

**DOWNES INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
9TH FEBRUARY 2016**

<p>PRESENT: Tracey Jarrett, Niall Howell, Jonathan Cave, Anna Korman, Rachel Attwell, Katie Salvidge, Jules Gallagher, Oli Rahman, Tony Fallowfield, Sarah Axtell, Claire McCann</p> <p>1 APOLOGIES Apologies had been received from Alan Cronshaw & Mark Keiller - apologies accepted. <i>All apologies should be sent to clerk prior to FGB meetings.</i></p> <p>2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS None declared.</p> <p>3 APPROVE MINUTES FROM 2ND DECEMBER 2015 Minutes of meeting on 2nd December 2015 had been circulated prior to the meeting. Governors agreed to accept as an accurate record of meeting.</p> <p>Matters arising not dealt with elsewhere on the agenda</p> <p>i) The Chair of Governors explained that we no longer have a collaborative governors' group with the Juniors. This has been replaced with termly meetings with both headteachers and Chair of Governors.</p> <p>ii) SEN Review - a letter has been drafted on behalf of the governors to the Local Authority expressing our views.</p> <p>4 REPORTS FROM COMMITTEES/WORKING PARTIES/ SCHOOL COUNCIL</p> <p>i) <u>Resources Committee (to include SFVS)</u> Minutes were agreed and ratified by FGB. It was agreed that the slabs at entrance to school need attention as they are a trip hazard. This work will be carried out over the Easter break.</p> <p>The SFVS is to be submitted to LA by end of March 2016. The action plan was discussed. There are 3 small outstanding items to be completed by end of academic year. SFVS approved for submission.</p> <p>Business Continuity Plan now completed - FGB formally approved.</p> <p>ii) <u>School Council</u> Minutes had been circulated prior to meeting. The Chair mentioned that one</p>	<p>Apologies agreed and accepted</p> <p>Minutes agreed and accepted</p> <p>Minutes agreed & accepted</p> <p>FGB approved</p> <p>Approved</p>
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school had given their school council a small budget to spend to support financial learning. HT confirmed that the School Council already has a small budget to spend.

iii) Succession Planning (for Chair of Governors)

A lengthy discussion took place in regards to this matter. One governor suggested contacting LA. All agreed the school would require a commitment of two to three years in this key role. The Chair discussed the potential to delegate some of her current role to the wider governing body. The governing body asked the Chair to write a 'job description' outlining the key areas of her role. It was suggested that the Chair of Downs Junior School could be invited to speak to the governing body about her experiences as a new chair of governors. It was agreed to hold an extraordinary FGB meeting to discuss this matter further.

meeting to be arranged

iv) Governor Self-Evaluation

Two governors volunteered to lead on Governor Self-Evaluation this year.

SC & CM

v) Parent Survey

This will take place on Parents' Evening during March. Two governors agreed to lead on this and attend Parents' Evenings.

It was agreed to ask parents to identify their child's year group and gender.

A discussion took place about adding questions. It was agreed to add a question about transition.

5 HEADTEACHER'S REPORT

Report had been circulated prior to meeting.

Headteacher confirmed that the LA was still in the process of confirming the school's new Partnership Advisor.

Bullying Incident - one incident logged and currently being dealt with.

A governor asked the two teacher governors attending the meeting for their views on which assessment system would best support them in making judgements in relation to children's attainment and progress. One teacher governor explained that whilst Target Tracker had given staff good statistics, it was not compatible with LA guidance.

Governor asked what other schools are doing in relation to tracking progress and achievement? The Headteacher confirmed that some continue to use Target Tracker (including Downs Junior School) and some are using the new De-Tracker. One governor asked how this change would impact on reporting to the Juniors when they transfer at the end of the Key Stage. The Headteacher confirmed that all schools will have to report to the Local Authority and feeder schools in the same way using the language of 'at, above or below' age-related expectations. Governors agreed that if Target Tracker does not support our approach to assessment then we should not use it.

Governors agreed that the school should go with the new B&H approach to assessment and use De-Tracker to manage the pupil assessment data, it will be reviewed at the end of the academic year.

FGB agreed

6 STAFF SURVEY

The staff surveys had been circulated to staff at the end of last term. These have now been collated. Negative scores were rarely supported by explanations. One governor identified that some support staff felt they were not given supportive feedback, and that they were comparatively 'more dissatisfied' than teaching staff.

Communication was highlighted as an issue even though the Headteacher has introduced a number of initiatives to improve communication, for example e-mails and weekly briefings. Governors suggested that support staff should be asked how communication can be improved. The Headteacher agreed to discuss how to improve communication with all staff. If a survey is done again it was suggested that a comment box could be added after each question. One governor asked why our staff had not been included in the Brighton & Hove Council's staff survey, JG to investigate

JG to investigate

7 GOVERNOR SURGERY

Friday 26th February 2016 at 9.00am to be attended by Jules Gallagher and Sheila Cullen.

8 SCHOOL'S PARTNERSHIP ADVISOR

No update.

9 FEEDBACK FROM GOVERNOR TRAINING

TF attended the Governors' Conference, which was well attended. The main topic was 'closing the gap'. He reported that the good practice shared at the Conference is already in evidence at the school. TF said that this had been a worthwhile conference and it was agreed that someone from our FGB should endeavour to attend future conferences.

All Governors

10 GOVERNOR VISITS

OR outlined his recent visit to year two and Reception for a morning session including lunch and playtime. He had focused on the atmosphere/ethos around the school, and found it to be very calm and organised. Adults in the playground had been very visible to children, and the children had been very polite, curious and keen to talk to him.

Reception was quiet as two classes were visiting the fire station at the time. He reported that the shared learning area was well used by children from all classes and they showed a high degree of independence.

In year 2 the classes were also very calm and the children were focussed and keen to ask questions and offer solutions.

The governor reported that the school lunch was of good quality and thanked the cook. He had thoroughly enjoyed the visit.

11 URGENT ACTION TAKEN BY CHAIR

None.

12 ANY OTHER BUSINESS

Disciplinary documents circulated with meeting papers. Chair recommended adopting these procedures. Governors agreed that they should be adopted. Headteacher to notify staff and signpost to where it can be found.

TJ to e-mail
all staff

DATE AND TIMES OF NEXT MEETING

Thursday 14th April 2016 5pm

Tuesday 14th June 2016 6pm