

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	13 th September 2017 4.30 pm (4.00 for annual declarations)
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) Chair of Governors Irene Leeves (IL) Margaret Maslin (MM) Thomas Rhodes (TR) Chris Taylor (CT) Headteacher Nina Taylor (NT) Claire Wickham (CW) Other (non-voting) Janet Johnson (JJ) Clerk to Governors
Apologies:	Helen Hawkins (HH) - accepted

	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION JJ welcomed governors to this, the first meeting of the academic year. Apologies were considered by governors and it was recalled AAH and TR may be late. No declarations of interest in agenda items were made when invited.	
2	ELECTION OF CHAIR OF GOVERNORS JJ informed she had received no nominations to stand for Chair of Governors, which would be for a term of one year and invited nominations. RG offered to stand, all the other governors seconded his appointment and RG was elected to the position of Chair of Governors.	RG
3	REVIEW AND RATIFICATION OF 'TERMS OF REFERENCE' AND GOVERNOR ROLES AAH arrives – 16.35 <ul style="list-style-type: none"> • The 'terms of reference' were reviewed and governors confirmed their roles. CW would now cover the early years and foundation stage. IL would amend the document. • Several suggestions regarding retaining the involvement of governors and the code of conduct amongst governors were then discussed. • CT would move ahead with recruitment of the new parent 	RG

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	governor.	CT JJ
4	<p>HEADTEACHER's REPORT</p> <p>4.1 CT gave a verbal report.</p> <ul style="list-style-type: none"> • New intake settled well, home visits completed. • The nursery was completely full with 15 @ 30 hours and 20 @ part-time. At present this was resourced well with qualified teachers and this would be reviewed. • Reception was full and there were 3 spaces in each of year one and two. The admissions department at the local authority was being chased. • A high need placement was being considered. • The September inset was for safeguarding, vision and culture for learning. • Works over the summer had gone to plan. The pond area would now start to be developed. • There had been a resignation from a teaching assistant so we are recruiting at the moment. • Attendance last year had been 96.4%. • Updated numbers for those on Child Protection Plans were given. <p>Did everyone have a visit? Yes. We managed to get to nearly everyone and will follow up the rest.</p> <p>Was there any resistance? We are not sure for those that were not in on the day and we will follow them up.</p> <p>Are you waiting for those places to be filled by admissions? Yes. Local schools have an agreement now that children are not shifted mid half-term.</p> <p>Will you have money to cover the high needs? Only from the nominal SEN budget. We already have 4 with Educational Health Care Plans and 2 more possible; there may be a high needs top up but it will not cover everything.</p> <p>What has happened with the swimming pool? It has been removed over the summer and we are trying to involve the parents in working on the site to improve it, firstly as an outdoor classroom and then develop it following further thought.</p> <p>Governors knew the attendance record was very good for an Infant School and congratulated CT.</p> <p>4.2 The senior leadership team were meeting at the end of October regarding the school improvement plan. The focus this year is the year 2 cohort because it had 66% boys and high numbers born in the summer months and the phonics had dipped this year. We are aiming to be in line with national picture which will be aspirational. We want to continue to embed the forest school and the values, rights and responsibilities will be changed. We want to link the improvement plan to our four goals rather than Ofsted goals although they are connected.</p> <p>How can we get involved in setting that with you? Come along on the 6th October and/or share ideas beforehand. We are meeting at the Jubilee library 1-3pm. It was agreed IL and</p>	

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	<p>when on governor business in school or at meetings/events in school when parents are present.</p> <ul style="list-style-type: none"> The behaviour principal statements would come to the next ELA data review meeting 	
8	<p>GOVERNOR REPORTS (visits/training) A list of training had been provided by JJ.</p> <p>The safeguarding governor recommended the approval of the updated Child Protection policy. It now included sections regarding female genital mutilation and child sexual exploitation. It was agreed the policy would be circulated.</p> <p>A governor informed the General Data Protection Regulations were coming in May 2018 and a governor would keep a watching brief on developments.</p>	<p>AF JJ</p> <p>NT</p>
9	<p>GOVERNOR VISITS THIS TERM This item was not taken</p>	<p>RG IL NT</p>
10	<p>BCPFE – update IL informed the website was up and running and recommended governors familiarise themselves with it. A publicity flyer had already been considered by governors. What is baby watching? A parent or carer attended with a baby over a few months and children watched and asked questions. Will all 13 member schools have an in school fundraiser annually? Yes, this has been a bit contentious as we already ask parents to contribute. Governors provided some suggestions and CT reflected that we probably need to give more to raising the profile of the partnership with parents, for example that they have been subsidised by the partnership. How did the item get included then if no one agreed? Perhaps there was a bit of naïve overenthusiasm but teachers said they would give the flyer out and we would do a small event, e.g. non school uniform event.</p> <p>Governors recalled the BCPfE did well with family support and a governor offered to investigate sponsorship with her employer.</p>	

..... Signed dated

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ACTION SUMMARY

Item	OWNER	ACTION	DUE BY
3	RG	Take forward retention of governors and code of conduct	ongoing
3	CT JJ	Take forward parent governor recruitment	ASAP
4.2	IL AAW	Attend improvement plan review@ jubilee library	6.10.17
4.4	CT IL AAW	Report back on comparative data	
6	JJ RG	Review governor interests, update website	Next FGB
8	AF	Circulate CP policy for comments then approval next meeting	Next FGB
8	NT	Keep an overview re GDPR	ongoing
9	RG IL NT	Arrange with governors the monitoring visits this term	