

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	7 th December 2016 4.30 pm
Location:	Patcham Infant School
For:	Full Governing Body
Quorum:	For decisions to be binding at least one half of current governors are required
Present:	Governors (voting) Andy Ahmad-Walsh (AAW) Helen Emerson (HE) Andy Flowerday (AF) Ron Guilford (RG) Helen Hawkins (HH) Irene Leeves (IL) Chris Taylor (CT) Headteacher Nina Taylor (NT) Clair Wickham (CW) Robert Lenton (RL) Other (non voting) Janet Johnson (JJ) Clerk

	DISCUSSION and DECISION	ACTION
1	<p>WELCOME, APOLOGIES and DECLARATION of INTEREST RG welcomed everyone to the meeting. This meeting would include the annual governor business items usually taken at the first meeting of the year but deferred on that occasion to enable training. Apologies had been received from Margaret Maslin and these were accepted. No new declarations were made when invited and all governors could contribute throughout.</p>	
2	<p>HEADTEACHER's REPORT 2.1 Governors had already considered the report which was in a new format that they preferred, to reduce duplication with committee work and also highlight governor focus. Further information was provided:</p> <ul style="list-style-type: none"> • There had been a number of parent meetings around the curriculum • A governor had attended the discovery afternoon • The vision posters were now displayed and work with the children commenced • Focus continued to be, as per the national agenda, on progress of the pupil premium group and high attainers. The school partnership advisor (SPA) would be attending the next day to interview the latter group. • The budget was still on track • An excellent replacement for nursery staff had been found. The SPA had scheduled a nursery learning walk. <p>Can you ask her to share her reports? Yes, she is expecting to.</p>	CT IL

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	<p>2.2 Increasing hours of free childcare from 15 to 30. Governors had been keeping a watching brief on developments. In discussion CT informed that of the 30 hours only 15 hours need to be educationally based. The nursery would be full from January so that was 50 children but if 30 hours was offered the school could only accommodate 25. CT proposed that a mixture was needed and he would undertake a survey to establish need and take it from there.</p> <p>Do you have to offer it? No. We wish to ensure disadvantaged pupils do not lose out. We already have an oversubscribed breakfast club but the wraparound provision here is at the Junior school and they won't take nursery age children. Parents can still take 15 with us and 15 elsewhere. TR arrives 16.45</p> <p>Would it be too much of an upheaval to offer the wraparound at the Infant school? There isn't the space as the teacher would need the room to set up and we don't have anywhere else.</p> <p>Governors advised there was a need to make it clear to parents what the options were and reiterated many parents would find it useful to have childcare in one place. Later it was recalled the nursery admission policy would be reviewed in the spring term.</p> <p>2.3 Outcomes - RAISEonline</p> <p>How serious were any deficiencies? This had been discussed at committee but CT could now advise the Junior school had confirmed this year's year 3 were more equipped than previous cohorts. The evidence overall now pointed towards the data being unreliable. Governors who had attended the Headteacher performance management meeting confirmed the SPA had backed up this view. CT informed the data tracking systems had been changed for this term to calculate the combined subject score and by the end of the term there would be a better picture.</p> <p>What is in the grab packs? No two were the same, all were specific to a next step for that child in subjects that needed improved progress – for example a book, short game or exercise. They are regularly reviewed and updated to the new needs. Governors could confirm teachers knew the children involved and CT advised even a supply teacher was using the information.</p> <p>The report was accepted. The SPA up-dates, including those concerning the disadvantaged, were requested to be forwarded to governors as they arose during the year as a method of keeping track of current progress.</p>	
3	<p>CHAIR'S REPORT The Headteachers performance management group had met and discussed deeply the position the school was in. Objectives had been met and new objectives set were very related to the school development plan focus. RG reminded all he was going to step down as Chair of Governors in July.</p>	
4	<p>SUCCESSION PLANNING In discussion it was agreed</p> <ul style="list-style-type: none"> ❖ The Chairs of Committees would be joint Vice Chairs of the governing body. ❖ NT agreed to be the likely successor to Chair of FRO committee. 	NT RG
5	<p>MINUTES FROM LAST MEETING AND MATTERS ARISING Thanks were passed to JJ for the high standard of the minutes and the minutes of the meetings for July and October were now agreed to be an</p>	

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	<p>accurate record and signed by the Chair accordingly.</p> <p>Governors' experience with involvement with parents and staff was discussed and IL agreed to investigate regarding parent feedback. It was confirmed that now the new website was in place meeting minutes would be published once access had been resolved.</p>	<p>IL CT JJ</p>
6	<p>ANNUAL DECLARATIONS</p> <p>6.1 Declarations of interest and continuing eligibility were received from all present by JJ who would follow up forms from MM and report to FRO for any interests to be considered by governors.</p> <p>6.2</p> <ul style="list-style-type: none"> ❖ The draft up-dated Code of Conduct for governors was approved. JJ would circulate the final version. <p>6.3 In discussion it was agreed an annual declaration concerning Data Protection would be required, particularly concerning governor communications, what comprises and the treatment of different classes of information, and use of school ICT. CT, NT and JJ would take this forward.</p> <p>6.4 Governors had already received and considered the September 2016 version of Keeping Children Safe in Education part 1 and now signed the declaration. No issues arose. TR had recently attended safeguarding training and would report back.</p> <p>6.5 Governors confirmed they had provided the school with such DBS documentation that had been required and CT verified this. Governors were able to provide clarification as to any need to refresh the documentation.</p>	<p>JJ CT NT JJ</p>
7	<p>GOVERNOR BUSINESS</p> <p>7.1 It was agreed the headteachers performance management panel would comprise RL IL and RG. Other panels would be made up ad hoc as needed.</p> <p>7.2 Instrument of Government It was agreed no changes were needed.</p> <p>7.3 Membership. RL's parent governor term expires in June at which point a new parent governor election would be needed.</p> <p>7.4 The city partnership of schools partnership was confirmed. They were considering entering into a collaboration arrangement with all governing bodies to make up Hearing panels. IL was investigating and JJ offered to provide the forms.</p> <p>7.5 It was confirmed remote attendance at meetings would not be permitted. HE leaves 17.25</p>	<p>RG RL</p>
8	<p>SCHOOL IMPROVEMENT</p> <p>8.1 Governors had already received and considered the school self-evaluation documents and the LA data report. They now discussed whether they recognised the school described and what Ofsted grade they thought the evidence supported. NT leaves 17.30</p> <p>They agreed the personal development and welfare section was outstanding. They also agreed that in September the other grades would have been outstanding but until the data as at Christmas was received to confirm progress the decision could not be taken with certainty as it was not clear whether the judgement should be made on the basis of one or more than one year. Governors considered it should be on the basis of more than</p>	

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<p>one year and as such and being mindful of the evidence as well as the confidence of the SPA, were of the opinion that the school remained outstanding in all areas. They knew the improvements needed and were monitoring them. Is it of concern to you? Not really.</p> <p>8.2 The terms of reference of the committees were agreed.</p> <p>8.3 The minutes from FRO committee were accepted.</p> <ul style="list-style-type: none"> ❖ The pay policy was approved. ❖ The Scheme of Delegation was agreed and signed by RG. <p>8.4 The minutes from ELA committee were accepted. A governor commented the governor reporting system was now working well.</p> <p>8.5 The minutes from the last meeting of the now disbanded HSP committee on 25.5.16 were now accepted and signed as an accurate record.</p> <p>8.6 Training. A number of recommendations were made and governors would check the list, consider their roles and enrol as appropriate.</p> <p>8.7 Stakeholders. CT informed there had been positive feedback from parents at the curriculum meetings. The next questionnaire would be in February.</p> <p>There being no further business the meeting closed 18.02</p>	
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..... Signed dated – [signed at following meeting and noted in minutes]

Action Point Summary

	OWNER	ACTION	DUE BY
2.1	CT IL	Circulate reports from SPA upon receipt	Ongoing
4	NT RG	Take action as required to enable NT to take on Chair FRO	
4	RG	Review Chair/Vice Chair work in light of current or future requirements	
5	IL	Take forward parent feedback/engagement methods	
5	CT JJ	Enable access and finalise set up of governor page on website	
6.3	NT JJ CT	Acceptable use of IT/ Data Protection – governor declaration – consider format and take forward	
7.3	RG	Review role with RL	