

MINUTES

Recreation Road Infant School

Full Governing Body Meeting

10th July 2019 at 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	Absent
Florence Harrison (FH)	Parent	Present	Sheree Brock	Staff	Absent
Matthew Hartley (MH) Vice Chair	Co-opted	Present	Kathryn Savva (KS)	Co-opted	Present
Morgan Self (MS)	Parent	Absent	Vacancy	Co-opted	
Jen Carlin (JC)	Associate Governor	Present			

Clerk: **Sheila Lewis-Smith**

No.	Item	Action
1.	Welcome and Apologies	
	<ul style="list-style-type: none"> To receive Apologies for absence Apologies were received from Jan Jinkerson, Morgan Self and Ulrike Theuerkauf Consent / Non-consent to absence. Governors consented to the absence of JJ, MS and UT. <p>The meeting was quorate.</p>	
2.	Declaration of Interests	
	<p>No pecuniary or other interests were declared for this meeting.</p> <p>GMc advised that he no longer has an interest in Borough of Kings Lynn, West Norfolk.</p>	
6.	Presentation on Solar Panels.	
	<p>Kevin Holland, a consultant in solar, from Solar Shed Ltd attended the meeting to provide governors with information regarding solar panels. A</p>	

report was provided which detailed the minimum expected gains.

Three roofs were considered as suitable. One roof has a large tree near it which would affect the efficiency of the panel. One solution would be to remove the tree, which does not have a tree preservation order on it. Governors noted that the figures assumed that the tree would be removed.

The installation of the three arrays of panels would cost £44,500 including VAT. It would take 20 years to recoup this outlay, but the panels have a warranty of 30 years. An inverter has a warranty of 5 years but it is possible to pay for additional warranty of up to 7 years. If every panel were to have an inverter, it would cost £120 per panel but it would work independently.

There would be no feed-in tariff but the school would use its own generated electricity.

The figures provided worked on a 7% per annum increase in costs of electricity. It was therefore estimated that £168,000 could be saved over 20 years.

MH urged caution with this figure, as inflation would reduce the value of this figure.

The school would aim to crowd fund the panels.

Governors discussed issues of placing panels on the field, as it is owned by the Local Authority and therefore could become a split asset.

JC said that she had spoken to BMP who had said they would still cover the roof if panels were installed.

Governors asked how the panels were fitted. KH said that some could be fitted with no roof penetration, mainly on flat roofs. Apex roofs would need drilling into but subsequently waterproofed.

Permission would be required for arrays generating more than 12 Kw.

It would be assumed that the school would install the amount it puts in for.

The three arrays would be one system but if more were to be added subsequently, it would count as an additional system. It would be cheaper to do it all at one time.

Queries were raised about how much the school needed to raise, what would happen if permission was not granted and the funds had been raised.

KH said that caution should be exercised in gaining other grants, as this could exclude the export income.

JJ had sent a question in asking if there would be potential tax cost implications as she understood the government were planning to increase the tax on solar panel energy use. KH said that the tax on solar energy was already 20% and the school can claim this back, so it has no impact.

KH offered to provide free advice via email.

	<p>Further questions should be sent to JC, who will forward to KH.</p> <p>Governors thanked KH for his time and the information provided.</p> <p>Further discussion referred back to Resources Committee</p> <p>7.30 p.m. Jen Carlin left the meeting.</p>	To Resources Committee
3..	<p>Minutes of previous meeting 20th March 2019</p> <p>3.1 Approval of the Minutes</p> <p>3.2 Matters arising not contained elsewhere is this agenda</p>	
	<p>3.1 The minutes of 20th March 2019 were approved as a true and accurate record of the meeting and signed by MF.</p> <p>3.2 MF had not received any comments regarding the Terms of Reference. The document review is on-going.</p> <p>The SVFS link had been put up for governors.</p> <p>The Skills Audit analysis needs completing by the clerk.</p> <p>KS and GMc had completed on-line Financial training.</p> <p>KS had completed Induction training.</p>	
4.	<p>Minutes of previous meeting 3rd April 2019</p> <p>4.1 Approval of the Minutes</p> <p>4.2 Matters arising not contained elsewhere is this agenda</p>	
	<p>4.1 The minutes of 3rd April 2019 were approved as a true and accurate record of the meeting and signed by MF.</p> <p>4.2 The budget had been accepted by the LA. There will not be any feedback on the Trial Budget until September.</p>	
5.	<p>Minutes of Confidential meeting 14th May 2019</p> <p>5.1 Approval of the Minutes</p> <p>5.2 Matters arising not contained elsewhere is this agenda</p>	
	<p>5.1 The minutes of 14th May 2019 were approved as a true and accurate record of the meeting and signed by MF.</p> <p>5.2 <u>Safeguarding work</u> – this is due to start on 25th July and will be project managed by NPS. Arrangements have been made with Sunflower Club regarding access during this time. The work should be completed by start of term. Reassurances have short that the long lead time for the electronic door will not be a problem.</p> <p>Q: Does the school have a contingency if it over-runs? A: Yes, we have managed before without the front entrance and we have the CPD days before children come back to school.</p>	

7.	School Monitoring and Evaluation Policy –for approval	
	<p>MB presented a model for this policy and suggested trialling it for a year. It proposed that governors would have responsibility for curriculum areas and would liaise with the Subject Leaders. MB pointed out the difference between monitoring and evaluation. Governors observed that the policy was detailed. MB said that there would be termly reports from Subject Leaders based on a template being devised for the Subject Leaders' handbook. Some of this would be built into performance targets. MF was impressed by the range as well as what governors should be aware of. Quality not quantity was stressed. MB said that there was Ofsted evidence of what monitoring was most effective.</p> <p>It was agreed that Appendix 4 was useful.</p> <p>It will be added to the website for September.</p> <p>Policy proposed by MF, seconded by MH and approved by all.</p>	
8.	Annual Governors' Report – for approval	
	<p>MF had circulated a draft for governors' approval. Governors suggested adding the School Vision 2027; this was agreed. The fourth bullet point was to be reworded.</p> <p>With these amendments, governors approved the Annual Governors' Report for publication on the website.</p>	<p>MF to amend and send to clerk.</p> <p>Clerk to create Governor Attendance report.</p>
9	School Vision 2027	
	<p>The Leadership team has worked on this. 2027 will be the 20th anniversary of the school.</p> <p>Q: Will this be on the website? A: Yes, also in the prospectus and SEND information.</p> <p>The school needs to establish three core values; kindness and respect are likely to be chosen. This will be done with the community and staff.</p> <p>Q: Are we not working to these values and vision now? A: Yes but they have never been clearly articulated; some of aspects of the vision need to be lived out more consistently by all, all of the time.</p> <p>Governors considered whether the vision seemed to be set for a future date rather than doing it now. MB said that the date being the 20th anniversary of the school set the context for the work.</p> <p>Governors approved of the last statement regarding well being as being very positive.</p> <p>Governors approved the School Vision 2027.</p>	
10.	SIDP outcomes / new draft plan headings.	

MH commented that the format of the document was clear.

MF said it was unclear if the outcomes were desired or what had been achieved.

Further issues were raised how to measure the success of the outcome; more specific success criteria were needed.

MB commented that some actions just result with the task being finalised e.g. Butterfly Garden.

It was noted that governors will need to decide with MB where there will be data set outcomes.

Things that didn't work should also be recorded.

Q: How often will the document be coming back for governor review? A: Spring term but it will also be a more concise document.

1.Improving Curriculum is the main area but not only over one year. A working party will be created to review the curriculum after three years with the involvement of Subject Leaders. There will be a cross-curricular focus on continuity and progression. There will be a termly focus for Years R to 2 which will reflect the breadth of curriculum. CPD day in September will focus on this.

RSE curriculum is all prepared and ready for implementation in September. There are only a few lessons but it needs embedding across the curriculum.

In maths, feedback in Year 1 is working but needs developing in Year 2, where the more skilled children need more challenge.

In writing, the transcription skills are the most important to develop. The school is going to use "No More Marking", a web platform where work can be compared to national examples of standards. AJS are also using this platform, so the schools obtained a Primary School subscription between them.

Science – to improve teaching and buying in VNET support to achieve this.

Q: Is there an imbalance across the classes? A: It is because the children are less worldly wise than previously and the school needs to teach them more, as they do not have a core knowledge of the world around them.

Subject Leadership – the key is distributed leadership. VNET run learning communities that cost £20 a session for subject leaders for English, Maths and Science. All core subject leaders will benefit from being involved in these communities.

2. Improving Pupil Progress – the school gathers a great deal of summative data. The emphasis will be on individual formative progress data, gathered and acted upon consistently over a three-year period. This will start in September and focus on children in vulnerable groups and those whose progress and / or attainment are a concern. There will be an increased on the pupils who have SEN but do not have EHCPs.

Clerk to add to Spr 1 agenda

	<p>3. Improving Staff Wellbeing and Reflectiveness – Now improving CPD in this area. Benchmarking tools are available.</p> <p>4. improving Systems and Environment - Pressure should be less in the office as more things are being automated.</p> <p>Premises - £10,000 Sugar Tax Levy bid has been submitted for Adventure Playground improvements.</p> <p>5. Improving Pupil and Parent Voice – the school council model does not work. There is a need to develop authentic leadership for pupils. The PTA only attracts a narrow group of parents and the school wants to engage with wider groups of parents.</p>	
11.	Norwich Opportunity Area - update	
	<p>UT was due to attend a meeting on 12th July.</p> <p>A member of staff has trained as a Communication Champion. There are 40% of pupils in Norfolk with Speech and Language difficulties. The aim is to work with the top 30%, whilst the remaining 10% will require Speech Therapy input.</p> <p>NOA has provided access to training for Senior Leader and Middle Leader qualifications. One Assistant Head is now finishing NPQSL qualification; one teacher is returning to complete NPQML after maternity leave; another senior leader is seeking to embark on NPQSL in Autumn term.</p> <p>One child at possible risk of exclusion is being supported by family support offering from the Benjamin Foundation.</p>	
12.	<p>Committee Reports / Updates</p> <p>12.1 Resources</p> <p>12.2 Teaching and Learning</p>	
	<p>12.1 MH reported that the financial situation is now much better following the actions taken regarding staffing.</p> <p>12.2 PMP commented on the Phonics results, which were below national expectations. A bid to NOA had been successful, and this will support children who achieved less than a score of 10 in the test.</p> <p>Q: Why did some children have such low scores? A: Many scored very highly. The issues are varied – speech and language difficulties, attendance and lateness causing children to miss teaching sessions.</p> <p>Susanna Manrique had also made a presentation regarding Looked After Children. As a result of a review, the Admission Form has been altered to capture all LAC and Post LAC pupils.</p>	
13.	Headteacher's Report / Safeguarding Update	
	<p><u>Racism</u> -There have been four incidents of racism reported, two of which were perpetrated by the same child. The school is liaising with the family and Avenue Junior School, as the child is due to transition in</p>	

	<p>September. The other two incidents were the more typical naïve incidents that we see – with children pointing out differences in skin colour. MB advised that the figures were taken from incidents over a period back to March. Governors observed that the figures were unusual for the school and not typical.</p> <p><u>Safeguarding</u> – A number of referrals have been made for a few children. MB said that out of 6 referrals to CAD, none had been picked up for further action. The school has Family Support Plans in place.</p> <p><u>Staffing Update</u> – There are changes in staffing which have had both positive and negative financial implications. Some internal job shares have added capacity to the Senior Leadership Team. One of the two NQT appointments is on a temporary contract.</p> <p>Q: How are the MSA posts? A: The school is seeking to recruit three. If there are not sufficient quality applicants, there’s scope to re-advertise. The staggered reception transition period provides some surplus staff for the first two weeks. The posts are for 1 ¼ hours per day.</p>	
14.	<p>Sports Hall Update</p>	
	<p>The issues of the management of the Sports Hall are on-going. A bid has been submitted to Norwich City Council for £60,000 from CIL money to improve car parking facilities and provide secure access to the swimming pool during the school day. This would likely be where the mound is currently. More meetings are planned.</p>	
15.	<p>Policies for approval by FGB</p> <ul style="list-style-type: none"> - Performance Management Policy (Educator Solutions model) <p>MB advised that he had selected the same options as agreed during previous reviews. The red highlighted is what is applicable.</p> <p>Q: No 12. Option 2. Is it correct that a Line Manager will have 4 staff to performance manage? A: Yes, due to workload issues.</p> <p>Governors approved the policy.</p> <ul style="list-style-type: none"> - Capability Policy (LA Model) <p>Governors approved the policy.</p>	
16.	<p>Policies – to approve / ratify the following policies, as presented by the committees.</p> <p>16.1 Teaching and Learning Committee</p> <ul style="list-style-type: none"> - Phonics Policy (for information; ratified by T&L) - On-Line Safety (For FGB ratification) <p>MB had amended the consent form, as agreed by T&L Committee.</p> <p>16.2 Resources Committee</p> <ul style="list-style-type: none"> -Photo Consent Policy 	

	<p>- Data Protection Policy</p> <p>- Leave and Time Off Policy</p> <p>MB had amended some wording in line with HR advice.</p> <p>- Social Media Policy</p> <p>Resequencing of some of the wording had been completed.</p> <p>- Whistleblowing Policy</p> <p>Governors approved all seven policies presented.</p>																									
17.	<p>17.1 Governor Training Update and Governor Monitoring Reports</p> <p>17.2 Skills Matrix</p>																									
	<p>17.1 It was suggested that there should be Whole Governing Body training for the new Ofsted Framework arranged through Educator Solutions.</p> <p>Preparation for the new way in which Ofsted will look at the curriculum could mean that some governors should consider training for specific subjects.</p> <p>17.2 A skills audit was conducted this year, but the results still need to be analysed and presented.</p>	Clerk to present outcome of Skills Audit FGB Aut 1.																								
18.	<p>To agree FGB and Committee meeting dates for 2019-2020</p>																									
	<p>It was agreed that all Resources Meetings would start at 6.30 p.m. and all Teaching and Learning Committees would start at 7.30 p.m. Full Governing Body meetings will start at 7 p.m.</p> <table border="1"> <tr> <td>Resources</td> <td>2nd Oct 6.30</td> <td>20 Nov 6.30</td> <td>15 Jan 6.30</td> <td>4 Mar 6.30</td> <td></td> <td>29 April 6.30</td> <td>24 June 6.30</td> </tr> <tr> <td>T & L</td> <td>2nd Oct 7.30</td> <td>20 Nov 7.30</td> <td>15 Jan 7.30</td> <td>4 Mar 7.30</td> <td></td> <td>29 April 7.30</td> <td>24 June 7.30</td> </tr> <tr> <td>FGB</td> <td>16th Oct 7.00</td> <td>4 Dec 7.00</td> <td>5th Feb 7.00</td> <td>18 Mar 5.00 Gov in school Day</td> <td>22 April 7.00 Budget</td> <td>13th May 7.00</td> <td>8 July 7.00</td> </tr> </table>	Resources	2 nd Oct 6.30	20 Nov 6.30	15 Jan 6.30	4 Mar 6.30		29 April 6.30	24 June 6.30	T & L	2 nd Oct 7.30	20 Nov 7.30	15 Jan 7.30	4 Mar 7.30		29 April 7.30	24 June 7.30	FGB	16th Oct 7.00	4 Dec 7.00	5 th Feb 7.00	18 Mar 5.00 Gov in school Day	22 April 7.00 Budget	13th May 7.00	8 July 7.00	
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19.	<p>Clerk's Update</p>																									
	<p>Educator Solutions courses will only be available to view on-line this year.</p> <p>Governors were asked to update their training records on Governor Hub.</p>																									
20.	<p>Any other business/issues for future meetings/correspondence</p>																									

	MB thanked governors for their support and challenge during what had been a demanding and difficult year.	
	Meeting finished at 21.13	

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