

MINUTES**Recreation Road Infant School****Full Governing Body Meeting****4th December 2019 at 7.00pm**

Recreation Road, Norwich, NR2 3AP

GOVERNING BODY MEMBERS					
Marion Flaxman (MF) Chair of Governors	LA	Present	Gary McGuinness (GMc)	Co-opted	Absent
Michael Bunting (MB)	HT	Present	Kathryn Savva (KS)	Co-opted	Present
Jan Jinkerson (JJ)	Co-opted	Present	Ulrike Theuerkauf (UT)	Co-opted	Present
Florence Harrison (FH)	Parent	Present	Sheree Brock	Staff	Present
Matthew Hartley (MH) Vice Chair of Governors	Co-opted	Present	Vacancy	Co-opted	
Vacancy	Parent		Vacancy	Co-opted	
Jen Carlin (JC)	Associate Governor	Absent			

Clerk: **Sheila Lewis-Smith**

Action Points			
Item	Details	By Whom	When
16/10/19 2.1	Clerk to check all governors have completed Register of Business Interest declaration	Clerk	15/01/20
16/10/19 7.	JJ, UT, KS and MS to sign Code of Conduct Register at next committee meetings	JJ,UT,KS & MS	15/01/20
04/12/20 7.	AP 1: Clerk to add GDPR Themed Audit to Spring 2 Resources agenda.	Clerk	04/03/20
8	AP 2: Clerk to add Subject Lead reports to FGB agenda 5 th February 2020	Clerk	05/02/20

No.	Item
1.	Welcome and Apologies
	<ul style="list-style-type: none"> • <i>To receive Apologies for absence</i> Apologies were received from Gary McGuinness • <i>Consent / Non-consent to absence.</i> Governors consented to the absence of GMc <p>The meeting was quorate.</p>
2.	Declaration of Business, Pecuniary Interests, Conflict of Interest 2.1 To confirm the annual Declaration of Interests have been completed on Governor Hub. 2.2 Declaration of any conflict or interest in this agenda.
	<p>2.1 Clerk to check all declarations have been made on Governor Hub.</p> <p>2.2 No declarations made.</p>
3.	Minutes of previous meeting 16th October 2019 3.1 Approval of the Minutes 3.2 Matters arising not contained elsewhere is this agenda
	<p>3.1 The minutes of 16th October 2019 were approved as a true and accurate record of the meeting and signed by MF.</p> <p>3.2 Matters arising not contained elsewhere is this agenda</p> <p>2.1 Clerk to check all governors have completed Register of Business Interest declaration. Clerk to complete check.</p> <p>6.1 MF to write to MS regarding his appointment as governor. Completed.</p> <p>6.2 MB to seek out suitable nominations from education professionals. Completed.</p> <p>6.2 MB to start election of Parent governor process. On the agenda.</p> <p>7. JJ, UT, KS and MS to sign Code of Conduct Register at next committee meetings. Clerk to provide form at next meeting.</p> <p>16 Resources Committee to consider themed audit on GDPR at next meeting in November. On the agenda.</p> <p>18 Clerk to arrange training for whole GB on Preparing for Ofsted. Completed.</p>
4.	Notification of Any Other Business – to be sent to the Chair 24 hours prior to the meeting. To agree whether these matters will be discussed at this meeting.
	None presented.
5.	Governing Board Membership 5.1 Governor Membership and Vacancies update
	Governors proposed that FH be made a Co-opted member of the governing board given that her term of office as a parent governor was coming to an end in March 2020. This was proposed by MG and seconded by JJ. All voted in favour.

	<p>The current vacancies are therefore for two parent governors and one Co-opted governor.</p> <p>MB confirmed that he had put some information regarding recruiting parent Governors in a school newsletter and had received two expressions of interest. The paperwork inviting nominations would be sent out on Friday 6th December and close on Friday 13th December. If a vote was needed, this would be conducted in January 2020.</p> <p>Efforts had been made by MB and other governors to attract new governors from VNET and UEA. MB planned to contact the Advisory service to see if there were any interested persons there.</p>
6.	<p>GDPR Themed Audit</p>
	<p>The Data Protection Officer had visited the school on 4th December. Two points raised required a level of technology not yet available in school. There is an issue around Third Party Suppliers. MF requested that GMc is kept informed of the outcomes of this visit. MB agreed to upload the Audit and governors noted that a response is required by the end of the Spring Term 2020.</p> <p>AP 1: Clerk to add GDPR Themed Audit to Spring 2 Resources agenda.</p>
7.	<p>Committee Reports – Verbal reports from the Chairs</p> <p>7.1 Resources</p> <p>7.2 Teaching and Learning</p>
	<p><u>7.1 Resources.</u></p> <p>The Finance Audit had been sent off and accepted. The draft audit had been placed on Governor Hub but needed updating. JC is currently updating the Finance Policy and working on the Asset Register. The clerk advised that she had gained advice from a member of the Finance Team at Educator Solutions regarding the Asset Register. MB said that JC will contact this person to discuss the matter further.</p> <p>The budget was settled and as expected. A few lines had required some shifting of monies to make things accurate but this had little overall difference to the budget.</p> <p><u>7.2 Teaching and Learning</u></p> <p>The focus of the meeting had been on Inclusion and Diversity. Two policies had been reviewed (Anti-Bullying Policy and Equalities Policy) and were awaiting amendments following governor feedback. The committee had received an update on safeguarding. It had been suggested that Subject Leads could submit a one-page summary report for governors' information at the next meeting</p> <p>AP 2: Clerk to add Subject Lead reports to FGB agenda 5th February 2020</p>
8	<p>To approve the Planned Admission Number (PAN) for 2021-22</p>
	<p><i>The PAN for 2021-22 was agreed at 120 places.</i></p>
9.	<p>Headteacher's Report – questions to HT prior to the meeting</p>
	<p>No questions had been received prior to the meeting. Governors said that they liked the format of the report, which was styled like a Governors' Dashboard but wondered how time consuming it was for MB. MB said that it is a document he uses for self-evaluation, reflection and at SLT meetings, so he found it useful.</p>

	<p>Governors observed that when reading the report, it would be useful to know when the column information is cumulative.</p> <p>Attendance - this had been impacted upon due to a virus that affected a number of children; Public Health had been consulted and their advice regarding cleaning etc. had been followed.</p> <p>Q: What is the Wensum English Hub?</p> <p>A: This is accessed through the Norwich Opportunity Funding. The Wensum Trust had been into RRIS to conduct a phonics audit. SB said she was still seeking the answer as to how to improve the phonic outcomes for pupils who achieved scores of between zero and 10. The audit had identified a few areas for improvement including the pace of the sessions and having decodable books for the children to take home and practice their phonic knowledge. £6,000 had been made available for this purpose and some staff training. A new approach to guided reading has been put in place. Year 1 have been assessed as being further ahead in their phonic knowledge than last year's cohort.</p> <p>Q: Will there be funding of the CPOMS system?</p> <p>A: MB is following a bid for this system.</p> <p>Governors observed that there was an improvement in the level of staff absences. MB cautioned and said that this was a small sample over a short period of time but that measures such as return-to-work interviews, offer of staff flu vaccine and the well-being support that is in place for staff are all contributing to the improvement. Pupils will be offered the flu vaccine in January.</p>
10.	<p>Financial Matters</p> <p>10.1 BCR 2 report –Approval required</p>
	<p>MB advised that following the Finance Officer's visit to work on BCR 2, he had found two major errors regarding teaching staff costs in year 3 of the budget. This had then involved JC in committing a day's work to checking the budget.</p> <p>Governors expressed concerns regarding their confidence in the Finance Officer and were they bound to sign off the BCR. It was noted that this was a service for which the school were paying. As a result, governors declined to approve BCR 2. MB will contact Debbie Dismore at Avenue Junior School to consult how she feels about the quality of the service from Finance. If she too has concerns, governors felt that a joint letter should be sent to Finance, as the current errors resulted in a huge financial discrepancy.</p>
11.	<p>Policies – to approve the following policies, as presented by the committees.</p> <p><u>T&L</u></p> <p>- Relationships and Sex Education Policy – FGB to approve</p> <p>Parents had been consulted and the school is due to trial materials from the Spring Term. Approved.</p> <p><u>Resources</u></p> <p>- Charging and Remissions</p> <p>This had been updated and now included that refunds of less than £5 would not be made but placed in the School Fund Account. Approved.</p>
12.	<p>12.1 Governor Training Update and Governor Monitoring Reports</p> <p>12.2 Governor in School Day planning</p> <p>12.3 Arrangements for whole Governing Board training January 15th 2020</p>

	<p>12.1 None presented</p> <p>12.2 Agreed that 'Challenge' should form the focus of the next Governor In School Day in March. Governors were invited to form a small group to work with SB on planning the day; UT and JJ volunteered to assist with the planning.</p> <p>12.3 The whole governing board training will be on the new Ofsted Framework and be led by Educator Solutions. The session will start at 6 p.m. and run for approximately 2 hours on 15th January 2020 in place of the scheduled sub-committee meetings</p>
13.	Sports Hall
	No further information to date.
14.	Clerk's Update
	The clerk informed governors that the next themed audit would be looking at Pre-Employment checks.
15.	Confidential Items
	The Confidential Minutes from 16 th October were presented and approved as a true and accurate record. They were signed by MF.
16.	Any other business/issues for future meetings/correspondence
	MB said that the school had received a letter from the Local Authority informing them that RRIS buildings will need assessing by a surveyor. This was because of the potential that the building contained some concrete blocks that could deteriorate. A surveyor had visited the school and inspected the water tower but did not think there were any issues with the building. Governors pointed out that the responsibility for dealing with this, if found, would lie with the LA.
17.	Date of next meeting – Wednesday 5th February 2020 at 7.00 pm
	Meeting finished at 20.50

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