



Downs Infant School | Full Governing Body Minutes of the Meeting
 Tuesday 6th February 2018, 18:00hrs
 at Downs Infant School

No:	Time:	Item:	Member:
1 (06/02/18)	18:00	Welcome & Apologies for Absence	
		Oli Rahman Chair Co-opt (CoG) Safeguarding Lead Sarah Axtell Co Vice Chair Co-opt Training Lead Hildi Mitchell Headteacher (HT) Niall Howell Co-opted Governor H&S Lead Claire McCann Co-opted Governor Personnel Lead Anita Bullock Co-opted Governor Tony Fallowfield Parent Governor Finance Lead Laura Dinsdale Parent Governor SAC Lead Tim Moore Parent Governor Projects Lead Andy Croll Parent Governor Hannah Gates Staff Governor	
		Staff in Attendance: Damian Mooncie Clerk	
		Apologies for absence	
		<ul style="list-style-type: none"> Apologies were noted Katie Salvidge, Jules Gallagher and from Jude Arthur (DH) 	
2 (06/02/18)		Agreement on the Business of the Meeting	
		<ul style="list-style-type: none"> Agreed with the additional of Sarah's report 	
1.4		Declaration of Interests to Agenda 06/02/18	
		<ul style="list-style-type: none"> None declared at the onset of meeting 	
3 (06/02/18)		<u>Previous Minutes 15/11/17</u>	
		Agreement 17 (3 06/02/18) FGB agreement that the FGB minutes of the meeting 15/11/17 are a true account of that meeting. Chair signs, Clerk to file and distribute	clerk
3.1		<u>Matters Arising & Action List:</u> 15/11/17	
		<ul style="list-style-type: none"> The Board discussed previous action points 	
3.1.1		H&S Policy	
		Agreement 14 (9.3 15/11/17) FGB agreement that the H&S Policy will be forwarded to the FGB meeting 06/02/18	
		<ul style="list-style-type: none"> The Board agreed that the H&S Policy will be forwarded for agreement at the FGB Meeting 22/03/18 to be circulated to Governor Howell 	HT & Clerk
3.1.2		Website Updates	
		Agreement 15 (9.4 15/11/17) FGB agreement that the clerk will update the governors information to the website	
		<ul style="list-style-type: none"> The Board discussed the process for website updates and that the clerk will liaise with school office to complete Governor challenge whether Staff and Governor images will be published to the school site The Board discussed pen portraits for members to include with type of governor and term of office 	
		Agreement 18 (3.1.2 06/02/18) FGB agreement that all Governors will send images to the clerk and that the CoG and clerk will collate information to be published on the website through the HT	CoG, HT & Clerk

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Date: _____

4 (06/02/18)		Business Section:	
4.1	18:05	Finance Report Summary	
		<p>SFVS Report:</p> <ul style="list-style-type: none"> Governor Fallowfield reported to the Board on the SFVS Meeting 04/01/18 (see item 4.1.3) and highlighted the action list to the Board <p>Whistleblowing Policy:</p> <ul style="list-style-type: none"> It was reported that the whistleblowing policy needs highlighting to staff for awareness <p>Declaration of Interest:</p> <ul style="list-style-type: none"> Governor Fallowfield reported on the need for staff to make an annual Declaration of Interest <p>Staff Report HTLA & SBM:</p> <ul style="list-style-type: none"> Governor Fallowfield reported on budget staffing proposals Governor challenge on the employment of HLTA to cover PPA and not use Supply Agency staffing, HT confirmed that budget had been factored in to support proposal The CoG challenged whether there are any issues associated with HLTA deployment into teaching roles, the HT outlined that good communication to parent stakeholders is essential in mitigating concerns Governor Fallowfield reported that the SBM role was pending review, Governor challenge why the role was being reviewed, which was confirmed as needing review due to time since last completed <p>Budget Benchmarking:</p> <ul style="list-style-type: none"> Governor Fallowfield reported on the need to benchmark budget to other comparator schools to ensure budget is being set diligently 	
4.1.2		Finance Governor Monitoring Report	
		<ul style="list-style-type: none"> The Board acknowledged receipt of the report 	
4.1.3		SFVS Report	
		<ul style="list-style-type: none"> The CoG challenged whether the audit process is useful, which was confirmed as recommended and good practice to ensure finances are being processed efficiently 	
5 (06/02/18)		Safeguarding, Prevent and Health & Safety:	
5.1	18:20	DSL Lead Roles	
		<ul style="list-style-type: none"> The CoG reported that the HT has taken on the DSL Lead role due to Deputy Heads (DH) absence The HT reported that a SLT member has undertaken DSL training and will be supporting safeguarding management going forward 	
5.1.1		CPOMS Reporting	
		<ul style="list-style-type: none"> The HT reported to the Board on the use of CPOMS with the inclusion of pupil behaviour in the system Governor challenge whether the reporting system is useful, the HT confirmed that the system is an efficient and effective management of pupil concerns 	
5.1.2		Single Central Register	
		<ul style="list-style-type: none"> Governor challenge whether the lead governor has scrutinised the SCR, the CoG reported that he had undertaken a SCR visit but close scrutiny of the system had not been processed 	

Signature: _____

Date: _____

		<ul style="list-style-type: none"> Governor challenge whether the LA undertake inspection and audit of the SCR, the HT reported that inspection is undertaken but had not formed part of recent visit 	
		Agreement 19 (5.1.2 06/02/18) FGB agreement that the CoG will undertake a SCR audit and sign off the register	CoG
5.2		Fire Risk Governor Monitoring Report	
		<ul style="list-style-type: none"> The Lead Governor reported that recent visits evidenced an improvement of the H&S audit action list The HT confirmed that most of the actions required were signed off and that plug sockets repairs have been completed 	
		<ul style="list-style-type: none"> Governor challenge whether recent fire drills have been undertaken, the HT confirmed that two practices had been undertaken and one live incident Governor challenge that record of practices should be recorded on the H&S Audits, the HT agreed to input fire practice data into the audit report 	HT
5.2.1		H&S Governor Succession Planning	
		<ul style="list-style-type: none"> Governor Howell reported to the Board that his attendance will be reduced to the Board due to other commitments The Board discussed the need to manage effective succession planning and recruit a new governor with required skills sets based on the Board needs The Board discussed the proposal to appoint a governor to undertake joint H&S Governor Monitoring Visit and Audit completion 	
		Agreement 20 (5.2.1 06/02/18) FGB agreement that a governor will undertake joint H&S Governor Monitoring Visits with Governor Howell for the remainder of the academic year to be invited by Governor Howell when a visit is due	Board & NH
		Agreement 21 (5.2.1 06/02/18) FGB agreement that the CoG will invite applications for an associate or co-opted governor with a lead on H&S as part of the Governance Newsletter	CoG
6 (06/02/18)			
		Strategic Section:	
6.1	18:30	Head Teachers Report	
		<ul style="list-style-type: none"> The Board acknowledged receipt of the report 	
		Learning Pit:	
		<ul style="list-style-type: none"> Governor sought clarification on the term Learning Pit, the HT outlined that it is a dedicated area where intense learning occurs to support challenging learning issues as part of mindfulness 	
		LA Poverty Proofing School Uniform:	
		<ul style="list-style-type: none"> Governor challenge on what the core elements of pupil feedback are from the recent pupil questionnaire, the HT reported that the poverty proofing team felt that the optional school uniform and strong culture of individuality supported less well-off children not to feel excluded 	
		LA Poverty Proofing Pupil Behaviour:	
		<ul style="list-style-type: none"> The HT reported on the feedback and need to clarify expectations within the Behaviour Policy for both Pupils and Staff, which supports the need to review the policy 	

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		<ul style="list-style-type: none"> • Governor challenge how parents stakeholders will be involved and consulted in a Behaviour Policy review, the Board acknowledged the need to include parents in the process • Governor challenge whether there are any acute behaviour issues or concern, Governor comment that observed behaviour on recent school visits demonstrated good behaviour through school with little 'off task activity' • The CoG challenged when a review of the behaviour policy and culture in the school will be undertaken, the HT confirmed that a focus next year will be coordinated 	HT
		Out of Hours Provision Breakfast Club: <ul style="list-style-type: none"> • The CoG challenged what development there is regarding afterschool clubs/provision, the HT shared the need to develop the provision of clubs perhaps with a breakfast club • The Board discussed the accommodation requirement to deliver a breakfast club • The Board discussed the allocation of places to Pupil Premium pupils • The Board discussed the need to mandate a lead governor to support extra income and out of school provision 	
		Agreement 22 (6.1 06/02/18) FGB agreement that the Governor Croll is mandated as Lead Governor on Out of School Provision	AC
Staffing Confidential Reporting			
6.1.1		Deputy Head Absence Planning & Support	
		<ul style="list-style-type: none"> • The COG asked for clarification in respect to the DH absence and the impact of the HT delegated leadership and the structure of the STL, the HT reported to the Board that the DH expects to return in March and on a part-time basis • The CoG sought clarification how the Board can support the HT in the interim, the HT reported on recent governor meetings which outlined that if governors undertake monitoring visits to support SEF and SDP evidencing and support the school generally • Governor challenge that the Board needs to undertake visits linked to the SDP and that robust scrutiny of the assessment data is undertaken • The Board discussed the process of leadership delegation with the recommendation to the HT to call on the Board during this period for active support, the HT reported on the delegation of DH responsibilities to the SLT 	
		Agreement 23 (6.1.1 06/02/18) FGB agreement that the HT will forward the SDP to Governor Bullock so that governor monitoring visits can be linked to the SDP	HT & AB
		<ul style="list-style-type: none"> • The Board discussed the need to contact LA to discuss phased return costs to ascertain impact to budgets • Governor challenge whether there is projected losses on finance for the year, the HT reported on surpluses for end year 2017/18 	
		Agreement 24 (6.1.1 06/02/18) FGB agreement that the HT will contact the LA to establish costs and processes associated with Staff Phase Return to Work scenarios	HT

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6.1.2		Staff Feedback Staffing Structure	
		<ul style="list-style-type: none"> Governor challenge what the staff concern was related to, the HT confirmed that one concern was related to performance management which was assured as being undertaken by the HT, the other concern was related to staff capacity and competence in some roles, which the HT addressed as staff being deployed to ensure that the school is covering off its responsibilities as best it can 	
6.1.3		Staffing Review Leadership Structure	
		<ul style="list-style-type: none"> The Board discussed the need to ensure that the staffing structure has capacity to meet current challenges and improvement The Board discussed the possibility to establish secure leadership supported by middle leaders stepping The Board disused the possibility of establishing a leadership structure on a temporary basis through fixed term contracts and TLRs 	
		Agreement 25 (6.1.3 06/02/18) FGB agreement that the Board will support a Senior Leadership Team review to engage staff in a review of current practice and capacity, and their vision for improvement. The HT will look at dates when Governors could meet with SLT staff	HT
6.1.4		Veolia Meeting	
		<ul style="list-style-type: none"> Governor Moore reported on the community engagement meeting and the possible involvement that the company could have with the school Governor challenge what Veolia could provide to the school, Governor Moore reported that they are interested in supporting recycling initiatives and to use their conferencing facilities for pupils school council and other meetings, and garden resources – with focus of Waste Management and PR outcomes Governor challenge whether the Eco Warrior are still meeting, the HT reported that the group is not currently up and running 	
		Agreement 26 (6.1.4 06/02/18) FGB agreement that Governor Moore and the HT will meet to establish next steps in engaging Veolia in funding a school based project	TM & HT
6.2	19:00	School Development Plan (SDP) Update	
6.2.1		Data Reporting	
		<ul style="list-style-type: none"> Governor Axtell reported on reported on Pupil Data outcomes and highlighted the 'gap data' in attainment for PPG and SENd as below national outcomes which could be an issue at a point of inspection Governor Axtell reported to the Board that pupils case studies evidences the reasons for the progress and attainment differential Governor challenge what the data would look like if outliers were removed The Board discussed the need to look at Year 2 Pupil Progress Data to ensure in depth governor knowledge on pupil progress and attainment Governor challenge whether PPG & SENd data is published and compared, the HT outlined the mechanism of comparing disadvantaged data with local schools to benchmark outcomes 	

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		<ul style="list-style-type: none"> • Governor challenge whether PPG & SENd progress data is scrutinised by SLT, the HT reported to the Board that focus occurs in Pupil Progress meetings with the inclusion of high attaining pupils as part of that scrutiny • The Board discussed the outcomes for phonics which are currently below nation, the HT confirmed that Phonics is on track 	
7 (06/02/18)		Standards & Section:	
7.1	19:00	Governor Monitoring Visits	
		<ul style="list-style-type: none"> • The Board acknowledged the receipt of the reports 	
7.1.1		H&S Report 230118	
		<p>New Gate:</p> <ul style="list-style-type: none"> • The HT confirmed that a new gate is being installed during half term <p>School Fencing:</p> <ul style="list-style-type: none"> • Governor challenge whether the low fencing has been addressed, the HT reported to the Board that the Prevent Audit was satisfied that the fence was adequate. 	
7.1.2		Training Report ASP	
		<ul style="list-style-type: none"> • Governor Fallowfield summarised the ASP reporting to the Board, which replaces Raise Online • Governor Fallowfield summarised the School Inspection dashboard data to the Board which evidenced phonics as underperforming, the HT stated that the data highlights a possible key line of enquiry at a point of inspection • Governor Fallowfield notified the Board of ASP training in the summer terms 	
7.1.3		Training Report budget	
		<ul style="list-style-type: none"> • The Board acknowledged the receipt of the reports 	
7.1.4		Governor Annual Conference 03/03/2018	
		<ul style="list-style-type: none"> • Governor Fallowfield reported to the Board that he is attending 	
7.1.5		PE In Sports for Governors Training	
		<ul style="list-style-type: none"> • Governor Fallowfield reported to the Board that he is attending 	
7.1.6		PIL Meeting	
		<ul style="list-style-type: none"> • Governor Fallowfield reported to the Board on the PIL meeting with focus on funding (Southover Trust) and shared assessment & moderation opportunities and NLG training and monitoring offer • The Board agreed that Governor Fallowfield would continue to represent the Board at PIL meetings 	
8 (06/02/18)		Administrative Section:	
8.1	19:15	FGB Meeting Dates 2017/18	
		<ul style="list-style-type: none"> • Agreed as circulated 	
9 (06/02/18)		Policies Review Cycle	
9.1		Virtual Meeting Policy	
		<ul style="list-style-type: none"> • The Board discussed the policy as circulated 	
		Agreement 27 (9.1 06/02/18) FGB agreement that to adopt the Virtual Meeting policy	
9.2		Health and Safety Policy	
		<ul style="list-style-type: none"> • See item 3.1.1 	

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		Agreement 28 (9.2 06/02/18) FGB agreement that the clerk will send Governor Howell the H&S Policy for review at the meeting 22/03/18	clerk
10 (06/02/18)	20:16	Other Matters:	
		<i>None requested</i>	
Next FGB Meeting – 22/03/18 @ 18:00hrs			

Actions, Agreements & Undertakings List | 06/02/18

Agreement:	Member:	Outcome:
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