

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich, Norfolk

on Wednesday, 24th May 2017 at 7pm

GOVERNORS PRESENT: Marion Flaxman (MF) (Chair), Serena Dixon (SD) (Headteacher), Simon Bloomfield (SB) (Vice Chair), Emily Papaleo (EP), Pirita Paajanen (PP), Matthew Hartley (MH), Judith Hanlon (JH), Elizabeth Walker (EW), Chris Pape (CP), Flo Harrisson (FH), Catherine Cator (CC)

Clerk: Suzanne Church

Item No.	Description	Action
1	Welcome/ Apologies	
1.1	Apologies were received from Luke Wheeler (LW) and Jonathan Mawer (JM). The Governing Body consented to these apologies.	
1.2	The meeting was quorate.	
2	Declarations of Business Interests/ Conflicts of Interests	
2.1	None declared.	
3	Minutes of previous meeting 22 March 2017 (including confidential minutes)	
3.1	The Minutes of the previous meeting 22 March 2017 were agreed.	
4	Matters Arising	
4.1	No matters declared with regard to the previous Minutes which are not covered by this meeting's Agenda.	
5	Membership of the Governing Body	
5.1	MF confirmed there is now a full complement of Governors with no term of office expiring in the immediate future.	

6	Committees	
6.1	<u>Teaching and Learning/ Resources Committee</u>	
	<p>PP has been appointed Chair of the Teacher and Learning Committee.</p> <p>SB confirmed that the Minutes of the Resources Committee should be self-explanatory and have been uploaded to Governor Hub.</p> <p>Specific matters discussed as follows:</p> <ul style="list-style-type: none"> • <u>The expenditure for Astro turf.</u> SD confirmed quotes at approximately £7,000 to £8,000 for the Magpies area, with a further quote for £4,000 for the Chaffinches area. SD suggested starting with the Magpies area work and reviewing remaining works after completion. It was noted that the Magpies area was much more labour intensive. A query arose as to how much groundwork would impede on school activity. SD confirmed that the tree roots and levelling should not take long once the work is started. The Governors asked whether there would be any benefit in the work being completed at the same time. SD explained that there was no great benefit in completing the work together as no heavy machinery is required. The Governors questioned whether there would be any additional costs. SD confirmed that there were no expected additional costs. The Governors agreed the expenditure taking into account the long term benefits of the project. • <u>Canopy for the Sunflower Club.</u> SD brought attention to the Sunflower Club wanting to erect a canopy. SD will ask for a written proposal to be made to the Governing Body as to how this will be managed and why it is needed as it is a change to infrastructure. The Governors asked who will fund this. SD confirmed charitable funding, but it is the project management aspect that needs to be approved. 	SD to ask Sunflower Club for written proposal
7	Headteacher's Report – Based on Link Governor Roles	
	<p>SD presented the Report and highlighted amongst other matters:</p> <p><u>Learning and Assessment</u></p> <p>The school has signed up to the GoGo Hares Project and with help from the PTA purchased a Hare. SD confirmed that she would like to make this a whole school project for example designing some outfits for the Hare. Every class can participate and it can be used as a vehicle to re-engage cross curricular themes.</p>	

SD presented some encouraging and positive quotes from parents and children from their reports.

SD confirmed that the colleague from Antwerp came in to school today to deliver a lesson.

MF explained how encouraging it has been to see how the Teaching Assistants have responded to SATS, art projects and groups.

SD confirmed that now that SATS are complete, the school has been called for moderation for work throughout the year. This will be a useful exercise as the school will benefit from the process of reviewing shared answers and will also be useful from an OFSTED perspective.

Safeguarding and Safer Recruitment

MF came in to school to undertake an audit of the single Central Record. There has previously been a level of uncertainty as to what should be on there but there is now a definitive record. From now on the Governors will do a termly check of this Record.

SD confirmed that interviews have taken place and an offer has been made to cover maternity leave. This is an exciting time and the person coming to join will be an asset.

Pupil Premium

SD confirmed that the amended leaflet informing parents about Pupil Premium is included in the induction pack.

Attendance

Attendance was confirmed at 96% and will be reviewed in June. SD confirmed that the school will continue to work with the Junior school as similar attendance issues arise at both schools.

SEND

SD confirmed that there have been 2 new ECHP applications. Further an incoming family are currently in the process of appealing so may have an additional EHCP. It has been agreed to reduce the amount of time spent on MSA hours to allow for contingency planning as at any point a child could arrive with an EHCP. There is an assumption that all EHCP are very complex but this is not always the case. There is a division between need, so a suggestion has been made for the Cluster to look at different levels of need. **The Governors asked how much funding might be lost from reduced MSA hours.** SD confirmed that this was not much.

Equality and Diversity

SD confirmed that for Refugee Week most year groups have taken a particular book to work from. A family from Syria will be joining in September. The family were advised to defer as the child was young

	<p>for his year group, he is currently accessing preschool and is making good progress.</p> <p>The Nurturing Schools Portfolio is nearly complete and one of the consultants from NGN is very impressed with the work that has been done. SD left the Portfolio on the table for the Governors to look at during the meeting.</p> <p>SD highlighted the variety of topics explored in Assemblies, adding Ramadan as a topic together with learner values and their impact.</p> <p><u>Performance Management</u></p> <p>SD explained that the Teaching Assistant appraisals are ongoing but have had to be shuffled around due to safeguarding considerations. The 31 May deadline for potential resignations was noted. The induction work for Reception starters has been completed. An invitation from the High School has been received to discuss transition. There are a number of staff leaving or retiring at the end of the summer term including Teachers, the Caretaker and two Teaching Assistants.</p> <p>The Governors thanked SD for her hard work this term.</p>	
7.1	<p>Pupil Premium Grant</p> <p>SD confirmed the action plan has been published and data will be available at the next meeting. The Governors asked if there is a revised information leaflet for new parents. SD confirmed this.</p>	
7.2	<p>Sports Grant</p> <p>SD has just updated the Sports Grant clarifying that the figure on the website is wrong and will be changed. The school still has lower than Norfolk average for obesity.</p> <p>The amount of the Grant is £9,185. This will be put into swimming for reasons of longevity. Suggested guidance refers to team building and competition factors, but this does not really work for infants. It was considered preferable to deliver a skill week in week out, where facility is on the doorstep, for leisure as well as keep fit.</p> <p>The Governors asked whether fitness pool sessions were held. SD explained this has been done with Y1 but mostly the swim classes are to build water confidence, stroke refinement and ability, noting there exists a large diversity in ability.</p>	<p>SD to amend figure on website</p>
8	<p>Safeguarding (including Prevent Strategy)</p>	
8.1	<p>Approval of Safeguarding Audit</p> <p>MF explained that this is a lengthy document on Governor Hub and it has taken the school a long time to get the information together, but</p>	

	<p>now that this has been done it can be used as a thorough reference point.</p> <p>SD confirmed this has been submitted but feedback is not expected.</p> <p>MF shared that she attended a safeguarding conference this week and that a termly Safeguarding Report was recommended at the conference. MF advised that as Governors we have a duty to ensure that the Prevent Strategy and safeguarding remains on the Agenda.</p>	
9	Review of Progress against SIDP	
9.1	SD confirmed that the actions on the current SIDP are coming to an end she is now preparing to write a new SIDP at which point data will also be available. It was agreed this should be taken to the next meeting to look at in more detail.	SD to bring to next meeting
10	Equalities Information and Objectives – evidenced in SIDP	
10.1	MF confirmed this was looked at during the last meeting in depth noting that it will be interesting once the new plan is prepared and to see how equalities are embedded.	
11	Cluster Update	
11.1	<p>SD provided the Cluster update confirming the Cluster now meets once per term. As a consequence of this there is less activity as the schools may not have as much common ground.</p> <p>Redundancy compensation for the Cluster SENCO was built into the Cluster budget; this was undertaken when the Cluster was considering how much the budget would be cut. If this amount does not have to be spent on redundancy then the Cluster can look at where this can be alternatively applied as there is still Cluster activity to some degree.</p> <p>SD confirmed there is no ongoing Cluster plan although certain networks work well eg Safety Online and SEN.</p>	
12	Review of Policies	
12.1	<u>RE Policy</u>	
	This was discussed at the Teaching and Learning Committee. It works within the syllabus but has been moulded to suit the infants' age group. The Policy was approved by the Governors as recommended by the Teaching and Learning Committee.	
12.2	<u>Collective Worship Policy</u>	

	<p>One query arose at the Teaching and Learning Committee regarding the EYFS and was subsequently amended. The amended Policy was approved by the Governors with thanks given to the school for actioning the amendments.</p> <p>A question arose as to whether many parents withdraw children? SD confirmed not for assemblies but sometimes for Christmas celebrations.</p>	
12.3	<p><u>Educational Visits Policy</u></p> <p>This Policy follows Norfolk County Council guidelines. The Policy was approved by the Governors.</p>	
12.4	<p><u>Complaints Policy</u></p> <p>Some issues had been raised and the format revised to address concerns. It was ambiguous as to whether all complaints could go to Chair of Governors. The amended Policy was approved by the Governors.</p>	
12.5	<p><u>Staff Absence Policy (the leave and time off policy)</u></p> <p>The amount of time agreed for family leave was added to the Policy, and intentionally left to the Headteacher's discretion. This is an HR Policy, and with the amendments the Policy was approved by the Governors.</p>	
12.6	<p><u>Lettings Policy</u></p> <p>This is a standard finance policy. The Policy was approved by the Governors.</p>	
12.7	<p><u>Bad Debt Policy</u></p> <p>The Governors asked for clarification on the existence of bad debt. SD advised that there is not a lot of cash coming through school due to the nature of school as a business. The Policy was approved by the Governors.</p>	
12.8	<p><u>Induction Policy</u></p> <p>A question was raised as to whether the Prevent Policy has to be signed by new employees. SD advised that there isn't one but the Safeguarding Policy and Appendix A have to be read and signed by new staff. The Policy was approved by the Governors.</p>	
12.9	<p><u>Recruitment Policy</u></p> <p>This Policy follows Norfolk County Council guidelines. The Policy was approved by the Governors.</p>	
12.10	<p><u>Governor Expenses Policy</u></p>	

	This was drawn up in January 2016. After discussion about fares the Governors agreed that the actual costs involved should be amended to read “best value fare”. The Policy with amendments was approved by the Governors.	
12.11	<u>Inclusion Policy</u> SD will add nurture principles as the school aims to teach inclusion through learning values. The Policy with amendments was approved by the Governors. MF thanked the sub committees for their hard work.	
13	PTA Funds and recommendations for expenditure	
	The Resources Committee received a report on PTA accounts after attending a course which recommended such approach. The Committee felt that updated PTA accounts should be put on the school’s website as currently 2012 accounts appear. Regarding the Fair a sum has been allocated for books and replacement Lego. The PTA has also bought a Hare.	PTA accounts summary to be uploaded to website
14	Governor Monitoring, Development and Training	
14.1	<u>Governor’s Monitoring Reports</u> Monitoring on Single Central Record has been uploaded by MF.	
14.2	<u>Governor’s Training Feedback</u> MF attended a safeguarding course. There is a safeguarding compliance checklist for Governors on the Norfolk County Council website that all Governors should review. MF advised that Governors should keep up to date with legal requirements. SD provided feedback on the Barnados training attended. No other training was noted.	
14.3	<u>SEND Update</u> SD confirmed that the SENCO is on a phased return to work and will be reducing hours from September from 4 days to 3 days per week. This will need to be monitored. There is another SEN trained member of staff who is taking an increased role and wants to do SENCO qualification. SD is looking at the cost and release time needed to support her in this. This should be kept on the Agenda.	For further review
14.4	<u>Governor’s Skills/ Training Audit</u> SB confirmed he will look into this.	SB to action

15	Governance Handbook & Competency Framework (January 2017) <u>Impacts of the Guidance/ Actions to embed principles within governing boards activities</u> MF requested that a small group look at this as new requirements exist that Governors need to be aware of. Educator Solutions also has guidance. MF advised that Governors need to look at the Handbook and Competency Framework in the context of what we do and what the implications might be. FH and CC agreed to look at whether the Governing Body complies or whether it needs to change practice to comply and circulate thoughts or proposals for Governors comments.	FH and CC to review
16	Annual Governance Statement	
16.1	MF confirmed that the Governance Statement needs to be reviewed asking for Governors' ideas to be sent to her. MF will then draft something in parent friendly language. The Governors suggested that MAT information could be included, and also a report for parents on the Governor in School day.	Governors to provide thoughts MF to draft
17	Clerks update	
17.1	No updates were provided.	
18	Correspondence	
18.1	A letter was received from the Dandelion Group regarding proposal for a pre-school. It was considered that their ethos is very in tune with the schools ethos and it was worth exploring. It was proposed that SD arrange a meeting with the Dandelion Group to discuss. Questions arose from the Governors as to how the use might impinge on the schools use of forest area, relationships with other pre-schools, legalities around the land and MAT considerations. SD will approach the Dandelion Group with some dates and will upload dates to Governor Hub as considered worthwhile a Governor being in attendance.	SD to set up meeting with Dandelion Group
19	Any Other Business	
19.1	No other business was raised.	
20	Confidential Items 3 matters of a confidential nature were discussed and minuted separately.	

	<p>The Minutes of FGB 22 March 2017 were signed and initialled by the Chair and will be filed at the school by SD.</p> <p>It was agreed that the Confidential Minutes of the meeting on 19 April 2017 will be signed at the next meeting of the FGB.</p>	SD to file Minutes
21	Dates of next meeting	
	<p>Teaching & Learning Committee - 7pm 22 June 2017</p> <p>Resources Committee - 8pm 22 June 2017</p> <p>Full Governing Body meeting – 7pm 5 July 2017</p>	
	The meeting closed at 9.25pm	