

MINUTES

Recreation Road Infant School

Full Governing Body Meeting

20th March 2019, 7.00pm

Recreation Road, Norwich, NR2 3AP

GOVERNING BODY MEMBERS					
Marion Flaxman (MF) Chair of Governors	LA	Present	Gary McGuiness (GMc)	Co-opted	Present
Michael Bunting (MB)	HT	Present	Pirita Paajanen (PMP)	Co-opted	Present
Jan Jinkerson (JJ)	Co-opted	Absent	Ulrike Theuerkauf (UT)	Co-opted	Present
Florence Harrison (FH)	Parent	Absent	Sheree Brock	Staff	Present
Matthew Hartley (MH) Vice Chair	Co-opted	Present	Kathryn Savva (KS)	Co-opted	Present
Morgan Self (MS)	Parent	Present	Vacancy	Co-opted	

Clerk: **Sheila Lewis-Smith**

No.	Item	Action
1.	Welcome and Apologies	
	<ul style="list-style-type: none"><i>To receive Apologies for absence</i> Apologies were received from Jan Jinkerson and Flo Harrison.<i>Consent / Non-consent to absence.</i> Governors consented to the absence of JJ and FH The meeting was quorate.	
2.	Declaration of Interests	
	No pecuniary or other interests were declared for this meeting.	
3.	Previous Minutes – 6th February 2019 3.1 Approval of the Minutes 3.2 Matters arising from the minutes	

	<p>3.1 <u>Governors agreed</u> the minutes were an accurate reflection of the meeting held on 6th February 2019 and were signed off by MF.</p> <p>3.2 Matters arising from the minutes.</p> <p>Item 5 – No comments had been received by MF or MB from governors regarding their comments on the Terms of Reference for Full Governing Board MF advised governors that she felt some MF aspects required updating and urged governors to look at these documents.</p> <p>Item 8 – Core Purpose. Governors asked how the staff had reacted to the agreed statement – “Building strong foundations for a lifelong love of learning.” MB said that there had been not specific reaction as it was a best fit statement and staff had been involved throughout the process.</p> <p>Item 9.1 – MH advised governors that the SFVS will require more input as it has been revised for 2019-20 to include more live data. MH said that it contained an element of benchmarking. MF queried if it would influence audits. It was agreed that the SFVS should be looked at early, preferably in Autumn 1, following Budget Review 1 at the end of June</p> <p>Item 9.4 – MB confirmed that the tender document had been received, so it will be put out for tender imminently. Padlocks have been added to some external gates near to the frontage of the school and the fire exit for Chaffinch class has been relocated.</p> <p>Q: How long will this project take to complete? A: It will take the summer break and the Project Manager has been advised of this.</p> <p>It was noted that Sunflower Club will need more information about the works when they become available.</p>	<p>All Govs to review the Terms of Reference and pass comments to MB or MF by 22/5/19</p> <p>MB to put a link on Gov Hub to updated SFVS.</p> <p>Clerk to add SFVS review to Summer 2 Resources Agenda.</p>
4.	FGB Terms of Reference	
	MB advised that it was not statutory to have Terms of Reference for the Full Governing Board but it was good practice.	
5.	<p>Governing Body Membership / Paperwork</p> <p>5.1 Vacancies</p> <p>5.2 Update on completion of Governor Skills Audit</p> <p>5.3 Staff Governor</p> <p>5.4. Associate Governor</p>	
	<p>5.1 There is a vacancy for a Co-opted governor and governors agreed that the recent Skills Audit would provide information as to the skills sets needed on the governing body.</p> <p>5.2 The clerk gave feedback on the results of the recent Governor Skills Audit. The governors’ skills are wide ranging and all areas covered to some extent. Area for development is within the Personnel section of the audit.</p> <p>5.3 Sheree Brock was welcomed as elected Staff Governor.</p> <p>5.4 Associate Governor: It was agreed that Jen Carlin, School Support Manager should be appointed as an Associate Governor and serve on the Resources Committee. To attend FGB by invitation in an advisory capacity</p>	<p>Clerk to document the results of the Skills Audit and upload to Governor Hub.</p>

6.	<p>Committee Reports</p> <p>6.1 Resources</p> <p>6.2 Teaching and Learning</p>	
	<p>6.1 MH advised that the SFVS had been submitted and accepted. He said that the forthcoming budget was very challenging, with significantly less funds due to be received.</p> <p>Sports Centre – It had been agreed to go to dispute regarding the management of the centre. There had been a meeting today but no resolution had been reached. The LA now have 30 days to seek resolution and this has gone to the Director of Children’s Services.</p> <p>Q: Have they followed up on the date of the building? A: John Atkins from the LA is following this up.</p> <p>6.2 There was no verbal report available as the minutes were still being produced and JJ was not present at this meeting.</p> <p>Staff Wellbeing – MS and UT reported that they had attended a staff supervision meeting with Susanna Manrique and other staff. The two governors said that they felt their presence had provided a good sounding board for staff. The sharing of good practice was suggested as key, with the possibility of AJS and RRIS linking to do this. MB felt that this was useful governor monitoring.</p> <p>One aspect raised was how Senior Leadership Team communicated governance matters with the staff. It was pointed out that staff can see approved Governing Body minutes. This was thought to be a good way of building an extra link to help SLT and provide support. MB advised that wellbeing and workload were high on the agenda will continue to remain high on the school’s agenda.</p>	
7.	<p>Headteacher’s Report/Safeguarding Update – to include update on Sports Hall</p>	
	<p>The full report had been circulated on Governor Hub.</p> <p>Attendance in Reception (94.39%) is lower than the national average (last available national census data for Reception attendance average is 94.5%) and the school has taken measures, such as sending letters out to parents for children of both compulsory and non-compulsory school age.</p> <p>Q: Is the lower attendance due to it not being compulsory in Reception? A: This is the case in some instances. Ofsted may only look at data from Year 1 upwards because of the compulsory / non-compulsory attendance issue. However, the school is keen to make sure good habits of attendance are established early.</p> <p>Q: Are more children attending part-time in Reception than was the case at last Fully Governing Board meeting? A: Yes, some but these are short-term arrangements.</p> <p>Q: Are there more looked after children? (LAC) A: There are two Looked After Children – one Personal Education Plan now in place; one to be developed in next fortnight. MB said that there had been close liaison with the previous school for one who has just joined our school, but that the slow</p>	

	<p>progress of support arrangements from the Virtual School for Looked After Children had been frustrating.</p> <p>The PSA role - Avenue Junior will not be filling this position during the PSA's forthcoming maternity leave. This will reduce our contribution to this area of expenditure during the coming financial year, but also our provision to support families. RRIS will look to train for this position in-house next year.</p> <p>MSAs- MB advised that the current level of staffing was as low as he felt it was currently safe to go. However, this may change based on the needs of future cohorts.</p> <p>Proposed Social Media Policy – this would be a joint policy with AJS and it is for parents, staff and children, making expectations clear.</p> <p>Use of Pupil Premium to aid transitions – this will be built into plans from September.</p> <p>Joint Calculation Policy - This is currently being worked on by AJS and RRIS.</p> <p>Report Writing – MB advised that a huge amount of time has been spent on the reports and the timing of the reports (April) had been well received historically as it provided information as to how to move children's learning forward before the end of the academic year.</p>	<p>MB to bring draft Social Media Policy to next Resources committee</p>
<p>8.</p>	<p>Parking Permit Update</p>	
	<p>MB had created a link to this on Governor Hub. There had been a change from 30 minute waiting bays to more 4 hour waiting bays. The school will have a small amount of increased parking when the work to the security of the grounds is completed. The cost of moving an earth mound in order to provide additional parking was said to be too expensive, at around £40,000, based on informal quotation organised by Parkside.</p> <p><i>UT left the meeting at 7.50 p.m.</i></p> <p>Q: How many spaces will be allocated to the school? A: Two but others can be bought (currently unsure of cost). The proposals are out for consultation.</p>	
<p>9</p>	<p>Policies – to approve / ratify the following policies, as presented by the committees.</p> <p>9.1 Resources Committee</p> <ul style="list-style-type: none"> - Health and Safety Policy (for information; ratified by Resources) - Absence Management Policy / Procedure * This requires clarification before being ratified by FGB <p>9.2 Teaching and Learning Committee</p> <ul style="list-style-type: none"> -Supporting Pupils at School with Medical Conditions (for ratification by FGB) 	
	<p>9.1 Health and Safety Policy – Approved.</p> <p>Absence Management Policy – This will be communicated to staff and the trigger points will be implemented on a graduated timescale so that it is fully in place for September.</p> <p>Q: How will this be communicated to staff? A: The policy will be shared and the changes to trigger points will be explained.</p>	<p>Absence Management Policy to be added to agenda for 4th April. Clerk.</p>

	<i>It was agreed to approve this policy on 3rd April 2019, following the communication to staff.</i> 9.2 Supporting Pupils at School with Medical Conditions - Approved	
10.	Governor Training Update and Governor Monitoring Reports	
	GMc and KS have completed the on-line "Introduction to Finance" course. MS agreed to do this course. KS and MS have booked to attend "Introduction to Governance" course. KS will attend a Health and Safety course when one becomes available locally. GMc and MS to complete their reports for Governor in School Day.	Actions for MS, KS and GMc
11	Clerk's Update	
	<ul style="list-style-type: none"> • Educator Solutions will be running 1 hour courses in the Autumn Term regarding the new Ofsted Framework. • Finance Spring Term Newsletter is available • Schools Complaint Procedure DfE has been updated. 	
12	Confidential Items (this will require at least 30 minutes)	
	This is recorded in confidential minutes.	
13	Any other business/issues for future meetings/correspondence	
	None presented.	
14	Date of next meetings – - Wednesday 3rd April at 7pm – revised date for Budget Setting meeting - Wednesday 22nd May at 7 pm	
	Meeting finished at 20.15 (Confidential Item went on until 21.20)	

Signed by the Chair as a true record of the meeting:		Date:	
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