

MINUTES

Recreation Road Infant School

Full Governing Body Meeting

3rd October 2018, 7.00pm

Recreation Road, Norwich, NR2 3AP

GOVERNING BODY MEMBERS					
Marion Flaxman (MF) Chair of Governors	LA	Present	Chris Pape (CP)	Co-opted	Absent
Michael Bunting (MB)	HT	Present	Pirita Paaanen (PMP)	Co-opted	Present
Gary McGuinness (GMc)	Co-opted	Present	Morgan Self (MS)	Parent	Absent
Jan Jinkerson (JJ)	Co-opted	Absent	Ulrike Theuerkauf (UT)	Co-opted	Absent
Florence Harrison (FH)	Parent	Present	Cat Cator (CC)	Staff	Present
Matthew Hartley (MH) Vice Chair	Co-opted	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 Ulrike Theurkauf, Morgan Self and Jan Jinkerson. <i>Consent / Non-consent to absence.</i> Governors consented to the absence of UT, MS and JJ. There was non-consent for the absence of Chris Pape. <p>The meeting was quorate.</p>	MF to contact CP about his attendance at Governing Body meetings.
2.	Declaration of Interests	
	<p>No pecuniary or other interests were declared for this meeting and no changes noted from last year.</p> <p>The Business Interest Proforma was not available at the meeting but it was agreed that this would be placed on Governor Hub for governors to complete by the next meeting they attend.</p>	Clerk to upload proforma and monitor the returns.
3.	Previous Minutes – 18th July 2018	

	<p>It was explained that this was an extraordinary meeting that focussed on essential matters only.</p> <p><u>Governors agreed</u> the minutes were an accurate reflection of the meeting held on 18th July 2018 and were signed off by MF.</p>	
4.	Matters Arising	
	<p>Q: Has the Safeguarding Policy been updated? A: Yes, the LA and it is available on-line.</p> <p>Updated information was given by MB regarding three items:</p> <p><u>Norwich Opportunity Area</u>: MB is due to meet with Penny Shepherd at Queen's Hill regarding approaches to School Development Improvement Planning.</p> <p><u>Inclusion Charter</u>: Andy Tovell is visiting the school on 4/10/18 and will provide more information about the process.</p> <p><u>Headteacher's Report</u>: MB confirmed that he had advised parents that they could claim the 33p surplus from a recent trip before the school holidays. no one asked for a rebate so the small surplus from last year's educational visits will be added to the School Fund.</p>	
5a	Election of Chair and Vice Chair	
	<p><i>This item was chaired by the Clerk.</i></p> <p>MF was proposed as Chair by MH and seconded by FH. Voted in unanimously.</p> <p><i>MF resumed the Chair at this point.</i></p> <p>MH was proposed as Vice-chair by MF and seconded by GMc. Voted in unanimously.</p>	
5b	Election of Sub-Committee Chairs and Vice Chairs	
	<p>It was suggested that some governors change which committee they serve on, to spread the collective experience. <i>It was agreed</i> that MH would move over and serve on the Resources Committee.</p> <p><u>Teaching and Learning Committee</u> – the Chair had previously been elected as PMP; this was approved. JJ was proposed and approved as Vice Chair.</p> <p><u>Resources Committee</u> – MH was proposed and approved as Chair. MB thanked MH for moving across into this role. MS was proposed and approved as Vice Chair.</p>	
6a	Membership of the Governing Body including delegated responsibilities for statutory requirements.	
	MF to follow-up recent absences by CP.	

6b	Governor Vacancies	
	<p>There is one vacancy for a co-opted governor since Elizabeth Walker's term of office ended in August 2018.</p> <p>It was suggested that all governors should consider the types of skills that are needed on the governing body and recommend anyone that they think suitable to MF.</p> <p>As the previous Skills Audit had not been completed, it was agreed that the audit should be done again/resubmitted for collation. This will clearly identify skills gaps and focus governor recruitment. It was agreed to use the NGA format as before.</p> <p><i>The following delegated responsibilities were agreed:</i></p> <ul style="list-style-type: none"> • Health and Safety – GMc • Safeguarding – MF and JJ • SEND – MF and PMP • Website Compliance – FH • Pupil Premium / Sport and PE Premium – FH • Equality and Accessibility - UT 	All governors to re-do or re-submit the NGA Skills Audit to clerk by end of half term – 28th October.
7a	Governors' Code of Conduct	
	<p>This had been uploaded onto Governor Hub prior to the meeting.</p> <p>Governors present signed to agree compliance with the Code.</p>	
7b	Terms of Reference for FGB and Sub-Committees	
	<p>It was agreed that the FGB Terms of Reference were out of date and no longer relevant. The Sub-Committee Terms of Reference also need a review.</p> <p><i>It was agreed that the Chairs and Vice Chairs of the Sub-Committees form a working party to review the T of Rs.</i></p>	MH and PMP to approach Vice Chairs to agree a time to work on the T of R. By next FGB.
8	Headteacher Performance Management arrangements	
	<p>An external advisor has been appointed; MH to contact with this person. A date needs to be set. It was felt that there should be more governors trained in the HPM process. The actual panel will be agreed nearer to the date.</p>	All governors to consider undertaking the HPM training asap.
9	Committee Reports and Policy ratification	
	<p><u>Teaching and Learning Committee:</u> MH had provided a summary of this meeting for governors. Key issues include:</p> <ul style="list-style-type: none"> - Need to keep a close eye on data. - Governors to take an active role in monitoring - There is now an action plan in place for phonics and feeds into 	

	<p>performance targets for staff.</p> <p>Q: Does the increasing number of EAL pupils impact on the phonic results? A: Although this answer is not based on definitive data, this would have an impact. However, the phonics programme also helps them with language acquisition. Monitoring is in place as the EAL pupils form a significant group in the school.</p> <p>Q: What is national average? A: 16.1%</p> <p>Q: What is school figure by comparison? 14.1% in KeyData summary, increasing from 7.9% in 2015</p> <p>The school has received another £6,000 Top-Up SEND funding (for children with considerable needs but not EHC Plans) but the funding this year is still down by at least £10,000.</p> <p><u>Resources Committee:</u></p> <p>The committee met and discussed the Chair situation and agreed policies. The Fair Funding Consultation had been discussed. It is still waiting for the new Pay Policy and information about the swimming pool</p> <p><u>Update on Fair Funding Consultation:</u></p> <p>MB and School Business Manager had attended a briefing on 24/9/18. There were 4 options given and one submission per school required. MB explained the possible effect of the options. It was agreed that Option 2B looked the most suitable and was the preferred option of other local schools.</p> <p>Q: Given the information, why would we choose anything other than Option 2B? A: The suggestion is that it is putting off the inevitable.</p> <p>Q: Do we need to start to plan for the inevitable? A: Yes. Factors such as pay rise for teachers, cost of living and pension contribution increases will all impact on the school. There will be a downward trajectory.</p> <p>Q: Can the Governing Body express their concerns about these proposals? A: Yes, this will be done, providing the consultation format allows it.</p> <p><i>Governors agreed that the school should respond to the consultation with Option 2B being its preference.</i></p> <p><u>Policy ratification:</u></p> <ul style="list-style-type: none"> i. Charging and Remissions Policy – Approved ii. Parent Behaviour Policy- Approved 	<p>Clerk to add Pay Policy to next Resources Committee Agenda</p>
<p>10</p>	<p>Headteacher’s Report – To include update on SEF / SDP</p>	
	<p>Governors thanked MB for his detailed report.</p>	

	<p>Q: We understand that the Sports Factory has a faith element. A: Yes but this is not part of their remit at this school. It is to deliver quality coaching.</p> <p>Governors appreciated having the Safeguarding information. MB advised that there were 4 more cases to report. Governors sought clarification about MASH; the school receives information about domestic violence incidents within families for children who attend the school. The school has not made any referrals to MASH.</p> <p>Q: How has the new staff handbook been received? A: It is very useful and clarifies things which is leading to consistency. There is still more to add, such as Subject Leader roles.</p> <p>Q: Is there evidence that the new Leadership structure is working? A: Yes. The EYFS Risk Assessment has been thoroughly revised and has a far greater level of depth and detail, due to the opportunities to delegate.</p> <p>Governors said that it was good to see the Leadership structure detailed for parents in a newsletter.</p> <p>Governors requested that newsletters are uploaded for governors to see. It was agreed and Class Newsletters are also available.</p>	<p>Governors to register their interest in receiving a sample class newsletter with MB, providing email address that they'd like to subscribe with</p>
11	Attendance Targets	
	<i>The Attendance Target was agreed at 96%.</i> MB and Zoe Smith, clerical support to attend training in October. Case studies show that school actions are having positive results.	
12	Review of net capacity and pupil numbers	
	This was to set the planned admission number (PAN) for September 2020. <i>It was agreed to keep at 120 pupils per year group.</i>	
13	Review of Policies – update on Pay Policy	
	The updated policy had become available on 1/10/18. Governors had previously made suggestions where options were possible, and MB will highlight these for governors to review. Q: Will there be staff consultation? A: Yes – Given the tight turn around, Governors will ratify the draft and then it will go out to consultation. Any feedback to be shared with governors prior to considering sign-off at next FGB. Policy needs to be ready for Resources Committee 14 th November.	MB to ensure policy uploaded for next Resources committee
14	Governor Monitoring, Development and Training	

	<p><u>Governor Monitoring</u></p> <p>MB tabled a document – Leadership Team and Governors Autumn Term Monitoring Programme. It was felt that monitoring should be more focussed, so the plan identifies areas to be monitored. Governors were allocated monitoring visits:-</p> <ul style="list-style-type: none"> - Meeting New Teaching staff – MF & PMP Weds 17th Oct at 2 p.m - Phonics – MF 17th October. I don't remember arranging this - SEND – It was agreed to drop this back into Aut 2 - Budget Revision – MF and MS. - Website – FH, who has already reviewed the website for compliance since the Resources Committee meeting and will circulate this in due course. Some documents need updating. MB advised that the Web Designer is due in school on 5/11/18 at 13.30. - Single Central Record – MF and JJ - Fisher Family Trust – PMP. The data is due early December but may not be analysed ready for governors until T & L Committee in January, due to FGB date being early December. PMP to contact MF and MB to meet up during 1st or 2nd week in December. - SFVS – MH - Relationship Education – JJ <p>It was agreed that Equality / Accessibility should be on the monitoring plan. This will be led by UT. The FFT data will provide information to set equality targets to close the gap. This should go to T&L Committee in January.</p> <p>Governors discussed how visits should be arranged with the school. It was agreed that a new Monitoring Form needs to be agreed that identifies clear focus, subsequent actions, timescales etc.</p> <p>Q: How does governor monitoring feed into the whole school SIDP monitoring? A: Adds to triangulation of observations and findings. The monitoring can look at things in different ways which may give a clearer picture of the impact of actions.</p> <p>It should be a standing item on agendas.</p> <p>Q: If this programme is in place, how does it lead us into our “In School Day”? A: It will be during Charities and Enterprise week, so teaching and learning aspects would fit well.</p> <p>Q: When do we need to decide the focus for the day? A: By next full GB meeting and could be several foci.</p> <p>No governor visits have occurred this half term so there were no reports.</p>	<p>FH to ask MS if he can attend this meeting at school.</p> <p>PP to set date to look at FFT data in December</p> <p>JJ to contact Susanna Manrique, Assistant Head Pastoral regarding Relationship Ed monitoring visit</p> <p>Clerk to add Equality monitoring to January T&L agenda</p>
	<p><u>Training</u></p> <p>It was identified that 1 or 2 governors should undertake the Safer Recruitment training. NSPCC offers on-line training for which the school may have some licences. JJ and PMP are willing to do this.</p>	<p>MB to check if school has licences spare for NSPCC Safer</p>

	<p>Governors advised to look at Educator Solutions courses.</p> <p>The RAG Rating identified that 2 governor finance training sessions need to be completed. This will be done by March; Budget revisions count as training. New governors need to do the training. Although on-line training is available, the opportunity to network with other governors at face-to-face courses is valuable.</p> <p>Governors were reminded about the in-school governor training on 16th October 6-8 p.m. on the subject of "Holding School Leaders to Account".</p>	Recruitment training
15	Themed Audits and SFVS completion	
	<p>No indication of themed audits yet.</p> <p>The Management Information sheet highlights what is being looked for in terms of evidence.</p>	
16	Clerk's Update	
	No new information	
17	Any Other Business	
	None	
18	Confidential Items	
	None	
19	<p>Date of next meetings: –</p> <p>Resources Committee Wednesday 14th November at 6.30 p.m.</p> <p>Teaching and Learning – Wednesday 14th November at 7.30 p.m.</p> <p>FGB – Wednesday 5th December at 7 p.m.</p>	
	Meeting finished at 8.37 p.m.	

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