

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Thursday, 17th March 2016, 5pm

GOVERNORS PRESENT: Marion Flaxman (MF (Chair), Simon Bloomfield (SB) Serena Dixon (SD)(Headteacher), Emily Papaleo (EP), Luke Wheeler (LW), Lauren Stolworthy (LS), Matthew Hartley (MH), Elizabeth Walker (EW), Michael Bunting (MB), Judith Hanlon (JH), Sharon Winterbone (SW), Florence Harrison (FH)

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 and Apologies	
	Apologies were received from Pirita Paajanen. The Governing Body consented to this absence.	
2.	Declaration of interests	
	None declared.	
3.	Minutes of previous meeting (11th February 2016) and Confidential minutes	
	The minutes of the meeting 11 th February 2016 were agreed as a true and accurate record of the meeting. Confidential minutes of the meetings 21 st January 2016, 11 th February 2016 and 25 th February 2016 were agreed and signed using the guidelines from the Governance and Leadership Service.	
4.	Matters Arising/Actions taken	
	<u>Item 8:</u> EW advised that not only the Code of Conduct but also Safeguarding, Health and Safety was very impressive. Clerk to e-mail link of the “Keeping Children Safe in Education” document to Governors. <u>Item 15.1</u> SB advised that the cost for in school Finance (SFVS) training is £450 and commitment from Governors to attend the training would be required. The new Finance Training brochure is now on Governor Hub and courses still show availability.	Clerk to e-mail Keeping Children Safe in Education” to Governing Body

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	EP has completed a Governor training audit which she will circulate to Governors. As the system on Governor Hub does not appear to record all training undertaken, Governors are required to fill in any gaps. JH and SB will be looking at training requirements for Committees.	EP to circulate Governor training audit to Governors. Governors to fill in gaps
5.	Membership of the Governing Body	
5.1	Vacancies	
	<p>Florence Harrison has been voted Parent Governor and attended the meeting.</p> <p>There is currently one vacancy for a Co-opted Governor.</p>	
6.	Headteacher's Report – Based on Link Governors Roles	
	<p>The Headteacher report was available for Governors to read prior to the meeting. https://governorhub.com/document/56df2650d3f10e0100556083/view</p> <p>MF was concerned that there is still no clarification for the assessment without levels. The Clerk has posted the DfE “Assessment without levels – a governors’ guide” on Governor Hub. JH will keep an eye on how the landscape is developing. MB will provide a presentation for Governors and is already planning a session for parents to eliminate some concerns and is expecting a large take up. EP asked for pupil data baseline for EYFS to be brought to next T&L Committee.</p> <p>Attendance issues earlier in the term (due to scarlet fever, colds etc) have now settled again. The Attendance officer will follow up again in the summer term and was pleased that the school is already monitoring and working with families regularly.</p> <p>EP asked about the positive SEND feedback from the Parent Questionnaire –SD advised that there is a danger that the pupils can be identified but it will feed into Cluster. EP asked if it would be possible to look at impact of spend for SEND. SB asked if there is a possibility have a wider survey with parents. SD advised that an exit survey for Y2 pupils in the summer term is planned.</p>	
6.1	Mental Health Update	
	SD and Naomi Potter (SENDCO) attended a conference and an additional £2m have been allocated to Norfolk and Suffolk for Mental Health.	
6.2	Prevent Strategy	
	There was no requirement to discuss this item (see also item 9).	
7.	Outstanding Actions from Action Log	
	15/10/15 7.3.1 this is scheduled for January (ToR) - completed	

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	<p>15/10/15 9.3 this is scheduled for Jan (Key fob system) - ongoing 15/10/15 18.2 the dates for application had passed - completed 21/05/15 15.4 suggestion to hold session on monitoring - completed 30/4/15 4.4 scheduled for Jan committee - completed 30/4/15 6.1 scheduled for Jan committee (Swimming pool – still ongoing)</p>	
8.	Committee Reports: Teaching and Learning / Resources / ROCKFAM	
	<p>Teaching and Learning An update from the Teaching and Learning Committee was available to read for Governors prior to the meeting. https://governorhub.com/document/56e983dd3a9e7401008a34fe/view</p> <p>JH said that she planned to have more scrutiny around data. Allocated tasks should have data attached to it.</p> <p>Resources An update from the Resources Committee was available to read for Governors prior to the meeting. https://governorhub.com/document/56e8491971c1060100deefd6/view</p> <p>This focussed on Budget Revision 3 – the anticipated surplus of 8.5% required for money to be spent. The Capital Budget was replenished due to surplus fund. SD has met with Chris to put a draft budget together. Catering is to be closely monitored. The staffing structure was agreed. SD advised adverts for posts will be placed shortly.</p>	
9.	Safeguarding (including Prevent Strategy)	
	SD went to signs of safety briefing and there a now a number of staff in the school who understand this process	
10.	Finance	
10.1	2016/17 Budget Plan	
	MF confirmed that 28 th April is the correct date for the FGB Budget meeting. SD will get background paper work ready for this meeting.	
11.	Health and Safety Monitoring Report	
	SD advised that the report has been received yesterday and the school has already started work on the action plan.	
12.	Review of progress against SIDP – Discussed at T&L Committee (to include in school monitoring)	
	The SIDP Monitoring Report was available to read for Governors prior to the meeting.	

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	<p>https://governorhub.com/document/56df2640a09a750100bff024/view</p> <p>Area One – MF asked if there has been a cost for the additional teaching staff used – SD confirmed that this was the case, but it was paid for in Budget revision 3. MF asked LW how confident staff feel about the assessment process. LW advised that it is still a challenge for staff, but that they are getting more confident but there are still contradictions. He hopes that moderation next week will show that the school is doing it right. EP felt that Governors need to get an understanding and will need to be kept informed by the school in case of an Ofsted inspection. LW advised that there is a shift in maths SATS Assessment as no resources are allowed to be used in the assessment. EP felt that Governors needs to know the challenges the school faces with this. MB advised that this is an interim framework which makes planning difficult.</p> <p>Area Five – Congratulations to LS who has completed her STEPS Tutor training.</p> <p>LW has been nominated by a parent for the Pearson Teaching Awards.</p> <p>MF emphasised that the school very much encourages TA training and all staff development.</p>	
13.	Equalities Information and Objectives – evidenced in SIDP Report	
	EP and SD are planning to meet after Easter. Some areas of development have been identified.	
14.	Review of Policies	
	None.	
15.	Review of school website (required information published)	
15.1	Governor information	
	The required Governor information (Constitution of Governing Bodies – August 2015) has now been published on the school’s website. MB met with the website administrator to create a page for Mantle of the Expert Training school which is expected to be up and running by the end of the school year.	
16.	Governor Monitoring, Development and Training	
16.1	Governor’s Monitoring Feedback	
	The in school monitoring day took place on 17 th March. Any Governor visits to the school should be recorded. MB will post monitoring forms from the in school monitoring day on Governor Hub. Governors to e-mail forms to the Clerk who will post them on Governor Hub before end of term for T&L. SD has created a	Governors to e-mail monitoring forms from in school monitoring day 17th March to

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	template from previous monitoring that took place and hopes a similar one can be created after today's monitoring training.	Clerk by 23 rd March.						
16.2	Governor's Training Feedback							
	<ul style="list-style-type: none"> • EP and JH attended EYFS monitoring training. EP will scan the handouts and e-mail to Governors. • MF attended SEND local offer training course. MF said there are now more tools available and MF will e-mail Powerpoint from this training to the Clerk once she receives it. • SD advised that a Cluster film about the local offer will hopefully be out after Easter and will then be disseminated. • MH completed Introduction to Finance, Introduction to Star accounts and Value for Money online courses. 	<p>EP to scan handouts from EYFS monitor training and e-mail to Governors.</p> <p>MF to e-mail Powerpoint from SEND local offer training to Governors</p>						
17.	Clerk's Update							
17.1	Governors Code of Conduct							
	This was signed by Governors in September by all Governors.							
18.	Confidential Items (2)							
	Two confidential items have been recorded separately and will be dealt with using the guidelines from the Governance and Leadership Service.							
19.	Any other Business							
	<ul style="list-style-type: none"> • DBS checks are now mandatory for all Governors. It will need to be ensured that all Governors have appropriate checks. • MH – thanked all staff on behalf of all Governors for the in school governors day. One NQT thanked Governors on the day for their support. • To be checked if PMP could help with induction for FH. • MH asked if there is a date for an internal review – MF advised that the skills audit will lead to this. 	<p>Check if PMP is happy to conduct induction for FH</p> <p>SB to e-mail details of skills analysis to Governors</p>						
20.	Dates of next meetings:							
	<table> <tr> <td>Full Governing Body meeting</td> <td>26th May 2016, 7pm</td> </tr> <tr> <td>Resources Committee</td> <td>5th May 2016, 6.15pm</td> </tr> <tr> <td>Teaching & Learning Committee</td> <td>5th May 2016, 7.30pm</td> </tr> </table>	Full Governing Body meeting	26 th May 2016, 7pm	Resources Committee	5 th May 2016, 6.15pm	Teaching & Learning Committee	5 th May 2016, 7.30pm	
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21.	Future Meeting Dates							

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	21st April 2016, 7.30pm (additional FGB) 28th April 2016, 7pm (Budget Meeting)	
	Meeting closed at 21:10	