

MINUTES**Recreation Road Infant School****Full Governing Body Virtual Meeting****14th October 2020 at 7.00pm**

Recreation Road, Norwich, NR2 3AP

GOVERNING BODY MEMBERS					
Florence Harrison (FH) Co-Chair of Governors	Co-opted	Present	Gary McGuinness (GMc)	Co-opted	Present
Matthew Hartley (MH) Co-Chair of Governors	Co-opted	Present	Kathryn Savva (KS)	Co-opted	Present
Michael Bunting (MB)	HT	Present	Ulrike Theuerkauf (UT)	Co-opted	Present
Jan Jinkerson (JJ)	Co-opted	Present	Sheree Brock	Staff	Present
Clemmie Williams (CW)	Parent	Present	Adrian Ramsay (AR)	Parent	Present
Jen Carlin (JC)	Associate Member	Present	Deborah Ilott (DI)	Co-opted	Present

Clerk: **Sheila Lewis-Smith**

Action Points				
Item	Details	By Whom	When	
8/7/20 5.	Action Point 2: Clerk to add Safeguarding update to Spring Term FGB 2021.	Clerk	3/2/21	
14/10/20 6.1	Action Point 1: Clerk to add nomination of Safeguarding Governor to Summer 1 FGB agenda 12th May 2021.	Clerk	12/5/21	
6.4	Action Point 2: Clerk to check what information needs to be recorded and published for Associate members.	Clerk	Completed	
7	Action Point 3: Clerk to add confirmation for Code of Conduct to Governor Hub.	Clerk	Completed	
13	Action Point 4: Clerk to add SIDP 2020-21 to FGB agenda 2/12/20 for update.	Clerk	3/12/20	
14	Action Point 5: Clerk to add NCC Safeguarding Self-Evaluation to T&L Committee agenda on 11/11/20 . MB to check prior to the meeting.	Clerk / MB	11/11/20	

14	Action Point 6: MB to provide Subject Leader / staff with responsibilities emails on Governor Hub.	MB	ASAP
14	Action Point 7: FH to add information regarding monitoring protocols to the Monitoring Plan.	FH	ASAP
16	Action Point 8: MB to raise Sunflower Club use of the Sports Hall at the meeting on 20/10/20.	MB	20/10/21
19.2	Action Point 9: Clerk to check if whole GB training was available from Educator Solutions.	Clerk	Completed

No.	Item
1.	Apologies <i>To receive and agree apologies / ensuring meeting is quorate.</i>
	<ul style="list-style-type: none"> No absences. The meeting was quorate.
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 reminded to reconfirm their declarations on Governor Hub. 2.2 None declared. 2.3 FH is in the process of collating all the governor information required for the website.
3.	Notification of any other urgent business. To be submitted to Chair of this meeting (FH) 24 hours in advance of the meeting to decide if it should be considered at the meeting.
	FH advised that there was a confidential item to discuss which would be dealt with at the end of the meeting.
4.	Minutes of previous meeting 8th July 2020 4.1 Approval of the Minutes
	The Minutes of the previous meeting on 8th July 2020 were approved as a true and accurate record. FH to sign off.
5.	Election of Vice Chair of Governors
	Gary McGuinness was proposed by MH and seconded by FH. Approved by all governors.
6.	Membership of the Governing Body and Committee Structure / Terms of Reference/ Governance issues

	<p>6.1 Vacancies and Term of Office coming to an end during academic year. (One Co-opted governor vacancy, no Terms of Office ending)</p> <p>6.2 To approve Committee structure and membership</p> <p>6.3 To approve Terms of Reference for Committees</p> <p>6.4 GIAS – to confirm this has been updated.</p>
	<p>6.1 JJ has informed the Governing Board of her intention to leave at the end of the school year.</p> <p>Action Point 1: Clerk to add nomination of Safeguarding Governor to Summer 1 FGB agenda 12th May 2021.</p> <p>UT said that a colleague at the UEA had previously been interested in joining the governing board. MH or FH agreed to contact the interested party.</p> <p>6.2 Governors confirmed the following committee membership:</p> <p>Resources Committee – MH, KS, GMc, MB, JC, AR</p> <p>Teaching & Learning Committee – MB, SB, UT, JJ, DI, CW, FH.</p> <p>6.3 The Terms of Reference for both Teaching & Learning Committee and Resources Committee were approved.</p> <p>6.4 JC is waiting on a few additional pieces of information.</p> <p>Action Point 2: Clerk to check what information needs to be recorded and published for Associate members.</p>
7.	<p>Governors' Code of Conduct 2020</p> <p>To agree and sign up to Code of Conduct for 2020</p>
	<p>Agreed.</p> <p>Clerk to add Confirmation to Governor Hub.</p> <p>Action Point 3: Clerk to add confirmation for Code of Conduct to Governor Hub.</p>
8	<p>Headteacher's Report / Safeguarding Update</p> <p>Questions to be sent to HT prior to meeting</p>
	<p>Q: Are pupil attendance rates inclusive of authorised absences -isolating etc?</p> <p>A: Covid related absences are coded X and this means the session did not exist for them. Currently attendance is 96.8%. One child is still shielding. RRIS is liaising with Avenue Junior School to support remote learning for the family; the reasons are genuine and specific.</p> <p>A number of children have deferred to a January start; this group is larger than usually experienced. The main reason seems to be the amount of time they lost in Nursery. Early data would indicate that children are 6 months behind the usual developmental levels. Teaching and Learning Committee will receive more information regarding this.</p> <p>Q: Re safeguarding, how is CPOMS coming along?</p> <p>A: This is on the back burner for now. The school has free membership for two years, so there is still time to set it up. Personnel to manage this has been based at AJS / working from home. A Risk Assessment has now been produced which will allow her to work for RRIS one day a week.</p> <p>Q: Has the school received any covid funding?</p> <p>A: JC is aware that there is a second tranche or chance? for claiming. Schools should soon get another opportunity to apply for some COVID funds (for cleaning, free school meals and premises)</p>

	<p>for last spring/summer; all schools should apply (even those with healthy budgets).</p> <p>The swimming pool is now open again. It will be open for Water Babies but schools will have to wait for the H&S team to approve its use.</p> <p>MB wished to minute his thanks to JC and Stephen Osborne, Caretaker, for the enormous amount of work they had done to get the pool open again. He also thanked Parkside School who have paid their full rental as a gesture of goodwill.</p>
9.	<p>Attendance Targets</p> <p>To set Attendance targets to 2020-2021.</p>
	<p>The proposed target was set at 96%. MB advised that the national average for primary schools was 96% overall; 94.5% for Reception; so this was a stretch target.</p> <p>Q: Does covid illness count?</p> <p>A: MB subsequently provided the government guidance which says:</p> <p>If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case.</p>
10.	<p>Headteacher Performance Management Arrangements</p> <p>To confirm arrangements for Headteacher PMR.</p>
	<p>A date has been set and MH and GMc will conduct the process with support from an external advisor.</p>
11.	<p>SEND Information Report</p>
	<p>Q: Does the SEND funding take account of all income including bid funding?</p> <p>A: Yes, all elements are included. £92,151 approximately should be spent on SEND. The actual amount the school spends is £160,000 without the top-up funding.</p> <p>Q: Is the income amount increasing or decreasing?</p> <p>A: A child is due to arrive but the funding is still to be confirmed.</p> <p>MB confirmed that the report met the statutory requirements.</p> <p>The SEND Information Report was proposed by DI, seconded by CW and approved by all.</p>
12	<p>Verbal Reports from Committees – the main points</p> <p>12.1 Resources</p> <p>12.2 Approval of Capital Budget proposed plans to extend toilet provision.</p> <p>12.3 Teaching and Learning</p>
	<p><u>12.1 Resources.</u></p> <p>MH informed governors that the financial situation had become tighter due to the loss of lettings income, the increased costs of cleaning and the teaching and support staff pay increases. The Budget Review in November will provide a clearer picture.</p> <p>The restructuring last year is helping to manage the situation.</p> <p>The swimming pool is re-opening following the tree damage to the Sports Centre, resulting in the</p>

gas supply being turned off. Governors thanked JC for her work on this matter. It was noted that the Sports Centre will not be opening for community use for the foreseeable future.

The biggest single impact on the budget is the number on roll, which is 14 under capacity. The Minimum Funding Guarantee per pupil is around £4,000, reflecting £56,000 loss of income. The numbers will increase as children reach statutory school age but the census in October reflects the lower number.

MB suggested that it may be necessary to consider lowering the Planned Admission Number if things did not improve. It was noted that other schools in the area are reporting a trend of lower pupil numbers.

Q: What role does the Local Authority play in allocating places to avoid falling rolls?

A: There is no co-ordination at the LA level.

12.2 Approval of Capital Budget proposed plans to extend toilet provision.

This project had been discussed at Resources Committee on 30th September, where it had been agreed to refer it the FGB for the decision.

JC outlined the project – currently 5 classes use 4 toilets plus a disabled toilet, which is not sufficient. The proposal is to create 10 new toilets, using some space from the old ICT suite. This would provide 2 toilets per classroom plus the disabled toilet. Total project cost is £65K.

Funding had been obtained from BMP - £15K, Norfolk County Council - £20K. The rest could be taken from Capital Budget, including current balance and next year's allocation. A further £7K would need to be found from the School Fund Account. JC pointed out that there were no other projects planned and that it was unlikely that the funding would be offered in the future.

Q: Is Capital Budget earmarked for specific projects? Will there be an impact of the capital spend on toilets on ability to buy new books (SIDP 4.1)?

A: Yes, it is ringfenced for building type works and IT equipment.

Q: There were previous discussions about solar panels – is this still a potential project?

A: There were a few issues such as a tree in the way and it was felt better to buy the panels outright. Letting out roof space was not so advantageous financially.

Q: What are the implications of using next year's allocation if we find we have an urgent need?

A: The school is in the BMP scheme which would support urgent work. The Capital budget is used for initiatives set up by the school. Capital funding has to be spent within 3 years or there is a clawback.

The toilet extension provision project was proposed by MH, seconded by GMc. A vote was taken, which was unanimously in favour of the project.

JC was thanked for her work on the project.

12.3 Teaching and Learning

UT summarised the main points of discussion:

- i. MB's update had provided information regarding the work that had gone into putting Health and Safety and Covid measures in place.
- ii. A detailed Safeguarding Report had been received from JJ, which included follow-up points and actions.
- iii. The Monitoring Plan discussion had been started.

13	<p>School Improvement Development Plan 2020-21 Verbal update of main foci. Document on GH.</p>
	<p>Most of the existing SIDP priorities will stand. There is a CPD priority to engage more staff in training and development opportunities. Subject Leadership will continue to be developed. Remote Learning – with a focus on technology and developing a legacy beyond this year. Phonics and Reading will form part of a two-year plan. The staff team is strong and MB anticipates good progress, embedding actions and ensuring they are sustainable. MB anticipated having the final form of the plans completed by Autumn 2. Action Point 4: Clerk to add SIDP 2020-21 to FGB agenda 2/12/20 for update.</p>
14	<p>14.1 Governors' Monitoring Plan 14.2 Staff Wellbeing – how to monitor and support.</p>
	<p><u>14.1 Governors' Monitoring Plan</u> FH had uploaded the proposed plan to Governor Hub. Q: Should we have an Attendance Link Governor from the T&L Committee? A: MB suggested that Attendance and Safeguarding linked well. JJ agreed to take on Attendance monitoring, working with MB on half termly reviews. JJ confirmed that her next Safeguarding monitoring will be on 1/12/20. KS has agreed to be Health and Safety governor, with JC as the school link. Wellbeing focus – DI. It was suggested that given the current workload of staff, this should be looked at in Spring 2. MB said that funding had been obtained to provide supervision from an external agency for staff. The school has a Wellbeing Team in place and some funding is being used to train 15 to 20% of the staff to supervise others. Autumn 1 monitoring has taken place and Autumn 2 is planned. MB advised governors that VNET were providing 2 days of support. Half a day has been allocated to a Pupil Premium review. FH agreed to attend this meeting if available. Governors said that reviewing the Risk Assessment should be on Resources Committee agenda. It was noted that MB has fortnightly Zoom meetings with FH and MH, which gives them an oversight of the RA as well as Resources Committee meetings. JJ requested that the Norfolk County Council Safeguarding Self-Evaluation be put on the T&L Committee agenda for meeting on 11/11/20, to confirm whether it had been updated to reflect Covid measures. Action Point 5: Clerk to add NCC Safeguarding Self-Evaluation to T&L Committee agenda on 11/11/20. MB to check prior to the meeting. It was agreed that light-touch Wellbeing monitoring would be conducted by DI, who will contact Susanna Manrique to arrange a Zoom meeting. MB agreed to notify staff of the Lead governors, when confirmed. Action Point 6: MB to provide Subject Leader / staff with responsibilities emails on Governor Hub. Action Point 7: FH to add information regarding monitoring protocols to the Monitoring Plan.</p>

	MB thanked governors for their work, which felt so much more supportive.
15	Matters arising from Minutes of 8th July meeting not already covered in this agenda.
	<p>Action Point 1: At least 1 more governor should undertake Safer Recruitment training. See 19.1.</p> <p>Action Point 3: Clerk to contact AR to discuss the role of link governor to the Sports Centre. Completed.</p> <p>Action Point 4: Clerk to add suggested amendments to the Governors' Annual statement. Completed.</p> <p>Action Point 5: Clerk to upload latest version of KCSiE to Governor Hub for governors to read and to sign declaration on Governor Hub that this has been done. Upload complete and governors prompted to sign confirmation.</p> <p>Action Point 6: JC to add weblink for Covid-19 advice to the policy. Completed.</p> <p>Action Point 7: MB to alter details of where complaints regarding office staff should be sent. Also, to check all names are correct when detailed in policies. Completed.</p> <p>Action Point 8: Clerk to action required paperwork to confirm DI as the LA governor. Completed.</p> <p>Action Point 9: Clerk to add Skills Audit to Autumn 1 FGB agenda. Completed.</p>
16	Sports Hall Update
	<p>The Sports Hall suffered extensive damage following a large tree fall in September, which also damaged a member of staff's car and a port-a-loo. Insurance is paying out. The gas had been turned off at the main, which had prevented the swimming pool from re-opening as planned. The tree has now been removed. Although the Sports Hall can now be used by the schools, there is no heating until it has been declared safe to turn it on. Community use has been suspended; the cleaning and caretaking costs are not being met by letting income.</p> <p>Parkside School, Avenue Junior School and Recreation Road Infants School all sit on the Management Committee for the Sports Centre. Two years ago, a dispute resolution was raised with the Local Authority but there has been very little support.</p> <p>MB read out an email from Seb Gasse in response to an email sent by Bob Holderness on behalf to the Management Committee. In essence, the Local Authority will continue to send a representative to attend meetings but haven't made any other commitments of support.</p> <p>Q: What is the next step here?</p> <p>A: Another Management Committee meeting is planned for 2/10/20. The Sports Centre is part of the Greater Norwich Sports Pan, so closing it for community use will impact on their plans. The LA need to see this as urgent in order to get them to act.</p> <p>Q: If community use is stopped, with the schools' contributions sustain the Sports Centre?</p> <p>A: The Management Committee are looking to cut costs and redefine staffing roles.</p> <p>Q: Could Sunflower Club use it? They have a waiting list as they do not have space.</p> <p>A: It is for school use up to 5 p.m. as per the covenants from the 2007 Lottery Funding.</p> <p>Action Point 8: MB to raise Sunflower Club use of the Sports Hall at the meeting on 20/10/20.</p>
17	Website Compliance

	Confirmation of review and actions identified.
	This has been reviewed by FH. Collation of final governor information is in hand. MB is addressing other aspects of the website.
18	<p>Policies</p> <p>18.1 For approval by FGB</p> <ul style="list-style-type: none"> - Safeguarding 2020 - Governors' Allowances 2020 <p>Governors suggested that some payments should be made higher to ensure inclusion of any governors managing special needs. This would bring it into line with Norwich City Council's policy. The decision for the amount would rest with the Co-Chairs of Governors. Policy approved subject to this amendment.</p> <ul style="list-style-type: none"> - Charging and Refunds - Data Protection Policy (Resources) <p>18.2 For ratification by FGB from Committees</p> <ul style="list-style-type: none"> - Behaviour and Respect Policy – for information only - Anti-Bullying Policy (T&L) <p>All policies were proposed by FH and seconded by MH. All governors approved.</p>
19	<p>Governor Responsibilities, Training Update and Monitoring Reports</p> <p><u>19.1 Skills Matrix Audit</u></p> <p>This is now complete. FH thanked governors. FH will now identify strengths and areas for training and vacancy filling.</p> <p><u>19.2 Training updates</u></p> <p>FH said that there were no live training opportunities at present; there is a reasonable range of on-line courses and FH urged governors to look at these.</p> <p>MH suggested that the board may need to look further afield than Educator Solutions for training. NSPCC offer Safeguarding Training for between £30-£35</p> <p>The clerk was asked to check if Educator Solutions were still able to offer whole Governing Board training, which was part of the subscription package.</p> <p>Action Point 9: Clerk to check if whole GB training was available from Educator Solutions.</p> <p><u>19.3 Monitoring Reports</u></p> <p>Safeguarding Report had been presented by JJ at T&L Committee on 30/9/20.</p> <p>A Monitoring folder has been created for this year on Governor Hub. MB suggested that all reports are filed here and also presented to FGB meetings.</p> <p><u>19.4 Roles and Responsibilities</u></p> <ul style="list-style-type: none"> - SEND - CW - Pupil Premium - FH - Sports Premium -FH

	<ul style="list-style-type: none"> - Safeguarding & Attendance - JJ - Health and Safety - KS - GDPR -GMc - Safer Recruitment - MH - PLAC/LAC – CW - Equality and Diversity – UT - Sports Centre including Swimming Pool – AR - RSE – JJ - Performance Management – MH and GMc - Wellbeing - DI
20	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Resources Committee 6.30 pm 11th November 2020 • Teaching and Learning Committee 7.40 pm 11th November • FGB Meeting 2nd December 7 pm <p>All meetings to be held via Zoom. <i>20.35 JC left the meeting</i></p>
21	Confidential Item – Confidential Minutes produced for this item.

Meeting finished at 20.45

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