

**DOWNNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
16th NOVEMBER 2016**

PRESENT : Oli Rahman, Tracey Jarrett, Jonathan Cave, Jules Gallagher, Tony Fallowfield, Katie Salvidge, Hannah Gates, Niall Howell, Alan Cronshaw, Sarah Axtell (left meeting after Item 6 of agenda), Claire McCann

1 APOLOGIES

All governors present.

All apologies should be sent to clerk prior to FGB meetings.

2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS

None declared.

i) Declaration of pecuniary and personal interest forms

Most governors had completed and returned their declarations. No relevant interests declared so far.

ii) Code of Conduct for Governing Body

This had been circulated prior to meeting. FGB accepted the Code of Conduct and it was signed on their behalf by the Chair.

Clerk to chase outstanding forms
FGB agreed, signed by Chair

3 APPROVE MINUTES FROM 9TH FEBRUARY 2016

The minutes had been circulated prior to the meeting. It was pointed out that the school link person for Vice Chairs should be the Headteacher and not the Chair of Governors. The minutes were agreed as a true and accurate record of the meeting.

FGB agreed and accepted

4 REPORTS FROM COMMITTEES/SCHOOL COUNCIL/LINKED GOVERNORS - reports had been circulated prior to meeting

i) TLP Committee meeting 6th July 2016

The Chair said that outstanding issues raised at this meeting would now be addressed through the new linked governor structure. The minutes were agreed and accepted as an accurate record of the meeting.

FGB agreed and accepted

ii) CPD Report for 2015/16

The Chair questioned whether this report needed to come to governors. The Headteacher explained that historically governors had received this report termly, it would show that the school is addressing areas of training identified in the School Development Plan/through Performance Management. The report is for information only. Governors asked how training needs are identified, training requirements are identified during the Performance Management process and sometime would be relevant to a specific need of a child in the class. Training is limited to what is offered by the Local Authority and sometimes we would do our own in-house training. It was suggested that the Personnel link governor could look at the document as part of their visit and this was agreed. The Finance Link

Governor pointed out that the current training budget is underspent, however we should bear in mind that training courses have financial implications to the supply budget which is currently overspent.

Governors asked about their training records - clerk confirmed that training undertaken by governors for 2015-2016 is on the school website.

iii) Health & Safety Inspections October 2016

No major action points had been identified. The HT reported that we had recently had an unsuccessful attempted break-in. The Police had identified a lack of lighting at the back of the premises, which is a personal safety issue for premises staff when responding to alarm call-outs when dark. We are in the process of getting quotes for this lighting. Another unforeseen premises expense is the need for additional fencing panels in the lower playground following the sever pruning of the shrubbery. Also as part of the fire safety audit it has been recommended that the curtains in the school hall be replaced with fire-retardant ones. Quotes are being sought.

iv) Finance Linked Governor Report - to September 2016

Linked Governor summarised her report, confirming that we could have an underspend this year. Historically schools have been allowed to carry forward no more than 8% by the Local Authority. Given the budgetary constraints on the Local Authority it is possible that this may no longer be the case. A discussion took place about using any possible underspend to purchase resources that the school was in need of, this would help with staffing costs when setting next year's budget. The HT pointed out that some of this funding will be used to provide intervention support for the children during the spring term.

The Linked Governor and bursar will look at the budget in December/January to make decisions on further spending, and will then report back to FGB. Governors will be e-mailed once this meeting has taken place if spending approval is needed.

5 PARENT GOVERNOR ELECTIONS UPDATE

We have two parent governor vacancies and one co-opted governor vacancy.

Areas of skills/knowledge required on the governing body include finance/buildings & premises and data. Nomination papers to go out next week to parents. If we received three nominations one could be co-opted to FGB and the other two elected as Parent Governors.

6 CONFIRM HEADTEACHER RECRUITMENT PANEL

A lengthy discussion took place about the composition of the Headteacher Recruitment Panel including the pros and cons of a teacher representative. After discussion it was agreed that a Teacher Governor should be involved on the wider recruitment panel but not on the actual interview panel, especially if an internal applicant applied. It was felt that all governors should be part of the process in some way for example through the group discussions.

The Chair will e-mail governors formally to ask who wants to be involved in the recruitment process and who would like to be on the interview panel (5 on panel). It was confirmed that at least two governors had completed Safer Recruitment Training (OR and CmC) and therefore should be part of the interview panel. FGB agreed that the recruitment panel will need to meet before Christmas to

Clerk to action nomination w/c 21 Nov 16

draw up JD and advert to go out early next spring term.

7 INTERIM HEADTEACHER ARRANGEMENTS - GOVERNORS' NEWSLETTER, JUNIOR MERGER, PERSONNEL ARRANGEMENTS

See pink paper.

8 GOVERNOR SURGERY/LINKED GOVERNOR VISIT

AC and NH agreed to hold the next Governor Surgery on Monday 12th December 2016 between 2pm-3pm. TF has amended the Governor Visit Policy to incorporate changes made to FGB processes. AM to circulate the amended document to governors, giving them one week to notify clerk of any suggested possible changes. The policy will then be deemed agreed and ratified.

Clerk to circulate

9 DATA ANALYSIS 2015-2016 OUTCOMES (ARBOR reports circulated prior to meeting)

TJ and SA (Standards & Achievements Linked Governor) have already met to discuss pupil outcomes for last year and planned another meeting to discuss in-year progress for this year (8th December 2016). Unfortunately that as SA had had to leave the meeting this verbal report was not now available to governors. The HT therefore summarised the key points from the Arbor reports/RaiseOnline for 2016 outcomes. Governors commented that it was clear from the School Development Plan that addressing the under-achievement of key groups of children was a school priority for this year.

A governor asked whether some children were identified as being in more than one key group? The HT reported that this often was the case and shared figures with the governors to illustrate this point. For example of the Year 2 Pupil Premium group 10 children also appear in the EAL or SEN group.

A further discussion took place about adjusting resources and staffing in the light of this assessment information.

A governor asked if our new management information system for pupil data is now fit for purpose? The Deputy Headteacher confirmed that this is now working well and all teaching staff are familiar with the program and are using it to make and record teacher assessments.

Governors discussed whether it would be more appropriate to have two Linked Governors for Pupil Premium. It was agreed this was a good idea and would be a responsibility area for one of the newly appointed governors.

One governor suggested that governors needed to meet before March 2017 to look at in-year progress data. This was agreed and a meeting set for Wednesday 8th February 2017 @ 6pm. This would also give an opportunity for governors to review interim leadership arrangements.

10 SCHOOL DEVELOPMENT PLAN - circulated prior to meeting

This will be monitored through the Linked Governor Role and discussed formally at the next meeting.

11 SCHOOL'S PARTNERSHIP ADVISOR

The next visit is scheduled for January 2017 to carry out the Interim Headteacher's Performance Management with governors. A governor asked if the school would be re-classified as a medium-support school, as we will have an Interim Headteacher? The Local Authority will confirm this in due course.

12 POLICIES/REPORTS - both circulated prior to meeting

i) Accessibility Plan 2016-2019

A short discussion took place and FGB agreed and ratified the Accessibility Plan.

ii) School Transition Policy

This is a joint policy with Downs Junior School. A governor asked whether the changes made to the reception admission process had been successful? The HT confirmed that transition had been very successful this year and that the EYFS lead was currently analysing parental questionnaires. FGB agreed and ratified the policy.

Policy agreed and ratified

Policy agreed and ratified

13 URGENT ACTION TAKEN BY CHAIR

None taken.

14 ANY OTHER BUSINESS

CmC reminded governors that Sections 5 and 6 of the Governors' Self-Assessment document had been circulated asking for comments/amendments to be returned to her as soon as possible.

15 DATE AND TIME OF NEXT MEETING

Wednesday 8th February 2016 @ 6pm - 8pm

Wednesday 15th March 2017 6pm - 8pm

Thursday 25th May 2017 5pm - 7pm

Wednesday 12th July 6pm - 8pm