

**DOWNS INFANT SCHOOL
FULL GOVERNING BODY**

Minutes of the on Tuesday 12th March 2024, at 9.00am



Attended by:

Jalia Kangave - JK
 Caroline Dean - CD
 Tony Fallowfield - TF
 Anita Bullock - AB
 Emma Smith - ES
 Sandy Connors - SC
 Clare Kingan - CK
 Gill Hammett - GH
 Gaynor Newnham - GN
 Susan Campbell - SC
 Lisa Walker – LW

No.	Item
1.	<p>Welcome and Apologies</p> <ol style="list-style-type: none"> 1. Welcome governors and new substantive Headteacher. TF opened the meeting and thanked everyone for attending. 2. Apologies from Loren Davies and resignation of Carrie Palmer- Fry (CPF) Governors recorded thanks to CPF for her time as a governor. Governor recruitment discussed, and whether to target Year 2 parents. The gender imbalance on the board was also noted. governors. It was agreed not to target a specific parent cohort. 3. Review Agenda TF explained that a parent complaint has been added as AOB.
2.	<p>Register of Business Interests No interests were declared.</p>
3.	<p>Previous Meeting Minutes</p> <ol style="list-style-type: none"> 1. Approval of the minutes of the meetings, 16th January 2024, and 23rd February 2024 The minutes from 16th January 2024, and 23rd February 2024 were approved as an accurate record of the meeting, subject to correcting the name of one governor. 2. Review of actions The summary of actions was reviewed, and all were noted to be complete or in hand except: <ul style="list-style-type: none"> • Website actions – working towards – keep open. • Pay and Appraisal Policy has not yet been personalised – keep open.

- References for volunteers for governors have been followed up and are not compulsory, but it is good practice to request them.
- Policies are a work in progress. A new member of staff has been appointed to address this, but the action will remain open.
- The Health and Safety Policy is not correct on the website – this will be addressed.
- PREVENT training – governors were asked to update the training log to show that they have completed the training.
- OFSTED step by step training is in progress – keep open.
- Governor monitoring requirements have changed, and a group visit will take place on the 19 March and will focus on mathematics. Science, music, and PE monitoring will take place later in the year. It was confirmed, in response to a question, that there is a standard template for visit reports.

Actions:

- **Check that the school website has the correct information for the governance of safeguarding and staff changes.**
- **Check that the Pay and Appraisal Policy has been personalised to the school and that staff can access it.**
- **Check KCSIE regarding references for volunteers and Consult Governor Services about references for governors.**
- **Increase capacity to ensure policies and website are well managed.**
- **Check the correct H&S policy is on the website.**
- **Complete PREVENT training by 12/03/2024.**
- **Take the OFSTED Step-by-step course.**

3. Matters Arising

A governor asked if references should be requested for volunteers. This was discussed and it was noted that DBS checks are completed for volunteers.

It was agreed that all governors appointed from now on should provide references.

It was agreed, following a discussion, that there will be 4 different lanyards to identify:

- visitors without DBS checks
- staff and governors
- volunteers with full safeguarding checks
- volunteers who have not been fully checked (DBS only)

There will be risk assessments for volunteers, and a set of clear guidelines will be created for volunteers. Clear reading zones will be created, to be used by the Reading Army.

Actions:

- **Ensure references are sought for governors from now on**
- **Arrange for the introduction of colour-coded lanyards.**
- **Complete risk assessments for volunteers**
- **Create a set of rules for volunteers.**
- **Establish Reading Zones around the school.**

5.	<p>Headteacher's Report</p> <ol style="list-style-type: none"> 1. School Development Plan The SDP had been circulated with the agenda. Maths and consistency in the learning environments are key areas to develop, as identified in the interview process. Interim targets will be set at next week's Headteacher's Performance Management Review, in line with good practice. 2. Pupil Outcomes By the end of term there will be data on writing and mathematics, and pupil progress meetings (PPM's) will take place after Easter. There is a fair pace of movement. The Reading Army is in place. 3. Pupil and staff wellbeing including safeguarding behaviour and attendance. Staff absence is an ongoing concern. Mid-year appraisals are scheduled for next term. AB requested behaviour and attendance numbers as well as percentages for the next meeting. LW explained that a lot of effort has gone into working with a child whose violence to staff and dysregulation has reduced. There are strategies in place for the complex child. Governors asked where behaviour data is held, and it was explained that incidents of staff injury are recorded on HS2 forms. 4. Website compliance The website audit was confirmed to have been completed, and there is ongoing work on the website. 5. Other It was explained that resources and finance are key. As is the case at the other PIL group schools, it is not possible to work within the current budget. Governors supported the HT, DHT and SENCO working from home for one day every third week, in rotation, and noted the positive impact of this. It was reported that a longstanding HR error is close to a conclusion. Supply insurance was discussed. It was noted that the insurance pays £200/day for supply, and the cost of a teacher will be at least £225/day. Governors approved the purchase of supply insurance. The use of the PE grant was discussed, and it was reported that the new sports coach could carry on into September. PE equipment will also be bought. An Olympic athlete is visiting on Friday to do an assembly and circuits for each class, and the related sponsorship event raised £3k, of which the school will receive 40%. Some grant will be ringfences for wraparound care.

<p>6.</p>	<p>Mathematics Fallout from Headteacher Interviews – Action Planning</p> <p>AB informed governors that the three candidates for the HT post were asked to observe a year group and they all highlighted that planning was not consistently implemented or was too vague. Planning needs to be more robust to ensure equality of opportunity across all classes. There was also confusion about White Rose and Primary Stars assessment, and a weighting towards number, rather than fluency. Working walls were inconsistent. Classrooms were cluttered, which impacts on H&S and role modelling to children. Care for resources and respect also requires attention.</p> <p>Governors agreed, following a discussion, that it was remiss of them not to have appointed additional support, internally, after one Assistant Headteacher left the school and the other was absent due to illness. This impacted on the curriculum, and on the workload of the previous headteacher, who gave the appearance of having everything in hand.</p> <p>LW explained that she is in a similar position, due to the impact of the budget, staff absence, and her being the only DSL in the school, though she has not completed the Brighton and Hove (B&H) DSL training. Two other members of staff will attend training on the 6 June. The safeguarding link governor informed the board that the LA advice that LW is not a DSL is not correct, and there is no legislation that says the DSL must take a B&H course, though it is B&H Policy. It would be possible to complete an online course in the interim, for a low cost.</p> <p>KC explained that she is catching up with curriculum and standards as she has been ill for 2 years, and the governors gave reassurance that they are not blaming anyone and want to support.</p>
<p>7.</p>	<p>Finance and Premises</p> <p>1 Feedback from the Resources Committee TF explained that the deficit has now increased to at least £125,000, but there is little more to be done, as staff and children’s welfare must be the priority. This is in line with other schools.</p> <p>It was explained, in response to a question, that the unfunded pay increases were the problem. There are 3 ECT’s (Early Career Teachers), which saves money, but there needs to be a balance of experience in the school. The ECT support has also slipped, which will be addressed.</p> <p>It was confirmed, in response to a question, that a new staffing structure is being discussed.</p> <p>2 Health & Safety update and additional H&S governor As H&S is increasing in scale and overlaps into safeguarding, it was suggested that SC also covers H&S with TF. Governors agreed that TF and SC will oversee Health and Safety.</p> <p>3 H&S Monitoring and report</p>

	<p>This was circulated and there are no massive issues. The safety of the stage has been considered and it may be removed, and the area repurposed. A governor pointed out that children should be encouraged to take risks.</p> <p>A governor asked if pupil voice is included in H&S walkarounds. It was confirmed that it is not, though the school council could be asked to highlight where they don't feel safe. This will be actioned.</p> <p>It was reported that HS2 reports have been added to the report template, though not all staff complete the forms. The staff governor explained that staff may put themselves at risk to protect other children's safety, several times a day. Completing a form would not be sustainable – though AB advised that certain injuries must be recorded in case of litigation. It was confirmed that bites are always logged, but kicks may not be. Governors suggested asking staff to complete HS2, or log injuries on CPOMS, for a sample recording period, and then repeat term on term. This would give a benchmark of whether incidents are decreasing. This will be actioned and brought to FGB via the HTR.</p> <p>Action:</p> <ul style="list-style-type: none"> • Ask members of the school council where they feel safe as part of H&S monitoring. • Ask staff to record all injuries for a set time, on a termly basis, so that numbers of incidents can be compared over time.
<p>8.</p>	<p>Safeguarding</p> <p>1. Complaint and complaint handling The process for managing complaints was discussed and it was agreed that the correct protocol must be followed. This will be added to the induction process for office staff. It was reported that the Safeguarding Group discussed the complaint and there has been strategic discussion of trends.</p> <p>Action:</p> <ul style="list-style-type: none"> • Ensure the office staff are aware of the protocol for managing complaints. <p>2. Governor and volunteer reference checks and safer recruitment This was covered under agenda item 3.3. and it was explained that the SCR will reflect that governors appointed before March 2024 do not have references. It was agreed to amend the parent governor application form so that it includes requests for references.</p> <p>Action:</p> <ul style="list-style-type: none"> • Update SCR to show that governors appointed before March 2024 do not have references. • Amend the parent governor application form so that it includes requests for references. <p>3. Prevent training. This was covered under agenda item 3.2.</p> <p>4. Child Protection and Safeguarding Policy</p>

	<p>The Child Protection and Safeguarding Policy has been amended to reflect the changes of staff and DSL. A DSL@ email address has been created. It was agreed to add SC as the second link governor. It was agreed that a leaflet that is more accessible to laypeople will be considered for September. The Child Protection and Safeguarding Policy was approved.</p> <p>Action:</p> <ul style="list-style-type: none"> • Add SC to the Health and Safety Policy as the second link governor. • Consider creating an accessible safeguarding leaflet for September.
<p>9.</p>	<p>Documents for approval or discussion</p> <ol style="list-style-type: none"> 1. Child Protection and Safeguarding Policy See agenda item 8.4. 2. SEND Information Report The SEND Information Report was approved. It was agreed to amend the SEND policy to reflect this. <p>Action:</p> <ul style="list-style-type: none"> • Amend SEND Policy to reflect the SEND information report. <ol style="list-style-type: none"> 3. Policies audit and website The audit has been completed and there will be a protocol for update. <p>It was agreed that Calibri will be the standard font for print across the school.</p>
<p>10.</p>	<p>Strategic Governance</p> <ol style="list-style-type: none"> 1. OFSTED All governors were asked to complete the Step-by-Step training and ensure they know enough about the school. TF reported that he has had a discussion with the DJS governors about their experience. It was suggested that preparation with staff should involve them being assertive and not afraid to challenge inspectors, and to highlight the things the school is proud of. 2. Governor training This was covered under agenda item 3.2. 3. Governor visits – March 19th A timetable for the day has been prepared. 4. After school provision The working group has met four times, and an LA representative attended the last meeting. Plans will be made to build the best possible provision. The LA representative shared sample parent packs and forms. <p>It was noted that the Health and Safety, and Safeguarding policies will have appendices added and the provision will fall under OFSTED.</p>

	<p>It was confirmed, in response to questions, that the provision will be promoted at the new-to-reception parents evening, and surveys are being sent to existing parents to ascertain demand. Information will be added to the information shared with new parents. Staffing will be the major cost and the service must not be a drain on the school budget. Demand is expected to be high.</p> <p>Provision for pupils with EHCP's was discussed and it was explained that DJS offers one day each week for EHCP pupils. The Inclusion Fund from the LA can be used for after school, but even with that, employing a 1-1 for each child leads to a loss of £5/child/session. It was agreed to offer one afternoon each week for children with EHCP's.</p> <p>It was explained, in response to a question, that the cost per child per session will be £4.55 in the mornings and £12.50 in the afternoons. There will not be an hourly rate. It was confirmed, following further questions, that payment will be requested half-termly, in advance, and there will be a sibling discount. Admin hours are factored into the projections.</p> <p>It was confirmed, in response to a question, that a management committee for wraparound care will not be needed, though the working group will continue until it is set up. There will be a DDSL will be on the wraparound childcare team.</p> <p>Governors asked about contracts, and it was explained that there would be separate contracts for the role. Teachers would need to have their support staff until 3.15pm, and a decision will be needed on how many external and internal staff there can be.</p> <p>A governor asked if there will be any tax implication, and it was explained that this will not be an issue. There is no need to register for VAT.</p>
<p>11.</p>	<p>Governor Effectiveness – what have we done today to help pupils and deliver on our core functions:</p> <p>Governors stated that they have discussed:</p> <ul style="list-style-type: none"> • After school care • Monitoring • Maths • Staff insurance • Reflections on previous decisions and implications for staff. • Meeting the needs of the school and the children in it when setting the budget • Updates to H&S and Safeguarding policies • SEND info report.
<p>12.</p>	<p>Any additional or urgent business – parent complaint [no teachers]</p> <p>This was discussed outside the meeting.</p> <p>Date of next meeting: Tuesday 14th May 0900</p> <p>Agenda items for next meeting:</p>

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Closed at 11.19

No	Action	By	Notes
1.	Check that the school website has the correct information for the governance of safeguarding and staff changes	Adam	
2.	Check that the Pay and Appraisal Policy has been personalised to the school and that staff can access it.	LW	
3.	Increase capacity to ensure policies and website are well managed.	School	
4.	Complete PREVENT training by 12/03/2024.	FGB	
5.	Take the OFSTED Step-by-step course.	New governors	
6.	Ensure references are sought for governors from now on	Office	
7.	Arrange for the introduction of colour-coded lanyards.	LW	
8.	Complete risk assessments for volunteers	LW	
9.	Create a set of rules for volunteers.	LW	
10.	Establish Reading Zones around the school.	LW	
11.	Ask members of the school council where they feel safe as part of H&S monitoring.	TF/SC	
12.	Ask staff to record all injuries for a set time, on a termly basis, so that numbers of incidents can be compared over time.	LW	
13.	Ensure the office staff are aware of the protocol for managing complaints.	LW	
14.	Update SCR to show that governors appointed before March 2024 do not have references.	DSL	
15.	Amend the parent governor application form so that it includes requests for references.	LW	
16.	Add SC to the Health and Safety Policy as additional safeguarding link governor	DSL	
17.	Consider creating an accessible safeguarding leaflet for September	DSL	
18.	Amend SEND Policy to reflect the SEND information report	LW	