

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 8th February 2017, 5pm

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) (arriving late), Judith Hanlon (JH), Elizabeth Walker (EW), Luke Wheeler (LW), Flo 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/Apologies	
	Apologies were received from Michael Bunting and Christopher Pape. The Governing Body consented to these apologies.	
2.	Declaration of Business Interests/Conflicts of Interests	
	None declared.	
3.	Minutes of previous meeting 7th December 2016 (including confidential minutes)	
	The minutes of the previous meeting 7 th December 2016 were agreed and signed as a true and accurate record of the meeting. The confidential minutes were agreed (after a manual amendment was made), signed and filed using the guidelines from Governance and Leadership Service. FH commented that her attendance was not recorded.	
4.	Matters Arising	
	Item 4 SD advised that there is a new Head at Parkside now and the role of	

	<p>Sports Hall Finance Officer is currently advertised on the NCC website. Parkside School is dealing with any issues until the vacancy is filled. MH asked if Parkside School is the employer for the Sports Hall and SD advised that the Recreation Road Sports Centre is the employer.</p> <p><u>Item 13</u> SD to amend the Finance Policy Appendices.</p> <p><u>Item 5.1</u> MF advised that Cat Cator has expressed a willingness to take on a role as an Associate. Cat’s remit will be T&L and academisation. SD to supply Cat Cator’s e-mail address so the Clerk can give her access to Governor Hub.</p> <p><u>Item 7.1</u> MB has e-mailed Governors regarding log ins to FFT</p> <p><u>Item 16</u> SB advised that it needs to be clear what the definition is for the “Important document” folder. The Governing Body agreed that an important document folder is required at the relevant year at FGB level (key data, SIDP, SFVS). Governors discussed whose responsibility it should be to upload documents into this folder. MF recommended for the Committee Chairs to take responsibility. MF advised that a new section is to be created for MAT documents from the joint working group.</p> <p><u>Item 19</u> SB to check if he has provided JM with recommendations for Governor training.</p> <p><u>Item 21</u> Governors have now provided their Biographies and the Clerk has e-mailed them to SD to publish on the website.</p>	<p>SD to amend Finance policy Appendices</p> <p>SD to provide the Clerk with Cat Cator’s e-mail address</p> <p>SB to check if he has provided JM with training details</p>
5.	Membership of the Governing Body	
5.1	Non-teaching Governor	
	This item was discussed in item 4 (5.1).	
6.	Edubase Governor Information	
	Governors advised that they have completed the information they felt comfortable disclosing and that the matter should now be closed. The Clerk advised that if the DfE does not have sufficient information the school may receive a letter asking for further details.	
7.	Committees	
7.1	Teaching and Learning / Resources Committee JH provided an update from the T&L Committee	

	<p>https://governorhub.com/document/5899de79801390001dd2593/view</p> <p>There were no further questions from Governors.</p> <p>SB provided an update from the Resources Committee.</p> <p>https://governorhub.com/document/5898d489768d270001259f13/view</p> <p>SB talked through the report, highlighting the key areas.</p>	
8.	National Funding Formula Consultation Results	
	SD advised that the funding now looks stable. Other reductions to be expected are from core services which may not have a direct impact on the school.	
9.	Annual approval of SFVS self-assessment form	
	The SFVS has been agreed by the Resources Committee. MF signed the SFVS. MF thanked SB and SD for their work with this.	
10.	Safeguarding (including Prevent Strategy)	
	<p>SD advised that the LA will carry out a safeguarding audit and RRIS has been placed in Cohort 1 which means that the self-review tool will have to be completed and submitted by 28th April 2017.</p> <p>Safeguarding Plan - Single Central Register Training and Multi Agency training will be attended by SD/MB and relevant staff.</p> <p>A Strategy group for Safeguarding is in place and half termly meetings take place. The group ensures that the checklist is up to date (i.e. contact tel. no's). MF advised that she has signed up for a Safeguarding update and Safer Recruitment training (14th March 2017). MH advised that there is a Safer Recruitment in education online course available from the NSPCC at a cost of £30 which the DfE website directs to.</p>	
11.	Health and Safety Monitoring Report	
	<p>https://governorhub.com/document/58922acfe6c0500001b116df/view</p> <p>The H&S Year Plan was available for Governors to read prior to the meeting.</p> <p>A fire drill took place on 31st January 2017. MH asked if a blind fire drill is planned during the summer term. SD advised that blind fire drills are not carried out due to the age and needs of the children, but there may be the possibility of a semi-blind drill to include blocked exits.</p>	
12.	Review of Progress against SIDP Area 4 (Discussed at T&L Committee – to include in school monitoring – Governor in School Day)	
	SD asked if Governors can write up their reports from the Governors in School Day so that any issues arising may be brought back to the next meeting. JH suggested for JH, MH and JM to look at all the monitoring	Governors to e-mail their Governor in School Monitoring

	<p>forms to check for common threads which can then be fed back to the Governing Body. Governors to e-mail their reports by 17th February to the Clerk so she can upload them on Governor Hub for discussion at the next FGB.</p> <p>PMP asked about EAL. SD advised that a new guidance has been published looking at the languages spoken at home and that the data is now collected differently. EAL intake at RRIS does fluctuate and is depending on employment in the local area (e.g. UEA and NNUH).</p>	Reports to Clerk by 17th February
13.	Equalities Information and Objectives – evidenced in SIDP Report (Area 4) – Focus Governor in School Day	
	<p>This item was already part of the discussions in item 12.</p> <p>LW advised that the cohort at the school is changing and often the immediate need of children needs be dealt with and this shows the importance of the work of the TAs. SD advised that the team is dynamic and very strong.</p> <p>EP felt that it was evident at the Governor in School Day that staff feel valued and support staff know where they are needed due to the planning in place. They are fluent facilitators and are aware of their own skills. The Governing Body thanked staff for their time and contribution during the Governor in School Day.</p>	
14.	<p>Review of Policies</p> <ul style="list-style-type: none"> • SEND • Equalities <p>SD advised that whilst the above policies are not due for review immediately, there may be some amendments required after the monitoring day. The policies were only placed on the agenda so Governors are aware of them for the Governor in School Day and so that they can see the policies in practice. They will be reviewed at the appropriate point. FH asked if the behaviour policy can be included.</p>	
15.	<p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> • Governor Monitoring Reports <p>Feedback of Governor in school day was already discussed in items 12 and 13. PMP has completed her T&L monitoring report and JH has published her maths event report.</p> • Governor Training Feedback <ul style="list-style-type: none"> - SB and EP attended Data for School Improvement training. - FH attended SFVS training - MH attended School Budget training 	

	<p>SB advised that a designated Data Governor with in depth knowledge may be required as data should not just be the responsibility of T&L. EP asked if one Governor could upskill the other Governors. MF advised that it was important to look at FFT data which is more user friendly. MH registered an interest for the designated data governor and PMP and JM to discuss.</p> <p>JM arrived at the meeting.</p> <ul style="list-style-type: none"> • SEND Update <p>MF advised that there was no update since her last report. JH and SB will provide a joint monitoring report from their meeting with Naomi.</p>	<p>PMP/JM to discuss designated data governor</p> <p>SB/JH to provide join monitoring report from their meeting with Naomi</p>
16.	Governor in School Day 2017	
	This item was discussed in items 12 and 13. MF advised that this is an annual event and she hopes that Governors and in particular new Governors thought it was worthwhile and should continue.	
17.	Clerk's Updates	
	<ul style="list-style-type: none"> • Streamlining of Governor appointment procedures <p>The Clerk advised that she has received notification from Educator Solutions that from 27th February there is no requirement for Governors to complete appointment forms and that Clerks will input the terms of office and relevant information directly on Governor Hub.</p> <ul style="list-style-type: none"> • Policies Review schedule <p>The Clerk highlighted that she has no access to a Policy Review Schedule and asked if the school can provide her with a list of all policies so that she can create a spreadsheet with review due dates and the dates the relevant policies were reviewed.</p>	<p>SD to provide Clerk with a list of all policies</p>
18.	Any Other Business	
	FH asked if RRIS is part of the schools with pools Forum. This was confirmed by SD.	
19.	Confidential Items	
	The confidential items were recorded separately and will be dealt with using the guidelines from Educator Solutions Leadership and Governance Service.	
20.	Dates of next meetings:	
	<p>Full Governing Body Meeting: 22nd March 2017, 7pm</p> <p>Resources Committee Meeting: 9th March 2017, 8pm</p>	

	Teaching and Learning Committee Meeting: 9 th March 2017, 7pm	
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