

MINUTES**Recreation Road Infant School****Full Governing Body Virtual Meeting via Zoom****2nd December 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**Observer: **Avidan Kent**

			Action Points	
Date	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
	13	Action Point 4: Clerk to add SIDP 2020-21 to FGB agenda 2/12/20 for update.	Clerk	3/2/21
2/12/20	2	Action Point 1: SLS and GMc to update their declarations on GovernorHub.	Clerk GMc	ASAP
	9j	Action Point 2: Clerk to add review / monitoring of Remote Learning Policy to T&L committee agenda 13th January 2021	Clerk	13/1/21

Chair's Initials

	10	Action Point 3: SEND funding and spend to be added to all FGB agendas.	Clerk	On-going
	11	Action Point 4: MH to write up report regarding Budget Revision 2.	MH	ASAP
	12.1	Action Point 5: Resources Committee governors to arrange to undertake Benchmarking training.	All Resources Governors	ASAP
	12.2	Action Point 6: JC to organise NSPCC course and DI and GMc to undertake the training.	JC/DI/GMc	ASAP
	12.3	Action Point 7: Clerk to approach Educator Solutions regarding the feasibility of on-line whole governing board training. Add to FGB agenda for 3rd February 2021.	Clerk	ASAP
	13	Action Point 8: Clerk to email GMc dates for RRSC Management meeting date.	Clerk	ASAP

No.	Item
1.	<p>Welcome and Apologies</p> <p><i>To receive and agree apologies / ensuring meeting is quorate.</i></p>
	<ul style="list-style-type: none"> • MH was Chair of the meeting; governors were thanked for their being prompt at the meeting. • Avidan Kent was welcomed as observer and prospective Co-opted governor • No absences. • The meeting was quorate.
2.	<p>Declaration of Business & Pecuniary Interests in this agenda</p>
	<p>SLS declared that she was now a governor of West Earlham Infant and Nursery School. GMc declared he was now a director of an IT company.</p> <p><i>Action Point 1: SLS and GMc to update their declarations on GovernorHub.</i></p>
3.	<p>Notification of any other urgent business.</p> <p>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.</p>
	<p>3.1 MH advised that there was a confidential item to discuss. 3.2 Confidential Minutes for approval from 14th October to approve. 3.3 To consider appointment of Co-opted governor. It was agreed to address these matters at the end of the meeting.</p>
4.	<p>Membership of the Governing Body</p> <p>To consider and receive nominations for the Co-opted governor vacancy.</p>

	To be discussed at the end of the meeting. MH to contact Avidan Kent following the meeting to see if he still wished to join the governing board.
5.	<p>Minutes of previous meeting 14th October 2020</p> <p>5.1 Approval of the Minutes</p> <p>5.2 Matters arising not appearing elsewhere in this agenda.</p>
	<p>5.1 The Minutes of the previous meeting on 14th October 2020 were approved as a true and accurate record. FH to sign off.</p> <p>5.2</p> <p>Action Point 2: Clerk to check what information needs to be recorded and published for Associate members. <i>Completed</i></p> <p>Action Point 3: Clerk to add confirmation for Code of Conduct to Governor Hub. Clerk <i>Completed</i></p> <p>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. <i>Completed</i>.</p> <p>Action Point 6: MB to provide Subject Leader / staff with responsibilities emails on Governor Hub. <i>Completed</i></p> <p>Action Point 7: FH to add information regarding monitoring protocols to the Monitoring Plan. <i>Completed</i></p> <p>Action Point 8: MB to raise Sunflower Club use of the Sports Hall at the meeting on 20/10/20. <i>Completed</i></p> <p>Action Point 9: Clerk to check if whole GB training was available from Educator Solutions. <i>Completed</i></p>
6.	<p>Headteacher's Report / Safeguarding Update</p> <p>To include confirmation that all staff have signed declarations, including KCSiE.</p>
	<p>MB was thanked for his comprehensive and detailed report.</p> <p>Q: Is the reduction in the number on roll a cause for concern?</p> <p>A: Reduction in roll: definitely something to keep monitoring. 3 families accounted for 5 of the children who left. They left as they were rehoused elsewhere. 2 of the children have now returned (long story!) and can be added back to the pupil total. Current number on roll is 337.</p> <p>Q: Presumably attendance figures don't include those self-isolating? It's good to see an overall improvement here.</p> <p>A: Attendance figures: they do not include those self-isolating (as sessions weren't available for children to attend).</p> <p>Q: With regard to remote learning, have many families asked for paper learning packs?</p> <p>A: Very few have asked for paper copies, although they are all advised that they can receive them. Only two of the class who had to self-isolated needed them.</p> <p>Q: On page 5 in the professional development section, the second bullet point stops mid sentence. (assume the training was for the roll out of Office 365?)</p> <p>A: Page 5, HT report: yes, it should have said, 'roll out of the Microsoft 365 platform'.</p> <p>Q: Is the sign-up rate for parent-teacher meetings comparable to what we'd normally see for physical meetings, or different?</p>

	<p>A: The sign-up rate is about the same as physical meetings.</p> <p>Q: Would it be possible to see the Maths Calculation policy?</p> <p>A: Maths calculations policy: now uploaded to meeting folder. Does not need governor approval (for information only).</p> <p>The number of pupils with SEND has increased – 5 EHCPs, up from previous 2 EHCPs, mainly due to capturing needs that were already present. The fall in EAL accounts for some of the fall in pupil numbers.</p> <p>The reading books and remote learning are working well.</p> <p>The biggest strain at present is staff absence. MB said that he and the other two Senior Leaders were covering around 25 hours per week on gate duty and cover duties between them. A key member of the cover staff is now off work and the school needs cover in the afternoons.</p> <p>The pupils have been amazing. SB reported that the data is looking healthy and progress is being made.</p> <p>Year 2 Phonic screening is currently being done and the results look positive; consistency of approach is paying off.</p> <p>Q: Are there only three Learning Champions?</p> <p>A: This is only for the autumn term; other ones will be added. They are displayed on the class walls as a reminder of the values they represent.</p> <p>Governors congratulated the school on achieving School of Sanctuary status. Special thanks were given to Nicki Cushion for her work in achieving this.</p> <p>MB confirmed that all staff apart from two who are still off work on long term sick leave have confirmed that they have read “Keeping Children Safe in Education 2020”. MB confirmed that the two staff will be required to sign off this document as part of the “Return to Work” process.</p>
7.	<p>Approval of Budget Revision 2</p>
	<p>MH had attended the revision meeting.</p> <p>The forecast for 2022-23 shows a 10.86% deficit. The Fair Funding Consultation outcome is not yet confirmed but RRIS will receive the same amount – approximately £88,000 – under any of the three options that are selected. This will result in a small surplus in 2022-23. Although the picture looked difficult, MB said that it would be improved, as the school was protected by the Minimum Funding Guarantee.</p> <p>The Finance Officer had been satisfied with the figures</p> <p>Changes that had been made included small adjustments to staffing and pupil number information. There is a reduced amount for lettings.</p> <p>JC has secured two further lettings for the swimming pool, which will bring in an extra £15,000 if they remain for the year.</p> <p>MB thanked JC for her work in securing these lettings.</p> <p>Budget Revision 2 was proposed by MH, seconded by AR and approved by governors.</p>
8.	<p>Policy approval protocol arrangements using The SchoolBus</p>

MH said that The SchoolBus was being used as part of the management of policies. Some discussion arrangements need to be in place for governors to be able to scrutinise and check the policies effectively.

MH had uploaded a protocol for reviewing policies, which aimed to meet the needs of both governors and the school.

The SchoolBus will be used to initiate the process, with governors able to add their approval on this site. If questions were raised, these would be posted on GovernorHub and declined on the SchoolBus. This would be followed up by discussion at meetings.

JC was thanked by FH, as she had made some suggestions to The SchoolBus to improve the system.

It was agreed to trial this system for the next committee meetings in January 2021.

MB thanked MH for his work on this matter.

9.

Policies for approval by FGB – statutory from T&L Committee

a. Named Teacher for Looked After / Post Looked After Children (policy is not statutory)

UT had had a discussion with the named LAC teacher, Susanna Manrique (SM) and asked about some of the relatively broad phrasing, such as what mechanisms are offered to "facilitate discrete support" or what "quality first teaching" meant, and whether too many responsibilities were concentrated on the Designated Teacher (linked to workload concerns). SM clarified the first point that mechanisms are specified further in the ePEP, and that the workload has been manageable. It was noted that the Lead does not necessarily do all the work but other staff play a part.

Proposed by CW, seconded by FH. Policy approved.

b. RSE Policy. Statutory

This has a new curriculum, which has been planned and currently being implemented.

Governors had noted that the policy states that the RSE curriculum will be fully implemented by September 2020, which is not currently the case. According to recent information received by JJ, Link governor, the full implementation of the RSE curriculum will be by the summer term, so that the date ought to be changed accordingly.

Governors considered that it should be stated at the beginning of the policy that parents do not have the right to withdraw their children from RSE lessons, as it is now part of the National Curriculum. It does not include sex education at Key Stage 1.

Governors indicated that they wished to review the implementation of the policy in Summer 2 and MB confirmed that it would be included in the SIDP. Governors could monitor the implementation through the RAG rating tool, pupil voice and the assessment framework to see outcomes.

Amends required:

- i) full implementation date adjusted
- ii) No right to parental withdrawal added early in policy.

Proposed by JJ and seconded by FH. Policy approved.

c. Pupils with Health Needs Attendance Policy – to be read in conjunction with the NCC Medical Needs Service Policy

This policy supports legislation in the Children and Families Act 2014; no child should miss out on education due to medical needs.

MB pointed out that this is a rare situation and needs to be medically diagnosed and authorised.

Q: Section 4.1 Roles and Responsibilities "The governing board is responsible for: 1.) Ensuring arrangements for pupils who cannot attend school as a result of their medical

needs are in place and are efficiently implemented." - Who will be overseeing these arrangements and what are they?

MB oversees the arrangements with the support of the SENCOs.

Q: "Ensuring the termly review of the arrangement made for pupils who cannot attend school due to their medical needs". Bearing this point in mind can we adjust the head teachers "annual report on effectiveness of arrangements" to termly?

A: It was agreed that the termly monitoring requirement will be covered through the HT report - MB will add a section to report on how many children are in this position each time, which is likely to be very few.

Q: "Ensuring robust systems are in place for dealing with health emergencies and critical incidents, both on and off-site." - What is the process for dealing with on-site emergencies? (Is there a process flow-chart already written that we can have a copy of?

A: Most of these pupils would be educated at home. If they were educated elsewhere, it would require a risk assessment – for things such as tutors going into the home. MH suggested adding a bullet point regarding risk assessments.

Q: Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained." Who is trained and what has the training been? Would this be for the support assistant? Or class teacher as well? What happens when they are off sick?

A: This depends on need. Most of this is covered in Supporting Pupils with Medical Needs policy.

Q: Having read the LA medical needs policy it mentions the school is responsible for regular welfare checks (under section 11:5 Provision). It does state the frequency of welfare/safeguarding checks should be decided by the school depending on each family situation, but is it worth adding this to the RRIS Additional Health Needs Attendance policy as there doesn't seem to be any specific reference to monitoring welfare/safeguarding check?

A: Pupils with Additional Health Needs Attendance Policy - This policy is to run in conjunction with the Local Authorities Health Needs policy, which details the responsibilities of the LA (the LA are responsible for much of the provision). MB provides a copy of this for governor information. It was agreed that the termly monitoring requirement will be covered through the HT report - MB will add a section to report on how many children are in this position each time, which is likely to be very few.

Proposed by JJ, seconded by GMc. Policy approved.

Other Policies:

d. Parent and Visitor Behaviour and Respect Policy

Originally, this policy was recommended by an advisor following an incident that had arisen on the school site.

An extra point regarding covid has been added.

Q: How is this communicated to parents?

A: Through newsletters and the website.

Governors suggested promoting the contents of this policy via newsletters.

Proposed by MH, seconded by CW. Policy approved.

Policies for ratification by FGB – statutory from Resources Committee

e. Staff Disciplinary Procedures

f. NQT Induction Policy

g. Staff Grievance Policy

h. Teachers' Pay Policy

Proposed by MH and seconded by FH. All four policies approved.

Outstanding Policies to be approved from T&L Committee

i. On-Line Safety

Q: Point 2.1 of the policy mentions amongst the roles and responsibilities of the governing board that we need to ensure that there are "appropriate filtering and monitoring systems in place" - I am not sure what kind of benchmark there is to ensure these are "appropriate"/which benchmark we should use?

A: MB said that ICT Solutions manage the system and Netsweeper is used to filter internet content.. ICT Solutions is linked to the Local Authority and safeguarding standards are high.

Q: Under the same point, it says our roles is to ensure "all staff undergo safeguarding and child protection training (including online safety) at induction" - I am aware that there is safeguarding and child protection training, but am unsure to what extent online safety is covered.

A: This is part of the safeguarding training and is also done at induction. A number of policies and protocols such as Key Principles, Code of Conduct and Acceptable User are in place. The school has looked for a cost-effective training package; The SchoolBus has a 30 minute training video which is due to be delivered from January to July. There is no mandatory standard for this training.

Q: Point 2.3 notes that the school should report to governors about online safety on an annual basis - is this on policy basis only, or are there particular data the school are gathering that we should look at?

A: This could be included in the Headteacher's report regarding Safeguarding training.

Q: IT would be good to know what resources are used to teach online safety in class, perhaps this could be added to the curriculum available on the website?

A: There is a programme of study but resources are not specified as teachers' professional judgement is used.

Proposed by GMC and seconded by FH. Policy approved.

j. Remote Learning

This policy is to be added to the SIDP.

Governors requested a review of how this policy was working at the T&L Committee in February.

Action Point 2: Clerk to add review / monitoring of Remote Learning Policy to T&L committee agenda 13th January 2021

Proposed by FH, seconded by DI. Policy approved.

Policies approved by Resources Committee – information only.

k. Recruitment and Selection Policy

l. Staff Absence.

m. Staff Leave and Time Off Policy

n. Staff Bullying and Harassment Policy

	All documents had been made available on GovernorHub prior to the meeting.
10.	<p>Verbal Reports from Committees – the main points</p> <p>10.1 Resources</p> <p>10.2 Teaching and Learning</p>
	<p>10.1 Resources</p> <p>MH said that the main focus of discussion had been the capital spend on toilet refurbishment and improvement at the EYFS end of the school. This project is due to be completed over the summer.</p> <p>The Risk Assessment for covid seemed to be working well and parents were being sensible.</p> <p>10.2 Teaching and Learning.</p> <p>UT informed the board that the main focus of the meeting had been to discuss policies. Two governor monitoring verbal reports had been received: CW had reviewed SEND with the SENDCo and DI had met with Susanna Manrique and discussed Wellbeing.</p> <p>CW briefly gave a verbal update on her monitoring. Some figures at the start of the report may have changed. The core provision is in place but additional support is more limited. The Nest, which provides wellbeing support is not able to work at present. Some support is being accessed virtually. The school continues to use Wellcomm and Speech and Language support for children struggling with phonics.</p> <p>MH observed that the way the funding for SEND works is that there is a notional percentage in the funding. There are limits to be able to access more funding; MH said that the school are spending more on SEND than he had realised.</p> <p>Both reports are in the Monitoring Folder on GovernorHub.</p> <p>It was agreed that GMc will monitor SEND funding.</p> <p>Action Point 3: SEND funding and spend to be added to all FGB agendas. Clerk.</p>
11.	<p>Governors' Monitoring</p> <p>11.1 To receive verbal monitoring reports from governors.</p> <p>11.2 Future monitoring plans</p>
	<p><u>11.1 To receive verbal monitoring reports from governors.</u></p> <p>MH agreed to write up a report following his attendance at Budget revision 2 meeting.</p> <p>Action Point 4: MH to write up report regarding Budget Revision 2.</p> <p><u>11.2 Future monitoring plans</u></p> <p>FH advised that the Monitoring Programme is in the Monitoring Folder.</p> <p>It was agreed GMc would coordinate follow_up on the monitoring program with FH and MH each half term.</p>
12.	<p>Governor Training</p> <p>12.1 Update on training undertaken</p>

	<p>12.2 To agree Safer Recruitment governor training provider and governors to undertake the training.</p> <p>12.3 Future training arrangements</p>
	<p><u>12.1 Update on training undertaken</u></p> <p>GMc had undertaken Headteacher Performance Management training.</p> <p>MH had undertaken Benchmarking course; he advised that some of the material was patchy and out of date. MH reminded all Resources governors that they should undertake this course.</p> <p>Action Point 5: Resources Committee governors to arrange to undertake Benchmarking training.</p> <p><u>12.2 To agree Safer Recruitment governor training provider and governors to undertake the training.</u></p> <p>It was agreed to use the NSPCC course, as this is in line with staff training. The school will obtain the licences and codes to access this course.</p> <p>DI and GMc agreed to take this course.</p> <p>Action Point 6: JC to organise NSPCC course and DI and GMc to undertake the training.</p> <p><u>12.3 Future training arrangements</u></p> <p>The board wish to have whole board training on Monitoring.</p> <p>Action Point 7: Clerk to approach Educator Solutions regarding the feasibility of on-line whole governing board training. Add to FGB agenda for 3rd February 2021.</p>
13.	<p>Sports Hall Update</p>
	<p>MB advised the board that the Sports Hall does not have a sustainable business case. It is looking as if the finances will run out within the next few months. The Local Authority has stepped up but is not offering a solution or funding. It is possible they would “mothball” the facility if the schools cannot find a solution. The three schools are not able to subsidise the costs of running the centre from their school budgets.</p> <p>JC had attended a meeting with Parkside School. RRIS actually only uses the centre for one afternoon a week, paying 10% of the school use costs.</p> <p>Q: Is there no viability for community use?</p> <p>A: This is difficult due to covid restrictions. Mike Grimble, Avenue Junior governor, has done some financial projecting and all figures come out in the red. A working party will continue to meet and JC has some ideas to maintain viability.</p> <p>JC has been communicating with Greg Rowland from Norwich City Council in relation to a bid put in by the school for some CIL money for swimming pool access improvement. A £60,000 grant is available to improve the car parking and access to the swimming pool. This will allow lettings to be made during the school day whilst maintaining school security. Plans need to be submitted and require governor approval. This would require signing a 10 year commitment for community use.</p> <p>Q: What does “improve the car park” mean – make it bigger?</p> <p>A: Yes, there would be herringbone parking down the side with the silver birch trees. There is a lot of groundwork to be done and a budget of £60,000.</p> <p>Q: Will the access take away playground?</p> <p>A: A very small amount but security and safeguarding will be better.</p>

	<p>AR said that his role as governor representative on the Recreation Road Sports Centre Management Committee was difficult to fulfil, given the timings of the meetings and his own work commitments. GMc agreed to take on this role.</p> <p>Action Point 8: Clerk to email GMc dates for RRSC Management meeting date.</p> <p>AR agreed to monitor the swimming pool and associated lettings.</p>
	<p>MH concluded the meeting by thanking governors for their work and support during what had been a very challenging time. The board were providing both support and challenge to the school; governor attendance at meetings had been excellent.</p> <p><i>Avidan Kent, JC and SB left the meeting.</i></p>
14.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Resources Committee 6.30 pm 13th January 2021 • Teaching and Learning Committee 7.40 pm 13th January • FGB Meeting 3rd February 2021 <p>All meetings to be held via Zoom.</p>
	AOB
	<p>3.1 MH advised that there was a confidential item to discuss.</p> <p>Confidential Minutes were produced for this item.</p> <p>3.2 Confidential Minutes for approval from 14th October to approve.</p> <p>Minutes approved.</p> <p>3.3 To consider appointment of Co-opted governor.</p> <p>Having considered his experience, governors agreed to Avidan Kent joining the Governing Board as a Co-opted governor. MH to check his willingness to stand.</p>

Meeting finished at 20.55

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