

Minutes of the Recreation Road Infant School  
Full Governing Body

held at Recreation Road, Norwich Norfolk

on Thursday, 26<sup>th</sup> May, 7pm

**GOVERNORS PRESENT:** Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Serena Dixon (SD)(Headteacher), Emily Papaleo (EP), Michael Bunting (MB), Pirta Paajanen (PMP), Judith Hanlon (JH), Flo Harrison (FH), Luke Wheeler (LW), Matthew Hartley (MH)

Observing: Jonathan Mawer

**Clerk: Jutta Wright**

Item No	Description	Action
<b>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.</b>		
<b>1.</b>	<b>Welcome/Apologies</b>	
	MF welcomed Jonathan Mawer who observed the meeting with a view to take up the Co-opted Governor role in the future.  Apologies were received from Elizabeth Walker. The Governing Body consented to this absence.	
<b>2.</b>	<b>Declaration of Business Interests/Conflicts of Interests</b>	
	None declared.	
<b>3.</b>	<b>Minutes of previous meetings (17<sup>th</sup> March 2016 and Confidential Minutes 17<sup>th</sup> March 2016, 21<sup>st</sup> April 2016 and 28<sup>th</sup> April 2016)</b>	
	The minutes of the meeting 17 <sup>th</sup> March were agreed and signed as a true and accurate record of the meeting. Confidential minutes to be agreed at the next meeting.	<b>Confidential minutes to be agreed at next FGB</b>
<b>4.</b>	<b>Matters Arising</b>	
	SD advised that the Cluster film about the local offer has now been published and should be on the RRIS website and Governors are welcome	

	to view it.	
<b>5.</b>	<b>Membership of the Governing Body</b>	
<b>5.1</b>	<p><b>Vacancies</b></p> <p>MF raised the point that the Governing Body has a vacancy and the skills matrix highlighted some smaller gaps but that it was overall a positive document. There are some issues with expertise around Premises. SD was concerned that a member of non-teaching staff was not represented on the Governing Body and felt that non-teaching staff should have voting rights and could be appointed as a Co-opted Governor to represent the Community. <b>SB asked if the Co-opted role could be in addition to the full Governing Body.</b> The Governing Body agreed for SD and MB to take this forward during the next half-term and report back at the next Committee meeting. <b>MH asked how the support staff feeds into the Leadership Team</b> and SD advised that the school has a Leadership Associate programme which encourages support staff to take up leadership tasks.</p>	
<b>6.</b>	<p><b>Headteacher’s Report – Based on Link Governor Roles</b></p> <p>The Headteacher’s report was available to read for Governors prior to the meeting.  <a href="https://governorhub.com/document/573f2e6fd153d3010060ec7d/view">https://governorhub.com/document/573f2e6fd153d3010060ec7d/view</a></p> <p>MF felt encouraged that the attendance continues to be maintained at 96%. LW reported that SATS are now completed and that it worked well.</p> <p><b>MH asked how many staff are on long term sick leave.</b> SD reported that this relates to two staff members, but one is on a phased return.</p> <p><b>EP asked if there will be a requirement to increase staff numbers for SEN children in September.</b> SD advised that it will have a knock on effect, and the Nest will be utilised, using the space and the skill of the staff there. Any funding requests for particular needs or EHC plans will need to be taken to Cluster. SD also encourages a close relationship with parents. Transition meetings with pre-schools also provide greater awareness of children’s needs.</p>	
<b>6.1</b>	<p><b>Pupil Premium Grant</b></p> <p>The pupil premium allocated funding for 2015/16 financial year is £55,440.  <a href="https://governorhub.com/document/573f2e68d153d3010060ec7a/view">https://governorhub.com/document/573f2e68d153d3010060ec7a/view</a></p> <p>The Pupil Premium cohort is a mix of children with different needs. A very tangible clear collaboration with the Junior school and cluster around a joint radio broadcast has been discussed. This will also assist in finding out about each other’s schools. <b>JH felt that the radio broadcasts are very professional and it would be good if more people could be</b></p>	

	<p><a href="#">encouraged to listen to it</a>. SD advised that there will be a guest speaker from the BBC. Re-launch of Digital leaders was discussed and a communication will go out to parents about the purpose of Digital Leader.</p> <p>MF thanked on behalf of the Governing Body Louise for all her work around Digital Leaders.</p>	
<b>6.2</b>	<p><b>SEN Report</b></p> <p>MF is planning to meet with Naomi again during the next half-term and will provide feedback at the next FGB.</p>	<b>MF to provide SEN Report for next FGB</b>
<b>7.</b>	<p><b>Committee Reports: Teaching and Learning/Resources</b></p> <p>Both Committees met on 5<sup>th</sup> May and have provided updates for this meeting about the work carried out since the Committee meeting.</p> <p>SD confirmed that the Staff Wellbeing questionnaire has now gone out and further feedback will be provided at the next Resources Committee meeting.</p> <p>SD has worked with Lauren Sherwood to create a user friendly leaflet for Pupil Premium and once completed will be published on the website.</p> <p>JH has looked at the last three minutes of the T&amp;L Committee to check for any partially completed actions and will bring this forward to the next T&amp;L Committee meeting.</p>	
<b>8.</b>	<p><b>Safeguarding/Including Prevent Strategy – Verbal Update</b></p> <p>E Walker provided an e-mailed update as she was unable to attend the meeting:</p> <p>EW met with Serena and Michael on 19th May '16 to review the Safeguarding Compliance Checklist for Governors.</p> <p>(Please see Headteacher's Report May '16 which details the discussions and outcomes).</p> <p>A few further points were discussed:</p> <p>EW continues to visit The Nest each half-term to support and meet parents.</p> <p>EW continues to volunteer in EYFS class on a weekly basis and it was discussed that a monitoring report could be produced which reflected the volunteer experience.</p> <p>EW was present during recent Fire Drill and we discussed the possibility of inviting Matthew to attend the next drill in his Health and Safety role. MB will discuss an appropriate time.</p> <p>SD also suggested a design to be incorporated in floor covering near the</p>	<b>MB to arrange</b>

	<p>exit doors which would always be "a clear zone" to ensure a swift and safe exit.</p> <p>EW had recently attended an "INTERNET SAFETY" course at Avenues which was very well attended and made everyone very aware of modern issues and gave us all genuine concerns.</p> <p>MB will explore the idea of RRIS and AVENUES holding a joint parent meeting to inform and re-assure.</p> <p>MB reported that a new "Keeping Children Safe in Education (May 2016)" comes into force from September 2016, until then the current guidance July 2015 remains in place.</p>	<b>MB to follow-up</b>
<b>9.</b>	<b>Health and Safety Monitoring Report</b>	
	<p>MH reported that there were only minor issues.</p> <p>SD advised that Draper Nicholls will put some cupboards for office staff in.</p> <p>Suggestion to PTA for work on grounds (artificial grass) and a proposal has been put in for funding and also a funding request for £800 for a school trip (no contributions would then be required from parents). The charity focus for this year was MacMillan and a total of £7,200 has been raised.</p> <p>A further idea from the PTA was that Y2 children receive a good dictionary to which they can refer to during the year and then take with them at the end of the year. Y1 children would get a picture atlas.</p>	
<b>10.</b>	<b>Review of progress against SIDP – Discussed at T&amp;L (to include in school monitoring)</b>	
	<p>MB advised that PMP has made an appointment to monitor area 1 and MH will monitor area 5. SB felt that it would be important to know how Governors are supposed to monitor the different areas and whose responsibility it is. SD advised that there are different ways to monitor e.g. through reference in minutes, reports etc. MB advised that a Governors monitoring plan is now in place.</p>	
<b>11.</b>	<b>Equalities information and Objectives – evidenced in SIDP Report</b>	
	SD advised that this is part of the HT Report.	
<b>12.</b>	<b>Educational Excellence Everywhere, March 2016</b>	
	<p>SB reported that he attended a briefing for Governors and felt reassured that the Governing Body at RRIS have the appropriate skills and knowledge. There are 420 schools in Norfolk and over 200 are already involved in looking at academisation. 86 schools are in federations. 48 schools had an audit in terms of not performing. 52 schools are at risk of becoming coasting schools. There is no question that all schools will</p>	

	need to convert to academies, but there is now no timeframe for good and outstanding schools.	
<b>13.</b>	<b>Cluster update</b>	
	SD reported that a meeting has not taken place yet, but there were discussions around budget in relation to SEN / EHC plans and specific support. The Cluster keeps some contingency in the budget, but is close to its full spend.  Radio broadcasts was also discussed.	
<b>14.</b>	<b>Review of Policies</b>	
	<ul style="list-style-type: none"> <li>Safeguarding Policy (this is a County policy). SD to take off the date on the contents page.</li> </ul> <p>The Governing Body agreed this policy. SD proposed, SB seconded.</p>	<b>SD to take date off contents page (Safeguarding Policy)</b>
<b>15.</b>	<b>Annual Governance Statement</b>	
	The Clerk will send the link to the Annual Governance Statement template from Governor Hub to all Governors.	<b>Clerk to send link to Annual Governance Statement to Governors</b>
<b>16.</b>	<b>Governor Monitoring, Development and Training</b>	
<b>16.1</b>	<b>Governors Monitoring Reports</b>  MF reminded all Governors to submit their monitoring reports from the in school monitoring day.	<b>Governors to submit monitoring reports from in school monitoring day</b>
<b>16.2</b>	<b>Governors Training Feedback</b> <ul style="list-style-type: none"> <li>EP and PMP attended the Equality and Diversity Training. EP reported that Governors need to challenge on this area.</li> <li>PMP and MH attended the SFVS training.</li> <li>JH attended a Chairs course.</li> <li>FH attended the Governance Now training.</li> </ul>	
<b>17.</b>	<b>Clerk's Updates</b>	
<b>17.1</b>	<b>Enhanced DBS Checks for Governors</b>  The Clerk advised of the requirement for all Governors to have an Enhanced DBS check. MB confirmed that this is in place for all Governors.	
<b>17.2</b>	<b>Clerking Briefing 16<sup>th</sup> May 2016</b>  The Clerk attended the Clerking Briefing on 16 <sup>th</sup> May and reported that	

	<p>focus was a presentation about Educator Solutions and the new Clerking Standards.</p> <p>MF thanked the Clerk on behalf of the Governing Body for all her input since she has started her work.</p>	
<b>18.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• SB was asked by the PTA for Governors support for the following activities - BBQ - 1<sup>st</sup> July, 6pm Bike Day – 11<sup>th</sup> June (10am-1pm)</li> <li>• SB requested that Resources Committee meetings are held at 7.30pm. MF asked Governors for their view on timings for next year's meetings and to let her know.</li> </ul>	
<b>19.</b>	<b>Confidential Item</b>	
	This item was recorded separately using the guidelines from Governance and Leadership Service.	
<b>20.</b>	<p><b>Dates of next meetings:</b></p> <p>Full Governing Body Meeting: 14<sup>th</sup> July 2016, 7pm</p> <p>Resources Committee Meeting: 23<sup>rd</sup> June 2016, 6.15pm</p> <p>Teaching and Learning Committee Meeting: 23<sup>rd</sup> June 2016, 7.30pm</p>	