

**DOWNNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
14TH APRIL 2016**

PRESENT: Rachel Attwell, Tracey Jarrett, Tony Fallowfield, Jonathan Cave, Anna Korman, Oli Rahman, Alan Cronshaw, Niall Howell, Sarah Axtell, Claire McCann, Katie Salvidge

1 APOLOGIES

Apologies had been received from Mark Keiller - apologies accepted.
All apologies should be sent to clerk prior to FGB meetings.

Apologies agreed & accepted

2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS

None declared.

3 APPROVE MINUTES FROM 9TH FEBRUARY 2016

Minutes of meeting on 9th February 2016 had been circulated prior to the meeting. Governors agreed to accept as an accurate record of meeting.

Minutes agreed & accepted

Matters arising not dealt with elsewhere on the agenda

- i) Item 4 - replacement of paving slabs to school entrance took place during the Easter break.
- ii) SFVS Financial Audit - two minor changes made by finance chair of Resources Committee, then submitted to LA
- iii) Staff Survey - no suggestions forthcoming from support staff to improve communication which had been highlighted following recent staff survey . The challenges are because we have a large number of part-time staff who are currently unable to attend all information meetings. All part-time staff now have the option of being paid to attend the weekly briefing .
- iv) Disciplinary Guidelines - HT confirmed that these had now been circulated to staff.

SFVS submitted

4 REPORT BACK FROM EGM ON 2ND MARCH 2016

This meeting was held to discuss the chair of governors vacancy from September 2016.

The Chair of Governors from Downs Junior School attended the beginning of the meeting to explain her role as a new Chair. Governors then discussed the situation at length, OR felt that he now had the capacity to move from Deputy Chair to Chair of Governors. A new structure was discussed and it is proposed that the two committee chairs become vice-chairs of the full governing body and work closely with the HT and chair to support the strategic direction of the school. There will be a wider distribution of the roles and responsibilities which have traditionally been taken on by the chair of governors. Governors then voted unanimously in favour of OR becoming the new chair of governors from September 2016. OR to meet with outgoing Chair to discuss role and responsibilities before

FGB elected new Chair of Govs from Sept 2016

<p>meeting with committee chairs and the HT to plan for academic year 2016/17. We will carry out a skills audit of governors during this term to look at skills needed for potential governor vacancies. For example AC only has one more year left of his term of office so we will need to find a governor with premises expertise..</p> <p>A governor asked if we would continue to include parent governors in our constitution following items to the contrary currently in the press - governors agreed that we would want to continue with parental support and our Instrument of Governance clearly supports the role of parent governors.</p> <p>SC has now resigned from the governing body as an associate member. AM to notify Governor Support.</p> <p>MK is finding commitment to governorship difficult due to work commitments. He will let the Chair know in the near future of his decision as to whether he can continue as a governor. If he resigns we need to fill the vacancy with someone who has good knowledge of data.</p> <p>KS's term of office ends in October and she would like to continue.</p> <p>When the current Chair leaves we will need to find a replacement Local Authority Governor. It would be useful to consider the findings of the skills audit when looking to fill this vacancy.</p> <p>OR is currently a parent governor, however his term of office ends soon. It was suggested that he be a co-opted governor. FGB agreed that from 1/9/2016 OR to become a co-opted governor.</p> <p>Teacher Governors - we will need to find a new staff governor from September - elections will be at the end of the summer term.</p> <p>We will look to appoint new parent governors early in the Autumn Term. The HT was asked to promote the role of parent governors at new Reception parents' meeting in June.</p>	<p>AM to notify Gov. Support</p> <p>FGB agreed</p> <p>Headteacher to arrange</p>
<p>5 REPORTS FROM COMMITTEES/WORKING PARTIES/SCHOOL COUNCIL/TLP (Teaching, Learning, Personnel)</p> <p><u>TLP committee minutes</u> were circulated with paperwork.</p> <p>Item 7 - One governor reported that as a guardian of a PP+ child he had attended the meeting on 26th Feb held in school. He reported back on the various issues that were discussed. The HT reported that she was due to meet with the SENCO and a member of the Brighton & Hove's LAC Team to find out what other schools in the LA provide in respect of adopted children/family support.</p> <p>We are also due to have a PP+ review undertaken by the LA.</p> <p>Teacher governors confirmed that teachers will be undertaking even more transition work this year with children including PP+ children to support transition between year groups and to the Junior School.</p> <p><u>School Council minutes</u> were well received.</p> <p>Headteacher's Performance Management Spring Review had taken place. CC to take on the role of chairing the Head Teacher's Performance Management Committee and this group will need one additional governor to join it from September.</p>	

6 HEADTEACHER'S VERBAL REPORT

The HT gave admissions, staffing and curriculum updates.

HT reported that we have just received our new intake list. We have one high needs child coming with an EHCP. RA to write response to LA consultation. 2 members of staff are pregnant. Risk Assessments have been carried out and one member of staff is currently at work but not working in direct contact with children.

One member of staff remains on long term sick leave. We hope she will return to work shortly before half term on a phased-return.

We are likely to have one teacher resignation before half term. It will leave us with little time to recruit for a start in September. We will start the process for a maternity cover post shortly.

A member of support staff is on a phased-return to work.

A new SEN Team member has now started, she is not a replacement for the learning mentor but will work with some PP+ children along with other SEN team members.

The recent INSET day was spent working on assessment, data analysis and moderation. We will shortly be moderating and sharing data with other local schools. We are holding a meeting for year 1 and year 2 parents to explain the new curriculum/assessments process.

Three teaching students have now completed their placements in school.

We currently have a university psychology student working with year 1 and 2 children and members of Brighton & Hove Table Tennis Club, including a young man with Downs Syndrome, volunteering in school and running an after school club.

Data Assessment

HT circulated mid-year assessment information at the meeting. She outlined that the target for reception children achieving GLD was 75% - we currently have 77% reading, 71% writing and maths 87%. We are on track to reach our target.

Year 1 and 2 data - Our end of KS target was to achieve 85% of children at ARE. We are not currently on track to achieve this. Teacher governors said that the new expectations are very challenging. Teachers feel that creativity particularly in writing is being sacrificed at the expense of spelling, grammar, punctuation and handwriting. Children are now assessed on spelling words correctly, in maths too. One governor commented that progress from Autumn to Spring 2 was impressive. A Governor asked if other schools are in the same situation, are our assessments in line with other schools? The HT reported that there may be a larger differential this year between test results and teacher assessments especially in maths as in the tests children cannot use apparatus. She also reported that she will be attending an Infant Heads' cluster to share interim assessment findings. Some parents are expressing concern about the new curriculum/assessment demands. The HT reported that she had met with a parent today about a possible 'children's strike' over the new assessments. This is a national campaign to highlight parental concerns in regard to these changes.

The Chair asked whether this was a lower achieving Year 2 cohort? Are our current year 1 cohort showing a similar trend? Teacher governors felt this was not the case but low assessments had been a result of the increased demands of the new curriculum.

The HT confirmed that the school's teaching and assessment practice was a rigorous as it has ever been. Data packs were given to all governors and

RA

<p>Governors will look at the assessment summaries and contact HT with any questions.</p> <p>7 PARENT SURVEY - JG JG to report to FGB at next meeting.</p> <p>8 GOVERNOR SELF EVALUATION - CM Governors thanked CCV for undertaking this piece of work. Sections 1 & 2 had been completed by CC and SC, while CM had completed Sections 3 & 4. Actions and priorities need to be looked at and reviewed. KS to help CC complete sections 5 & 6 possibly during the week before half term. It is good practice for governors to undertake this process as it helps to identify what they are doing well and what needs to be worked on. Governors were split into two groups: Group 1 - SA, JC, AC & NH would review Sections 1&2 Group 2 - TF, OR, JG & AK would review Sections 3&4</p> <p>Governors to send comments to CC & KS by the 8th May for amending.</p> <p>9 NATIONAL ISSUES It had been suggested that governors discuss the issue of Academy status as parents will start asking questions about the school's thoughts on academisation. SA said that up until now schools had been able to choose whether they wished to convert to academy status. However By 2022 if the government proposal goes through the three parliamentary stages all schools are expected to convert to academy status. Some LA's including Brighton & Hove are exploring the LA's position if schools move to academies. The LA are looking at the possibility of becoming the 'academy chain' for Brighton & Hove schools. A governor asked what would happen with admissions? This is not yet clear. They can set their own payscales, conditions of employment etc. Academies do not need to have qualified teacher status staff. Governors raised concerns about children with SEN and admissions criteria. One governor said that whatever our opinions are in regard to becoming an academy we do not want to be the last school to agree to academy status as this would possibly affect the quality/standard of MATs available to us. It has been reported that it could cost in excess of £60k to transfer to academy status, governors queried who would fund this? Parents' 'voice' would be needed to speak out against forced academisation. A governor asked 'what are the positive reasons to be part of an academy?' - The HT responded that schools are purported to have more freedom for example to set their own curriculum and staffing structure and costs. However all schools would still have to complete statutory testing at the end of Year 1, Year 2 and Year 6. Governors also asked 'how do governing bodies fit into academy trusts? Academy chains could have one 'board' presiding over a number of schools and therefore</p>	<p>All Governors</p>
<p>Governors to send comments to CC & KS by the 8th May for amending.</p>	<p>All Governors</p>

individual schools may not have a governing body. Governors expressed concern about this.
Governors felt that parents were unaware of what is happening and its implications.
It was agreed that until the legal position was clear no further action would be taken.

10 GOVERNOR SURGERY - JG/SC

JG attended recent Governor Surgery - one parent attended who was concerned about baseline and end of KS1 assessments and wanted the views of governors. Report to be circulated.

Governor Surgery this term to be held by NH and AC in June, will liaise with HT

11 SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Governors thanked the SENCO for her work on this document. Governors discussed whether they should look into having a defibrillator in school. NH to look into the possibility of a free unit from a local charity he is aware of. Minor amendments to the document were recommended; 'e.gs' need to be taken out and governors asked if the different health care plans were necessary and would it be better to have just one format? The HT will discuss this with the SENCO and make amendments if necessary.

Headteacher

12 SCHOOL PARTNERSHIP ADVISOR

SPA has been in school to work with the middle managers, and will be in school for half a day in the summer term.

13 FEEDBACK FROM GOVERNOR TRAINING

None to report.

14 GOVERNOR VISITS

CC and KS to do visits this term. If a governor is done whilst on a school trip school staff should be made aware of this.

15 URGENT ACTION TAKEN BY CHAIR

None.

16 ANY OTHER BUSINESS

Disposal of equipment/write off authorisation schedule had been circulated with meeting papers, governors agreed equipment should be disposed of.

Agreed

DATE AND TIMES OF NEXT MEETING

Tuesday 14th June 2016 6pm

