

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Thursday, 14th July 2016, 7pm

GOVERNORS PRESENT: Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Serena Dixon (SD)(Headteacher), Emily Papaleo (EP), Michael Bunting (MB), Pirita Paaanen (PMP), Luke Wheeler (LW), Matthew Hartley (MH), Elizabeth Walker (EW)

Observing: Jonathan Mawer, Christopher Pape (arriving late)

Clerk: Jutta Wright

Item No	Description	Action
ALL GOVERNORS PRESENT CONFIRMED THAT THEY DID NOT HAVE ANY INTERESTS TO DECLARE IN ANY ITEMS ON THIS AGENDA IN ACCORDANCE WITH THE DUTY IMPOSED BY SECTIONS 182 and 177 OF THE COMPANIES ACT 2006.		
1.	Welcome/Apologies	
	Apologies were received from Judith Hanlon and Flo Harrison The Governing Body consented to these absences. Jonathan Mawer and Christopher Pape attended the meeting with a view to take up a Co-opted Governor role.	
2.	Declaration of Business Interests/Conflicts of Interests	
	None declared.	
3.	Minutes of previous meetings (26th May 2016 and Confidential Minutes 17th March 2016, 21st April 2016 and 28th April 2016 and 26th May and minutes of Extraordinary Meeting 28th April)	
	The minutes of the meeting 26 th May 2016 were agreed and signed as a true and accurate record of the meeting. Confidential minutes of meetings 26 th May 2016, 28 th April 2016, 21 st April 2016 and 17 th March 2016 and also minutes of the Extraordinary FGB 28 th April 2016 were agreed and signed as a true and accurate record of the meetings.	
4.	Matters Arising	
	SB asked if there has been any interest from support staff to take on a	Non-teaching

	Governor role. SD advised that there have been no further developments and to keep this item on the agenda.	Governor role to be kept on agenda
5.	Membership of the Governing Body	
5.1	<p>Vacancies</p> <p>There are currently two vacancies for Co-opted Governors on the Governing Body.</p> <p>Jonathan Mawer was elected by the Governing Body as Co-opted Governor. SB proposed and MH seconded.</p>	Clerk to set Jonathan Mawer up on Governor Hub and supply appointment and business register forms.
6.	<p>Headteacher's Report – Based on Link Governor Roles</p> <p>The Headteacher's report was available to read for Governors prior to the meeting.</p> <p>https://governorhub.com/document/577fcb2f2bddd201002b1571/view</p> <p>One racist incident has been reported and the school and police are dealing with the matter. SD has been working with MF on this incident. It has been reported to LA as policy dictates.</p> <p>The Safeguarding Policy will be updated and published on 5th September to incorporate the changes of the new "Keeping Children Safe in Education" guidance. MB and a member of staff have attended an online safety briefing and based on this and the cluster online safety network an action plan will be produced as part of the SIDP for 2016/17. A short safeguarding animation is on the RRIS website. Whole staff safeguarding training will take place on 2nd September and will focus around the updated safeguarding procedure which will include a short comprehension test and SD will report back to the Governing Body at the autumn 1 FGB. There may also be the opportunity for a Cluster Safeguarding training. SD advised that Governors are welcome to attend the Safeguarding training on 2nd September.</p>	
7.	<p>Committee Reports: Teaching and Learning/Resources</p> <p>Both Committees met on 23rd June 2016 and have provided updates for this meeting.</p> <p>https://governorhub.com/document/5780d5252bddd201002b178b/view</p> <p>https://governorhub.com/document/578230305bca230100a5a0f2/view</p> <p>T&L</p> <p>No national data is available until Sept/October, but MB advised that the LA has put together data pack. MF congratulated the school for a very successful year considering all the changes.</p> <p>Resources</p> <p>The first part of this item is confidential and has been recorded separately using the guidelines from the Governance and Leadership Service.</p>	

	<p>SB stepped through the Resources update – SB asked if all the items on the themed audit have been resolved and SD advised that some items are still outstanding. MB advised that proxy settings for staff are planned so that there is no need for them to use memory sticks at home but there is a cost implication. All staff will have an allocated e-mail address. This will be incorporated in the home work policy. MF advised that Governors need to be aware about further themed audits.</p> <p>The Sports Hall meeting took place on 30th June 2016 and it hoped that bookings from the Heigham Park Rangers could provide additional income.</p>	
8.	Safeguarding/Including Prevent Strategy	
	<p>The Safeguarding Policy (County Policy) will be published on 5th September 2016.</p> <p>MB highlighted that the new “Keeping Children Safe in Education” guidance now states that “Governors must ensure” instead of “Governors should consider”.</p> <p>MF advised that it will be interesting to see the impact since Bernardos has been brought into this.</p> <p>The Prevent Strategy is now fully included in the policy.</p> <p>MF advised that Governors will need to base monitoring on the new safeguarding policy.</p> <p>The Governing Body agreed the Safeguarding Policy, SD proposed, EP seconded.</p>	
9.	Health and Safety Monitoring Report	
	<p>MI Sheet 90/16 https://csapps.norfolk.gov.uk/cssshared/ecourier2/misheet.asp?misheetid=22147 highlighted an incident in a Norfolk school whereby a pupil ran into a fire door which resulted in an injury to the pupil’s arm and hand. Schools were therefore required to check that glass has the correct specification. SD advised that the glass at the school has been checked and is compliant. A company has checked outdoor equipment. A fire evacuation is planned for next week Tuesday. A report will be available at the autumn 1 FGB.</p> <p>MB advised that there is currently a circus on the school field as part of PTA events and the school is following H&S regulations.</p> <p>As Christopher Pape arrived late to the meeting, the election for him to take up a Co-opted Governor role took place at this point in the meeting. The Governing Body elected Christopher - SB proposed, MF seconded.</p>	<p>Clerk to set Christopher Pape up on Governor Hub and supply appointment and business register forms.</p>
10.	SEN Report	

	MF advised that the Nest is a very positive provision and that it is a real tool for the future. MF highlighted that EHCP are more difficult to obtain, and an increasing number of pupils with more complex needs are now expected to continue in mainstream schools, rather than Complex Needs schools.	
11.	Review of progress against SIDP – Discussed at T&L Committee (to include in school monitoring)	
	MF advised that it was important for Governors to record any meetings they attend linked to the SIDP as this would be part of their monitoring role.	
12.	Equalities information and Objectives – evidenced in SIDP Report	
	SD has added some additional links to the school’s website to help parents with some issues raised. The school is using an age appropriate resource by Andrew Moffat to address Equality Act –No Outsiders. Activities from this will be coherent throughout the school and in assemblies.	
13.	Cluster update	
	The Cluster SEND Co-ordinator’s report was available on Governor Hub prior to the meeting. https://governorhub.com/document/577fcb422bddd201002b1573/view MF advised that Katherine Morley was a very able resource for the Cluster and an active support for the school SENCOs. Katherine Morley will lead a training session for TAs around SEND on 1 st September. SD advised that a proposal to Cluster was made to explore RRIS radio as this is a good platform for communications.	
14.	Review of Policies	
	None.	
15.	Annual Governance Statement	
15.1	To approve the annual Governance Statement to be published on the school website The Clerk has e-mailed a template of the annual governance statement to Governors and a final draft is now available. MF will publish the final draft on Governor Hub for Governors to comment. Thanks expressed to SB for his work in preparing this The Clerk asked for the Governing Body to decide how often they would like to publish Governor attendance on the website. The Governing Body agreed to publish the information annually.	MF to publish final draft of Annual Governance Statement on Governor Hub for Governors to comment
15.2	Governing Body Profile	
	MF felt that the Governing Body is compliant and is working towards in some areas and should therefore rate themselves “good”. MF will finalise the	MF to finalise Governing Body

	Governing Body Profile and publish on Governor Hub.	profile and publish on Governor Hub
16.	Governor meetings calendar for the academic year 2016/17 MF provided a provisional meetings calendar for 2016/17. The Governing Body discussed their availability and MF will circulate a revised version of the calendar.	MF to circulate revised version of annual meetings calendar
16.	Governor Monitoring, Development and Training	
16.1	Governors Monitoring Reports <ul style="list-style-type: none"> • PMP provided a monitoring report on induction arrangements for reception children which is on Governor Hub • MH has carried out a SIDP monitoring visit 	
16.2	Governors Training Feedback None. Governors felt that the new training offer was not as comprehensive as previously.	
17.	Clerk's Updates	
17.1	Clerking Conference 7th July 2016 The Clerk has attended the Clerking Conference where the focus was clerking for academies and has e-mailed the Powerpoint presentation to MF and SD.	
17.2	New Governor Toolkit / New Governors training programme (to enrol via the S4S system) The new Governor Toolkit was distributed to Governors and the Clerk advised that there will be a link on Governor Hub to the S4S system to enrol on Governor training. It is Important that the school checks out any training on the S4S system to complete the transaction.	
18.	Any Other Business	
	MH asked about if there are any staff implications due to the referendum. MB had a conversation with staff, but no further details are known yet. Statement on Inclusion and Equality was put out as part of Newsletter.	
19.	Confidential Item	
	This item has been recorded separately and will be dealt with using the guidelines form the Leadership and Governance Service.	
20.	Dates of next meetings: Full Governing Body Meeting: 5th October 2016, 7pm Resources Committee Meeting: 22 nd September 2016, 7.30pm	

	Teaching and Learning Committee Meeting: 22 nd September 2016, 6.15pm	
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