

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

PRESENT : Rachel Attwell, Anna Korman, Tracey Jarrett, Jonathan Cave, Anna Korman, Niall Howell, Tony Fallowfield, Katie Salvidge, Oli Rahman, Sarah Axtell, Jules Gallagher

1 APOLOGIES

Apologies had been received from Claire McCann and Alan Cronshaw. Apologies accepted by FGB

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 had been circulated prior to meeting. Item 14 - Governor Visits should read CmC and not CC

Minutes agreed & accepted

Matters arising not dealt with elsewhere on the Agenda

We have responded to 2 consultations from the LA with regard to children with complex needs. The school is of the view that it cannot meet the needs of each child and it would not be in their best interests to attend.

Ann M has informed governor support of Sheila Cullen's resignation as well as Mark Keiller who has now resigned.

Headteacher's performance management for the summer term needs to be set. To be arranged with KS and CmC.

KS & CmC

Amendments to the school's Medical Policy which were recommended by governors at last FGB meeting will not be made as the INCO has said that the various forms are in fact required.

Item 5 - Pupil Premium Plus - TF informed governors of a planned meeting with PP+ parents and the INCO on 30th June to discuss ongoing concerns around support and communication. Some parents are asking for additional provision above what the school gives already. TF mentioned the recent consultation with B&H Council suggesting the setting up of family groups in schools resulting in raised expectations. The Headteacher confirmed that she feels the school supports all children well including the PP+ children but suggestions from parents would be discussed at the forthcoming meeting.

4 REPORTS FROM COMMITTEES/WORKING PARTIES/SCHOOL COUNCIL/RESOURCES (to include ratification of budget for 2016/17)

Resources Committee

The 2016/17 budget has come to FGB for ratification. Our staffing budget is currently 90%+ of our total budget which is approximately 10% higher than the LA would expect it to be. We will be closely monitoring this year's budget throughout the year, if we don't have a really healthy carry-forward next year then we cannot sustain our current staffing structure. Governors need to be aware that redundancies may need to be considered towards the end of the financial year. Increases in oncosts have impacted on staffing budget too. We have assured schools finance team that our governors are aware of budget implications for future years.

Governors agreed and ratified budget for this year (2016/2017).

Thank you to JG and AC for chairing the Resources Committee this year.

School Council

Minutes had been circulated prior to the meeting and were well received by governors.

TLP

This committee has not met since the last FGB, thank you to SA and CmC for chairing this committee this year.

5 HEADTEACHER'S WRITTEN REPORT

Headteacher's report had been circulated prior to the meeting.

One class had been missed from the new class structure - this will be amended. Headteacher confirmed that one class has 31 children - a looked after child.

JG asked about EHCP children coming into school. This had been discussed at the beginning of the meeting and HT outlined the two children with EHCPs who have been offered places for September.

Chair of governors will attend a meeting for new Reception parents on Thursday 16th June. Transition for new Reception children has been altered since last year (following feedback from parents/carers) and was outlined by Headteacher.

6 PARENT SURVEY

Analysis had been circulated prior to meeting. Thank you JG for her work on this. Figures are similar to previous year. It was suggested that we should look at not having 'strongly agree' next year.

We had more responses this year. Certainly positive handing out the surveys at parents' evenings.

Budget agreed and ratified

FGB agreed

One governor asked about the Parade being exclusive - HT confirmed that numbers are not capped by the school but by the organisers. About eighty Year 2 children take part in the Parade and Samba Band every year.

A governor identified the need for books around school to show diversity in families. Diversity is covered as part of PSHE. Headteacher will be looking at increasing awareness of diversity around the school - INCO and PPA part-time teacher to lead this. Diversity is interwoven into the fabric of the school already, but we need to make it visible around the school and to visitors and parents.

7 GOVERNOR SELF EVALUATION

Governors had been asked to review different sections of the Self Evaluation document. KS has made some amendments already, but needs to look at section 5 & 6 with CmC. KS has sent the document to the Headteacher and will meet with her (probably before HT performance management meeting).

One governor questioned the removal of the 'governors notice board' - a noticeboard of governors' photos will be organised for September.

8 GOVERNOR AUDIT - OR/JG/SA

Most audits have been returned now which will enable us to identify where our skill gaps are. Chair to mention at meeting of new parents what skills we would be looking for. One potential area lacking is in 'premises' expertise. NH will be completing H&S training during August and September.

From September we will have a LA governor vacancy (JG to apply for this vacancy from September), Jonathan to be elected as staff governor. We will have two co-opted governor vacancies. KS and OR to become co-opted governors from September which will leave us with two parent governor vacancies in September. AK to resign from end of summer term. A new staff co-opted governor is still a possibility.

9 GOVERNOR SURGERY

Next governor surgery will take place this Friday. Governors to complete the proforma report and send to OR.

10 POLICIES

The policies had been circulated prior to the meeting. Governors to ratify the following policies at this meeting :-

Safeguarding Policy - this is an annual policy (OR safeguarding governor) - governors agreed to accept and ratify this policy. To date 14/6/2016

Governor Expenses - £10 per hour is still suitable figure for chldcare costs.

Finance Committee to be changed to Resources Committee throughout the policy.

This policy to be reviewed every three years not annually. New governors are given

Agreed & ratified

Agreed & ratified

Agreed & ratified

this in their induction pack. Governors agreed to accept and ratify this policy once changes made. To date 14/6/2016.
Equality Policy - a small number of amendments to be made. Governors agreed to accept and ratify this policy once changes made. To date 14/6/2016.
Behaviour Policy - governors agreed and ratified this policy 14/6/2016.
All these policies have been to governors previously for agreement but acceptance and ratification had not been minuted.

Agreed &
ratified

11 SCHOOL'S PARTNERSHIP ADVISOR

Next visit 6th July to finalise middle management discussions. We need to book the SPA for headteacher's performance management meeting.

12 FEEDBACK FROM GOVERNOR TRAINING

Recent GSP meeting was attended by SA and RA. They attended because it was originally to discuss academisation. The LA are looking at putting together a plan should academisation go ahead, with consultation to discuss possible umbrella plan with LA becoming academies' partner.

Feedback proforma had been circulated to governors.

OR as chair/safeguarding governor to look at completing PREVENT training. One governor had attended training in London as Brighton seen as at risk of possible radicalisation of children. Very high profile subject. All school staff have had training on this. It is important to raise awareness of current issues. Similar issues around FGM - staff have also had this training.

The LA are looking at putting together a plan should academisation go ahead, suggesting consultation to discuss possible umbrella plan with LA becoming academies' partner.

OR and SA have both completed 'Becoming a Chair and Vice Chair of a Governing Body Training.

TF attended Pupil Premium training and would send in a training report.

13 GOVERNOR VISITS

KS incorporated a Reception school trip to Ladyland Farm with a governor visit. Teachers were aware that she was attending as a governor. She reported that it had been an amazing and lovely visit. The Farm is run by retired teachers and is well organised to cater for all 120 children at the same time. Each group of children had their own farmer. Safety was paramount. It had been a lovely visit all round.

14 URGENT ACTION TAKEN BY CHAIR

None.

15 ANY OTHER BUSINESS

The school has been offered a defibrillator - we need to arrange the 'presentation' to the school.

Phonics screening was monitored this morning by the Local Authority.
School Meals Service - new contract to be put out to tender by the LA.
Governors need to decide if they wish to continue with the current service.
Governors agreed they wish to continue with current provision.

FGB Agreed

16 DATE AND TIME OF NEXT MEETING

Additional FGB meeting planned for early September to discuss governance structure on : Thursday 22nd September @ 5pm.