science curriculum for next year. Joy Jackson has stepped in to cover the two day's science lessons.

Anne Thirsk (currently full time) will be reducing her hours to take over science teaching two days a week from September.

Kieran Chandler (Caretaker) resigned as from May half term.

Regine Kruger is in discussion with Downs Juniors to possibly share Michael Button (DJS caretaker) and employing a deputy, sharing the costs. A decision needs to be made as we will need to advertise the post if this arrangement cannot be agreed. Kieran is currently employed for 34 hours per week and Michael for 37 hours per week. Both schools would benefit from both an experienced caretaker and an assistant, cover for holidays absences etc. Michael would temporarily cover any necessary work until a replacement is in post.

Deputy headteacher post - Regine Kruger has asked an existing member of staff if she would consider an acting deputy headteacher role. She could be freed from class teaching for the autumn term to help the new headteacher. Regine Kruger needs approval from the FGB to go ahead with this proposal. If the teacher concerned did this she may consider applying for the role permanently. The only other possibility would be Julie Claydon (SENCO). Acting roles do not have to be offered around. Iain Parks asked how this would affect staff appraisals? He said this proposal would be best possible option to support a new headteacher. FGB agreed for Regine Kruger to proceed with an internal acting deputy headteacher.

FGB agreed

Regine circulated an update to school improvement plan
Regine Kruger and Julie Claydon (INCO) met with parents of adopted/special guardianship children today to discuss how to spend the funding and what issues possibly are. The Learning Mentor idea, more nurture groups etc., were welcomed by the parents. It is proposed to meet with the parents termly.
Child Protection responsibility would need to be passed on to the new deputy headteacher.

We will have a new school counsellor from September (current counsellor will be going on maternity leave).
No racist or bullying incidents to report for the spring term.
The Gardening Group have developed the area to the north of the garden room.
Regine reported that our actual underspend for 2013/14 is £30,188, however the LA forgot to put through £3,070 predicted expenditure so actual underspend is £30188 - £3070.
For the first time in quite some time we are able to make staffing improvements.
Valentine Mulholland left the meeting at this point.

7 SCHOOL'S PARTNERSHIP ADVISOR

Maggie Brackley (SPA) visited on 4 March 2014 covering observations in Reception and discussing leadership and assessment in EYFS. This had come about as a result of the OFSTED feedback. She has written a comprehensive report which still needs to be shared with the staff.

8 GOVERNOR SURGERY

Written report circulated with meeting papers prior to meeting.
Regine Kruger suggested the number of parents attending could be recorded.
Governor Surgery this term - Craig Mathieson and Sarah Axtell will hold an afternoon session (2pm), and will inform Regine Kruger of date.

Craig
Mathieson
& Sarah
Axtell

9 FEEDBACK FROM GOVERNOR TRAINING

None reported,

10 GOVERNOR VISITS

Iain Parks is visiting school on Friday to look at Building Learning Powers.
Sarah Axtell and Claire McCann to contact Regine Kruger to organise visits and topics to look at.
Governors can find the policy and report form to complete on the school website.

Sarah
Axtell,
Claire
McCann

11 URGENT ACTION TAKEN BY CHAIR

Rachel Attwell discussed the parent survey we carry out each year. She had circulated questions asked last year, based on current OFSTED questions. It was agreed that she would prepare the survey to be circulated as soon as possible, while Jenny Smith agreed to analyse the results.

Regine Kruger confirmed that she would inform parents of Chris Taylor's leaving, maybe once we have a response from Tracey Grennan, hopefully later this week.

Jenny
Smith
Regine
Kruger

12 ANY OTHER BUSINESS

None.

DATES & TIMES OF FGB MEETINGS 2013/14

Tuesday 17th June 2014, 7.00pm