

**DOWNS INFANT SCHOOL
FULL GOVERNING BODY**

Minutes of the conference meeting of the Tuesday 8th November 2020, at 0900



Attended by: Attended by:

Caroline Dean
Tony Fallowfield
Jalia Kangave
Gill Hammett
Anita Bullock

Carrie Palmer-Fry
Hildi Mitchell
Sarah Digon
Jon Hughes
Gaynor Newnham

No.	Item
1.	<p>Welcome and Apologies</p> <p>1. Welcome TF opened the meeting.</p> <p>2. Apologies Apologies were received and accepted from Loren Davies and Emma Smith</p> <p>3. Review agenda No changes</p>
2.	<p>Register of Business Interests</p> <p>1. Interests related to the current agenda to be declared No interests were declared</p>
3.	<p>Previous Meeting Minutes</p> <p>1. Approval of the minutes of the meeting, 13th September 2022 The minutes were approved as an accurate record of the meeting, subject to a correction to the list of attendees – Vera Jakimovska was removed, and Anita Bullock was added.</p> <p>2. Review of actions All actions have been completed or are on the current agenda, except:</p> <ul style="list-style-type: none"> • CP is yet to complete Equality training; all other governors were asked to send their certificates to the clerk • LD is still to complete self- review of governor impact • Governor bios – this will be checked when GN and HM meet soon • Equality Impact Assessment is no longer needed, as the LA has an assessment that will be updated in January. HM will check if the GB needs to take any other action and will continue to liaise with him. • Pupil voice has not yet been added to the monitoring visit form – TF will update this • New governors have not yet completed the OFSTED step-by-step course. TF explained that the BEEM training menu has been updated, and how to access the NGA course, <p>JK explained that the Black Governors Association have not replied to her messaged; she will now contact Kamil Kumar in the LA, who deals with ant-racism.</p> <p>HM has approached HT colleagues, who confirmed that historic COVID absence is not coming up at OFSTED inspections.</p> <p>Actions:</p> <ul style="list-style-type: none"> • complete Equality training – CP • complete self- review of governor impact – LD

	<ul style="list-style-type: none"> • check whether governor bios and photos have been received • add pupil voice to the monitoring form • Complete NGA OFSTED course
<p>4.</p>	<p>Headteacher's Report</p> <p>The HTR had been circulated and HM highlighted that:</p> <ul style="list-style-type: none"> • Phonics looks strong compared to last year, and 56% of the children are currently where they should be, compared to 52% at the end of last year. The desired end-of-year outcome is achievable. In the year below, 64% are where they should be, compared to 58% at the end of last year. <p>A governor asked if the improvement is due to streaming, which was confirmed. It was reported that the children are constantly engaged in phonics, as it is pitched so carefully. Children who might previously have been distracted are now engaged in well-paced lessons, which the children enjoy, as demonstrated in recent pupil voice. The children responded well to changes of group. Governors confirmed that they were impressed by engagement and enthusiasm on the governor day.</p> <p>CP asked if something like Bug Club could be made available at home; HM cautioned against introducing other schemes, for the sake of consist learning. As Bug Club is still used at the school, and could be made available at home, HM will investigate the possibility of doing this.</p> <p>Action:</p> <ul style="list-style-type: none"> • investigate the possibility of Bug Club being made available at home <ul style="list-style-type: none"> • TF mentioned the SPA Know Your School Well Visit and explained that the adviser also completes 2 school improvement visits and supports with HT Performance Management, on top of the statutory annual visit. The adviser suggested monitoring the effectiveness of continuous provision after his last visit. <p>The HT questioned whether the school is receiving the correct support, and avoid repetition, as the same SPA has been in place for 6 years; fresh eyes may be more useful. The Chair has raised this with the LA, who confirmed that it would be possible to change SPA. Other governors agreed that a change would be desirable and advised HM to approach the LA about a change or buy in support privately for the additional visits.</p> <p>Action:</p> <ul style="list-style-type: none"> • Investigate engaging an alternative SPA <p>TF noted that Attendance and persistent absence (PA) are improving. Overall attendance is 95.5% and PA is 80.2%.</p> <p>Governors asked about cleaning at the school. HM explained that there have been 3 strong applications for the caretaker role, all with relevant experience. She is confident the post will be filled. The cleaning post may be harder to fill, due to the nature of the hours, which are currently after school. Teachers and the HT are having to cover some cleaning at present. In response to a question, the cleaning contract was reported to be for 12.5 hours per week. It may be possible to change the locking/ key holder so that cleaning could take place in the evenings</p> <p>It was confirmed, in response to a question, that the caretaker is leaving at Christmas. A H&S walk will be arranged before then.</p> <p>Action:</p>

	<ul style="list-style-type: none"> • Arrange H&S Monitoring <p>1. School Development Plan Governors noted the changes to the SDP, including the addition of comments from the Governor Day reports. HM thanked governors for their detailed and comprehensive reports.</p> <p>The impact of changes to the SLT, from January 2023, was queried, and HM explained that the plan has been adjusted so that the tasks delegated to the Assistant Head are reduced, and Our City, Our World has been expanded. HM acknowledged that the next half term will not be easy.</p> <p>A governor asked about the monitoring and evaluation of milestones, and it was explained that governor evaluations are added to the SDP in preparation for the next half term and reviewed after each milestone.</p> <p>2. Staff Wellbeing The link governors for wellbeing fed back that questions from the SPA reported had been discussed with the HT. These related to communication, training (especially for TA's) and feedback loops. Engagement has improved and governors are happy with the progress made. The staff governor stated that staff have responded well to feeling valued by governors and SLT. This was apparent in the focus group and surveys.</p> <p>Staff CPD was discussed, and it was agreed that some staff may not recognise the ongoing CPD that happens outside of courses. A spreadsheet will be created to show what CPD has been available to staff, and staff have been asked to create a personal training log to bring to their appraisals. Staff meetings will also pick up on the nature of CPD. It was agreed that CPD must link to the SDP, and staff need to understand that resources are limited. Staff can take responsibility for some of their own CPD, by reading, for example.</p> <p>3. Attendance Covered above</p> <p>4. SPA report Covered above</p> <p>5. Impact of cost of living crisis It was reported that Class Representatives and School Council have discussed this, and it is seen as positive for the school to recognise this as an issue. The school council has asked children to bring jumpers to save energy and is keen to make changes that will also have a positive environmental impact. Class representatives also raised a concern about the cost of the school photos, and that school fundraising needs to be ensured to be appropriate.</p>
6.	<p>Mathematics The HT reported that the maths lead will present at the start of the next meeting, and the maths action plan has been added to the SDP.</p> <p>The AHT reported that children were not having sufficient coverage and time to embed understanding of concepts. A new assessment framework based on White Rose curriculum, showed that 67% are not where we would want them to be. The school day has now been restructured, and TA's are now available in the afternoons, so that there can be a focus on maths. The lessons will be made uniform, like the phonics lessons.</p> <p>It was reported that the school day has been restructured, to begin with English and phonics, followed by continuous provision and foundation subjects, and then maths</p>

	<p>with TA support in the afternoons. This ensures time for assessment and additional support. The maths lead has good ideas and is driving improvement</p> <p>HM also explained that there is same day intervention, so that, at the end of maths sessions, the TA will read the end of day story, and the teacher will complete the interventions.</p> <p>The HT informed governors that pupil voice found the children to be clear that their learning in maths should be harder, as it is sometimes too easy. This will be fed back to the maths lead and other teachers. A governor suggested planning for the top level and differentiating down, to allow children to be stretched.</p> <p>A governor asked if a comment about maths not translating well into continuous provision could be discussed at the next meeting. This will be added to the agenda.</p> <p>Action:</p> <ul style="list-style-type: none"> • Maths lead to feedback on maths and continuous provision, at the next meeting.
<p>7.</p>	<p>Finance and Premises</p> <p>1. Finance Committee minutes The minutes were noted.</p> <p>It was explained that the low pay award and the teachers pay award have increased the pressure on the budget. The Low Pay agreement was funded, and the LA will pay the back pay. The Teachers' Pay award will be backdated to September 1st, from the school budget. The budget was based on a 2.5% increase, but the national agreement was 5%, unfunded.</p> <p>The 15th December Finance Committee meeting has been cancelled but it is hoped to have a clear view by then</p> <p>2. Premises Manager This was covered above. The interview date will be confirmed, and it is hoped a governor will be able to attend.</p> <p>3. Health & Safety The HT reported that a site meeting with an LA representative is planned, and there will be discussions about asbestos, as the school and LA paperwork do not match, and the external wall.</p>
<p>8.</p>	<p>Safeguarding</p> <p>1. DSL Report JH referred to the monitoring report.</p> <p>2. Safeguarding monitoring It was reported that monitoring demonstrated that:</p> <ul style="list-style-type: none"> • The SCR is up to date. • Current issues include an increase in domestic violence, mental health of pupils, and gaps in interventions to support children. • The school buys in support in addition to the LA offer. • There is a 2.5 year waiting list for referrals • The school is limited in the interventions that are available, and for how long they can be accessed by individual children, as services have been cut. The school picks up where possible but there is no more to be done. This is likely to get worse, parents are understandably frustrated at not receiving the support they need.

	<p>A governor asked if there are charities that offer support. It was explained that their thresholds are high and lots of schools are bidding for small pockets of cash.</p> <p>A governor suggested a scheme that offers training for parents, so they could be supported to do more themselves. HM agreed that it would be useful if parents could be skilled up on a larger scale. Parent workshops on managing bedtimes, melt downs, etc., could help parents. The school could investigate ways to support more parents.</p> <p>JH clarified that there are 12 families in crisis and other options will still be needed.</p> <p>Linking with the junior school on exploring options and sharing resources was also suggested.</p> <p>CP thanked JH for his hard work at the school and congratulated him on the promotion.</p> <p>3. Safeguarding training This was covered above</p>
<p>9.</p>	<p>Strategic Governance</p> <p>1. PAN/ Strategic Working Party It was reported that a letter has been sent out to parents and there has been very little feedback. One concern related to the potential impact on staffing and one related to places for siblings. HM explained to the parent that there will be places for siblings who want a place. The overriding message is that the school community trusts the GB and wants to know how best to support the GB and the school in the consultation. Discussions are expected, though not a great deal of challenge.</p> <p>It was reported that the dates for consultation meetings will be shared with the FGB.</p> <p>2. OFSTED/ Governor Day reports The reports were noted, and TF thanked the governors for attending and writing the detailed reports. It was confirmed that there is a provisional date for the next Governor Day.</p> <p>3. Link Governor update / DJS The Chair and link governor fed back on a meeting with the DJS Chair, which covered SEND provision/ funding, the Hive, phonics, and continuous provision. It was agreed that it is essential that the two schools discuss SEND, so that the junior school can be prepared for the children that will be joining.</p> <p>Transition from infants to juniors was discussed. Governors were asked to note the pedagogical differences between infant and junior teaching and were reminded that early years education, with a focus on play, is essential to future education. It was also explained that the current Y3 cohort was impacted by lockdown, which may still be affecting them. It might be positive for the junior teachers could contact the incoming cohort earlier in the school year, in future.</p> <p>Governors asked if there has been any follow up in autumn on the children settling into Y3 and whether there any specific issues they struggled to resolve that could be dealt with at a strategic level. HM explained that a meeting was planned but then used for something else. Both GB's would like a more formal arrangement in future. It was agreed that the chair will request more information from the Y3 teachers.</p>

	<p>It was reported that the DJS Governors are frustrated about the lack of direction from the LA on academisation</p> <p>The governors were asked to consider topics for future meetings</p> <p>Action:</p> <ul style="list-style-type: none"> • Request more information from the Y3 teachers about the pupils that moved up this year. <p>4. OCOW project TF's feedback report was noted. It was reported that:</p> <ul style="list-style-type: none"> • the staff are working on an action plan and the main points are in the SDP – more detail will be added. • TF has requested a children and parents' survey on attitudes to climate, lifestyle, diet, transport, etc – for baselining • A carbon neutral target has been identified though this sits against the cost of living crisis • The OCOW launch event was interesting and inspiring – it will take time to embed a change of culture <p>5. School Council / Pupil Voice AB's monitoring report was noted. GH arranged to attend the next PV session on Friday 25th November.</p> <p>6. Succession Planning A governor fed back on a recent Governor Forum which discussed how to attract new governors, and potential chairs. All governors were asked to read the notes and the Governor Journey Map. It was reported that recruiting governors from St Mathias Church has also been discussed. it was agreed to pick this up in more detail at a future meeting.</p> <p>Action:</p> <ul style="list-style-type: none"> • Add Succession Planning to next FGB agenda
<p>10.</p>	<p>Knowledge Organisers / Play Progression Behaviours HM explained that rigor in the continuous provision offer is needed. A document showing the key knowledge in the national curriculum and how rigor about play is ensured was shown to governors. HM explained that staff have worked to develop documents to show the behaviours that demonstrate engagement and how progress can be promoted. The documents include opportunities and tasks for pupils, and clarity of the role of adults, which include observing children, adapting, and modelling, and allowing children to ask questions, which develops their language.</p> <p><i>JK and SD left at 11am</i></p> <p>HM explained that children recognise that children also know facts and should have a chance to share them. They also recognise the importance of other children's ideas, and that teachers should be listened to as they know lots of things. They reflected on learning articulately.</p> <p>It was explained that the knowledge organisers show what children learn from the National Curriculum and sit with the planning. They will also be shared with parents and added to website, to show the sequential development of the curriculum.</p>
<p>11.</p>	<p>Governor Effectiveness – what have we done today to help pupils? Governors listed the following ways they have helped pupils:</p>

	<ul style="list-style-type: none"> • All attended safeguarding training • The climate project to improve sustainability and climate friendliness • Used evidence and observations to guide discussions and reflections • Discussed improving maths outcomes • Discussed knowledge organisers and play, which will allow them to demonstrate the importance of play and to be able to speak with confidence about it • The Finance Committee invested in additional TA hours for maths, to be evaluated in the spring
12.	<p>Any additional or urgent business A governor requested a verbal update on a child discussed at the last meeting, which was given.</p> <p>The Pay Policy was approved It was explained, in response to a question, that a TLR payment is separate to the UPS and is only available for MPS and UPS teachers</p> <p>Date of next meeting: January 17th, 2023 5-7 March 28th, 2023 5-7</p> <p>The meeting closed at 11.18</p>

Attachments

No	Action	By	Notes
1.	complete Equality training	CP	
2.	complete self- review of governor impact	LD	
3.	check whether governor bios and photos have been received	HM/GN	
4.	add pupil voice to the monitoring form	TF	
5.	Complete NGA OFSTED course	CP/ES	
6.	investigate the possibility of Bug Club being made available at home	HM	
7.	Investigate engaging an alternative SPA	HM	
8.	Arrange H&S Monitoring	TF	
9.	Maths lead to feedback on maths and continuous provision, at the next meeting.	Maths lead	
10.	Request more information from the Y3 teachers about the pupils that moved up this year.	TF	
11.	Add Succession Planning to next FGB agenda	GN	