

**DOWNS INFANT SCHOOL
FULL GOVERNING BODY**

Minutes of the conference meeting of the Tuesday 16th January 2024, at 6.00pm



Attended by:

Adam Golding
Anita Bullock
Caroline Dean
Carrie Palmer-Fry
Clare Kingan
Emma Stone
Gaynor Newnham
Gill Hammett
Jalia Kangave
Kirsty Cargill
Lisa Walker
Loren Davies
Sandy Connors
Susan Campbell
Tony Fallowfield

No.	Item
1.	<p>Welcome and Apologies</p> <ol style="list-style-type: none"> 1. Welcome governors and new Interim Headteacher. TF opened the meeting and welcomed Lisa Walker, Susan Campbell, and Adam Golding to their first meeting. 2. Apologies There were no apologies. 3. Review Agenda School meals was removed from AOB.
2.	<p>Register of Business Interests</p> <ol style="list-style-type: none"> 1. Interests related to the current agenda to be declared. There were no interests related to the current agenda.
3.	<p>Previous Meeting Minutes</p> <ol style="list-style-type: none"> 1. Approval of the minutes of the meeting, 20th November 2023 The minutes were approved as an accurate record of the meeting. 2. Review of actions The summary of actions was reviewed, and all were noted to be complete or on the current agenda, except: <ul style="list-style-type: none"> • Updating the safeguarding link governor on the website will be followed up. Some staffing changes also need to be recorded on the website. • KCSIE updates – all complete bar one person. SC asked if this is a separate document, which was confirmed. CD will share the link with her. • Training spreadsheet should have been ES's action. ES confirmed that she has created a spreadsheet to show governors and next training due, and asked where it could be stored. The shared drive was agreed to be most suitable. Historical training records could also be stored there.

	<p>The HT explained that the governor system does not need to be kept on file in school; the school only needs to know about safeguarding and Safer Recruitment Training.</p> <p>The NGA and NSPCC training are now accessed through BEEM and should automatically show on the BEEM spreadsheet.</p> <ul style="list-style-type: none"> • Personalisation of the Pay and Appraisal Policy will be checked by the HT. Governors also asked for it to be ensured to be accessible for staff, on the shared drive. <p>Actions:</p> <ul style="list-style-type: none"> • Check that the school website has the correct information for the governance of safeguarding and staff changes. • Share the KCSIE document with SC (CD) • Add governor training spreadsheet to the shared drive. • Check that the Pay and Appraisal Policy has been personalised to the school and that staff can access it.
5.	<p>Headteacher's Report</p> <p>LW had been in post for 2 weeks and gave a verbal update.</p> <p>LW explained that she has been warmly welcomed by the community.</p> <ol style="list-style-type: none"> 1. School Development Plan HM updated the plan in December, and it was shared with governors. Since then, there has been an INSET on Greening the Curriculum / OCOW. The fencing was erected in the playground over the Christmas holiday, and there will be work on the pond over the next holiday. The Reading Army has been established. 2. Resources and Finance The next meeting is planned for the 25 January. The main expense has been the continued release of 3 members of staff for leadership support; the support will continue for an extended period, until half term, in recognition of KC's phased return and LW being new to the school. Ten 2-way radios have been purchased to increase site security; there is a member of staff on each gate at the start and end of each day, using the radios. They are also used when staff are working 1-1 with children. The PE Lead has reported that there us £42k Sports Fund to be spent in this academic year. Sports Coach provision will be considered. 3. Pupil Outcomes Assessment and tracking have been discussed, but there is nothing to report. 4. Pupil and staff wellbeing including safeguarding behaviour and attendance. <ul style="list-style-type: none"> • Attendance will be discussed at the next meeting. • Punctuality has been raised as a concern with parents, as the register closes at 9am and not all children arrive by then. • There has been a brief discussion of safeguarding with 2 governors, and the HT has had a safeguarding meeting with the DSL; there will be weekly meetings, in future. • Governors noted the Staff survey and that the number of responses was positive. Most staff felt they have good relationships at school and are respected and valued. • TA appraisals have not taken place, which needs to be addressed. • Staff appreciate the daily briefings, which streamline the start to the day and also relieve pressure on the SLT.

- It was agreed to be concerning that behaviour issues are being normalised, and LW recognises that behaviour is an issue to be addressed.
- ECT's (Early Carer Teachers) have been well supported and all feel able to succeed. It has been acknowledged that mentoring has been difficult, and they have good access to the training required.

Governors **asked** if staff working with challenging pupils offered debriefing sessions and **delved** further into the normalising of aggression. It was agreed that TA's should discuss concerns with the class teachers, and teachers should then talk to year leaders or SLT. It should be signposted and clarified that staff should be offloading where necessary, or the INCO needs to be involved, for debriefing and establishing new procedure for managing the pupils. Staff should be encouraged to talk, as well as record issues on CPOMS.

The HT explained that the updated Behaviour Policy needs to be revisited and ensured to be understood by all staff, to ensure a consistent approach. There are really challenging behaviours in school. The Head of Brighton and Hove Inclusion Service (BHIS) is attending next week to discuss strategies for a particular child. Clear strategies are needed on a child-by-child basis.

Governors asked if peer support has been established for TA's, across other schools. It was explained that it has not been and might be difficult to arrange due to the lack of time available.

It was also noted that the INCO's Mental Health also needs to be considered. There are children who should not be at Downs, but they are, and need to be managed successfully.

5. **Cost of living**

Not all staff are aware that they have access to My Staff Shop; this will be highlighted to them.

6. **Other**

Members of staff have enrolled for the following courses:

- SENCO training (1 person)
- Social story training (1 person)
- Emotion training (delivered to teachers and will be extended to TA's)
- 1-year course in Infant Mental Health (1 person)

Changes to job-shares were reported to governors, both in Y1.

LW sees her role as steadying the ship in the interim period, but she plans to introduce a daily briefing, and an online calendar, to improve communication at the school.

A governor **asked** about punctuality, and it was explained that teachers had been making supportive attendance calls. It was then **asked** if persistent lateness would be addressed in a similar way, and LW described actions taken to support a family causing concern. In future, there will be teacher engagement with the families, followed up by meetings with the HT if needed.

A governor **asked** if KCSIE guidelines are followed for the Reading Army, and if there are clear vetting processes in place for the volunteers, including references. It was confirmed that they all have DBS clearance, but a decision to request references for volunteers would need to be approved by governors.

	<p>This was discussed and Governors noted that if the volunteers are supervised, and policy reflects, references are not needed, but KCSIE should be checked.</p> <p>Action:</p> <ul style="list-style-type: none"> • Check KCSIE regarding references for volunteers. <p>Governors fed back that parents appreciate having the teachers on the gate and that the resources committee supports having three members of staff supporting LW at the present time.</p>
<p>6.</p>	<p>Mathematics</p> <p>Governors asked if there is any update since the interventions training, and it was explained that there is intervention for PPG children.</p> <p>There will be more information at the next meeting.</p>
<p>7.</p>	<p>Finance and Premises</p> <p>1 Feedback from the Resources Committee</p> <p>LD gave a verbal update on the 14th December meeting, and reported that:</p> <ul style="list-style-type: none"> • the projected outturn at the end of October is £22,560 carry forward and £69,315 in year deficit. • There were some issues around pay rises, and the LA shared a ready reckoner which was incorrect and led to further issues. • The committee meets monthly due to the in-year deficit. • The Scheme of Delegation was agreed to allow LW to spend some money and provide admin support in the office. • Breakfast/ after school/ wraparound was discussed, though there is a working group for this. • The SEND notional budget is not supporting the level of need in school. There is money for EHCP's but the 'K' children receive no funding. A provision map was provided and the deficit correlates to the SEND overspend due to the high level of need. Additional funding will be pursued. <p><i>GH left at 19.20.</i></p> <p>2 Health & Safety update</p> <p>This was covered elsewhere on agenda.</p> <p>The Health and Safety Policy was discussed, and there was confusion over whether the policy in use in school has been approved at governor level. This will be checked, processes for approving policies will be reviewed.</p> <p>It was also noted that policies on, and other aspects of, the website, are not up to date. The Safeguarding Policy was also discussed as needing to be addressed.</p> <p>It was agreed that there will be an audit of policies and the website, and that capacity to maintain the website should be ensured. Governors approved supply cover to allow a member of staff to focus on the website.</p> <p>It was agreed that all policies should be amended to show job titles rather than people – unless there are names required statutorily, such as for SENCO and DSL/ DDSL.</p> <p>Action:</p> <ul style="list-style-type: none"> • Complete website and policy audit. • Increase capacity to ensure policies and website are well managed. • Check the correct H&S policy is on the website.

	<ul style="list-style-type: none"> • Check the Safeguarding Policy has the correct dates and add to the website. <p>4 H&S Monitoring This was covered elsewhere on agenda.</p>
8.	<p>Safeguarding PREVENT training was discussed, and it was agreed that Governors should re-take the course every three years. All governors were asked to complete PREVENT training by the next meeting.</p> <p>Governors discussed whether references should be sought for governors. It was agreed that Governor Services will be consulted on this.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Complete PREVENT training by 12/03/2024. • Consult Governor Services about references for governors.
9.	<p>Documents for approval</p> <ul style="list-style-type: none"> • Pay and Appraisal Policy
10.	<p>Strategic Governance</p> <ol style="list-style-type: none"> 1. HT Appointment Three people have looked at the school, and one more is expected; hope to shortlist on the 8th and interview on the Thursday/ Friday after half term. A governor asked if the panel has been agreed, which was confirmed, though other members will be involved. 2. OFSTED A governor asked if OFSTED had suggested any changes to safeguarding, particularly the safeguarding policy, at Downs Junior School at the recent inspection, Governors agreed that, even if OFSTED inspectors suggest changes to model policies when they inspect the school, it would be wise to continue to adopt the LA policies and not make any changes to them. 3. Governor training New governors were asked to take the OFSTED Step-by-step course. Action: <ul style="list-style-type: none"> • Take the OFSTED Step-by-step course. 4. Governor visits Governors were asked to arrange visits to look at science, music, PE, and wraparound care/ clubs. Action: <ul style="list-style-type: none"> • Arrange to monitor science, music, PE, and wraparound care/ clubs. 5. After school provision It was reported that a business plan for out of hours provision is being reviewed, and guidance is awaited. It was agreed that parents need to know the plan as soon as possible, and it was reported that there will be provision in place for September 2024, initially for the children currently accessing provision at the Junior School. This will be for before and after school.
11.	<p>Governor Effectiveness – what have we done today to help pupils and deliver on our core functions:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos, and strategic direction

	<p>Discussed wraparound care from September 2024 Additional support for interim HT and in the office.</p> <ul style="list-style-type: none"> • Holding school leaders to account Planning Governor Day to look at science and music. • Overseeing financial performance Budget update • Stakeholder engagement Ensure the web site is updated. Complete website audit.
12.	<p>Any additional or urgent business Date of next meeting: Tuesday 12th March 0900</p> <p>Agenda items for next meeting:</p>

No	Action	By	Notes
1.	Check that the school website has the correct information for the governance of safeguarding and staff changes	Adam	
2.	Share the KCSIE document with SC.	CD	
3.	Add governor training spreadsheet to the shared drive.	ES	
4.	Check that the Pay and Appraisal Policy has been personalised to the school and that staff can access it.	LW	
5.	Check KCSIE regarding references for volunteers.	SC	
6.	Complete website and policy audit.	SC	
7.	Increase capacity to ensure policies and website are well managed.	School	
8.	Check the correct H&S policy is on the website.	TF	
9.	Check the Safeguarding Policy has the correct dates and add to the website.	LW	
10.	Complete PREVENT training by 12/03/2024.	FGB	
11.	Consult Governor Services about references for governors.	SC	
12.	Take the OFSTED Step-by-step course.	New governors	
13.	Arrange to monitor science, music, PE, and wraparound care/ clubs.	Governors	