

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 6th December 2017, 7pm

GOVERNORS PRESENT: Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Serena Dixon (SD)(Headteacher), Michael Bunting (MB), Pirita Paajanen (PMP), Matthew Hartley (MH), Chris Pape (CP), Cat Cator (CC), Judith Hanlon (JH), 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 Elizabeth Walker and Emily Papaleo. The Governing Body consented to these apologies. Jonathan Mawer was absent. The meeting was quorate.	
2.	Declaration of Business Interests/Conflicts of Interests	
	None.	
3.	Minutes of previous meeting 4th October 2017 (including confidential minutes)	
	The minutes of the previous meeting 4 th October 2017 were agreed and signed as a true and accurate record of the meeting. The confidential minutes 4 th October 2017 were agreed, signed and filed using the guidelines from Governance and Leadership Service. SB suggested that the Clerk e-mails confidential minutes to Governors prior to the meetings to avoid photocopying. This was agreed by the Governing Body.	

4.	Matters Arising	
	<p>Item 7 – MB confirmed that the two Assistant Heads appointed are now in post - Sheree Brock (Curriculum Assessment responsibilities) and Susanna Manrique (Pastoral responsibilities).</p> <p>Item 15 - SB has e-mailed Governors regarding training.</p> <p>Item 16 -2 MF and EW attended the self-evaluation twilight session. MB advised that the next scheduled meeting has been cancelled.</p> <p>Item 16.5 and 16.7 - CP signed the Code of Conduct and Register of Business Interest.</p>	
5.	Election of Vice Chair	
	MF explained the necessity of a Vice Chair particularly when she is unable to attend a meeting and asked for any nominations. MH offered to take on the role of Vice Chair on a trial period. As no further nominations were received, the Governing Body elected MH as Vice Chair. MF proposed, SD seconded.	
5.1		
6.	Committees	
6.1	<p>Teaching and Learning / Resources Committee</p> <p>T&L</p> <p>PMP asked about the Pupil Premium data as Pupil Premium girls seemed to perform not so well and Governors may need to monitor this. MB and MH to look at SIDP.</p> <p>Resources</p> <ul style="list-style-type: none"> • SB advised that the Budget is very encouraging and the school is handed over to MB in a very strong financial position. MF thanked everyone who was involved achieving this and SB for his work on the SFVS. SB asked Governors to familiarise themselves with the SFVS. Submission date is end of February 2018. • MH has booked onto a Using Data course in January. • There are continuing concerns around SEND regarding provision from ECCH. • MI Sheet 122/17 – Pupil Premium and Information Security was discussed at the Resources Committee meeting and the Committee was satisfied that the school fulfils the requirements. <p>FH asked about Pupil Premium Themed Audit. SD advised that</p>	MB and MH to look at SIDP

	<p>Pupil Premium is coded separately.</p> <ul style="list-style-type: none"> Investment of the surplus will be discussed at the January Resources Committee meeting. 	
7.	Headteacher' Report – Based on Link Governor Roles	
	<p>The HT report was available for Governors to read prior to the meeting.</p> <p>MF thanked SD on behalf of the Governing Body for her outstanding leadership over the years and the Governing Body will offer the same level of support to MB.</p> <p>MF asked about the attendance figures and SD advised that there are still some children on phased intake. Attendance reports have been issued to parents and some good outcomes have already been achieved and a meeting with the Attendance officer has been re-scheduled.</p>	
8.	Report on Staff Performance Management	
	This was discussed at the T&L Committee. There was no further action required.	
9.	Headteacher's Performance Management Update	
	MB's Performance Management has been re-scheduled but SD's PM went ahead.	
10.	Safeguarding Audit	
	MF asked what the difference was between the Compliance checklist and the audit. SD advised that all actions points from last year's audit re. SCR have been addressed. MF will be in school next week to continue her monitoring of SCR and safeguarding.	
11.	Review of Policies	
	<ul style="list-style-type: none"> Annual SEN Information Report MF asked about the status of the report. SD advised that it has been published on Governor Hub and the school's website. Computing Policy (recommended for approval by the T&L Committee) E-Safety Policy (recommended for approval by the T&L Committee) Finance Policy (recommended for approval by the Resources Committee) Pay Policy (recommended for approval by the Resources Committee) Attendance Policy (recommended for approval by the T&L 	

	<p>Committee) This is a LA policy – MB has made some changes in the section around Rewards. The above policies were agreed by the Governing Body. SB proposed, MH seconded.</p>	
12.	Governor Monitoring, Development and Training	
	<ul style="list-style-type: none"> • Governor Monitoring Reports • PMP has published her maths monitoring report on Governor Hub • EW is in the process of writing up her reports and the Nurture Assessment is scheduled for 24th January. SD asked Governors to e-mail her with their availability to attend. • JM and CP attended a Fire drill and will write up their report shortly. • Governor Monitoring Programme There were no further questions from Governors. • Planning of Governor Monitoring Day • SD asked to move the Monitoring Day to the summer term due to high work load in the school office that will ensue in the Spring term due to MiS changes and work on data compliance. MB to e-mail Governors with a suitable date. • Governor Training Feedback PMP has attended Pupil Premium – Closing the Gap training and the Governor Briefing on Looked After Learners on 26th November 2017. • SEND Update MF has published the SEND Update on Governor Hub. There were no further questions from Governors. • Governor Training Plan SB is looking to create a holistic training plan and highlighted the importance of Finance Training, particularly Budget Revisions and SFVS. • H&S Monitoring Report The H&S Report has been uploaded on Governor Hub and CP and JM to let MB know which area they would like to focus on. • In school Safeguarding Training 	<p>Governors to e-mail SD with availability for Nurture Assessment 24/1/18</p> <p>Governor monitoring Day planning to be added to Spring Term 1 FGB agenda / MB to e-mail Governors with suitable date.</p> <p>CP and JM to let MB know area of focus ref. H&S.</p>

	<p>The Clerk has booked the in school Safeguarding Training for 31st January 2017, 6-8pm. Governance and Leadership Service asked to confirm numbers attending and MF advised that she would be happy to also offer the training to Avenue Junior School Governors. Governors to let Clerk know if they are able to attend.</p> <p>EW and MF to undertake a Safeguarding learning walk</p>	
13.	Governor Issues	
13.1	<p>Membership of Governing Body</p> <ul style="list-style-type: none"> • Staff Governor Vacancy <p>Cat Cator has now been elected as staff Governor.</p> <ul style="list-style-type: none"> • End of Term of office JH and EP <p>MF asked if JH would be available to continue with her Governor role. JH advised that she would not be able to carry on after 14th December due to personal circumstances.</p> <p>MF thanked EP and JH on behalf of the Governing Body for their contribution over the last four years.</p> <p>MF asked what additional action should be taken to fill the vacancies and that she has advertised them in the Governors Newsletter.</p> <p>SB suggested for him to move to a Co-opted Governor role and to elect a new parent governor. Particular skills required are HR, Premises and Procurement. The Governing Body agreed to wait for any responses from the Governor Newsletter and if unsuccessful to approach the PTA.</p>	<p>Clerk to add Cat Cator as staff governor on Governor Hub.</p> <p>Clerk to remove EP and JH from Governor Hub</p>
13.2	<p>Parental Engagement Toolkit</p> <p>FH and PMP provided a summary for Governors on Governor Hub. PMP advised that there are some issues around communications which will need to be addressed by the SLT. MB advised that the application form may need to be amended to reflect parents' disabilities etc. Communication methods are being looked at (e.g. SMS, e-mails).</p> <p>SD advised that the paper and pencil model for purposeful communication will continue as ipads etc can create barriers (learning journeys). This has been discussed and agreed with EYFS staff. Parental Engagement Toolkit will be looked at by Leadership Team in light of parent questionnaires.</p> <p>Parental Engagement Toolkit to be added to next T&L Committee agenda.</p>	<p>Parental Engagement Toolkit to be added to Spring Term 1 T&L Committee agenda</p>
13.3	Review of school website	CP to carry out a website review and

	A Governor is required to ensure all statutory information is published on the school's website. CP advised that Educator Solutions has previously carried out a check and that he has also recently looked at the website and identified that there is still an accessibility issue (pink writing on red background). CP agreed to carry out a website review and feedback to Resources Committee.	feedback at Spring Term 1 Resources Committee meeting
13.4	SEF/GBSE	
	Clerk to e-mail GBSE Toolkit to SB. SEF to be added to Spring 1 FGB agenda.	Clerk to e-mail GBSE Toolkit to SB SEF to be added to Spring Term 1 FGB agenda
14.	Clerk's Updates	
	The Clerk advised that GDPR to be added as standing item to FGB meetings. MB advised that a portal will be available from Educator Solutions.	GDPR to be added to Spring Term 1 FGB agenda
15.	Any Other Business	
	<ul style="list-style-type: none"> Update from the Norwich Opportunity Area <p>MB provided a verbal update and advised that RRIS had a visit from Tim Coulson. The Opportunity Areas project has been announced in October 2016 to focus local and national resources on a common goal - to increase social mobility. The DFE has released funding to work with Norwich Schools. Early Years Speech and Language, level of attainment, reducing exclusion and better quality careers advice feature high on the agenda.</p> <p>The funding includes professional leadership development which some of the leadership team are taking up. A SEND review will need to be carried out, particularly looking at the growing high level need and looking at the bigger picture - what is going well and where is support required.</p> <p>There is a possibility to tap into a research project and the school is planning to submit a bid, particularly around Speech and Language.</p> <p>High quality Nursery provision within the City is required.</p>	
16.	Confidential Items	
	This item has been recorded separately.	
17.	Dates of next meetings:	
	Full Governing Body Meeting: 7/02/18	
	Resources Committee Meeting: 18/01/18	

	Teaching and Learning Committee Meeting: 18/01/18	
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