

Minutes of the Recreation Road Infant School  
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 7<sup>th</sup> December 2016, 7pm

**GOVERNORS PRESENT:** Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Serena Dixon (SD)(Headteacher), Emily Papaleo (EP), Pirita Paajanen (PMP), Matthew Hartley (MH), Jonathan Mawer (JM), Christopher Pape (CP), Judith Hanlon (JH)

**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>	
	Apologies were received from Luke Wheeler and Elizabeth Walker. The Governing Body consented these apologies.	
<b>2.</b>	<b>Declaration of Business Interests/Conflicts of Interests</b>	
	None declared.	
<b>3.</b>	<b>Minutes of previous meeting 5<sup>th</sup> October 2016 (including confidential minutes)</b>	
	The minutes of the previous meeting 5 <sup>th</sup> October were agreed and signed as a true and accurate record of the meeting. The confidential minutes were agreed, signed and filed using the guidelines from Governance and Leadership Service.  EP commented that the action on item 25 was omitted in the action column.	
<b>4.</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>• Governors completed the Register of Business Interest form</li> <li>• MF attended the Sports Hall meeting on 15<sup>th</sup> November</li> </ul>	<b>LW and EW to complete Business Interest</b>

		<b>Register</b>
<b>5.</b>	<b>Membership of the Governing Body</b>	
<b>5.1</b>	<b>Non-teaching Governor</b>	
	SD has again put information out to staff and is awaiting their replies.	<b>Non-teaching Governor to be added to next agenda</b>
<b>6.</b>	<b>Edubase Governor Information</b>	
	The Clerk advised that Edubase is now featured in the new Constitution of Governing Bodies and in the new NGA Model of Conduct. The Governing Body decided to leave it up to the individual Governors to complete their Governor profile on Governor Hub which contains the required information. Clerk to produce a report from Governor Hub by mid-January.	<b>Clerk to produce Governor Hub Edubase report mid-January</b>
<b>7.</b>	<b>Committees</b>	
<b>7.1</b>	<p><b>Teaching and Learning / Resources Committee</b></p> <p>Both Committees met on 17<sup>th</sup> November and chairs of the Committees provided updates.</p> <p><u>Teaching and Learning</u></p> <p><a href="https://governorhub.com/document/58472aa253f01100016dcd21/view">https://governorhub.com/document/58472aa253f01100016dcd21/view</a></p> <p>JH advised that Governors will need to focus on data. JM advised that he finds it difficult to scrutinise data without a hard copy and that he has no facility to print. SD can provide hard copies of RAISE online data and FFT offers questions Governors should be asking. SD advised that the school has not the resources to print all documents and that not every Governor will have to scrutinise data in depth as it should be the responsibility of a designated Governor. Governors discussed the reasons for scrutinising data, e.g. intervention, trends.</p> <p>SB and JH meet regularly to discuss the SIDP and also CPD of Governors (e.g. training of Vice Chairs) and how does this should feed into the SIDP.</p> <p>MF advised that there are designated Governors to scrutinise data and MB's summary provides good information for Governors.</p> <p>As only a limited number of Governors have access to FFT at present, Governors asked for MB to provide FFT Log in for all Governors.</p> <p><u>Resources Committee</u></p> <p><a href="https://governorhub.com/document/583dfedbf61d80001a9956f/view">https://governorhub.com/document/583dfedbf61d80001a9956f/view</a></p>	<b>MB to issue FFT Log in for all Governors</b>

	MH advised that Fair Funding will cause some concern. SB advised that this will have a significant impact on all school budgets, particularly for SEND but that the budget is in a good position at present.	
<b>7.2</b>	<p><b>Request to consider Membership of Key</b></p> <p><a href="https://governorhub.com/document/583f4dba54ac5c00012b6d95/view">https://governorhub.com/document/583f4dba54ac5c00012b6d95/view</a></p> <p>SB provided a “Recommendation Paper – Purchase of the Key” for Governors.</p> <p>MF advised that membership to the Key will have an impact on the school budget. Annual subscription cost is £499 and JH has investigated alternative providers including subscribing to NGA which is a charity and provides a service free of charge. Governors discussed the need to subscribe to the Key and that they will need to find ways to close gaps in their knowledge. SB recommended to sign up to the Key for one year, but to ensure monitoring its use before renewing for a further year. SD supported this proposal.</p> <p>EP advised that Educator Solutions are now charging for the Safer Recruitment training.</p>	<b>Governing Body to arrange sign up to the Key</b>
<b>8.</b>	<b>Review of Terms of Reference</b>	
	<p>SB has updated the ToR for the FGB, Committee and Working Group Structure.</p> <ul style="list-style-type: none"> <li>• T&amp;L Policy added and use of digital images policy and Parent Behaviour policy.</li> <li>• JH suggested for the Vision working group to be consumed by FGB.</li> <li>• Safer Recruitment/Recruitment to be added.</li> <li>• MF advised that the ToR should be a working document subject to amendments throughout the year.</li> <li>• The Governing Body adopted the ToR.</li> </ul>	
<b>9.</b>	<b>Cluster Update</b>	
	The next Cluster meeting will take place on 9 <sup>th</sup> December and feedback will be provided at the next FGB	<b>Add Cluster Update to next FGB agenda</b>
<b>10.</b>	<p><b>Headteacher’s Report – Based on Link Governor Roles</b></p> <p>The Headteacher Report was available for Governors to read prior to the meeting.</p> <p><a href="https://governorhub.com/document/583dc7f9f705190001ac5d85/view">https://governorhub.com/document/583dc7f9f705190001ac5d85/view</a></p> <p>SD talked through the report.</p>	

	<ul style="list-style-type: none"> <li>• All Staff will be completing online safety training in January.</li> <li>• MB has attended LAC training</li> <li>• SD and Sheree Brook are booked onto Multi Agency training</li> </ul> <p><u>Attendance</u></p> <p>There is one low attendance issue. SD is working in partnership with other settings on attendance monitoring and actions.</p> <p>Operation Encompass was signed off. This is a new safeguarding incentive to be rolled out in January across schools in Norfolk. The scheme focusses around the domestic violence part of safeguarding. Operation Encompass will be incorporated into the Safeguarding Policy.</p> <p>JH asked if there has been any feedback from Parents about the required Equality and Diversity information for census day. SD advised that she has not received any comments from parents.</p> <p>MF was encouraged how well the shared leadership between SD and MB is working at the school as there is now greater clarity of working days and key responsibilities.</p> <p>EP raised the Equality award which involves significant work but will be very beneficial for the school.</p>	
<b>11.</b>	<b>Performance Management</b>	
	<p><u>Review of website</u></p> <p>CP and JM reviewed the school's website with Mary Richards from Educator Solutions and the following issues were highlighted:</p> <ul style="list-style-type: none"> <li>• A virus was detected.</li> <li>• Pupil Premium information requires more depth (some links are broken).</li> <li>• Cluster Plan (Action Plan) is out of date.</li> <li>• Sports Premium requires additional information</li> </ul> <p>JM to supply the list issues info to JH.</p> <ul style="list-style-type: none"> <li>• CP advised that the colours on the Additional Needs page (pink on purple background) are not user friendly.</li> <li>• FH to send Pupil Premium issue to JH.</li> <li>• Facebook/Social media – Mary Richards advised monitoring of the site.</li> </ul>	<p><b>JM to e-mail JH with website issues</b></p> <p><b>Colours on additional needs page to be changed</b></p> <p><b>FH to e-mail Pupil Premium issues to JH</b></p>
<b>11.1</b>	<b>Report on Staff Performance Management</b>	

	Impact on Performance Management objectives was sent to Governors. Objectives are is closely linked to SIDP. <b>MH asked if there is an appraisal process for TAs</b> and SD advised that the NCC model is used and appraisals will take place during the spring term.	
<b>11.2</b>	<b>Headteacher's Performance Management</b>	
	The Headteacher's Performance Management has taken place.	
<b>13.</b>	<b>Finance Matters</b>	
	<p>Budget Revision 2 was agreed at the Resources Committee meeting on 17<sup>th</sup> November and has now been signed off. SB asked for changes to be made to the Finance Policy due to the large number of Appendices.</p> <p><b>MH asked as there is now shared leadership should both Headteachers sign off spending.</b> SB advised that spending of £2,500-£10,000 will require both Heads to sign off. Spending over £10,000 will need to be agreed by the Governing Body.</p> <p>SB proposed sign off of the Finance Policy (subject to amending the appendices). The Governing Body agreed the Finance Policy. MH seconded.</p>	<b>Finance policy appendices to be amended</b>
<b>14.</b>	<b>Safeguarding/Including Prevent Strategy</b>	
	There were no further questions from Governors.	
<b>15.</b>	<b>Health and Safety Monitoring Report</b>	
	MH attended the Fire Drill on 11 <sup>th</sup> October (see Resources Committee minutes 17 <sup>th</sup> November – item 14).	
<b>16.</b>	<b>Review of progress against SIDP – Discussed at T&amp;L Committee (to include in school monitoring)</b>	
	The SIDP will be updated for next Committee meetings. Governors asked if the Clerk could add an “important document” folder on Governor Hub to prioritise their reading of documents.	<b>Clerk to add Important document folder on Governor Hub</b>
<b>17.</b>	<b>Equalities information and Objectives – evidenced in SIDP Report</b>	
	There were no further questions from Governors.	
<b>18.</b>	<b>Review of Policies</b>	
	<ul style="list-style-type: none"> <li>• <b>Pay Policy</b> Signed off – but options to be agreed/looked at next year.</li> <li>• <b>Finance Policy</b> Signed off – subject to amendments (appendixes)</li> <li>• <b>Safe use of Photography Policy</b> Governors Newsletter highlighting photograph use is going out.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Online Safety Policies including safe use of digital images</b></li> <li>• <b>Pupil Admission numbers</b> SD recommended 120 admissions per year group. This was agreed by the Governing Body.</li> </ul>	
<b>19.</b>	<p><b>Governor Monitoring, Development and Training</b></p> <ul style="list-style-type: none"> <li>• JH has completed two monitoring reports <ul style="list-style-type: none"> <li>- Monitoring SIDP and Governing Board CPD</li> <li>- Communications website audit</li> </ul> </li> <li>• FH has completed a Pupil Premium report</li> <li>• JM asked how to sequence training after Governance Now training. As this is the responsibility of Committee Chairs SB will e-mail JM with details, but recommended Safeguarding, Finance (Budget) Data and Monitoring.</li> <li>• MF will provide her SEND Report. There are an increasing number of children with complex needs. <b>MH asked which year groups are most affected.</b> SD advised that it relates mainly to Y1 and Reception</li> </ul>	<p><b>SB to e-mail JM with Governor training details</b></p> <p><b>SEND report to be added to the Hub</b></p>
<b>20.</b>	<b>Governor in School Day</b>	
	The Governor in school day will take place on 8 <sup>th</sup> February. EP to be involved in the working group. SD to add dates on Governor Hub.	<b>SD to add dates for Governor in School Day working group on Governor Hub (EP to be involved in working group)</b>
<b>20.</b>	<b>Clerk's Updates</b>	
<b>20.1</b>	<ul style="list-style-type: none"> <li>• Constitution of Governing Bodies – new guidance. <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/558622/2012_Constitution_Regulations_Statutory_Guidance_-_Sept_16.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/558622/2012_Constitution_Regulations_Statutory_Guidance_-_Sept_16.pdf</a></li> </ul>	
<b>21.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• Advert for MSA has been placed. Interviews will take place on 16<sup>th</sup> January 2017. SD will publish details on Governor Hub. Governor presence invited but not essential.</li> <li>• JH asked for Governor Biographies and photos. Clerk to collate via Governor Hub.</li> </ul>	<p><b>SD to publish MSA info on Governor Hub</b></p> <p><b>Clerk to collate Governors Biogs/photos</b></p>
<b>22.</b>	<b>Confidential Item</b>	
	This item has been recorded under separate cover.	

<b>23.</b>	<b>Dates of next meetings:</b> Full Governing Body Meeting: <b>8<sup>th</sup> February 2017, 7pm</b> Resources Committee Meeting: <b>19<sup>th</sup> January 2017, 8pm</b> Teaching and Learning Committee Meeting: <b>19<sup>th</sup> January 2017, 7pm</b>	
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