

MINUTES

Recreation Road Infant School

Full Governing Body Meeting

16th October 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	Kathryn Savva (KS)	Co-opted	Absent
Jan Jinkerson (JJ)	Co-opted	Absent	Ulrike Theuerkauf (UT)	Co-opted	Absent
Florence Harrison (FH)	Parent	Present	Sheree Brock	Staff	Present
Matthew Hartley (MH) Vice Chair of Governors	Co-opted	Present	Vacancy	Co-opted	
Morgan Self (MS)	Parent	Absent	Vacancy	Co-opted	
Jen Carlin (JC)	Associate Governor	Absent			

Clerk: **Sheila Lewis-Smith**

Action Points			
Item	Details	By Whom	When
2.1	Clerk to check all governors have completed Register of Business Interest declaration	Clerk	18/11/19
6.2	MB to seek out suitable nominations from education professionals.	MB	ASAP
6.2	MB to start election of Parent governor process.	MB	ASAP
7.	JJ, UT, KS and MS to sign Code of Conduct Register at next committee meetings	JJ,UT,KS & MS	20/11/19
16	Resources Committee to consider themed audit on GDPR at next meeting in November	Clerk	20/11/19
18	Clerk to arrange training for whole GB on Preparing for Ofsted.	Clerk	ASAP

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, Kathryn Savva Morgan Self and Ulrike Theuerkauf • <i>Consent / Non-consent to absence.</i> Governors consented to the absence of JJ, MS, KS and UT. <p>The meeting was quorate.</p>	
2.	Annual Declaration of Business & Pecuniary Interests 2.1 Annual Declaration of Business & Pecuniary Interests 2.2 Conflict of Interest in this agenda. 2.3 Approve date when Register of Business Interests will be published on website.	
	2.1 Governors were asked to complete their declaration of Business and Pecuniary Interest on Governor Hub. 2.2 No pecuniary or other interests were declared for this meeting. 2.3 No date was set for publication of Register of Business Interests to be published on website. Clerk to check completion by governors.	Clerk to check all governors have completed Register of Business Interest declaration
3.	Notification of any other urgent business. To be submitted to Chair of Governors 24 hours in advance of the meeting to decide if it should be considered at the meeting.	
	No urgent matters were raised.	
4.	Minutes of previous meeting 10th July 2019 4.1 Approval of the Minutes	
	4.1 The minutes of 10th July 2019 were approved as a true and accurate record of the meeting and signed by MF.	
5.	Election Chair and Vice Chair of Governors 5.1 Election of Chair -conducted by Clerk 5.2 Election of Vice Chair – Conducted by Chair	
	5.1 The Clerk took the chair. MH nominated MF as Chair. Seconded by GMc. Unanimously agreed by all present.	

	<p><i>SB arrived at 19.09</i></p> <p>5.2 MF resumed the chair. MF nominated MH as Vice-Chair. Seconded by MB. Unanimously agreed by all present.</p> <p>MF wished it to be minuted that this will be her final year as Chair & that she will resign from the Governing Board at the end of the academic year</p>	
6.	<p>Membership of the Governing Body and Committee Structure / Terms of Reference</p> <p>6.1 Vacancies and Term of Office coming to an end during academic year.</p> <p>6.2 To approve Committee structure and membership</p> <p>6.3 To approve Terms of Reference for Committees</p>	
	<p>6.1 It was noted that MH's Term of Office expires in December 2019 but MH indicated his willingness to stand again as Co-Opted governor.</p> <p>FH's Term of Office ends 16th March 2020 and she indicated that she will not stand as Parent Governor again.</p> <p>There are currently two vacancies for Co-Opted governors but governors anticipated that more parent governor vacancies may occur during the year.</p> <p>Concerns were expressed over the attendance of MS &, after discussion, it was agreed the Chair should write to MS inviting him to terminate his appointment as Parent Governor.</p> <p>The Clerk suggested that the GB should consider succession planning as the year progressed.</p> <p>6.2 To approve Committee structure and membership</p> <p>Governors raised concerns about the ability of Committees to be quorate and workable, given the governor vacancies and levels of absenteeism by governors. The Skills Matrix results were considered and it was felt that the skills of an education professional would enhance the board.</p> <p>It was agreed that MB would</p> <ol style="list-style-type: none"> i. Start process of electing Parent governors. ii. Start to look for education professionals to enhance the skills set of the GB. <p>It was agreed that the existing committee structure of Teaching and Learning Committee and Resources Committee would continue.</p> <p>6.3 To approve Terms of Reference for Committees</p> <p>The Terms of Reference for both Teaching & Learning Committee and Resources Committee were approved.</p>	<p>MF to write to MS</p> <p>MB to seek out suitable nominations from education professionals.</p> <p>MB to start election of Parent governor process.</p>
7.	<p>Governors' Code of Conduct 2019</p> <p>To agree and sign up to Code of Conduct for 2019</p>	

	MF proposed that the NGA Model Code of Conduct be adopted. Governors signed a register to confirm they agreed to the Code of Conduct.	JJ, UT, KS and MS to sign Code of Conduct Register at next committee meetings
8.	Attendance Targets To set Attendance targets to 2019-2020.	
	Governors approved an Attendance Target of 96%, which is broadly in line with the actual attendance for 2018-2019. Governors noted the difficulty of enforcing attendance with Reception children who are below the statutory school age and the fact that children reach statutory school age at different times of the year.	
9	Headteacher Performance Management Arrangements To confirm arrangements for Headteacher PMR.	
	<i>19.34 MB left the meeting to deal with an issue.</i> MH confirmed that he had trained in Headteacher Performance Management. GMC agreed to undertake the training and assist in this round of Performance Management. Educator Solutions had been approached to provide an external advisor. Dates are to be set, preferably for late November. <i>19.38 MB returned to the meeting.</i>	
10.	Verbal Reports from Committees – the main points 10.1 Resources 10.2 Teaching and Learning	
	10.1 Resources Q: What was the outcome of the recent financial audit? A: It was cancelled. A Nurture Audit was undertaken. The package provides 8 days of free consultation support. School is currently awaiting the report from the audit. Budget Revision 2 is due in November. MF to attend. Governors were advised that the school finances were stable. Funding for the Teachers' pay award had been set. The school's financial program had factored in higher anticipated costs, so although there is a shortfall, it was not as much as anticipated. The CPD budget had been increased following looking at benchmarking data. Governors had asked whether there was a difference between CPD costs in Primary and Infant schools. This was not thought to be	

	<p>significantly different.</p> <p>Capital Funds – In the region of £24 to £25 thousand is available. The school is working on plans to spend this funding.</p> <p>New SFVS – MH advised that this is a new format which includes a spreadsheet with indicative benchmarking. MH and KS have completed the training and will work together on this document. JC still to do the training.</p> <p>RAG – all items are now coded green.</p> <p>10.2 Teaching and Learning</p> <p>Data had been reviewed and discussed. The school is improving the level of challenge it offers. Subject leadership is developing well, with a number of staff having undertaken leadership training. Teacher appraisal process has nearly been completed.</p>	
11.	<p>School Improvement Development Plan 2019-20</p>	
	<p>MB tabled this document for governors, which now includes monitoring actions. CPD is in evidence and much of this has been cost effective.</p> <p>Governors commented that it is still a wordy document. MB said that it was similar to the VNET model and allows for on-going review.</p> <p>Certain pages link with particular members of staff or roles. The SEF will be incorporated in the document.</p> <p>Governors observed that it was good to have a summary and a layered approach to keep all documents in sync.</p> <p>MB will create a document for parents.</p> <p>Q: What is the workload reviewing the Timeline on a weekly basis and does the HT do it on their own?</p> <p>A: MB said that it was invaluable being able to reflect and assess on a weekly basis and that this took around an hour to complete. Senior Leadership Team were also involved in the reviews.</p> <p>Governors suggested that Mondays could be a good day to review the SIDP, as all senior staff were in school.</p> <p>MB said that part of the SIDP review section replaces parts of the HT Report to governors.</p> <p>Q: Governor Monitoring is on the SIDP but who takes the initiative to add it to the subcommittee agendas?</p> <p>A: MB felt that the Chairs of Committees could take this forward and it could fit with the thematic approach to agenda structure favoured by UT. It would be useful if governors went through the SIDP and identified when certain things were being monitored and reflect this in the agendas.</p> <p>It was suggested that a Year Planner for Governor Monitoring was needed that included individual governor, committee and Governor in</p>	

	<p>School opportunities.</p> <p>Governors said that it would be useful to know when the impact is going to be evidenced.</p>	
12.	<p>Headteacher's Report / Safeguarding Update</p> <p>Questions to be sent to HT prior to meeting</p>	
	<p>No questions had been presented prior to the meeting.</p> <p>MB said that this was a new format.</p> <p>Q: What is Ever 6?</p> <p>A: A child who is entitled or has ever been entitled to Free School Meals.</p> <p>The spread of FSM pupils attracting Pupil Premium was consistent across the years and groups. It is currently 11% of pupils.</p> <p>EAL and SEND numbers are stable.</p> <p>Issues of prejudice related incidents have gone back to zero and there is no trend for incidents.</p> <p>Q: What is the information regarding children at risk of exclusion?</p> <p>A: MB said that one child was at risk but the school had made a bid for support through the Benjamin Foundation and Norwich Opportunity Area funding. Another child is SEND and a meeting of professionals has been arranged to ensure a framework of support is in place.</p> <p>Governors noted that the attendance was good, particularly for Reception children. The school has done a lot to address this. One Reception class has an exceptional 99.4% attendance.</p> <p>The school has issued its first fixed penalty notice for attendance. One family were offered an Attendance Panel meeting to support attendance but they declined. However, the attendance did improve.</p> <p>The school is now operating electronic registers and letters to parents. SMS is still used if appropriate. Pupil records are being kept on Pupil Asset program.</p> <p>Q: How is the rate of safeguarding issues dealt with by the school?</p> <p>A: It is hard to know what to compare it to but there have been more than 20 concerns raised by staff this half term.</p> <p>Q: How are these cases distributed across the school?</p> <p>A: They have mainly been in Reception and Year 1. There seems to be a general increase as so many of the early intervention strategies have been withdrawn. Of three referrals to the Early Hub, none had any resulting action. The school does receive Encompass Notifications; this is when the police have been involved with a family and the school is notified the following day.</p> <p>The school has identified the need to train a fourth Designated Safeguarding Lead at a cost of £330 for a 2-day course.</p>	

	<p>MB was thanked for this information.</p> <p>Staff absence has halved this term and the atmosphere in school is good. This had been noted by MF as when recently in school, she found the atmosphere to be calm. She also noted that the improvements to the front entrance made the school a safer place for all.</p> <p>Jen Carlin is holding Return to Work meetings, staff have been offered flu jabs, four physio referrals have been made and the Wellbeing programme is in place. MB said that the school now had a culture of high challenge and high support.</p> <p>The Record of Harm had been reduced, mainly due to the realignment of staff.</p>	
13.	Matters arising from Minutes of 10th July meeting not already covered in this agenda	
	None arising	
14.	Sports Hall Update	
	MB advised that some long-term possibilities are being explored and that more parties are on board to assist in the process.	
15.	Confidential Item	
	Discussed with Item 20	
16.	<p>Policies</p> <p>16.1 For approval by FGB</p> <ul style="list-style-type: none"> - <u>Safeguarding 2019</u> All staff bar one on long-term sick have received training. - <u>Governors' Allowances 2019</u> A new form of the policy based on best practice and HMRC levels of remuneration. - <u>Grievance Procedure (LA model procedure)</u> Updated by LA in the summer. Follows ACAS guidance. - <u>LAC Policy, including named LAC Designated teacher)</u> Susanna Manrique named as LAC Designated teacher. <p>Q: How long are children regarded as Previously Looked After?</p> <p>A: For ever.</p> <ul style="list-style-type: none"> - <u>Feedback and Marking Policy</u> This had been due to be reviewed by T&L Committee but had been unavailable for the meeting. MF observed that the approach was interesting and asked how the policy would be monitored. MB said that it was included in the Subject Leader 	<p>Resources Committee to consider themed audit on GDPR at next meeting in November</p>

Handbook. Work scrutinies and alignment would check it was being implemented correctly. Teachers had provided suggestions for the marking codes.

Q: Is the system understood by Cover supervisors and Teaching Assistants.

A: MB confirmed that all staff understood the policy.

16.2 For ratification by FGB from Committees

- Staff Bullying and Harassment Policy (LA model) (Resources)

It was noted that this can be a focus for Ofsted

- Intimate Care Policy (T&L)

This has been updated and now fits school's requirements.

It involves the child and parents and provides protection for staff undertaking the intimate care. SB said that the policy was working well.

Q: Are parents happy?

A: SB confirmed that they were happy.

- Pupil Premium Policy (T&L)

This policy has been re-written and PP Plan will be reviewed by Resources Committee. MF said that there was much clearer identification of how the money was to be spent. It also provided more flexibility on improving teaching and providing interventions and support.

- Parent/Visitor Respect Policy (T&L)

This had been reviewed and is added to parent packs on entry to school

- Relationship and Sex Education Policy (draft, for information) (T&L)

This policy is in draft. A first meeting for parents was held on 16th October with around 23 parents attending and a second meeting was planned for Friday 18th October. Feedback from parents will be included in the policy. Senior staff member has worked with governors and parents to obtain their views although this was not fully representative of the whole school community.

MF asked if it would be reviewed every three years. MB advised having a light touch review in a year to check how it was going.

-Charging and Remissions (Resources)

This is a standard policy and is unchanged.

Governors noted that it was statutory for the SEND Information and Report and Policy to be on the school's website. This policy may

	<p>be reviewed more frequently as needed.</p> <p><i>FH proposed all of the above policies; this was seconded by MH and all governors agreed the adoption of the policies.</i></p>	
18.	<p>Governor Responsibilities, Training Update and Monitoring Reports</p> <p><u>Skills Matrix Audit – outcomes and future actions</u></p> <p>The clerk had analysed the skills audit completed by 8 governors. The areas that need strengthening are Strategic Leadership and Accountability. It was agreed that governors with experience of education would be appropriate candidates to become governors.</p> <p><u>Training updates</u></p> <p>Governors were reminded to keep their training records up to date on Governor Hub.</p> <p>MF shared information about her Ofsted training session. The new Ofsted arrangements were briefly discussed, including “deep dives” and the focus on the curriculum. It was understood that Outstanding schools would not be inspected in the first tranche.</p> <p>MF had also attended Effective Governor Monitoring run by VNET.</p> <p>Governors identified that they wished to focus a whole governing body training session on “Preparing for Ofsted”.</p> <p><u>Monitoring Reports</u></p> <p>Governors were asked to complete Monitoring reports when they visited the school.</p> <p><u>Roles and Responsibilities</u></p> <ul style="list-style-type: none"> - <u>SEND MF</u> - <u>Pupil Premium FH</u> - <u>Sports Premium FH</u> - <u>Safeguarding JJ</u> - <u>Health and Safety KS</u> - <u>GDPR GMCG</u> - <u>Safer Recruitment MF</u> - <u>LAC MF</u> 	<p>Clerk to arrange training for whole GB on Preparing for Ofsted.</p>
19.	<p>Clerk’s Update</p>	
	<p><i>20.40 SB left the meeting</i></p> <p>No updates provided.</p>	
20.	<p>Confidential Items</p> <p>To approve confidential minutes from FGB meeting 10th July 2019</p>	

	Two confidential items were discussed and confidential minutes produced.	
	Meeting finished at 21.13	

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