

**Aire View Infant School Governing Body  
Meeting to be held at 7.30pm on Tuesday 2 May 2017**

**Meeting commenced at 7.32pm**

**Present:** Vicky Bottomley (Head), Ellena Cohen (Chair), Georges Droogmans, Janet Hardman, Theresa O'Connor, Jane Ogston, Alison Teasdale, Lynda Whitton and Steve Wilkinson.

**In Attendance:** Catherine Pratt (Clerk)

**Welcome & Introductions**

Item		Action
71/16	<p><b>Apologies for absence and their acceptance</b></p> <p>Apologies were received and accepted from Amanda Alcock. It was noted that Amanda had tendered her resignation as she was unable to commit fully to the role of Parent Governor with her personal and professional commitments.</p> <p>It was noted that it was a shame to lose Amanda as her contribution so far had been extremely valuable.</p> <p>It was also noted that a replacement Safeguarding Governor was needed.</p> <p><b>Action: All Governors to consider the role of Named Governor for safeguarding.</b></p> <p>It was agreed that the election process for a parent Governor should be delayed until September 2017 to enable new Parents and those of pupils attending Hothfield to stand.</p> <p>Sarah Knight's absence was noted without apology. Concerns were raised regarding SK's current 0% attendance at meetings.</p> <p><b>Action: EC to speak to SK regarding her availability/commitment to the GB.</b></p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>EC</b></p>
72/16	<p><b>Declarations of interest for items on this agenda</b></p> <p>There were no declarations of interest for items on the agenda.</p>	
73/16	<p><b>Notification of Any Other Business and requests for order variations</b></p> <p>The following items of additional business were requested:</p> <ol style="list-style-type: none"> <li>1. Joint training day – See Head Teacher's report</li> <li>2. Formal change of name</li> <li>3. HT voting powers</li> </ol> <p>There were no order variations.</p>	
74/16	<p><b>Minutes of previous meeting of 28 March 2017</b> <i>Papers: Minutes of 28<sup>th</sup> March 2017 – distributed with the agenda</i></p> <p>The Chair asked if all Governors had received and reviewed the minutes</p>	

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	<p>of the 28<sup>th</sup> March 2017.</p> <p>The GB confirmed they had and unanimously approved them as a true record of the meeting.</p>	
<p><b>75/16</b></p>	<p><b>Matters Arising not elsewhere on the Agenda</b> <i>Papers: Minutes of 28<sup>th</sup> March 2017 – distributed with the agenda</i></p> <p>The GB reviewed the actions from the previous meeting. The following is a summary of the discussions held and should be read in conjunction with the supporting papers.</p> <p>59/16 All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion. <b>It was noted that LW is awaiting audits from JH and JO.</b> LW stated that she had started formulating the skills matrix and currently the areas that could do with strengthening were buildings and links with the community. LW stated that she needed to merge the data with the skills audit from the Joint Committee. <b>LW to finalise the skills matrix</b></p> <p>59/16 Chair of Governors to give JH a copy of the skills audit. <b>Action completed.</b></p> <p>59/16 Clerk to seek advice re: the role of the HT Governor as there will be 2 HT's and only 1 HT Governor position. <b>The Clerk stated she had sought advice regarding this and had received an email from Legal services detailing the restrictions with regards to co-heads. If two individuals share the HT post then they would share the HT member of the GB. Both individuals would attend the full GB meetings as the HT but they would only have one vote between them as HT Governor. The regulations do not permit them to be either a staff or a co-opted Governor as they are already a HT governor by virtue of their office.</b> <b>It was queried what the process for the naming of the new Governing body would be.</b> <b>Action: Clerk to check the process for the name change</b></p> <p>59/16 LW to scan and email the KCSIE sign in sheet. <b>It was agreed to ask all Governors to read the KCSIE document and email the clerk to confirm they have read and understood the document.</b></p> <p>59/16 All absent Governors to sign the register to confirm they have read the KCSIE update. <b>See previous action.</b></p> <p>61/16 Clerk to include CPOMS presentation on PPW Agenda. <b>It was noted that this is on the agenda for the PPW meeting on the 3<sup>rd</sup> May but that training had been provided for the members of the PPW committee last week.</b></p>	<p><b>JH/JO</b></p> <p><b>LW</b></p> <p><b>Clerk</b></p> <p><b>All</b></p>

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	<p>61/16 <del>HT/TO'C to amend SIP in line with comments. It was noted that this action had been completed.</del></p> <p>63/16 d) GD to distribute GAB notes to all Governors. <b>It was noted that GD is waiting for the electronic notes from SGS. He will forward when received.</b></p> <p>65/16 Clerk to inform SK of responsibility for Governor Visit. <b>It was noted that this action had been completed.</b></p> <p>65/16 All Governors to schedule visits to school. <b>It was noted that this action is outstanding.</b></p> <p>66/16 e) Equality Information &amp; Objectives Policy to be included on the next PPW agenda <b>It was noted that this action had been completed.</b></p> <p>67/16 Clerk to email EC, SW &amp; VB with the statutory list. <b>It was noted that this action had been completed.</b></p> <p>68/16 b) Clerk to email SGS re: JH &amp; SK. Clerk to email link to modern governor. <b>It was noted that this action had been completed.</b></p> <p>69/16 GD to amend the statement for the website and recirculate to all Governors. <b>It was noted that this action had been completed. GD to forward the final version to TO'C for publishing on the website.</b></p> <p>69/16 EC to review the NGA online training provision. <b>It was noted that this item is outstanding. EC to speak to NW re: merger of membership.</b></p> <p><i>This concluded discussions under matters arising.</i></p>	<p style="text-align: center;">All</p> <p style="text-align: center;">GD/TO'C</p> <p style="text-align: center;">EC</p>
<p><b>76/16</b></p>	<p><b>Update on FGB and committee membership.</b></p> <p>The GB discussed the current GB and committee membership. The following is a summary of the discussions.</p> <p><u>PPW</u>  <del>Amanda Alcock</del> Resigned  Vicky Bottomley  Georges Droogmans  Janet Hardman  Theresa O'Connor  Steve Wilkinson – Chair of PPW (ending September 2017)</p> <p><u>Resources</u>  Vicky Bottomley  Ellena Cohen  Jane Ogston – Chair of Resources Committee  Alison Teasdale  Sarah Knight</p> <p><u>Joint Committee</u>  Ellena Cohen – Co-Chair of Joint Committee  Georges Droogmans  Jane Ogston</p>	

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	<p>Lynda Whitton</p> <p><u>Named Governors</u></p> <p>Safeguarding – Steve Wilkinson (<b>Lynda Whitton</b> – Shadow Governor) Pupil Premium – Georges Droogmans SEND – Janet Hardman.</p> <p><b>The GB unanimously approved the revised committee membership and appointment of Janet Hardman as SEND Governor.</b></p> <p>It was noted that there is currently a vacancy for a Staff Governor and it has been agreed to run the election in September 2017.</p> <p><b>All Governors to consider the role of Chair of PPW.</b></p>	<b>All</b>
77/16	<p><b>Headteacher's report (verbal update)</b> <i>Paper: Head Teacher's Verbal Report to Governors – May 2017 – tabled at the meeting (appended as paper A to signed minutes only)</i></p> <p>The Head presented a report to Governors. The following is a summary of the discussions held.</p> <p>Discussions were held regarding the death of 2 parents and the support group expanding to provide support for families dealing with bereavement. The name of the Group will change to Family support group. The Vice-Chair stated that this is an extremely positive group with a high level of support and sharing.</p> <p><b>It was queried how many people attend the group.</b> It was noted that the group tends to be 7 or 8 people.</p> <p><b>It was queried what the upper limit is.</b> It was noted that anything over 8 or 9 tends to restrict the opportunities for sharing. <b>However all parents who require the support will be welcomed and included.</b></p> <p><b>It was queried on issues of bereavement if staff have received the appropriate training?</b> The Head confirmed that staff had received training a year ago. The Deputy Head stated that there is also support through Winstons Wish which is available on the website.</p> <p>The Head noted that a decision needed to be made regarding the uniform and in particular the bags. The Head presented a Book Bag and rucksack for the Governors to see. It was agreed that this decision is for the Joint Committee. It was noted that the decision should consider the safeguarding issues of name labels and the practicalities of storing the bags at school.</p>	

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	<p>It was noted that all parents will be receiving a new prospectus and the deadline for producing these is the end of May.</p> <p>It was noted that recruitment has been carried out for teachers for Year 3 at Hothfield. The Head stated that it was a really positive process and some good quality candidates were found.</p> <p>It was noted that Reception Year 1 and Year 2 teachers have all attended moderation sessions within 2VLC and the LA. It was noted that all staff found the sessions useful and informative.</p> <p>It was noted that the Heads have been reviewing the staffing structure and this is covered in more depth under item 82/16 c.</p> <p>It was noted that the Nursery is full after Easter but numbers are down for the intake in September from 68 to 53.</p> <p>Currently reception is at 84 but it is likely that this number will change before September.</p> <p><b>It was queried if this is a demographic decline or due to other factors?</b></p> <p>The Head stated that it is a result of a low birth rate year and is affecting a lot of schools in Bradford. It was also emphasised that this is not an on-going trend and is likely to increase the year after.</p> <p>It was noted that the staff are continuing to meet to develop the School Improvement Plan for Silsden Primary School.</p> <p>Safeguarding Training is scheduled for the 7<sup>th</sup> June 2017 from 4 pm and all Governors are welcome to attend. It was noted that this is an opportunity for the Governors to meet staff as well.</p> <p>It was noted that there is also a Joint Staff Training Day for Hothfield and Aire View on Friday 26<sup>th</sup> May from 9 am to 12 pm. Naila Hussain from Atomic Minds Limited is leading the day. A focus will be Silsden Primary School Values. Governors are welcome to attend.</p> <p><i>This concluded the report from the Head.</i></p>	
<p><b>78/16</b></p>	<p><b>Budget 2017/18 Approval</b> <i>Paper: Governor approved budget 17-20 – Distributed before the meeting.</i></p> <p>It was noted that the Resource Committee had interrogated the budget on the 28<sup>th</sup> April 2017. The budget has been prepared as a separate budget but needs to be considered in conjunction with Hothfield's budget from September 2017.</p> <p>There is currently an in year deficit of £43,279, due in part to no longer</p>	

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	<p>receiving the expanding schools funding and a reduction in take-up of nursery places.</p> <p>The Governors raised concerns regarding the current financial situation and the uncertainty of the national funding formula and its impact on the school budget.</p> <p>It was noted that the School Funding Team had stated that they were expecting a greater number of schools to have to submit a deficit budget. It was agreed that the school has achieved a positive budget due to constant monitoring and scrutiny of the budget and early rationalisation as part of the strategic plan.</p> <p><b>Proposal to approve the budget for 2017-18 in line with the recommendation of the Resources Committee.</b></p> <p><b>Proposed by: Ellena Cohen, Chair of Governors</b></p> <p><b>Seconded by: Jane Ogston, Chair of Resources Committee.</b></p> <p><b>Votes for: 9                      Votes Against: 0                      Abstentions: 0</b></p> <p><b>The Chair of Governors signed on behalf of the Governing Body.</b></p>	
<b>79/16</b>	<b>Committee / Working Party reports</b>	
	<p><b>a. Pupil Progress and Welfare (3<sup>rd</sup> May)</b></p> <p>It was noted that there has not been another PPW meeting since the last FGB. The next PPW meeting is on the 3<sup>rd</sup> May 2017.</p> <p>Several Governors and members of staff attended a presentation on CPOMS from Louise Heslop the Parent Involvement Worker.</p> <p>It was noted that there is a high level of paper work involved with safeguarding and CPOMS brings a higher level of reassurance. The system reinforces the high quality of practices already established in the school.</p> <p>The system enables any member of to record a report, note or concern regarding a pupil. All staff associated with that pupil are alerted to this and the item stays open until it has been actioned.</p> <p>The Head added that the system can join with Hothfield and link in siblings.</p> <p><b>It was noted that a query at the previous FGB was whether CPOMS is under the same terms as other data regarding the freedom of Information policy.</b></p> <p>It was noted that the same exemptions apply as are in the safeguarding procedures.</p> <p><i>This concluded the report regarding PPW.</i></p>	
	<b>b. Resources (28<sup>th</sup> April)</b>	

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	<p>It was noted that the Q4 monitor was reviewed and the 3 year budget was reviewed.</p> <p>It was noted that the Government change regarding DBS checks had been reviewed and it had been agreed that this should be discussed at PPW.</p> <p>It was noted that an extraordinary meeting had been scheduled for the 22<sup>nd</sup> May to review the staffing structure.</p>	
	<p><b>c. Joint Committee (18<sup>th</sup> May)</b></p> <p>It was noted that the next Joint Committee meeting would be held on the 18<sup>th</sup> May 2017. The meeting would review the staffing structure, Governance structure, the uniform policy and the concluding of the joint committee.</p>	
	<p><b>d. Governor Area Briefing</b></p> <p>There has not been a Governance Area Briefing since the previous FGB.</p>	
<p><b>80/16</b></p>	<p><b>Chair's Action / Correspondence</b></p> <p>There has been no chairs actions or correspondence to report.</p>	
<p><b>81/16</b></p>	<p><b>Governor Visits to School</b></p> <p>It was noted that Janet Hardman and Ellena Cohen have completed a Governor visit. The intention is to merge the reports from JH &amp; EC. The finalised report will be distributed to all Governors.</p> <p>JH presented a verbal report on her monitoring visit. JH stated that she was very impressed with the software system, which highlighted the challenges of the current year 2 cohort. It was noted that the assessment system clearly identifies and monitors progress due to interventions. It was noted that the Governors have been monitoring the cohort since nursery and all agreed it was a challenging year group. It was noted that this has been compounded by the change to the national curriculum with raised expectations.</p> <p>JH stated that she was impressed with the array of interventions to capture the individual needs of pupils. The CoG reinforced this stating that the school had an effective use of TA's that was very flexible and enabled same day interventions.</p>	

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	<p><b>It was queried if there were any issues, recommendations or unresolved queried from the visit?</b>          JH stated that there was nothing that was raised. Every second of the day was used.          It was agreed it would be useful to see how the recording system feeds in to the assessment software.</p> <p>The CoG noted that the comments from the last Ofsted inspection have been fully implemented. I.e. every child is seen to read at least 3 times a week and the interventions are within the class more often.</p> <p><b>It was queried what the resource implications are with the need to consider tightening budgets going forwards.</b></p> <p>It was agreed that resources are stretched and staff are doing all they can in the time available.</p> <p>It was noted that there is an aim for the other Governor visits to be scheduled before the next FGB.  <b>Action: GD,SK, AT, JO and LW to liaise and schedule their allocated visits.</b></p>	<b>GD,SK,AT, JO&amp;LW</b>
82/16	<p><b>Policy Review</b>          It was noted that the Governors did not receive the policies prior to the meeting.          The Clerk apologised and took an action to check what had happened.</p>	
	<p><b>a. Fair Access Protocol – Bradford LA</b>          It was noted that this is a standard Bradford LA protocol that all Schools adhere to.          The Governors unanimously approved the protocol.</p>	
	<p><b>b. Children in Care Policy</b>          It was noted that the policy has not had any significant changes. There have been no changes to the legal requirements and the virtual head has reviewed the policy and has no comments.</p> <p><b>The GB unanimously approved the policy.</b></p>	
	<p><b>c. Staffing structure</b></p> <p>The Head tabled the proposed staffing structure. It was noted that this was for information only and not for review.</p> <p>The staffing structure will be reviewed at the Joint Committee on the 18<sup>th</sup> May 2017, the Resources committee on the 22<sup>nd</sup> May 2017 and the FGB on the 27<sup>th</sup> June 2017.</p> <p><b>It was queried if there is any flexibility in working between the 2 sites?</b>          The Head confirmed that this is.</p>	

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	It was noted that the apprenticeship scheme is a potential source for additional staff.																
	The staffing structure will be reviewed further at the next FGB.																
<b>83/16</b>	<b>Policies to review at the next meeting.</b> a. The annual safeguarding report																
<b>84/16</b>	<b>Training</b>																
	<b>a. Courses attended</b> It was noted that no courses have been attended.																
	<b>b. Courses Booked</b> JH is booked on the New Governor induction and the Safeguarding training in school.																
	<b>c. Modern Governor</b> No modern governor courses have been completed.																
<b>85/16</b>	<b>Any Other Business referred from item 73/16 above</b>  The following items of additional business were requested: 1. Joint training day – See Head Teacher’s report 2. Formal change of name – It was noted that this would be discussed at the Joint Committee. 3. HT voting powers - See item 75/16.																
<b>86/16</b>	<b>Date of next meeting</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">PPW</td> <td style="width: 33%;">03/05/2017</td> <td style="width: 33%;">05/07/2017</td> </tr> <tr> <td>Resources</td> <td></td> <td>14/07/2017</td> </tr> <tr> <td>Joint Committee</td> <td>18/05/2017</td> <td>22/06/2017</td> </tr> <tr> <td>Full GB</td> <td>02/05/2017</td> <td><b>27/06/2017</b></td> </tr> <tr> <td>New FGB</td> <td></td> <td>06/07/2017</td> </tr> </table>	PPW	03/05/2017	05/07/2017	Resources		14/07/2017	Joint Committee	18/05/2017	22/06/2017	Full GB	02/05/2017	<b>27/06/2017</b>	New FGB		06/07/2017	
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New FGB		06/07/2017															

Meeting closed at 21:20

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Summary of Actions

Item		Action
71/16	<b>All Governors to consider the role of Named Governor for safeguarding.</b>	All
71/16	<b>EC to speak to SK regarding her availability/commitment to the GB.</b>	EC
75/16	<b>JH/JO to send their skills audits to LW</b>	JH/JO
75/16	<b>LW to finalise the skills matrix</b>	LW
75/16	<b>Clerk to check the process for the name change of the Governing Body.</b>	Clerk
75/16	<b>All Governors to read the KCSIE document and email the clerk to confirm they have read and understood the document.</b>	All
75/16	<b>GD to forward the final version of the statement on Governors to TO'C for publishing on the website.</b>	GD/ TO'C
75/16	<b>EC to speak to NW re: merger of NGA membership.</b>	EC
76/16	<b>All Governors to consider the role of Chair of PPW</b>	All
81/16	<b>GD,SK, AT, JO and LW to liaise and schedule their allocated visits.</b>	GD,SK ,AT,JO

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