

Minutes of the Recreation Road Infant School
Full Governing Body Meeting

held at Recreation Road, Norwich Norfolk

on Wednesday, 21 March 2018, 7pm

GOVERNORS PRESENT: Marion Flaxman (MF) (Chair), Simon Bloomfield (SB), Michael Bunting (MB) (Headteacher), Pirita Paaanen (PMP), Matthew Hartley (MH), Flo Harrison (FH), Chris Pape (CP), Ulrike Theuerkauf (UT), Gary McGuinness (GM)

Clerk: Jutta Wright

Item No	Description	Action
<i><u>Governors are reminded that they should declare at the beginning of the meeting any pecuniary interest in any item on the Agenda or in any item likely to come under discussion</u></i>		
1.	Welcome/Apologies	
	<p>Apologies were received from Elizabeth Walker and Cat Cator. The Governing body consented to these apologies.</p> <p>JM was absent. SB to check if JM is continuing with his Governor role.</p> <p>Ulrike Theuerkauf and Gary McGuinness attended the meeting with a view to take up a Co-opted Governor role.</p> <p>The meeting was quorate.</p>	SB to check if JM is continuing with his Governor role
2.	Declaration of Business Interests/Conflicts of Interests	
	None.	
3.	Minutes of previous meeting 7th February 2018 (including confidential minutes)	
	<p>The minutes of the previous meeting 7th February 2018 were agreed and signed as a true and accurate record of the meeting.</p> <p>The confidential minutes 7th February 2018 were agreed, signed and filed securely.</p>	

4.	Matters Arising	
	<p><u>Item 4</u> - MB advised that the SIDP is being re-drafted to reflect budgetary implications.</p> <p><u>Item 6</u> – Governors discussed how the safeguarding data should be presented in the HT Report. PMP had originally raised this issue and would like some idea of the landscape. MH commented that a summary would be useful (e.g. number of incidents). MB advised that children have open safeguarding files once they’ve had a safeguarding concern raised. MF advised that the amount of time that is allocated for safeguarding issues would be useful to be included.</p> <p><u>Item 10</u> – The Governing Board would like to have a training session around data and agreed that they would like to receive this as an in house training session using school data. To be planned when the meeting cycle for 2018/19 has been decided.</p> <p><u>Item 10</u> - CP has reviewed the general risk assessments.</p> <p><u>Item 11.2</u> - PMP asked at what point the vision statement at the Governors in school day should be reviewed. The Governing Board agreed to include this during the feedback time in the afternoon.</p>	<p>In house data training to be added to summer 2 FGB agenda</p>
5.	Committees	
5.1	<p>Teaching and Learning / Resources Committee</p> <ul style="list-style-type: none"> • T&L <p>The T&L Committee met on 8th March and PMP provided an update report prior to the meeting. FH asked about the concerns with Y1 Phonics and MB advised that a second screening will take place after Easter. Focus will be on Early Years and to ensure that processes are robust. PMP asked if the baseline expectation has changed and MB advised that it has.</p> <ul style="list-style-type: none"> • Resources <p>The Resources Committee met on 8th March and SB provided an update report prior to the meeting. There were no further questions from Governors.</p>	
6.	Headteacher’s Report – Based on Link Governor Roles	
	<p>The Headteacher’s Report was available for Governors to read on Governor Hub prior to the meeting.</p> <ul style="list-style-type: none"> • MB advised that the open evening for the KS1 teaching roles attracted 20 potential candidates. • SB asked - considering diminishing finances can profits of the charities 	

	<p>week be used in benefit of RRIS.</p> <ul style="list-style-type: none"> MF asked how much time is involved to prepare the HT Report and MB advised that he requires approximately two hours and the standard format gives structure which saves time. 	
7.	Review of Policies	
	<ul style="list-style-type: none"> Racial Equality Policy (as proposed for approval by the T&L Committee) The Governing Board agreed the Racial Equality Policy. PMP proposed, MH seconded. Supporting Pupils with medical conditions (temporary until July 2018) The Governing Board agreed the Supporting pupils with medical conditions policy. Safe use of Images Policy. This policy is still being reviewed and will need to be added to the next T&L Committee meeting 3rd May 2018. Staff Code of Conduct SB asked about DBS checks for volunteers and MB advised that volunteers will not be inducted until they've had a DBS check. Staff Code of Conduct to be reviewed in September in 2018 and then annually so any changes from the Keeping Children Safe in Education Guidance can be incorporated. H&S Policy (as proposed by the Resources Committee). The Governing Board agreed the H&S Policy. SB proposed, CP seconded. 	<p>Review of supporting pupils with medical needs to be added to T&L committee summer 2.</p> <p>Safe use of Images Policy to be added to next T&L Committee meeting 3/5/18</p> <p>Staff Code of Conduct to be reviewed in September 2018.</p>
8.	GDPR Update	
	<ul style="list-style-type: none"> MB advised that all data will be audited to get data flows in place and staff will be briefed at their next CPD day. There is a possible offering through VNET, but the LA offers package offers a Compliance Portal and access to a Data Protection Officer. Cost is approx. £2,000 per year (to be built into the budget) for Data Protection Officer and £300 for access to Compliance Portal. There are still many grey areas around exemptions. MF asked how information about parents, staff and volunteers will be dealt with and what does it mean for Governors. SB recommended an explicit consent form around data for Governors. MF advised that a GDPR link Governor would be required and SB agreed to take on this role. 	

9.	Governor Monitoring, Development and Training	
	<ul style="list-style-type: none"> ● Planning of Governor in School Day – 23rd April 2018 <p>MB presented a draft of the Governor in School Day Timetable for 23rd April. Governors are reminded to use the Monitoring Template for their reports. MF invited Ulrike Theuerkauf and Gary McGuinness to take part in the Governor in School Day and to shadow one of the Governors. Governors agreed the proposed timetable, but decided that the day should start at drop off time. Governors will need to sign in and wear ID badges/lanyards.</p> <p>Governors to lunch at The Greengrocers as usual. FH to book a table & lunches to be pre-ordered</p> <p>Governors’ Monitoring Reports</p> <p>MH monitored T&L and will write up his report.</p> <p>CP carried out an H&S Risk assessments review and will provide a report. A few minor points of actions have been identified.</p> ● Governors Monitoring Programme <p>Already discussed - See Planning of Governor in School Day.</p> ● Governors Newsletter <p>A draft of letter to parents was sent to Governors for comment. MF to add update on academisation to letter and liaise with Avenue Junior School.</p> ● Governors’ Training Feedback <p>FH attended PE & Sports Premium training from Active Norfolk. MB will send draft PE & Sports Premium Plan to FH. Funding will be used to employ Sports Coaches to upskill MSA staff. Enrichment around swimming to be looked at.</p> <p>CP attended H&S for Governors training on 7th February 2018.</p> <p>MF has carried out a termly SCR check. An issue with encryption has been identified as any files backed up centrally only become encrypted on back up. MB will seek advice from other HT colleagues.</p> ● Inhouse Data training <p>This item has been discussed in item 4 (item 6).</p> ● SEND Update <p>MF’s SEND report was available for Governors to read prior to the meeting. There is currently an 18 weeks waiting list for referrals for Speech and Language Therapy. SB asked if school funds can be used to clear the back log for the interim. MB advised that the ongoing</p> 	<p>FH to book table</p> <p>MH to write T&L Monitoring Report and publish on Governor Hub</p> <p>CP to write H&S Monitoring Report and publish on Governor Hub</p> <p>MF to add academisation update to parents’ letter and liaise with Avenue Junior School</p> <p>MB to e-mail draft PE & Sports Premium Plan to FH.</p>

	week to week speech therapy is an issue and some parents are funding speech therapy privately.	
10.	Governor Issues	
10.1	<p>Membership of Governing Body</p> <ul style="list-style-type: none"> <p>Vacancies</p> <p>The Governing Board had two co-opted governor vacancies but Ulrike Theuerkauf and Gary McGuinness attended the meeting with a view to fill these vacancies (see Governor Recruitment).</p> <p>End of Term of office EW and MF</p> <p>EW has previously advised that she will not continue with her Governor role once her term of office ends on 20th July 2018. MF is yet to confirm if she will be able to continue after her end of term of office on 31st August 2018.</p> <p>Governor Recruitment</p> <p>MF welcomed Ulrike Theuerkauf and Gary McGuinness to the meeting who attended with a view to take up Co-opted Governor roles. The Governing Board elected Ulrike Theuerkauf and Gary McGuinness as Co-opted Governors. MF proposed, FH seconded.</p> <p>Clerk to arrange access for Governor Hub for the new Governors. Both Governors completed the Register of Business Interest and are still to sign the Code of Conduct and arrange a DBS check with the school office and book onto Governance Now Training. Committee membership to be decided. MF has also received two other interests which did not materialise.</p> 	<p>Clerk to arrange Governor Hub access for UT and GM</p> <p>UT and GM to sign Code of Conduct</p> <p>UT and GM to arrange DBS check</p> <p>UT and GM to book onto Governance Now training</p>
10.2	SEF/GBSE	
	This item is closed but SB will check that there were no resulting actions which need to be addressed from the recently conducted GBSE.	SB to check if any actions to be addressed from GBSE
10.3	Cluster Update	
	The Cluster meeting will take place this week Friday morning with the main focus on future SEND funding and how to maintain the Cluster link which also links in with the Norwich Opportunity Area. MB advised that there may be enough cluster funding available to buy the Educational Psychologist (EPSS) package, but there will be very little left after that. Headteachers are committed for SENDCos to work together collaboratively and to share expertise. Pod to be used as cash generator for e.g. SEND training etc.	

10.4	Norwich Opportunity Area	
	<p>MF attended the Norwich Opportunity Area briefing session on 12th March 2018 and provided notes from the session for Governors.</p> <ul style="list-style-type: none"> • Funding can be accessed via bidding. • £72 million are available over 3 years. SB asked if anything can be done as a Cluster to receive funding. MB is keeping abreast about how funds are being allocated. MB is looking at a bid around Enquiry based learning and has put together a draft plan looking at pedagogies for children to listen, targeting an Early Years Programme. MF advised that it needs to be something the school is already engaged in and that it is fundamental to what the school is about. MF felt that there was very little aimed at the infant age group. This item needs to be kept on the agenda, but need to tread carefully and get answers to questions. <p>Newsletters to be circulated to Governors when published by Norwich Opportunity Area.</p>	Norwich Opportunity Area to be added to FGB agenda 23/5/18
10.5	Norwich Inclusion Charter	
	<p>The Cluster could work as a group to access possible funding. MB is planning to attend the Inclusion Charter launch on 30th April.</p> <p>MB has some unanswered questions including the “clear behaviour policy” which hopefully can be answered on 30th April.</p>	
11.	Clerk’s Updates	
	<p>The Clerk highlighted that the following MI Sheets may require actions from Governors –</p> <ul style="list-style-type: none"> • MI 29/18 – Premises responsibility update (to be added to Resources Committee agenda 3/5/18) • MI 26/18 – Future Arrangements for High Needs Funding • MI 31/18 – GDPR – Update on Services available 	MI sheet 29/18 – Premises responsibility update to be added to Resources Committee agenda 3/5/18
12.	Any Other Business	
	None.	
13.	Confidential Items	
14.	Dates of next meetings:	
	Full Governing Body Meeting: 23/5/18, 7pm	

	Resources Committee Meeting: 3/5/18, 8pm Teaching and Learning Committee Meeting: 3/5/18, 7pm Budget Setting Meeting: 18/4/18, 7pm	
--	--	--