

**DOWNNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
8TH FEBRUARY 2017**

<p>PRESENT : Oli Rahman, Tracey Grennan, Laura Dinsdale, Tim Moore, Hannah Gates, Jonathan Cave, Tony Fallowfield, Katie Salvidge, Niall Howell, Jules Gallagher, Claire McCann, Sarah Axtell</p> <p>1 APOLOGIES Apologies had been received in advance from Alan Cronshaw. <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>i) <u>Declaration of pecuniary and personal interest forms</u> Most governors had completed and returned their declarations. No relevant interests declared so far.</p> <p>3 WELCOME TO OUR TWO NEW PARENT GOVERNORS Welcome to our new Parent Governors LD and TM, who introduced themselves detailing their backgrounds and relevant experience. All governors then introduced themselves outlining their roles on the Governing Body.</p> <p>4 APPROVE MINUTES FROM 16TH NOVEMBER 2016 The minutes had been circulated prior to the meeting and were ratified and agreed as an accurate record.</p> <p>5 REPORTS FROM LINK GOVERNORS/SCHOOL COUNCIL A governor commented that individual reports from Link Governors give more in depth information than previously covered in committee minutes.</p> <p>i) <u>Pupil Premium Link Governor Report</u> A report had been circulated prior to the meeting. A governor asked whether all past interventions were being done by the PP teacher? HT confirmed that this had not been the case and that SEN team members were also involved in intervention groups. The HT felt that (historically) interventions were maybe not sufficiently targeted to need and did not include crucial communication and handover time for staff. This undermined effectiveness. HT confirmed that the new Individual Tracking Records have now started for the Pupil Premium children. Data Link Governor confirmed that the assessment data identifies pupil premium children as a specific group.</p>	<p>Apologies accepted</p> <p>Clerk to chase outstanding forms</p> <p>Ratified & agreed</p>
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ii) Data Link Governor Report

A report had been circulated prior to the meeting. Governors had found the report very clear and useful. The report is based on two sets of data; RaiseOnline (relates to Year 2 children who left at the end of 2016/17 summer term) and school assessment data for Autumn Term 2016.

Year 1 data Autumn Term 2016 - overall figures are very strong. Transition from Reception to Year 1 styles of learning has taken place earlier this year and teachers are using termly checkpoints to check that children have met key objectives to enable close progress tracking. We have 21 Pupil Premium children in Y1 and closing the gap between disadvantaged and non-disadvantaged children is a priority. The gap between these two groups in this data is slim.

Year 2 data Autumn Term 2016 - Overall data is very strong. Our current Year 2 children are already outperforming the results of last year's cohort. The gap between Pupil Premium and non-Pupil Premium children remains significant. This is a school priority through the School Development Plan and was identified through the Arbor analysis.

Phonics Screen Checks - we were below the national average in our Year 1 Phonics screening for 2015/16 and level with the national average for Year 2 children (who re-took the screening because they had not scored highly enough in Year 1 or had not been including in the Year 1 screening).

It is hoped that Governors will be receiving some bespoke RaiseOnline training individually put together for Downs Infant School's data.

All governors

iii) Governing Body Self Evaluation Link Governor

This toolkit has now been completed and circulated to governors prior to the meeting. It is important that we regularly look at the priorities identified for action.

Governors feel that this is a useful exercise. The GBSE Link Governor will remove some repeated parts of the document to make the task less onerous in the future. We will aim to repeat this process at the beginning of the autumn term.

iv) Safeguarding Audit

The Safeguarding Audit had been circulated prior to the meeting to inform FGB of current processes. Most of the Audit has now been completed showing a 'green' rating (ok) with only a couple of areas showing an 'amber' rating (to be completed).

TG is still currently Safeguarding Designated Person, unfortunately she is the only person who has completed all relevant training. Governors asked whether someone else should be completing the training?

TG to check with Local Authority to ask if it is permissible, given our interim leadership arrangements, to continue with Acting Head as designated person. Safeguarding governor to complete more regular checks in the meantime with acting headteacher. FGB to review at next meeting.

TG

v) Finance Link Governor Report

The Finance Link Governor report had been circulated to FGB prior to meeting. As of beginning of January this year's budget was showing a possible underspend of around £50k. Schools are currently allowed to carryforward 8% of their total

budget. We are looking at spending some of the underspend on resources needed in the next financial year, i.e. pay for next 3 years' website support.

We will still need a carry forward to balance next year's budget.

School budgets are expected to be reduced in future years and currently our staffing costs account for just above 90%. The Finance Link Governor feels we should be looking at increasing our income, maybe through grant funding; are we doing enough to maximize revenue from the premises we have? It was suggested that we should have a separate group of governors to look at potential income opportunities.

JG, TM, OR, TG & TF, and both teacher governors put themselves forward to meet to start the discussion.

A governor asked about an item raised in the H&S report - TG confirmed lighting had been installed to rear of building, governors also discussed the possible removal of the 'lobster' in the top playground. If this is a necessary requirement then maybe we should pay for this before the end of the financial year.

SFVS (Schools financial value standard) had been circulated to FGB prior to meeting having been completed by Finance Link Governor and school Bursar. FGB agreed and approved the document subject to the identified action points. Agreed for submission.

SFVS agreed
and ratified for
submission

6 HEADTEACHER'S WRITTEN REPORT

HT's report had been circulated prior to meeting. TG outlined her report.

Spring INSET day will be used to support our work on raising attainment - particularly for disadvantaged children.

Growth Mindset (SDP development area). To be addressed through developing a school mantra regarding learning bringing together Learning Heroes, Values & Growth Mindset. Staff have identified 'speech bubbles' statements for each of our Learning Heroes. This has been very successful so far with a positive reaction from the children.

Massive focus this term on monitoring provision for Pupil Premium children. SLT just completed a round of triangulation 'drop-ins' to examine PP learning experiences, this has given us very useful information regarding areas for development. We plan to repeat the drop-in process after the CPD addressing these with teachers involved in the investigative process. This will also allow staff valuable opportunities to observe other skills and strategies.

Maths will be covered at next inset day.

Phonics - the gap between the school and national percentages represents around 3 children and we have a rigorous assessment process, but will be drilling into the data even more following last year's results. Our last round of lesson observations had a phonics focus and a number of additional interventions are running in afternoons for Pupil Premium children (and others with similar need).

Staff - we have a member of staff returning from maternity leave, we will need to look at ways to accommodate her flexible working request when looking at next year' staffing structure.

Premises - we have had a problem with the roof above Otter & Squirrel Classes which was caused by rubbish in the gullies on the roof. This has now been sorted. New curtains have been ordered for the school hall which will be fitted during

half term.

Collaboration - TG reported that all teaching staff had attended a subject leader session at Balfour Primary School with other PILL member teachers. One teacher governor reported that he was now attending science PILL group meetings and found them very useful. The subject PILL meetings appear to be quite positive. The Heads PILL meetings offer an opportunity for the headteacher to build relationships with other PILL Heads. We are now the sole infant school in our PILL group. TG found the Infant Heads' meetings very useful and TG had reservations when considering any possible move to the City Cluster, unsure what they could offer us and whether sharing such things as INSET or family support services might dilute CPD etc., as individual school targets might not be addressed as intensively.

TG asked if the Headteacher's report was appropriately pitched in terms of level of detail. Governors agreed the report had been very informative.

Governors offered their thanks to VB for her work in organising the Year 2 choir singing at the Open Market at Christmas.

7 HEADTEACHER RECRUITMENT UPDATE

Governors thanked TG for her hard work covering both HT role and DHT roles, and asked if they could help with resourcing support. TG stated that, given the timeframe involved, it is often quicker to do it DH tasks herself rather than 'train' someone else to do the work. Hopefully by the end of February there will be some clarity to the situation.

The Headteacher recruitment panel is meeting tomorrow to consider applications - 6 applications received. There will be a two day interview process. If more than three candidates are shortlisted we would need to change the timetable from last time.

A new parent governor asked what the recruitment process involved? Governors explained that candidates would be involved in assemblies, presentations, a carousel process, lesson observations and a formal interview. One Governor expressed a wish to review this process.

CmC and NH would try to attend the carousel event and would take part on the Partnership Table.

8 SCHOOL DEVELOPMENT PLAN

Circulated with meeting papers. This document drives our agenda for progress. Agreed to add a RAG-rating column for School Development Plan which could be discussed at next FGB meeting to identify status of individual items.

When Link Governors visit they should look at the School Development Plan when visiting their link person to link to the Plan. Also training courses should be linked to the School Development Plan. TG advised a number of such courses had already been attended.

SDP should always be an item on the agenda going forward.

9 GOVERNOR TRAINING

Training Governor Link report had been circulated prior to the meeting. Link Governor had prepared a report on the recent RaiseOnline training. We have been offered a bespoke training sessions tailored for Downs Infant School, Governors agreed that Tuesday 7th March 2017 @ 6pm was the most suitable date for the training session. TG to contact trainer. (Clive Bolton)

TG

10 GOVERNOR SURGERY

Report had been circulated prior to meeting - no-one had attended. Another session should be held before the end of the spring term. TF and CmC agreed to hold the next session on Tuesday 4th April 9.15am.

TF/CmC

11 URGENT ACTION TAKEN BY CHAIR

None.

12 ANY OTHER BUSINESS

TF was to represent FGB on Governors' Conference which has been re-scheduled for 1st July 2017 when Estelle Morris will be the Speaker.

AC to book in an internal and external inspection of the site during the summer term.

14 DATE AND TIME OF NEXT MEETING

Wednesday 15th March 2017 6pm - 8pm

Thursday 25th May 2017 5pm - 7pm

Wednesday 12th July 6pm - 8pm