



## Downs Infant School | Full Governing Body Minutes of the Meeting

Thursday 22nd March 2018, 18:00hrs

at Downs Infant School

No:	Time:	Item:	Member:
	18:00	<b>Governor Training Session   Monitoring</b>	
<b>1</b> (22/03/18)	19:00	<b>Welcome &amp; Apologies for Absence</b> from Jules Gallagher, Tim Moore, Andy Croll, Niall Howell, Jude Arthur	<b>Board</b>
<b>2</b> (22/03/18)		<b>Agreement on the Business of the Meeting</b>	<b>Board</b>
<b>3</b> (22/03/18)		<a href="#">Previous Minutes   06/02/18</a> Any governors who have not yet sent photos please do so.	<b>Board</b>
3.1		<b>Matters Arising &amp; Action List:</b> 06/02/18 Staff sickness – VB is still off. AB asked who is in charge of the single central record, HM confirmed that she is. No responses yet to the governor premises recruitment drive via newsletter.	<b>CoG</b>
<b>4</b> (22/03/18)		<b>Business Section:</b>	
4.1	19:05	<b>Finance Report Summary</b> <ul style="list-style-type: none"> <li>• Governors queried high percentage of staffing (91%)</li> <li>• HM - Some PPA cover was previously paid out of agency column and is now in staff, plus we now have a HLTA to reduce supply cover, which previously featured in the Supply column. Therefore Staff cost is higher this year than last year but it is not a direct like for like comparison.</li> <li>• AB - Anything &lt;85% is considered high- we should think about long term sustainability of this cost centre.</li> <li>• HM – looking at ways to reduce this including natural wastage not re-employing when staff leave and agreeing to reduction of hours if requested by staff. HM looking at structure of SEN staffing and comparing with other schools.</li> <li>• AB - 30 mins per pupil per week is the benchmark for children on the SEN register.</li> <li>• We would need £40,000 pa more than current funding; this is covered this year by carry forward (£70,000) which should also feed £30,000 into next year, however the situation after then is more bleak.</li> </ul>	<b>HT/AM</b>
<b>5</b> (22/03/18)		<b>Safeguarding, Prevent and Health &amp; Safety:</b>	
5.1	19:15	<i>HT report to the meeting</i> <ul style="list-style-type: none"> <li>• DJS were approached re providing emergency safeguarding cover in the absence of the 2<sup>nd</sup> DSL.</li> <li>• AB – suggestion to budget for more DSL training in next</li> </ul>	<b>HT</b>

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		<b>financial year.</b>	
<b>6 (22/03/18)</b>		<b>Strategic Section:</b>	
6.1	19:20	<a href="#">Head Teachers Report</a> <ul style="list-style-type: none"> <li>• OR queried impact of sickness on quality of teaching. HM concerned about impact on Y1 class affected. HM to look in detail at this class in Summer 1.</li> <li>• AB requested data on staff absence days in next governors meeting.</li> <li>• Breakfast club report – looks possible though various questions need ironing out e.g how to prepare the hall for PE afterwards, staffing. HM to talk to Gianni to notify DJS about our intention to trial a breakfast club.</li> <li>• Aim to trial from September (time to get in place various hygiene, H&amp;S certificates etc).</li> </ul>	<b>HT</b>
6.2		Staffing Update	<b>HT</b>
6.3		<a href="#">Downs Infant School Poverty Proofing Report</a> <ul style="list-style-type: none"> <li>• Behaviour policy review is a priority – it links with earlier discussions on this</li> <li>• Anti-bullying will be picked up in bullying work</li> <li>• HM to prioritise the actions</li> <li>• HM school looking at notifying parents about trips</li> <li>• HM Pupil premium working party should be able to support HM with this</li> </ul>	
<b>7 (22/03/18)</b>		<b>Standards &amp; Section:</b>	
7.1	19:45	<b>Governor Monitoring Visits &amp; Training</b>	<b>CoG</b>
7.1.1		<a href="#">Governor Visit Finance</a>	
7.1.2		<a href="#">Governor Visit PE and Sports</a> HM suggested getting pupil voice on PE provision – now and in 12 months time, to show the impact of the money spent on improving the playground environment. PE getting a much higher profile in school now and PE co-ordinator being supported in research for the right resources	
7.1.3		<a href="#">Governor Visit PSHE</a> HM – PSHE coordinator has been grateful for governor support this half term.	
7.1.4		<a href="#">Training Report Governor Conference</a>	
7.1.5		<a href="#">Training Report PE and Sports</a>	
<b>8 (22/03/18)</b>		<a href="#">Parent Survey Feedback</a> - postponed till next meeting	
8.1		<a href="#">Parent Survey Data</a> - postponed till next meeting - AB suggested a report back to parents summarising their feedback - SA do we do a staff survey? We should schedule doing one before May half term (can use the Ofsted template if necessary)	
		<b>Administrative Section:</b>	
<b>9 (22/03/18)</b>	19:50	<b>Policies Review Cycle</b>	<b>CoG</b>
9.1		<a href="#">Health and Safety Policy</a>	<b>HT</b>

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<b>10 (22/03/18)</b>		<b>Other Matters:</b>	
10.1	19:55	Mobile Phone Mast A worried parent said a mast has gone up somewhere near here on Ditchling Road, wanted to know what school could do. Governors acknowledge the point since this is a matter for the Council.	
<p><b>Data Report</b></p> <ul style="list-style-type: none"> <li>Phonics data is looking fine. There is a literacy intervention in Year 1 (ELS) which the children are really engaged in.</li> <li>For future data reports data governors to put in numbers of children since percentages alone can seem skewed.</li> </ul>			
<p>Next FGB Meeting – 24/05/18 @ 18:00hrs TF requested HM updates in her next report on PIL – what do HTs talk about and what is impact?</p>			

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

Agreement:	Member:	Outcome:
<b>Agreement 17 (3   06/02/18)</b> 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	
<b>Agreement 18 (3.1.2   06/02/18)</b> 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	Some still to do – please all do so.
<b>Agreement 19 (5.1.2   06/02/18)</b> FGB agreement that the CoG will undertake a SCR audit and sign off the register	CoG	Postponed
<b>Agreement 20 (5.2.1   06/02/18)</b> 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	No responses yet
<b>Agreement 21 (5.2.1   06/02/18)</b> 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	No responses
<b>Agreement 22 (6.1   06/02/18)</b> FGB agreement that the Governor Croll is mandated as Lead Governor on Out of School Provision	AC	See report
<b>Agreement 23 (6.1.1   06/02/18)</b> 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	Completed
<b>Agreement 24 (6.1.1   06/02/18)</b> FGB agreement that the HT will contact the LA to establish costs and processes associated with Staff Phase Return to Work scenarios	HT	Ongoing
<b>Agreement 25 (6.1.3   06/02/18)</b> 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 STL staff	HT	HT performance management governors plan to do so in Summer 1

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<b>Agreement 26 (6.1.4   06/02/18)</b> FGB agreement that Governor Moore and the HT will meet to establish next steps in engaging Veolia in funding a school based project	<b>TM &amp; HT</b>	HM waiting for TM to action this.
<b>Agreement 27 (9.1   06/02/18)</b> FGB agreement that to adopt the Virtual Meeting policy		
<b>Agreement 28 (9.2   06/02/18)</b> FGB agreement that the clerk will send Governor Howell the H&S Policy for review at the meeting 22/03/18	clerk	

Downs Governor Meetings 2017-18					
Meeting:	Date:	Time:	Meeting:	Date:	Time:
<b>Term 1</b>			<b>Term 4</b>		
Full Governing Body			Full Governing Body	Thursday   22/03/18	18:00hrs
<b>Term 2</b>			<b>Term 5</b>		
Full Governing Body			Full Governing Body		
<b>Term 3</b>			<b>Term 6</b>		
Full Governing Body	Tuesday   06/02/18	18:00hrs	Full Governing Body	Wednesday   04/07/18	18:00hrs

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