

# MINUTES

## Recreation Road Infant School

### Full Governing Body Meeting

5<sup>th</sup> February 2020 at 7.00pm

Recreation Road, Norwich, NR2 3AP

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

Clerk: **Sheila Lewis-Smith**

Action Points			
Item	Details	By Whom	When
04/12/20 7.	AP 1: Clerk to add GDPR Themed Audit to Spring 2 Resources agenda.	Clerk	04/03/20
5/2/20 10.	AP 1: MB to check and alter Finance Policy to mean every two years (biennially)	MB	04/03/20

No.	Item
1.	<b>Welcome and Apologies</b>
	<ul style="list-style-type: none"> <li>• <i>To receive Apologies for absence</i> Apologies were received and accepted from Gary McGuiness. JC was not required to attend the meeting.</li> <li>• <i>Consent / Non-consent to absence.</i> Governors consented to the absence of GMc.</li> <li>• MF introduced the two new parent governors – Clemmie Williams and Adrian Ramsay. Both governors gave a brief description of their backgrounds and were welcomed to the Governing Board.</li> </ul> <p>The meeting was quorate.</p>
2.	<b>Declaration of Business, Pecuniary Interests, Conflict of Interest</b> <b>2.1 To confirm the annual Declaration of Interests have been completed on Governor Hub.</b> <b>2.2 Declaration of any conflict or interest in this agenda.</b>
	<p>2.1 AR to complete his Declaration on Governor Hub.</p> <p>2.2 No declarations made.</p>
3.	<b>Minutes of previous meeting 4<sup>th</sup> December 2019</b> <b>3.1 Approval of the Minutes</b> <b>3.2 Matters arising not contained elsewhere is this agenda</b>
	<p><b>3.1 The minutes of 4<sup>th</sup> December 2019 were approved as a true and accurate record of the meeting and signed by MF.</b></p> <p><b>3.2 Matters arising not contained elsewhere is this agenda 16/10/19</b></p> <p>16/10/19 Item 2.1 Clerk to check all governors have completed Register of Business Interest declaration. Completed and new governors advised how to complete the declaration.</p> <p>04/12/19 Item 7. JJ, UT, KS and MS to sign Code of Conduct Register at next committee meetings. Completed.</p> <p>04/12/20 Item 8. AP 2: Clerk to add Subject Lead reports to FGB agenda 5th February 2020. Completed.</p>
4.	<b>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.</b>
	None presented.
5.	<b>Governing Board Membership</b> <b>5.1 Governor Membership and Vacancies update</b>
	MF thanked the two new parent governors for putting themselves forward. One vacancy exists for a Co-opted governor. MF said that she had one proposal to fill this vacancy and described the person's background to the board. Governor Services had provided a CV and it was deemed that she had

	transferable skills. It had been agreed that she would attend the next round of committee meetings.
<b>6.</b>	<b>Subject Leader Report(s) Action Point 2 from previous meeting.</b>
	<p>SB advised that she had looked into Curriculum coverage and conducted audits of resources, so that a wish list could be created to support the delivery of the curriculum.</p> <p><b>Q: What subjects do you have Subject Leads for?</b></p> <p>A: Reading, Writing, Phonics, Maths, Design and Techology, Science, Computing, R.E., Art, Music, RSE, PSHE, Computing, History &amp; Geography</p> <p>All the Leads are teachers except one, who is a Teaching Assistant. Maths, Phonics and Writing Learning Walks have also been conducted.</p> <p><b>Q: What will be the format of the report presented to T&amp;L Committee and then fed on to Resources Committee?</b></p> <p>A: It will present key outcomes and actions to be taken.</p>
<b>7.</b>	<b>Confidential Item</b>
	Confidential Minutes were produced for this item.
<b>8</b>	<b>Headteacher's Report, including Safeguarding– questions to HT prior to the meeting</b>
	<p>No questions had been submitted prior to the meeting.</p> <p>MB was thanked for the build-up of data, which gave a comprehensive picture of the school. The internal assessment data looked good and positive; MB said that the cohort was strong and had achieved good starting points.</p> <p>Phonics – there are still a few children not progressing as the school wished. SB has created a list of de-codable books to buy with funding from the Wensum English Hub; £5,000 has been allocated. These books will be sent home to promote practice and reconciliation of phonics skills. The school wish to continue to budget to buy more books over the next two years.</p> <p><b>Q: Could the PTA help buy books?</b></p> <p>A: They will be approached to buy book bags for the children to use. This will raise the profile of reading as well as protect the books.</p> <p><b>Q: Does the school hold attendance meetings with poor attenders? How many panel meetings are held?</b></p> <p>A: The school follows the LA advice. Some families have entrenched patterns of non-attendance. Some will go to Fast-track. There is a workload implication for MB at present but this will hopefully be reduced by May.</p> <p><b>Q: Are the figures cumulative?</b></p> <p>A: Yes.</p> <p>It was noted that the Reception children were settling well.</p> <p>Governors questioned whether the transition period was too long. MB said that it was always too long for some families. It will be 2 days shorter this coming year and we'll be able to gauge whether this reduces the overall quality.</p> <p><b>Q: Does the amount of nursery experience vary and therefore is a reasonable transition needed for some children?</b></p>

	<p>A: Yes. It is difficult to get nursery places in the area, and there are a large number of different nursery providers. Some parents use childminders, so some children have limited experience of getting along in larger groups.</p> <p>MF noted that there has been a significant improvement in staff absence. SB observed that it had addressed a cultural shift and was much better for the children.</p> <p>Governors wished to record their disgust and dismay at the LA's action regarding the Fair Funding Consultation. The LA had gone to consultation and then decided to ignore the outcome.</p> <p>There are significant funding implications for the school; 0.9% increase is forecast to come to the school (based on MB's use of DfE calculator) but this has to balance against the impending Teachers' Pay awards. BR3 looks better but budgeting needs to be conservative and costs still might require cutting.</p> <p>Toilet renovation/improvement. This had been done under BMP at a cost of £35,000. The timing is not ideal, but funding would have been forfeit if the project were not completed by the end of this financial year.</p> <p><b>Q: Do we need to be mindful when managing the Capital budget?</b></p> <p>A: No, as the school has plans as to how to spend the money.</p>
9.	<p><b>Financial Matters</b></p>
	<p>Budget Revision 3 – MH advised that there was now a very small surplus in Year 3.</p> <p>The SFVS is due to be submitted by the end of February. MH said he had completed most of the document and would consult MB and JC if more details were needed.</p> <p>MH was thanked for this work on this matter.</p>
10.	<p><b>Policies – to approve the following policies:</b></p> <p><b>- Pupil Attendance Policy</b></p> <p>This is a Local Authority model policy.</p> <p><b>Q: Some Governors expressed concern that the policy contradicts the Equalities Policy. Feedback from parents had indicated that children feel under pressure to attend and feel that they have let their class down if they are absent. Some children are absent due to SEN issues and should not be penalised.</b></p> <p>A: MB said that attendance was an issue that needed tackling and the things contained in the policy are the steps the school is taking to promote good attendance. These are in-keeping with actions taken by many schools, including Avenue Junior School.</p> <p><b>Q: Governors queried whether attendance was the child's responsibility or the parents.</b></p> <p>A: While attendance is ultimately the parents' responsibility, changing children's behaviour / perceptions towards school can sometimes have a positive and sustained impact on their attendance.</p> <p>The school will be creating a specific policy for Managing Absence of pupils with on-going medical conditions, which addresses the issues regarding attendance for this group of children.</p> <p>MB observed the only direct communication he'd received regarding the pressure put on children has come from parents of children with a history of persistent absence.</p> <p><b>Q: Governors queried whether class certificates made any difference to children who were persistently absent.</b></p> <p>A: MB said that all the actions taken were those recommended by the Attendance Team at Norfolk County Council. AJS is using the same policy and similar reward system. MF said that this guidance</p>

	<p>and policy should be followed in order to promote good attendance.</p> <p>Governors suggested that a number of class awards could be made, so that classes did not feel left out. SB said that this was already happening and that whole classes can be nominated in celebration assemblies.</p> <p>The policy was approved.</p> <p><b>- NQT Induction Policy (on statutory policies list)</b></p> <p>The policy was approved.</p> <p><b>- Finance Policy (action point from Finance Audit)</b></p> <p>Governors thanked JC in her absence for the work she had done on this policy. MH suggested it was taken back to Resources Committee to examine the detail.</p> <p><b>Q: Governors checked whether a word used should be bi-annually or bi-ennially.</b></p> <p><b>AP 1: MB to check and alter Finance Policy to mean every two years (bi-ennially)</b></p> <p>The policy was approved.</p> <p><b>- Safeguarding Policy (additional DSL)</b></p> <p>A minor alteration had been made to reflect that 4 Designated Safeguarding Leads were now in place.</p> <p>The policy was approved.</p> <p><b>- Equalities Policy (final version)</b></p> <p>This policy had been amended following governor recommendations.</p> <p>The policy was approved.</p>
11.	<p><b>Governor Training Update and Governor Monitoring Reports</b></p>
	<p><b>11.1 Governor Training Report overview – Clerk</b></p> <p>The clerk presented an analysis of training which identified for governors where there were gaps across the governing board. Some attention is needed in order to succession plan effectively.</p> <p><b>11.2 Governor Monitoring – future plans – MB</b></p> <p>MB had uploaded a draft Governor Monitoring plan for the rest of 2020 and also for 2020-2021. The clerk had also added some suggestions following the recent governor training on Preparing for Ofsted.</p> <p>It was proposed that this “Monitoring Matrix” should be a standing item on Governing Board / Committee meeting agendas.</p> <p>Governor in School Day will provide good opportunities for monitoring, with the focus on School Improvement Priorities and how the school challenges all learners at an appropriate level.</p> <p><b>11.3 Governor Monitoring Reports</b></p> <p>MF reminded governors that their monitoring reports should be submitted to the school and discussed with relevant staff prior to uploading to Governor Hub.</p> <p>UT and JJ have a Lunchtime Monitoring report (27/1/20) that is due to be uploaded. JJ raised an issue regarding the height of some fencing, as a child had been seen pulling and climbing the fence during their monitoring visit. MB said that the height/condition of the fence had not been identified by the LA Safeguarding Officer.</p> <p><b>11.4 Governor in School Day planning</b></p>

SB needs to know which governors are attending. It was thought that GMc would not be able to make the day. The Governing Board meeting will be held on the same day at 5 p.m.

JJ gave her apologies for the meeting.

**11.5 Review / evaluation of whole Governing Body training January 15th 2020 "Preparing for Ofsted"**

Governors fed back to MF that the training had highlighted the role of governors before and during an Ofsted. The importance of the initial phone call from the inspector was acknowledged. The SIDP is structured around the Ofsted areas and the Headteacher's Reports are designed to provide key information for governors. The clerk had advised the governors about a Govern-Ed course that is due to run locally. MF said that this was starting on 24<sup>th</sup> February 6-9 p.m. at Thorpe High School. Those interested in attending should sign up quickly

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