

DOWNS INFANT SCHOOL
Summary of the main points from the FULL GOVERNING BODY meeting
20th September 2017, 6pm-8pm

<p>PRESENT: Oli Rahman co-opted, Sarah Axtell, Jules Gallagher LA, Laura Boakes (was Dinsdale), Hannah Gates – staff governor, Tim Moore arr 6.10pm, Claire McCann, Tony Fallowfield, Niall Howell, Katie Salvidge, Hildi Mitchell (Head teacher)</p> <p>Quorate: Yes Notes taken by Kate Street, temporary clerk</p>	ACTIONS
<p>1. Apologies and Introductions</p>	
<p>Apologies – none (Tim arrived 6.10pm).</p>	
<p>2. Opportunity to declare business interests</p>	
<p>Governors had been asked to bring a signed declaration of pecuniary interests. Blank forms handed to governors to complete during the meeting Governors confirmed their contact details are correct. Laura Boakes has changed her name from Laura Dinsdale. Signed forms handed to HM, to keep on file</p>	
<p>3. Approve minutes and review action points from 12th July 2017</p>	
<p>Previous action points</p> <ul style="list-style-type: none"> • Tim – will be providing an update on income generation – see Item 5 • Damian Mooncie – new clerk appointed • Safeguarding Policy – done HM • HT report items – HM has just attended current PIL meeting. Can't make a decision yet about moving to a new partnership • SPA –very helpful Governors also met SPA. He would be willing to do a session on governance with governors <p>Action: HM to follow up with SPA, to find out what he would cover at what cost?</p> <ul style="list-style-type: none"> • Looking at Pupil Premium – as per item in current meeting. <p>AOB – new governors – see Item 4 Governors mentioned leaking roof – builders have been in over the holidays – now all done. Problems are sorted; including fixing a new leak in one class Follow up by HM – insurance claim has been made.</p> <p>Action: HM to check if a letter has been written – and will write a letter if not</p> <p>Updated minutes 12.07.2017 agreed and signed by Oli Rahman</p>	<p style="text-align: center;">HM</p> <p style="text-align: center;">HM</p>
<p>4. Elect Chair and Vice Chair for 2017/18</p>	
<p>Nominations from several governors received to appoint Oli Rahman as Chair of Governors Agreed: GB agreed to appoint OR as Chair for 12 months Nominations received from governors for Sarah Axtell and Jules Gallagher to be co-vice chairs Agreed: GB agreed to appoint SA and JG as co-chairs for 12 months Agreed: Governing Body agreed to appoint Sarah Axtell as a co-opted governor when her term as parent governor comes to an end</p>	
<p>4. Approve policies/guidelines that require an annual review</p>	
<p>1. Governors agreed Governors Code of Conduct and Chair signed 2. Governors agreed Governing Body Standing Orders and Chair signed 3. Governors agreed the Governor Visits policy in principle, with the following question and comment</p>	

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<p>a. Governors wanted more questions during a monitoring class based visit, including: What do you know about your subject? How do you know it? What are you doing to improve outcomes for pupils in your class?</p> <p>b. The policy has changes in red which need to be confirmed in the document.</p> <p>c. Ditch Appendix 1 and call Appendix 2, Appendix</p> <p>Action: HM to amend the Governor Visits policy and circulate to all governors</p> <p>4. Governors agreed Governor expenses policy, (the policy reminded governors they can claim for expenses incurred e.g. childcare costs to enable attendance at meetings/training)</p> <p>5. Scheme of Delegation – circulated at the meeting. Names and dates have been made current. However, FGB not in apposition to agree Scheme.</p> <p>Action: JG to amend sections mentioning committees, as these are no longer in place and make other changes</p> <p>Action: Scheme to be on agenda and agreed at next FGB</p> <p>6. Health and Safety walk feedback from NH as follows: Tarmac repair: care is needed when repairing damage to the tarmac in the playground caused by root damage. Governors agreed the work has to be done although it could be more expensive to do properly. Gates: At night the school gates will be shut, to avoid entry by casual passers by Pointing in patio slabs looking poor. Internal automatic closing doors: about 5 doors may not need to be self closing doors. The next H&S walk will identify which doors need to self close. There will be a fire drill on 29th September 2017 with alarm. Next health and safety walk is May 2018. The Policy schedule to be on next meeting agenda</p>	<p align="center">HM</p> <p align="center">JG</p> <p align="center">OR/Clerk</p> <p align="center">OR/Clerk</p>
<p>5. Roles and Responsibilities for 2017/18</p>	
<p>Discussion around OR's proposed plan for Governor responsibilities 2017-18. Comments included the following:</p> <ul style="list-style-type: none"> • What is the constitution of Downs Infants GB? 4 parent, 7 co-opted, 1 staff, 1 LA, 1 HT = 14 governors • Governors discussed the need for having new governors in some roles, for succession planning, not necessarily consolidation. Ideally a year of overlap in a role to find out more • Governors want to encourage parents with the right skills/knowledge to fill gaps in co-opted governor (2) and parent governor (1) vacancies in governing body <p>Action: KS(temp clerk) to email co-opted application form to OR asap - done.</p> <p>Governors discussed the following specific roles: - changes in bold type</p> <ul style="list-style-type: none"> • Premises/Health and Safety – Niall Howell – may need a new governor in addition • Personnel – Claire Mc Cann – CM confirmed she will be stepping down when her term ends in 2019. One governor is enough - • Finance – Jules Gallagher and Tony Fallowfield. Good to have another governor. Feedback that the Finance governor role is about scrutiny of budget, finance overview, budget monitoring and management. That if something wrong can spot it. • Change role to Standards and Achievement and Curriculum (including 	<p align="center">KS – done</p>

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<p>governor visits) – Sarah Axtell, Laura Dinsdale, Tony Fallowfield. Change report feedback to second half of each term, starting 15/11/2017</p> <ul style="list-style-type: none"> • Inclusion – Katie Salvidge. Needs another governor • Income Generating Projects – Tim Moore and Hannah Gates – governors discussed what is after school club and what is wrap around care provision. TM wants to look at the business case for using premises after school. Feedback from teachers – quick wins and then sustainable ideas. TM to meet with HM and HG to talk about projects like e.g. astroturfing the whole playground. Link any proposals to the impact on children/learning e.g. PE all year round. There is a specific grant for astroturf. HM is meeting with FODIS tomorrow and TM to find dates to meet with them too <p>Action TM to feed back next FGB</p> <ul style="list-style-type: none"> • Safeguarding – Oli Rahman –will link in with Jude (Deputy Head) and update next FGB <p>Action: Add Safeguarding as agenda item next FGB</p> <ul style="list-style-type: none"> • Self evaluation governor – Claire McCann - self evaluation at a strategic level. Evaluation is now a standing item on FGB agenda. Working more effectively as a team. Every governor has individual responsibilities and this the full first year of having linked roles as per plan. Report back in February 2018 FGB. • FODIS governor – change and add FODIS to Income generation link governor • Training governor – do we need one to make sure governors have been on training? <p>Action: Keep Training as a standing item on FGB agenda</p> <ul style="list-style-type: none"> • Collaborative group with Junior School. HM has made links with Juniors • HT performance. Will need another governor when Claire McCann steps down in 2019. • Disciplinary Panel, (not Committee). TM to replace OR • Appeals Panel, (not Committee). <p>Action: HM to follow up pay recommendations as a matter of urgency, as this hasn't come back to a governor panel</p> <p>Agreed: Governing Body agreed Jude Arthur to be an Associate member</p> <p>Action: Clerk to let Governor Support know of any key governor responsibility changes, including Jude Arthur new Associate member and Sarah Axtell appointed co-opted governor from 07/10/2017</p>	<p>TM/Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>HM</p> <p>Clerk</p>
<p>6. Confirm FGB dates for 2017/18</p>	
<p>As the new clerk can't make 3 of the dates agreed, FGB dates to be an agenda item at the next FGB on 15/11/2017</p>	
<p>7. . School development plan (SDP) – update</p>	
<ul style="list-style-type: none"> • HM shared a new way of looking at the SDP. HG commented staff have looked at the plan and assigned little committees for each headline section of the plan. Governors agreed it all looked very clear • SDP will be the focus of governor visits. Some linked governor roles link really well. • HT report next time 	

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8. GOVERNOR SURGERY – discussion and feedback	
<p>Governors discussed whether to stay with the current format; and alternative ways of engaging with other stakeholders/including parents, staff, children e.g. by attending school events e.g. parent evenings. Surgeries could potentially encourage people to come and complain. Other ideas included a governor newsletter, which OR agreed to do.</p> <p>Agreed: Governors agreed to stop governor surgeries. Action: OR to produce a governor Newsletter</p>	OR
9. Feedback from Governor Training	
<p>None</p> <p>Governors appreciated texts reminding them to look at school emails, for papers etc</p> <p>Action: OR to set up Whats app group for governors Action: All governors to let Governor Support know of any training done</p>	
11. ANY OTHER BUSINESS	
<p>11.1 Governor Partnership meeting feedback. TF is going to a meeting 9.45 am to restart relationship with Juniors. Local Authority has made it clear they want more collaborative working between Infants and Juniors. HM inclined to stay in current PIL, partly because of links with the Junior School and beyond</p> <p>11.2 Thank you letters. OR passed round a letter from Jo Lyons with positive feedback on good school attendance</p>	
<p>Meeting ended 8.05pm. Next FGB 15th November 2017 6-8pm</p>	