

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 5th July 2017, 7pm

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

Clerk: Jutta Wright

| Item No | Description | Action |
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| 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 | |
| | <p>Apologies were received from Flo Harrison. Jonathan Mawer arrived late. The Governing Body consented to the apology. The meeting was quorate.</p> <p>MF advised that the Governing Body is required to ratify the new HT appointment. It has been a long process, but a unanimous recommendation was made to appoint Michael Bunting who has accepted the HT role. Michael gave an outstanding interview and presentation. This was also highlighted by Debbie Moore (HR) who was very impressed with Michael's interview. SD will inform staff tomorrow and MF will write a letter to parents before the parents meeting next week Tuesday. Two candidates attended the interviews. The Governing Body agreed with the decision to appoint Michael Bunting, MH proposed, EP seconded.</p> | |
| 2. | Declaration of Business Interests/Conflicts of Interests | |
| | None declared. | |
| 3. | Minutes of previous meeting 24nd May 2017 and 19th April (including confidential minutes) | |
| | The minutes of the previous meeting 24 th May 2017 were agreed and | |

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| | signed as a true and accurate record of the meeting. The confidential minutes of 19 th April 2017 and 24 th May 2017 were agreed, signed and filed using the guidelines from Governance and Leadership Service. | |
| 4. | Matters Arising | |
| | <p>Item 7.2 - The Sports Grant figures were amended.</p> <p>Item 6.1 - Sunflower Club Update – SD is still awaiting a response. There has been some flooding at the school and Kathy was concerned that if the canopy is erected and it channels the water, that the issue will be further exacerbated. CP asked if there is an issue with the drain. SD advised that there is and that County is looking at this.</p> <p>Astroturf will be put down in the summer term. Cost is around £10,000 and below the amount allocated.</p> | |
| 5. | Membership of the Governing Body | |
| | MF thanked LW for his contribution as staff governor and advised that it will be the school's responsibility to elect a teaching staff governor. If no teaching staff governor is nominated, Cat Cator could take on the role from September. | |
| 6. | Committees | |
| 6.1 | <p>Teaching and Learning / Resources Committee</p> <p>Data (T&L)</p> <p>There were no further questions from Governors.</p> <ul style="list-style-type: none"> MF advised that the huge workload from staff must not be overlooked and taking this into consideration the data is very encouraging. LW advised that the gender gap issues have significantly shifted and it has been a very good year, but with significant compromise from staff. MF asked if the moderation was a good exercise. This was confirmed by LW. The school knows the framework very well and it was a productive meeting with additional evidence only required for a small percentage. Nurture Award application has been submitted for autumn term. <p>Resources</p> <ul style="list-style-type: none"> Flo Harrison has been elected as the new Vice Chair of the Committee. SB has provided comments to MB regarding the Data Protection Policy. Budget Revision 1 has been agreed by the Resources Committee. The appointment for LW's replacement will be a NQT+2. | |

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| | <p>newsletters from September.</p> <ul style="list-style-type: none"> The school is currently working with a family undergoing fast track. One EHCP Review has taken place. Significant time has been spent on transition and to build positive relationships with parents. Naomi and Sheree are planning to attend the SEND Conference. Naomi has now fully returned to post and Sheree has indicated that she is keen to do the SENDCo accredited training. <p>JM arrived at the meeting (19:56).</p> <ul style="list-style-type: none"> MF advised at a recent discussion with Naomi she indicated that it was the right decision to reduce her working hours to three days per week. EP highlighted the importance of full SENDCo cover. Equality – Staff have planned Refugee week and books were purchased from the Norfolk Books Centre and discussions with the children took place how refugee children may feel. HT interim review has taken place on 26th June. Training for NQT mentoring is now completed. <p>SD advised that arrangements for Governors involvement for the HT Performance Review in November will need to be made. JH and MH agreed to attend.</p> <p>SD thanked all staff for their ongoing work and commitment which was supported by the Governing Body.</p> | <p>JH and MH to be involved in HT Performance Review in November</p> |
| 7.1 | Pupil Premium Grant | |
| | SD is awaiting data from Digital Leaders and support for some children needs to be identified. | |
| 8. | Safeguarding (including Prevent Strategy) | |
| | Safeguarding Policy – This is a LA policy and there have been no changes this year and SD advised that the policy should be signed off ready for September. The Governing Body agreed the policy which was signed by MF. | |
| 9. | New draft SIDP | |
| | <p>SD informed that from September 2018 the Sex Education and Relationship Policy will be statutory. SD has attended training and has drawn up an action plan. FH has agreed to be the link governor. The LA has produced their own set of documents (including model policy and letter to parents). SD has registered an interest to purchase the package so staff can look at what is applicable.</p> <p>The action plan around leadership structure will be looked at. Maths CPD</p> | |

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| | <p>is planned in September.</p> <p>PMP suggested maths cafés for parents. SD advised that it was important for parents to see the breadth of maths.</p> <p>SB asked when the draft SIDP will be available to for Governors. SD advised that plans are to share it at the FGB meeting in the autumn term.</p> | Draft SIDP to be added to autumn term FGB agenda |
| 10. | Equalities Information and Objectives – evidenced in SIDP | |
| | Already covered in HT report. | |
| 11. | Cluster Update | |
| | <p>A Cluster meeting took place last week which focussed on the revised budget. The Cluster SENDCo contingency is significantly less than initially expected and the money has now been made available to schools again to support children who will be joining the schools in the autumn.</p> <p>Jim Nixon (Head of CNS School) is retiring at the end of this term and his replacement will be Jo Philpott.</p> | |
| 12. | <p>Review of Policies</p> <ul style="list-style-type: none"> • Business Continuity Plan/Policy To be ratified in the autumn term, as additional areas need to be included. • Data Protection Policy SB is currently reviewing the Avenue Junior Policy. To be ratified in the autumn term • Capability of Staff Policy The Governing Body agreed the Capability of Staff policy. SB proposed, MF seconded. • Safeguarding Policy See item 8 | Approval of Business Continuity plan and Data Protection policy to be added to autumn term FGB agenda |
| 13. | <p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> • Governor Monitoring Reports None. • Governor Training Feedback None. The new Governor training brochure has now arrived at the school and was distributed to Governors at the meeting. • SEND Update See HT Report • Governor Skills / Training Audit SB circulated the anonymised summary and talked through his | |

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| | <p>findings. SB suggested a session on educational policy and basic finance course. The Governing Body has a good skills mix and Committee Chairs will need to ensure that members are appropriately trained. PMP suggested to book an in school training session. Suggestions as to content of this invited.</p> | <p>All Governors to highlight areas for potential in-house training</p> |
| 14. | <p>Governance Handbook and Competency Framework (January 2017)</p> <p>JH and SB looked at this and suggested some actions.</p> <ul style="list-style-type: none"> • SB to compile revised draft of FGB ToR for autumn term 1 FGB. • Governors to complete Edubase information on their Governor Hub profile. • MF advised that Resources roles and responsibilities will need to be looked at. • MH and FH agreed to look at the roles of Clerk and Chair responsibilities and comment on any shortfalls. • Coasting of schools – MF advised that she does not feel that this is top of the agenda, but Committees are to ensure that skills gaps are covered and Governors to liaise with each other so everyone knows what training they have signed up to. <p>MF thanked SB and JH for their work on this.</p> | <p>SB to draft ToR for autumn term FGB</p> <p>MH and FH (tbc) to look at roles of Clerk and Chair</p> |
| 15. | <p>Annual Governance Statement</p> | |
| | <p>The draft annual governance statement was available for Governors to read prior to the meeting. Governors recommended the following amendments</p> <ul style="list-style-type: none"> • Kathy’s job title to be amended • New HT appointment to be included • Staff stability to be changed to staff development • Clerk to e-mail Governor Attendance / Business interests and terms of office to MF. <p>The Governing Body agreed the annual Governance statement subject to the above amendments.</p> | <p>Clerk to e-mail Governor attendance/Business interest and terms of office to MF</p> |
| 16. | <p>Clerk’s Updates</p> | |
| | <p>Annual Governing Body work planner</p> <p>The Clerk advised that one of her roles is to be involved in the annual Governing Body work planner. SD and MF to meet with Clerk on 17th July, 3pm to discuss this.</p> | |

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| | <p>Clerking Conference</p> <p>The Clerk advised that she may not be able to attend this year's Clerking Conference due to other work commitments, but will be able to provide an update from the published notes.</p> <p>The Governing Body thanked the Clerk for her work during this academic year.</p> | |
| 17. | <p>Correspondence</p> <ul style="list-style-type: none"> • Dandelion Nursery <p>This item was already discussed in item 6.</p> | |
| 18. | <p>Any Other Business</p> | |
| | <p>None.</p> | |
| 19. | <p>Confidential Items</p> | |
| | <p>This item was recorded separately.</p> | |
| 20. | <p>Dates of next meetings:</p> <p>The Clerk has drafted a meetings calendar for 2017/18. The Governing Body agreed the schedule.</p> <p>Full Governing Body Meeting: 4/10/17, 7pm</p> <p>Resources Committee Meeting: 21/9/17, 8pm</p> <p>Teaching and Learning Committee Meeting: 21/9/17 , 7pm</p> | |