

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 5th October 2016, 7pm

GOVERNORS PRESENT: Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Serena Dixon (SD)(Headteacher), Emily Papaleo (EP) – arriving late, Pirita Paajanen (PMP), Luke Wheeler (LW), Matthew Hartley (MH), Jonathan Mawer (JM), Christopher Pape (CP), Judith Hanlon (JH), Elizabeth Walker (EW)

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 MB. The Governing Body consented to this apology.	
2.	Declaration of Business Interests/Conflicts of Interests	
	None declared.	
3.	Minutes of previous meetings (14th July 2016 including Confidential minutes)	
	The minutes of the previous meeting were agreed and signed as a true and accurate record of the meeting. The Confidential minutes were agreed and signed and filed using the guidelines from the Governance and Leadership Service.	
4.	Matters Arising	
	Item 15.1 – MF confirmed that the Annual Governance Statement is published on the school's website. Item 15.2 – The Governing Body profile has been finalised.	

	<p>Item 16 – MF has circulated revised dates for 2016/17 Governor meetings.</p> <p>Item 7 - MH attended the Sportshall meeting on 30th June and SD advised that future dates have been set, but some coincide with Governor meetings. The next meeting will be held on 15th November, 4 pm. SD will e-mail dates to the Clerk to publish on Governor Hub to ensure governor representation at the meetings.</p>	SD to e-mail Sportshall meeting dates to Clerk
5.	Election of Chair (conducted by the Clerk) and Vice Chair (conducted by the elected Chair)	
	<p>The Clerk conducted the election for Chair of Governors and asked for nominations. As no further nominations were received and MF agreed to continue for a further year, the Governing Body elected MF as Chair of Governors. JH proposed, EP seconded. MF advised that the Governing Body will need to look at succession planning for the Chair's role to ensure a smooth transition at the next election.</p> <p>MF continued to chair the meeting and conducted the election for Vice Chair of Governors. JH and SB both registered an interest in taking up the role. The Governing Body elected JH and SB jointly as Vice Chairs and they will share the responsibility. MF proposed, EP seconded.</p>	
6.	Membership of the Governing Body	
6.1	Vacancies	Non-teaching governor role to be added to next agenda.
	<p>There are currently no vacancies on the Governing Body.</p> <p>MF asked to keep Non-teaching Governor role on future agendas.</p>	
7.	Governors Register of Business Interests	
	<p>The Clerk will e-mail the Register of Business interests form to Governors for completion and to bring to the next meeting.</p>	Clerk to e-mail Register of Business Interests form to Governors for completion and to bring to next meeting
7.1	Edubase Governor Information	
	<p>The Governing Body discussed the template from Governance and Leadership Service with the required information for the DfE.</p> <p>The Clerk advised that there was a further communication sent out by Governance and Leadership Service recently, advising that there are an increasing amount questions around the Edubase process and that the new Governance Handbook will be published within the next few weeks and this may contain further instruction. To be added to next FGB agenda.</p>	Edubase Governor information to be added to next agenda

8.	Committees	
8.1	Review of Committee Structure and Membership	
	The Governing Body decided to continue with the existing structure of the Committees. JM and CP will both join the Resources Committee.	
8.2	Appointment of Chairs of Committees	
	Elections for the Chairs of Committees took place at the last Committee meetings on 22 nd September 2016: T&L Committee have re-elected JH as Chair of the Committee. Resources Committee have re-elected SB as Chair of the Committee.	
8.3	Review of Terms of Reference	
	SB agreed to update the ToR for the next meeting.	SB to update ToR for next meeting
9.	Review of Statutory Requirements	
9.1	Review of Governors' Monitoring Strategy	
	MF advised that Governors are linked to a particular area of the SIDP and this has been working well in the past.	
9.2	Appointment of Governors for delegated responsibilities (Safeguarding, Performance Management, SEND, Pupil Premium, Link Governors for training LAC and Safer Recruitment)	
	The following Governors were appointed for delegated responsibilities: <u>Safeguarding</u> EW SD advised that it would be useful to have a specific link Governor for online safety who could attend the termly meetings. CP and JM agreed to jointly take on this responsibility. <u>Performance Management</u> JH, MH, EP will be responsible for Performance Management. SD's and MB's Performance management is planned for end of November. <u>SEN-</u> MF and EP <u>Pupil Premium</u> FH	

	<u>Training</u> MH <u>LAC</u> MF, EW <u>Safer Recruitment</u> JH, EP	
10.	Review of Governors' Code of Conduct	
	<p>MF has amended the Code of Conduct to read Governing Board instead of Governing Body and included shared headship of MB and SD.</p> <p>The Governing Body signed the Code of Conduct.</p>	
11.	Election of Cluster Representative	
	The Governing Body re-elected MF as Cluster Representative.	
12.	Cluster Update	
	There is no update at present, but artwork (shown at the meeting to Governors) will be going on display in the Pod.	
13.	<p>Headteacher's Report – Based on Link Governor Roles</p> <p>The Headteacher's report was available for Governors to read prior to the meeting.</p> <p>https://governorhub.com/document/57f27b98f626200001780939/view</p> <ul style="list-style-type: none"> • SD reported that the new academic year has started well, induction and transition work has paid off and children and staff have settled in well. New Staff (1 x NQT and 2 TA's) were impressed with the welcome they received at the school. • The Parents Questionnaire feedback was very positive across the classes. • Attendance data is on track. It was suggested to put the attendance figures at 96% and SD asked for Governors approval. This was agreed by the Governing Body. • Safeguarding training for staff was positive. SD completed refresher training. • Online security - termly strategy meetings are taking place. SD will bring action plan to next meeting. • Pupil Premium – There is an action plan to suit the needs of Pupil Premium children which focusses around literacy. SD is working with the Junior school to develop a new admission form and to make it more user friendly as the current version for from the LA is outdated. • Office staff is heavily involved with the Census as additional 	

	<p>information about EAL and also nationality, place of birth and passport expiry date are required. However, many parents are not prepared to provide this information.</p> <ul style="list-style-type: none"> • Attendance is monitored fortnightly. SD works closely with Junior School on this. • Naomi has updated the SEN offer. There may be an additional pupil joining with an EHC. Whilst the number of SEN children has reduced, there now appears to be a higher complexity of the children's needs. A long term issue is that clusters may not get the SEN funding. SB asked if special schools have raised the bar to accept SEN pupils. SD confirmed that this was the case. • Equality and Inclusion – SD advised that there are many assemblies focussing around Equality and Inclusion issues. • H&S – there are changes in the Year planner. MH will attend fire drill next week. • SIDP Review and Planning – SD looked at national priorities and areas the school would like to develop. Focussing on inclusion with all members of staff. 	
14.	Headteacher's Performance Management	
	The Performance Management for SD and MB will be held at the end of November. MF advised that the Governors attending have been identified.	
15.	Attendance Targets	
	The Governing Body agreed the 96% Attendance Target.	
16.	Setting School/Pupil targets	
	This item is not applicable.	
17.	<p>Committee Reports: Teaching and Learning/Resources</p> <p>Both Committees met on 22nd September 2016. SB and JH produced an update from the Committees.</p> <p><u>Resources</u> https://governorhub.com/document/57f27bc1b3166f0001d885aa/view</p> <ul style="list-style-type: none"> • SB advised that the budget is in line with expectations. • The budget meeting will take place on 1st November. SB will attend. FH has drafted an agenda and will send it to SB. • Parking – permit parking for surrounding roads are planned. • SD advised that advert has been placed for a Caretaker. Interviews are planned for w/b 7th November and a governor is required to attend. Governors to confirm their availability. 	<p>FH to e-mail agenda for budget meeting to SB</p> <p>Governors to let SD know their availability for Caretaker</p>

	<ul style="list-style-type: none"> Fair Funding consultation is planned to come out in November. <p><u>T&L</u> https://governorhub.com/document/57f66d1f8523b70001cec0b2/view JH gave an update from the T&L Committee and advised that the meeting focussed around data.</p>	interview
18.	Finance Matters	
18.1	Agreement of timetable for School Financial Value Standard (SFVS)	
	<p>MF asked if there are any outstanding issues from the previous timetable. SD advised that all issues have been dealt with.</p> <p>The timetable for the SFVS has been delegated to the Resources Committee ready for sign off at the Full Governing Body meeting on 8th February 2017</p> <p>The Governing Body recognised that themed audits (MI 6/16) will need to be minuted at FGBs to achieve a green RAG rating.</p> <p>https://csapps.norfolk.gov.uk/csshared/ecourier2/misheet.asp?misheetid=21753</p> <p>SB stepped through the required questions -</p> <p>Q3 - School Finance Policy - The Governing Body reviews and approves the School Finance Policy annually (see Resources Committee minutes 21st January 2016)</p> <p>Q 12 – Benchmarking exercise – completed</p> <p>Q 19 – Fraud and Theft – RRIS has a fraud log</p> <p>Q 22 - School Fund has been discussed (see Resources Committee minutes 21st January 2016)</p> <p>Q33 – RRIS has adopted the Business Continuity Plan</p>	SFVS to be signed off at 8th Feb 2017 FGB
19.	Safeguarding/Including Prevent Strategy	
	<p>The Prevent Strategy is now within the Safeguarding Policy. The timetable from the DfE is expected to be the same as last year with a proposed policy possibly around May for approval in the summer term and publishing in September. MF advised that the school operated within the LA Safeguarding policy.</p>	
20.	Health and Safety Monitoring Report	
	MH has published his H&S Monitoring Report on Governor Hub.	
21.	Review of progress against SIDP – Discussed at T&L Committee (to include in school monitoring)	
	SD advised that a lot was achieved last year but particular actions to be	

	<p>added from staff.</p> <p>JH and SB are planning a SIDP session to check the monitoring schedule autumn 2 (see T&L update).</p>	
22.	Equalities information and Objectives – evidenced in SIDP Report	
	Already discussed in item 13 and highlighted in the T&L minutes.	
23.	<p>Review of Policies</p> <ul style="list-style-type: none"> • Parent Behaviour Policy SD advised that this is now called Parent Respect Policy which has been developed with Avenue Junior School. PMP asked how this policy is disseminated. SD advised that it will be published on the website, displayed around school and included in the new parents pack. SB asked if there is a requirement for the school to have this policy and SD advised that whilst it is not statutory, it has been developed so that parents are clear about the remit. Governors discussed the title of the policy and asked if SD could put forward for it to be called Parent Behaviour and Respect policy. The Governing Body agreed with the content of the policy. • H&S Policy (adopted from LA) The Governing agreed to adopt the LA policy. • HR Policies (adopted from LA) The Governing Body agreed to adopt the LA policy. <p>MH proposed, SB seconded the above policies.</p>	
24.	Review of school website	
	<p>MB, JH and EP have checked the school’s website to ensure that all statutory information is published.</p> <p>The Clerk advised that Governance and Leadership Service offers a school website audit package and the cost for this is approximately £250.</p> <p>The Governing Body decided to keep the review in-house.</p>	
25.	Governor Monitoring, Development and Training	
	<ul style="list-style-type: none"> • Governors’ Monitoring Reports MH has supplied his H&S Monitoring report which is on Governor Hub. MF advised that monitoring must not slip off the agenda and that Governors will need to monitor their agreed area. • Governors’ Training Feedback • JM and CP have booked onto Governance Now Training • MH has attended H&S training • JH has booked onto Safeguarding training 	

	SB advised that Governance and Leadership Service offer an in school training session “Preparing for Ofsted”. EP advised that at a previous inspection Governors used a pack with all relevant information and requirements and how to answer questions. SD recommended that Governors look at the Ofsted framework which will provide the most up to date information. JH, SB, EP to work on a pack to discuss and finalise at the beginning/end of one of the Committee meetings.	
26.	Clerk’s Updates	
26.1	Clerking Briefing 8th September 2016 <ul style="list-style-type: none"> - The role of the Company Secretary - Primary Handbook “Flying Start” can be found on Governor Hub - Clerks Performance Management (Leadership and Governance Services will e-mail questionnaires to Chair of Governors) - Ofsted Inspection Handbook (Summary of Changes – Section 5 and 8) - New Governor Training Programmes have arrived at the school for collection. 	
26.2	Keeping Children Safe in Education (5th September 2016) – Governors to sign new Guidance Governors signed the “Keeping Children Safe in Education” Guidance confirming that they have read and understood it.	
27.	Any Other Business	
	None.	
28.	Confidential Item	
	This item has been recorded under separate cover.	
29.	Dates of next meetings: Full Governing Body Meeting: 7 th December 2016 Resources Committee Meeting: 17 th November 2016, 8pm Teaching and Learning Committee Meeting: 17 th November 2016, 7pm	