

MINUTES

Recreation Road Infant School

Full Governing Body Virtual Meeting via Zoom

Chair – Florence Harrison

12th May 2021 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
Avidan Kent (AK)	Co-opted	Present	Sheree Brock	Staff	Present
Clemmie Williams (CW)	Parent	Present	Adrian Ramsay (AR)	Parent	Present
Jen Carlin (JC)	Associate Member	Present	Deborah Illott (DI)	Co-opted	Present
Amanda Lowe (AL)	Associate Member	Absent			

Clerk: **Sheila Lewis-Smith**

			Action Points		
Date	Item	Details	By Whom	When	
12/5/21	6	Action Point 1: Sports Premium Plan to be added to T&L agenda for meeting on 16th June.	Clerk	16/6/21	
	9	Action Point 2: MB to make amends to the Equalities policy, including looking to include reference to intersectionality and checking Complaints Policy reference. Clerk to add to FGB agenda for 7/7/21 for approval.	MB Clerk	7/7/21	
	11	Action Point 3: Governors to check all monitoring has been added to the plan. Comments to be left on Governor Hub; GMc to update the plan as required.	All gobs GMc		

No.	Item
1.	<p>Welcome and Apologies <i>To receive and agree apologies / ensuring meeting is quorate.</i></p>
	<ul style="list-style-type: none"> • FH was Chair of the meeting. • Apologies were received and accepted from Amanda Lowe. • The meeting was quorate.
2.	<p>Declaration of Business & Pecuniary Interests in this agenda</p>
	<p>None declared.</p>
3.	<p>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.</p>
	<p>None received.</p>
4.	<p>Minutes of previous meeting 21st April 2021 4.1 Approval of the Minutes 4.2 Matters arising not appearing elsewhere in this agenda.</p>
	<p>4.1 The Minutes of the previous meeting on 21st April were approved as a true and accurate record. MH to sign off.</p> <p>4.2</p> <p><u>3/02/2021</u> Action Point 2: Clerk to add Review of Catch-Up plan to FGB agenda 12/05/21. Action Point 4: FH to update the guidance on the Monitoring Plan.</p> <p><u>24/03/2021</u> Action Point 1: MB to check with Admissions that pre-admission pupils are counted on the roll, as they are holding a place. <i>MB confirmed that all pupils were on the main roll although not all were attending school; the Attendance Officer was aware of all the reasons for non-attendance.</i></p> <p>Action Point 2: Clerk to add Cleaning matters to the agenda for FGB 12th May. <i>All actions completed.</i></p>
5.	<p>Headteacher's Report / Safeguarding Update / Vulnerable Groups / Wellbeing and Workload update</p>
	<p>MB had provided a detailed report on Governor Hub in advance of the meeting.</p> <p>MB advised that key data regarding exclusions was now out of date, as a fixed term exclusion of 2.5 days had been implemented. The Local Authority had been informed; the reintegration meeting had taken place and the child returned to school.</p> <p>Q: Is the child at further risk of exclusion?</p> <p>A: Potentially yes, as nothing has fundamentally changed.</p>

	<p>Q: Is peer support rolled out across the school now?</p> <p>A: There are 11 members in 3 groups. More facilitators have “grown” and there will be more in September. It is anticipated that there will be one more group in September. It is optional for staff to join the groups and the support has grown organically.</p> <p>Q: The ECT changes will only affect new ECTs, and at the moment it looks like we won't have any next year -is that right?</p> <p>A: We are not anticipating have any new ECTs but this will only be known for certain when the resignation date of 31st May has passed.</p> <p>Phonics data was discussed. A pre-screening has taken place with Year 1 and another will be done in June. It is thought that official screening will occur in November, as last year. The children are doing well, considering the work that has been missed.</p> <p>Q: Is there any phonics benchmarking available?</p> <p>A: No but Wensum Hub may have some information.</p> <p>Governors observed that the data was encouraging.</p> <p>Q: How do the SEN, EAL and PP groups compare to last year?</p> <p>A: There was no screening in 2020 and the data for 2019 is out of date.</p> <p>MB considered that the gap was less than anticipated. Pupil Progress meetings have established that some children in Year 2 are closing the gap even with two lockdowns. Reading and Phonics have worked better with lockdown and remote learning. Videos were provided for phonics and there had been a big interest in e-books. There are a lot of children who have held ground and some have moved forward but some are further back than before the lockdowns.</p> <p>Q: Is it possible to provide us with the data for PP and Non-PP set near each other for ease of comparison?</p> <p>A: SB agreed to do this.</p> <p>Governors noted that Kit Dunthorne is due to leave the school at half-term. Several governors – staff and parents - commented on their amazing memories of her life and work in the school over the past 21 years and wished her all the best in the future.</p>
6.	Sports / Pupil / Catch-up Premium update
	<p>FH had uploaded a comprehensive report to Governor Hub. It was explained that some of the actions planned had not been possible due to the pandemic. This meant that some funding was being rolled over, particularly for Pupil Premium.</p> <p>The Catch-Up funding is being used to provide Speech and Language Therapy support.</p> <p>Sports Premium report is being worked on and an impact statement is to be published. There is some underspend but there are plans to invest this in improving the overall quality of P.E.</p> <p>Q: Is intersectionality looked at when analysing Pupil Premium and Catch-Up data?</p> <p>A: No, we take a broad-brush approach as more detail would be statistically misleading.</p> <p>Action Point 1: Sports Premium Plan to be added to T&L agenda for meeting on 16th June.</p>
7.	Cleaning – discussion on future provision/arrangements for cleaning.
	<p>JC had uploaded documents regarding the cleaning contract and a diary of issues to Governor Hub prior to the meeting. These included a summary of the options available.</p> <p>Governors expressed concerns about the issues that had been highlighted in the covid pandemic;</p>

	<p>these included lack of PPE and staff absences without notice, amounting to a Health and Safety issue.</p> <p>The main concerns were the lack of training, poor or lack of equipment and not being informed of staff absences in advance.</p> <p>It was suggested that by bringing the cleaning in-house, there would be more support and accountability.</p> <p>MB had discussed the issue with the Executive Head of AJS, who were experiencing similar problems with their contractor. It had been established that should the federation go ahead, that both schools would be keen to bring the cleaning in-house. AJS has a longer notice period of up to a year.</p> <p>Q: What notice do we need to give Norse?</p> <p>A: 3 months. The school is in its second year of the contract, which ends on 31/8/2021. JC said she was concerned about holiday pay, which Norse pays in September, and needed to establish who would be responsible for this payment, should notice be given now for the end of August.</p> <p>NPLaw has been consulted on the current contract.</p> <p>Q: How would we provide cover if cleaning was brought in-house?</p> <p>A: We do not have a spare cleaning staff but there is goodwill within the current cleaning staff. Work would be reprioritised to cover the essential. The staff need managing to work more efficiently, for example, being ready to work at 3.30 p.m. If brought in-house, the pay and pension benefits would be improved.</p> <p>Q: If JC is to manage the cleaning staff, does this have an impact on workload and remuneration for her role?</p> <p>A: JC is already a line manager and co-ordinates Health and Safety, which encompasses cleaning in addition to site security, contractors and lettings. If the number of cleaners increased from 3, then the position may be reviewed.</p> <p>Q: Is it the intention that the staff would be TUPEd over to the federation or just to RRIS?</p> <p>A: It will be to RRIS initially but the contract would say that they may be required to work across the federation, should it be agreed. Governors agreed that this was a good scenario, allowing the school to establish high expectations and routines. MB commented that a good cleaning regime had a positive impact on staff morale.</p> <p>Governors observed that it was important to have excellent cleaning in place by the autumn, as the progress of the pandemic was unknown. MB said that the timeline around TUPE and consultation would need to be worked out; it was possible to give more than 3 months' notice to make it manageable. It would constitute a significant change to the staffing structure.</p> <p>The clerk advised that the most appropriate way to approve this item was to propose and second it.</p> <p>Given that the federation proposal could be implemented later if desired, bringing the cleaning in-house was proposed by GMc, seconded by AR and unanimously approved.</p>
8.	Update on CIL Funding Project
	<p>The tendering process has been completed and the work is due to happen over the summer holiday. The work on the fencing will be completed over the May half-term holiday.</p> <p>A request will be made to maintain access during the summer holiday, to allow for lettings at the Sports Centre. It was confirmed that the mound and the trees would remain untouched.</p>
9.	Policies for approval by FGB

	<p>- Equalities Policy – includes Accessibility Plan.</p> <p>The policy had been put out for consultation and had received one response, which made several interesting observations. It was agreed that the tone was official and this could be looked at when Recreation Road and Avenue Junior School potentially look at a joint policy next year. A comment had raised the issue of intersectionality, combined protected characteristics, which the governors considered insightful and may consider further.</p> <p>Comment had also been made about including aspects that are not prescribed in the Equality Act 2010 e.g. poverty or class. MB advised that whilst this was of interest, it may not be so useful in terms of data. Some elements of these aspects are already captured in the Pupil Premium pupils and other disadvantaged pupil's data.</p> <p>It was suggested that it could be useful to look at “protected” children when looking at Pupil Premium.</p> <p>Q: Is there a mechanism included in the policy should a parent wish to raise a complaint or grievance?</p> <p>A: MB to check policy and ensure it contains reference to Complaints Policy.</p> <p>It had been suggested that something about working with local partners could be added. MB said that the school already do this e.g. consulting with a sight impaired parent.</p> <p>Action Point 2: MB to make amends to the policy, to include reference to intersectionality and checking Complaints Policy reference. Clerk to add to FGB agenda for 7/7/21 for approval.</p> <p>- Exclusions Policy – amendment (Statutory policy)</p> <p>This policy had been discussed at T&L Committee; statutory changes had been made to the policy. Proposed by FH, seconded by MH, approved unanimously.</p> <p>Policies recommended by committees – for information</p> <ul style="list-style-type: none"> - Safe Use of Images Policy [Joint policy with AJS] (Part of Safeguarding – Statutory) - Freedom of Information Policy (new) - Publication Scheme
10.	<p>Verbal Reports from Committees – the main points</p> <p>10.1 Resources</p> <p>10.2 Teaching and Learning</p>
	<p><u>10.1 Resources</u></p> <p>Main discussion had included the new CPD model which emphasised staff taking an active part in their own CPD, working in small groups. There had been a Health and Safety update, policies reviewed and the cleaning issues had been discussed.</p> <p><u>10.2 Teaching and Learning</u></p> <p>Main foci had been on the SIDP, Subject Leaders Consultation day and feedback from monitoring from DI. UT advised that all matters were under control and moving ahead as planned.</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><u>11.1.1</u> DI had met with Susanna Manrique; discussion included the Wellbeing curriculum, RSE and the CPOMS program. There will be a re-run of the Wellbeing audit and MB and Susanna Manrique are working on new models of gaining parent and pupil views. There is a great level of engagement in the RSE curriculum. Training for the Boxall Profile is being planned. The use of CPOMS to record safeguarding concerns is proving highly effective. The duties on the gate conducted by Senior Leadership Team had proved useful in checking on safeguarding issues, as had the delivery of the food boxes.</p> <p>Generally, staff morale is good – Easter had been a welcome break, as had the reduction in having to provide remote learning. There had been some initial concerns over the federation consultation.</p> <p><u>11.1.2</u></p> <p>KS had met with JC to go through a Health and Safety checklist. This had given KS a good overview as to how H&S is managed. H&S will be a standing item on Resources Committee agendas.</p> <p><u>11.1.3</u></p> <p>UT had worked with the school on the Equalities Policy and a Learning Walk is planned for June.</p> <p><u>11.1.4</u></p> <p>FH had worked with MB and SB on the Pupil Premium, Spots Premium and Catch-Up funding and plans.</p> <p><u>11.2 Future monitoring plans</u></p> <p>CW and SB are to monitor the provision of a Speech and Language Therapy, following the appointment of a Speech and Language Therapist from 17th May 2021.</p> <p>A new version of the Monitoring Guidance has been uploaded to Governor Hub. The Monitoring Plan needs updating with any monitoring planned or has already taken place.</p> <p>Action Point 3: Governors to check all monitoring has been added to the plan. Comments to be left on Governor Hub; GMc to update the plan as required.</p>
<p>12.</p>	<p>Governor Training</p> <p>Update on training undertaken or planned.</p>
	<p>Benchmarking and Integrated Curriculum Planning – MB, completed.</p> <p>Safer Recruitment – JC and GMc, completed.</p> <p>Introduction to School Finance – AK, completed.</p> <p>SEND Introduction for Governors – CW, planned for 26/5/21</p>
<p>13.</p>	<p>Sports Hall Update</p>
	<p>GMc reported that the Schools Plus proposal is likely to move forward. A recent meeting had clarified some contractual issues, including the revenue to the schools from the income bands and the level of lettings needed to make proposal viable.</p> <p>Governors commended Jonathan Purfitt for his action in deterring a person attempting to break into</p>

	<p>the Sports Hall.</p> <p>Governors discussed the security of the site; low level lighting and security cameras are in place.</p> <p>MB advised that there was a judgement to be made on the expense of providing high level fencing around the site and whether this was a good spend of money, as it would have no impact on the learning outcomes.</p>
14.	Federation – progress on the process
	<p>MH fed back from the recent meetings with stakeholders. No one had attended morning session and only one stakeholder had attended the evening session. Feedback had been positive. The online feedback form had received 12 responses in the first week.</p> <p>One response queried the balance of representation of parents and staff on the board, as the numbers appeared restricted, according to the legal constitution contained in the consultation document. MH advised that the Working Party were envisaging co-opting one member of staff, in addition to the one elected staff member and the two Headteachers. This would keep staff representation within the 1/3rd staff membership permitted. Whilst only 2 elected parent governors were stated, it was very usual to co-opt from the parent body, thus increasing parental representation.</p> <p>If the federation were to be approved, the next step is to recruit the elected staff and parent governors. DI is due to continue as the LA nominated governor. This group is tasked with co-opting the remaining governor places.</p> <p>MB and the Executive Head of AJS are due to meet to start planning governance issues, ready for if the federation is approved.</p> <p>Governors were asked to consider whether they would wish to put themselves forward for the new board, as experienced and knowledgeable governors would be an asset.</p>
15.	Dates of future meetings
	<ul style="list-style-type: none"> • Federation decision meeting 10th June at 6 pm • Resources Committee 16th June at 6.30 pm • Teaching and Learning Committee at 7.40 pm • FGB 7th July at 7 pm <p>All meetings to be held via Zoom.</p>

Meeting finished at 20.31

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