

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 7th February 2018, 7pm

GOVERNORS PRESENT: Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Michael Bunting (MB) (Headteacher), Pirta Paajanen (PMP), Matthew Hartley (MH), Cat Cator (CC), 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 Chris Pape. Jonathan Mawer was absent. The Governing Body consented to these apologies. MF welcomed MB in his official capacity as Headteacher. The meeting was quorate.	
2.	Declaration of Business Interests/Conflicts of Interests	
	None.	
3.	Minutes of previous meeting 6th December 2017 (including confidential minutes)	
	The minutes of the previous meeting 6 th December 2017 were agreed and signed as a true and accurate record of the meeting. The confidential minutes 6 th December 2017 were agreed, signed and filed using the guidelines from Governance and Leadership Service.	
4.	Matters Arising	

	<p>Item 6.1 - MB and MH to look at SIDP (via Committees).</p> <p>Item 13.2 – The Leadership Team will look at the Parental Engagement Toolkit</p> <p>Item 12 - Governor in School Day is scheduled for 23rd April 2018. Focus will be on Maths, Science and Technology.</p> <p>Item 12 – Nurture Schools Award – MB advised that the goalposts have shifted and he is awaiting guidance notes so any required actions can be addressed. Serena Dixon has offered her assistance with this.</p>	<p>MB and MH to look at SIDP (through Committees)</p>
<p>5.</p>	<p>Committees</p>	
<p>5.1</p>	<p>Teaching and Learning / Resources Committee</p> <p>T&L</p> <p>PMP provided an update –</p> <ul style="list-style-type: none"> • Governor roles – MH is now the Data Governor and PMP has agreed to temporarily take on the SRE Governor role. • Planning of Governor in school Day on 23rd April 2018 <ul style="list-style-type: none"> - PMP and Assistant Head to arrange a date for planning the day. - Contact with parents to take place at the end of the school day. Governors to place themselves in the year group classrooms at end of the school day. - Governors will need to write their monitoring reports from the day and post them on Governor Hub. <p>Resources</p> <ul style="list-style-type: none"> • Longer Term Finances ToR <p>There was no update available for this item.</p> <ul style="list-style-type: none"> • BCR <p>There was no update available for this item.</p> <ul style="list-style-type: none"> • Annual Approval of SFVS <p>MF asked for some minor additions to be made.</p> <ul style="list-style-type: none"> - Item 4 – Governors attend Budget Revisions - Item 5 – Business Interests are recorded on Full Governing Body minutes and Resources Committee minutes. - Item 7 – Staffing structure is agreed annually <p>SB to sign SFVS electronically. Pupil Premium information has now been updated is published on the website.</p>	

	<ul style="list-style-type: none"> MI Sheet 160/17 – PAN for 2019/20 of 120 children has been agreed by the Governing Body (See T&L Committee and Resources Committee minutes 18th January 2018) Budget Revision 3 <p>Budget Revision 3 took place on 30th January 2018 and was attended by MF. MB will upload the information in the Resources Committee folder for the next Committee meeting. The budget still looks healthy, but there will be some challenges with the new funding formula.</p>	<p>MB to upload BR3 info on Governor Hub</p>
<p>6.</p>	<p>Headteacher’s Report – Based on Link Governor Roles</p>	
	<p>The Headteacher Report was available for Governors to read prior to the meeting.</p> <p>https://app.governorhub.com/document/5a71cd10b5a9ed00017b54a9/view</p> <p>Staffing –</p> <p>MF asked about Bamboo Mental Health. MB advised that their work with the school is part of their community outreach work and their work with the school, including leadership team training, will be free of charge. MB has arranged to meet with HR on a half termly basis so the school is fully up to speed with wellbeing support available for staff. The mental wellbeing diagnostic survey gathered contributions from a good mix of staff. The SIDP features feedback from staff.</p> <p>MB advised that the school will need to recruitment teaching staff for September. At least one role is likely to be suitable for an NQT.</p> <p>The revised Pupil Premium Plan/Policy was discussed at the Resources Committee not T&L Committee as stated in the Headteacher’s report.</p> <p>MF asked if there are any lessons from the push last year on Pupil Premium. MB advised that on the induction day for new intake tables with Pupil Premium forms and support to complete them were available. Pupil Premium information has been included on application forms.</p> <p>There are likely to be large cutbacks on Cluster SEND funding from the Council. It’s been suggested (but not confirmed) that Cluster SEND budgets will be halved. MB advised that, if this proposed cut comes into being, funding mechanisms for children on EHCPs are likely to be reviewed at cluster level and more flexibility around staffing will be required from September. MF advised that the school has too many Part-time staff at present and more Full-time staff should be recruited. MF advised that it was encouraging that two staff members stepped up to mentor two teacher training students. MB has received expression</p>	<p>MB to include safeguarding data</p>

	of interest from three staff members to become leadership associates. PMP asked if safeguarding data could be included in the HT report. MB advised that he will include this in his next Headteacher's report.	in future HT reports.
7.	Review of Policies	
	<ul style="list-style-type: none"> English Policy (as proposed by the T&L Committee) Pupil Premium Racial Equality to be added to T&L Committee meeting 8/3/18 <p>The above policies were agreed by the Governing Body. MH proposed, PMP seconded.</p>	Racial Equality Policy to be added to T&L Committee agenda 8/3/18
8.	Sports Premium	
	<p>MB advised that a new plan is being shaped to reflect a larger than expected amount of Sports Premium funding. The school will think differently and creatively around Sports Premium.</p> <ul style="list-style-type: none"> The nurture swims are very successful and positive feedback has been received. There are plans to improve the lunchtime activity levels (Midday supervisory support with sports coaching, with MSAs working alongside to upskill). Road Safety training and teaching to cycle training are planned to be offered. The school is looking into buying some children's training bikes, which would also assist in reducing traffic levels. Governor involvement is required for the PE and Sports Premium Plan. Drop in audits can be expected for schools who do not have robust plans in place. FH agreed to take on the PE and Sports Premium link governor role. Active Norfolk have published "PE and Sports Premium – A Guide for Governors". 	
9.	GDPR Update	
	<p>MB advised that the Complex Needs schools, particularly Parkside School have been very helpful and shared information with Kathy. The GDPR includes access to children's information. A Cluster working party is being created for GDPR. A nominated GDPR Governor and a Data Protection Officer for the school will be required.</p> <p>MB advised that the school's systems are pretty simple compared to many organisations. Pupil's transition information is transferred electronically to their new school.</p>	GDPR to be added to next FGB agenda
10.	Governor Monitoring, Development and Training	
	<ul style="list-style-type: none"> Planning of Governor in School Day – 23rd April 2018 	

	<p>This was discussed in item 5.1</p> <ul style="list-style-type: none"> Draft Governor Training Plan SB has drafted a Governor Training Plan which was available for Governors to read prior to the meeting. MB advised that a Committee meeting could to be used for a training session on in house data as limited training around T&L is available from Governance and Leadership. This item will need to be revisited. Governors' Monitoring Reports Clerk to upload EW's Monitoring reports on Nurture and Outdoor Learning on Governor Hub. Governors Monitoring Programme Governors to provide MB with areas they would like to focus on. JM and CP to contact MB for H&S Monitoring. Risk Assessments to be reviewed. Governors Newsletter MF advised that the last Governors Newsletter was sent out at the end of the autumn term and the Governing Body decided that the next Newsletter should be sent out before the end of the spring term, prior to Governor in School Day. <p>Governors Training Feedback</p> <p>In school Safeguarding Training took place on 31st January which was also attended by some Governors from Avenues Junior School. The Staff Code of Conduct may require review and will be added to the next FGB agenda. MB advised that the Keeping Children Safe in Education Guidance is part of the induction pack. MF asked if volunteers are added to the SCR. MB advised that the school has a volunteer procedure and information is archived once the volunteer leaves.</p> <ul style="list-style-type: none"> SEND Update The SEND Update was included in the Headteacher's report. H&S Monitoring Report There was no H&S Monitoring Report available as CP and JM did not attend the meeting. In-house Safeguarding Training (Feedback) See Governor Training Feedback. 	<p>In house data training to be added to next FGB agenda 21/3/18</p> <p>Clerk to upload EW's monitoring reports on Governor Hub.</p> <p>Governors to e-mail MB with areas for monitoring</p> <p>JM and CP to contact MB ref. H&S Monitoring</p> <p>Risk Assessment to be reviewed</p> <p>MF to draft Governor Newsletter to be sent out before end of spring term</p> <p>Review of Staff Code of Conduct to be added to FGB agenda 21/3/18</p>
11.	Governor Issues	

<p>11.1</p>	<p>Membership of Governing Body</p> <ul style="list-style-type: none"> • Vacancies <p>There are currently two vacancies on the Governing Body and a letter to parents has been sent out. MF has contacted Educator Solutions regarding governor recruitment but has only received an out of office response. The Clerk advised that she contacted Governance and Leadership Service to ask if they hold information about potential Governors and was advised that Suzanne Walker is responsible for recruitment of Governors. The Clerk is awaiting her reply.</p> <ul style="list-style-type: none"> • End of Term of office EW and MF <p>EW's term of office ends on 20th July 2018 and MF's term of office ends on 31st July 2018. MF will advise the Governing Body nearer the time if she is able to continue.</p> <ul style="list-style-type: none"> • Governor Recruitment <p>PMP advised that there may be a potential Governor from Aviva who she is happy to approach. FH agreed to post vacancies on the class Facebook page. FH advised that she has a job change which will mean this she will no longer be available during daytimes. MB will speak to UEA, Sheila Wigg and Parkside staff to see if anyone is interested in a Governor role.</p>	<p>Vacancies/End of term of office to be added to FGB agenda 21/3/18</p> <p>To be discussed at interim sub-committee meetings also</p>
<p>11.2</p>	<p>SEF/GBSE</p>	
	<p>MB will provide a SEF update once the middle leadership team is in place. The overall staffing situation has been difficult due to sickness absence, but this is hoped to improve in the spring term.</p> <p>MF completed the GBSE questions. The vision statement will need to be discussed. MB advised that if Governors wanted to tie this in with SIDP review going forward, this would be best done during the autumn term (October/November). Governors decided to build in a time slot at the Governors in School Day to discuss the vision statement.</p> <p>Snapshot Assessment Review including Pupil Premium children to be discussed at the next T&L Committee meeting.</p>	<p>Vision statement to be reviewed at Governor in School Day 23/4/18</p> <p>Snapshot Assessment to be added to T&L Agenda 8/3/18.</p>
<p>11.3</p>	<p>Cluster Update</p>	
	<p>The Cluster meeting took place before Christmas. A small amount of SEND funding is available to be allocated. GDPR and centralised safeguarding were discussed.</p>	

12.	Clerk's Updates	
	<ul style="list-style-type: none"> The Clerk advised that due to GDPR the Governing Body must now use her work e-mail address jutta.wright@esclerkingservices.org.uk MI Sheet 4/18 advised about the Keeping Children Safe in Education consultation about proposed changes, closing date is 22nd February and further updates are expected. 	
13.	Any Other Business	
	<ul style="list-style-type: none"> Proposed Capital Transfer <p>MB advised that drainage work needs to be carried out outside Owls class. Amount requested to be transferred is £2,480. MF recommended to transfer up to £3,000 for that purpose. The Governing Body agreed the revenue to capital transfer up to £3,000 for artificial grass, to 'make good' the surface after drainage work has been completed. SB proposed, MH seconded.</p>	
14.	Confidential Items	
	This item has been recorded as confidential under separate cover.	
15.	Dates of next meetings:	
	<p>Full Governing Body Meeting: 21/3/18</p> <p>Resources Committee Meeting: 8/3/18</p> <p>Teaching and Learning Committee Meeting: 8/3/18</p>	