

MINUTES

Recreation Road Infant School

Full Governing Body Meeting

6th February 2019, 5.00pm

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	Present	Vacancy	Staff	
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**

NB: This meeting took place at the end of a “Governors in School Day” and some items summarise the discussions that took place during the day.

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. <i>Consent / Non-consent to absence.</i> Governors consented to the absence of JJ. <p>It was noted that Chris Pape had resigned from the Governing Body since the last FGB meeting.</p> <p>Morgan Self was welcomed back following a period of absence. <u>Governors agreed</u> to consent to all previous absences, due to personal reasons.</p> <p>The meeting was quorate.</p>	
2.	Declaration of Interests	
	<p>No pecuniary or other interests were declared for this meeting.</p> <p>MS completed the declaration form at the meeting. [MB sent his to the clerk following the meeting.] All declarations of business interests are</p>	

	now complete.	
3.	<p>Previous Minutes – 3rd October 2018</p> <p>3.1 Approval of the Minutes</p> <p>3.2 Matters arising from the minutes</p>	
	<p>3.1 <u>Governors agreed</u> the minutes were an accurate reflection of the meeting held on 3rd October 2018 and were signed off by MF.</p> <p>3.2 Matters arising from the minutes.</p> <p>MF confirmed that Chris Pape had resigned from the Governing Body, informing her by email.</p> <p>The HT Performance Management had taken place.</p> <p>Newsletters were now going into folders. Governors who do not have children at the school can request to have a class letter sent to them. MB agreed to send FH Year 2 class newsletter.</p> <p>14. Monitoring has been completed. JJ has been into school to discuss Sex and Relationships Education with member of staff.</p> <p>UT advised that she has completed a session on Equality.</p> <p>KS is due to do the Health and Safety course in March 2019.</p> <p>It was confirmed that MF and MH have previously attended Safer Recruitment and that 4 members of staff have also completed this training.</p> <p>MF explained that the FGB meeting due to be held on 5th December had been cancelled as it was not going to be quorate. She felt satisfied that all matters could be postponed until this meeting.</p>	
4.	<p>Governing Body Membership / Paperwork</p> <p>4.1 Vacancies / Ratification of Co-Opted Governor appointment.</p> <p>4.2 Update on completion of Governor Skills Audit.</p> <p>4.3 Update on the situation regarding spare licences for NSPCC Safer Recruitment training.</p> <p>4.4 Attendance monitoring – confirmation of PMP to perform this role.</p> <p>4.5 Staff Governor role</p>	
	<p>4.1 Kathryn Savva proposed by MF as a Co-opted governor; this was seconded by MH. KS was welcomed as a Co-opted Governor.</p> <p>The Governing Body has current vacancy for a staff representative, as Cat Cator has moved from the school. Governors expressed their thanks to her for her service on the Governing Body and the school.</p> <p>There is still a vacancy for another Co-opted governor, due to the resignation of Chris Pape.</p> <p>4.2 MF urged all governors to complete the NGA model Governor Skills</p>	<p>MB to seek nominations for staff representative.</p>

	<p>Audit and return it to the clerk by 1st March. It was noted that if any skills gaps were identified, there are agencies who can help put forward governors with those skills.</p> <p>4.3 NSPCC licences – MB confirmed that there are no spare licences and new ones would cost £40.00 each.</p> <p>4.4 PMP was confirmed as governor responsible for monitoring attendance issues.</p> <p>4.5 Governors considered whether the staff governor representative should be a teacher. The clerk advised that the position is open to both teaching and support staff. Separation of duties and conflict of interest was discussed in relation to school finance staff being elected to the governing body. It was agreed that this could be appropriate if due diligence was in place.</p>	
5.	<p>Terms of Reference</p> <p>5.1 To ratify Terms of Reference for Resources Committee</p> <p>5.2 To ratify Terms of Reference for the Teaching and Learning Committee</p> <p>5.3 Request for working party to revise FGB Terms of Reference.</p>	
	<p>5.1 MH proposed the Terms of Reference for the Resources Committee and this was seconded by MB. Agreed</p> <p>5.2 PMP proposed the Terms of Reference for the Teaching and Learning Committee and this was seconded by MB. Agreed</p> <p>5.3 There is a meeting to work on the Finance Policy on 18th March. It was noted that the Terms of Reference forms part of the appendices. MF requested that all governors look at the Term of Reference and make any comments they have to MB or MF.</p>	<p>All Govs to review Terms of Reference for the Governing Body and pass comments to MF or MB by 18th March 2019</p>
6.	<p>Committee Reports</p> <p>6.1 Resources</p> <p>6.2 Teaching and Learning</p>	
	<p>6.1 MB informed the governors that the RAG rating was now back in the green but this would change again due to new School Support Manager in post. MB is trying to ascertain whether his previous financial courses and training has been captured correctly. MH requested that all governors serving on the Resources committee and those new to the governing body undertake the “Introduction to School Finances” training. MF thanked the Resources Committee for their work in actioning the completion of the Butterfly Garden as it has had a very positive impact on reducing break-time incidents and accidents.</p> <p>6.2 PMP informed governors that the committee had scrutinised performance data and considered the School Sanctuary award for 2019-2020. UT had visited another school to see what was involved in</p>	

	gaining the award; it was felt that it would fit well as part of the new curriculum design.	
7.	Headteacher's Report, to include update on Fisher Family Trust and arrangements to look at this with Chair of T & L Committee; Staff Performance Management and Sports Hall update.	
	<p>The Headteacher's report had been previously uploaded to Governor Hub and certain aspects had been discussed in depth during the governors' day in school. MF thanked MB for a thorough updating of all aspects contained in the report.</p> <p>The Lunch Haven had been observed during the day and governors commented how impressive the impact on the children was.</p> <p>Q: Do the staff who man the Lunch Haven get a suitable break?</p> <p>A: Yes, SLT cover it when they do not have teaching commitments and between the three staff, they ensure there is enough break time. It might be possible to approach the Norwich Opportunity Area for funding to employ a Play worker.</p> <p>MB added that it is adding value to understanding the behaviour of some children. The spreadsheet / log shows issues around individuals and patterns can be tracked. Last week, there were only 2 or 3 incidents logged. MF commented that she was aware of quiet outdoor spaces at the Wherry School and it was felt they had a significant impact on pupil behaviour and calmness.</p> <p><u>Safeguarding</u> – MF commented that the number of referrals was a concern but acknowledged that when this was reduced to the number of cases that were on-going, this set it more in perspective. Deputy Head time has been allocated to supporting this work.</p> <p><u>Staffing</u> - Governors were pleased to hear that Jenny Lewis (former teacher) had re-joined the school as a Cover Supervisor.</p> <p>HR are assisting MB with a phased teaching staff return from long term sickness absence.</p> <p><u>FFT</u> – PMP and MB are to meet at a later date to look at this data. The progress will look good as the baseline was low. It was noted that the entry levels have been getting lower year on year.</p> <p>Generally all data is in line with expected with the exception of phonics. Writing is within 1% of national average. Writing is still a focus for improvement and particularly for more children to get to the higher standards. The aspects that need improving are the technical and secretarial.</p> <p>Q: What is the progress like for Pupil premium children? A: This is lower. The Ofsted focus is on in-year, in-school data.</p> <p><u>Staff Performance Management</u> – This is all completed. One member of staff will have revised targets on their return to work. MB confirmed that all teaching staff have a phonics target and Yr 2 staff have a writing and spelling target. Mid-year reviews will be held in March.</p>	

	<p><u>Sports Hall update</u>: Different models of how the Sports Hall might be managed are being considered, including running it as a Community Interest company. The AGM is being held 21st March at 16.00 and governors were encouraged to attend.</p>	
8.	<p>Core Purpose</p> <p>To contribute, discuss and agree the Core Purpose of the school.</p>	
	<p>MB explained that the school had aims and values and these were the “How” we do things. What was needed was a statement to summarise “Why” things are done. Staff had already worked on this and a shortlist of 3 statements had been presented to the governors. It was noted that during the training session in the autumn on “Holding School Leaders to Account”, it had stressed that the core purpose is the responsibility of the governing body.</p> <p>Q: How will this be used and what for? A: It will be the first thing seen on the website; it will be the focus of how we allocate and spend the budget.</p> <p>Governors discussed the wording and message in all three statements, especially with regard to length of the statement, the current financial context and which one would reach the widest audience. Some of the words were felt to be too corporate. They also considered which one would make sense to the children.</p> <p>Governors who were also parents commented that they chose RRIS because it encouraged learning and set children up well for their future education. A balance of achievement and developing a love of learning was felt to be essential. Statement 2 was proposed by GMc and seconded by PMP.</p> <p><u>The Governors agreed</u> to adopt the core value statement number 2 – <i>“Building strong foundations for a lifelong love of learning.”</i></p>	
9	<p>Financial Matters</p> <p>9.1 Annual approval of SFVS</p> <p>9.2 Budget Revision 3</p> <p>9.3 Longer term financial implications – to consider the implications of Support Staff pay scales.</p> <p>9.4 Sports Premium and Pupil Premium (Ref MI sheet of 19.01.19 – 6/19, 7/19)</p>	
	<p>9.1 <u>Annual approval of SFVS-</u> MF thanked MH for his work on completing the SFVS, which had also been worked on by MB and MF. The school is compliant in all aspects and some of it is on-going. MH proposed the SFVS and this was seconded by MF.</p> <p><i>The SFVS was agreed and will be signed off and sent by 28th February.</i></p> <p>9.2 <u>Budget Revision 3</u> had been discussed extensively during the</p>	

afternoon session as part of the Governors in School Day. MF circulated updated papers to the governors, as it had been found that the staffing spreadsheet had needed updating to January 2019.

Governors approved the Budget Revision 3 with the rider that the forecast for 2020-2021 is unknown and is therefore unreliable information. This situation had been confirmed by the LA Finance Officer during a visit on 5th February 2019.

MF signed off Budget Revision 3.

Thanks were expressed to Jen Carlin who had produced the report in a short space of time since she joined the school.

17.56 UT left the meeting.

9.3 Longer term financial implications – to consider the implications of Support Staff payscales. Governors had discussed the issues and potential impact associated with the increase in support staff salaries, both long and short term, during the afternoon workshop session. It was noted that Budget Revision 3 did not reflect this increase and will therefore change. Information from the LA has not been available regarding this issue.

9.4 Sports Premium and Pupil Premium (Ref MI sheet of 19.01.19 – 6/19, 7/19) Governors noted that the MI sheet had provided clarity and detail in the way Pupil Premium is recorded.

Sports Premium needs a separate budgeting line to ensure clarity.

One tension noted was that the financial reporting periods for these grants is at odds with the academic year; schools have raised issues with LA Finance regarding this matter.

SCHOOL SECURITY AND SFE GUARDING

The school had recently risk assessed the security of the site with the assistance of the LA surveyor regarding safeguarding and creating a welcoming access to the school. As a result, a feasibility study had been produced, with options and costings. Governors had taken time during the afternoon workshop to examine the school grounds and buildings as well as look at the proposals.

Governors noted that matched funding was available and that the management fees would be met by the LA Children's Services. MB advised governors that the school currently had £18,500 in the Capital Projects budget and is due to receive approximately £14,000 one-off Government grant in the budget from April. This would likely be sufficient to fund the school's part of the project.

Q: Which option is cheaper? A: Just to do the visitor Reception area and the fencing. The most expensive is to remodel the entire entrance area.

Governors discussed that given the financial investment, it would be better to do a good job rather than a patch that might need future improvement.

The work would need to be done during the summer holidays and it also

	<p>needs to go to tender.</p> <p>Governors raised the issue that this might seem a high spend, given the squeeze on the budget. However, it was agreed that this funding was ring-fenced for capital projects, so it was an appropriate spend of monies.</p> <p>Q: Is there a depreciation of funds if we do not spend the capital budget? A: Yes Monies have to be spent (or committed) within 3 years of allocation for normal Devolved Formula Capital (DFS). The Additional DFC grant needs to be spent (or committed) within 2 years.</p> <p><i>18.07 FH left the meeting</i></p> <p>In the light of safeguarding issues, <u>Governors agreed to:</u></p> <ul style="list-style-type: none"> i. Accept Option A as the preferred plan. ii. Take the process forward to the tender stage. iii. Use funds in the Capital Projects budget for the work. iv. Resources Committee to oversee the process. 	
10.	<p>Policies – to approve policies, as presented by the committees.</p> <p>10.1 Resources Committee</p> <p>10.2 Teaching and Learning Committee</p>	
	<p>10.1 Resources Committee</p> <ul style="list-style-type: none"> - Pay Policy. Proposed by MH and seconded by MF. Approved - Charging Policy. Standard policy, unchanged. Approved. - Parent and Visitor Respect Policy – Unchanged. Approved. <p>10.2 Teaching and Learning Committee</p> <ul style="list-style-type: none"> - Photographic Policy. GDPR revisions and linked with AJS. Approved. - E-Safety Policy. GDPR revisions. Approved. - Computing Policy. Approved. - Attendance Policy. This is the 2017 policy that has been updated.* - Educational Visits Policy. Checked against updated guidance 2018. Approved. <p>* MB informed governors that the LA are now trading their Attendance support packages and only offered statutory elements of their work free to schools.</p> <p>Q: Can we buy an attendance support package? A: Yes, but the service does not seem to be cost-effective. MF expressed her concern over the LA lack of support and provision for attendance.</p>	
11	<p>11.1 Governor Training Update and Governor Monitoring Reports</p> <p>11.2 Safeguarding Audit – date to be set</p>	

	<p>11.1 MF requested that governors write up their monitoring conducted during the Governors Day in School. These should be sent into school for the staff to check and would only be uploaded when cleared by the school.</p> <p>Q: Is there a template for this? A: Usually but these would be best recorded as narrative given the nature of the brief on this occasion</p> <p>Training – MS and KS to book on Induction. JJ has undertaken Safeguarding training.</p> <p>11.2 The Safeguarding Audit will be done using the standard tool. MB will contact JJ to arrange to arrange for this to be done after training completed</p>	
12	Cluster Closure	
	<p>MF reported that the Cluster does not now exist as a financial entity. Whilst there is no longer an official structure in place, the Heads have met for mutual support.</p> <p>Q: Has RRIS lost its links with the other schools? A: In a formal sense, yes. It was acknowledged that the loss of the Cluster SENCo, was a significant loss.</p> <p>Q: What has happened to the previous/remaining fund of money? A: Any remaining funds were distributed to the schools</p> <p>Q. What happens to The Pod? A. It remains with Colman Junior School who hold it and use it under the Joint User Agreement for maintenance.</p>	
13	Clerk's Update	
	The clerk advised the governing body that the DfE had updated its guidance on the "Best Practice Guidance for School Complaints Procedures" January 2019.	
14	Confidential Item	
	Confidential minutes were produced for this item.	
15	Any other business/issues for future meetings/correspondence	
	MF thanked the governors for their time and input into the "Governors in School" day. MB was asked to thank Sheree Brock who had organised the day.	
16	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Wednesday 20th March 2019 at 7 pm • Wednesday 3rd April 2019 at 7 pm. NB this is a revised date for Budget Setting meeting. 	
	Meeting finished at 18.32	

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