

**DOWNS INFANT SCHOOL
FULL GOVERNING BODY**

Agenda for the conference meeting of the Wednesday 15th November 2023, at 6.00pm



Attended by:

Jalia Kangave
Caroline Dean
Tony Fallowfield
Anita Bullock
Hildi Mitchell
Emma Smith
Sandy Connors (SaC)
Carrie Palmer-Fry
Clare Kingan
Loren Davies
Gill Hammett
Gaynor Newnham

No.	Item
1.	<p>Welcome and Apologies TF opened the meeting. Governors gave HM a vote of thanks for all that she has done during her time at the school.</p> <ol style="list-style-type: none"> 1. Welcome governors and prospective governors. Sandy Connors introduced herself to the board as an experienced senior leader with experience of safeguarding. Governors agreed to co-opt Sandy Connors as a governor. 2. Apologies Susan Campbell is unable to attend this meeting. TF explained that she has experience of strategic leadership, managing change and HR at board level, Governors agreed to co-opt Susan Campbell as a governor. 3. Review Agenda School Lunches and GDPR were added as AOB.
2.	<p>Register of Business Interests</p> <ol style="list-style-type: none"> 1. Interests related to the current agenda to be declared. No interests were declared.
3.	<p>Previous Meeting Minutes</p> <ol style="list-style-type: none"> 1. Approval of the minutes of the meeting, 12th September 2023 The minutes were approved as an accurate record of the meeting, subject to amending the date to 2023. 2. Review of actions All actions were complete or on the agenda, except: <ul style="list-style-type: none"> • The Wellbeing Group has not yet met, but will meet in January, as an action. • Adam has not yet been invited to be an Associate member of the GB – TF will pick this up with him, as an action. <p>Sandy Connors will be listed as a Safeguarding Link Governor on the website.</p> <p>Training for different types of panels is available via the NGA, though the disciplinary policy is on the website and will refer to the processes to be followed. Panels are convened according to need, and governors from the PIL</p>

	<p>partnership could join panels. There is no one set training, due to the range of reasons for a panel.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Convene meeting of Wellbeing Group in January • Invite Adam to be an Associate Member of the FGB • Update Safeguarding Governor listing on the website <p>3. Matters arising</p> <p>A governor asked about training logs, and it was explained that some training is logged at the school, and some is recorded by BEEM. It was agreed that a training spreadsheet will be added to the drive.</p> <p>BEEM Was explained to SaC.</p> <p>It was confirmed that KCSIE updates have been completed by all governors, but one – CD will follow up outside of the meeting.</p> <p>A governor asked if governors' training should be on the staff training log. It was explained that safeguarding training is added to the Single Central Record. Governors should be trained in items specific to their role, and HM prefers this not to be the same as the staff document. The new spreadsheet will be trialed before anything else is tried, and inspectors could be shown that. CD requested a mapping document to show what training is recorded where.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Ensure all governors have completed the KCSIE updates. • Add training spreadsheet to the drive. • Create a map of what training is stored where. <p>Notifying parents about Behaviour Concerns was discussed. HM explained that she will create a summary behaviour policy for parents. It was explained, in response to a question, that parents are notified of concerns early in the process, as soon as there is a visible change to behaviour. Conversations about children are logged on CPOMS as contact with parents. However, a clear threshold for notifying parents is not viable.</p> <p>OFSTED preparation was discussed, and it was explained that some governors met HM to review the list of questions shared by the clerk, which has been shared with governors. The document can be expanded over time. CD asked if the document can be shared with CD and SaC, so that the safeguarding section can be completed.</p> <p>It was agreed to create a shared Governor Folder so that documents can be worked on, live, with a single point of contact. GN to action.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Share OFSTED document with CD and SaC so that safeguarding items can be added. • Create a shared OFSTED folder for governors.
5.	<p>Headteacher's Report</p> <p>The report and associated documents had been circulated.</p> <p>1. School Development Plan</p> <p>This was circulated and there has been good progress. The Assistant Head has been absent since the start of September but there would normally be a regular planning meeting to discuss moving items from the strategic plan onto</p>

	<p>the weekly plans. Planned visits to other schools to look at the teaching of reading have been delayed while Y2 staff complete research into strategies.</p> <p>Governors agreed that HM has done an amazing job with no DHT. The following actions were suggested:</p> <ul style="list-style-type: none"> • Highlighting actions for the Interim HT • Scheduling a visit to another school by the Y2 teacher next term. HM supported this view, as staff are keen to improve their clarity on reading so that it matches writing and phonics. <p>HM explained that SDP will be reviewed and circulated to highlight key points, such as who is responsible for various areas of the plan. Governors agreed that it will be crucial to sustain momentum for school improvement over the rest of the year.</p> <p>The maintenance plan on the SDP was highlighted to governors.</p> <p>It was reported that an Interim Headteacher has been appointed and will meet staff on the 1st of December. Parents and carers will be informed.</p> <p>2. Staff Wellbeing This was noted within the HT report.</p> <p>3. Pupil Outcomes This was noted within the HT report.</p> <p>4. Pupil and staff wellbeing including safeguarding behaviour and attendance. The high number of exclusions reflects the complexity of needs at the school; there is ongoing work with the children which is leading to improvements. Work with the families is sometimes an issue.</p> <p>Governors were very impressed with the logging of incidents and clear paper trail when the Behaviour Policy is followed. This generates a huge workload, which governors appreciate – this will be passed onto staff.</p> <p>A governor asked if the exclusions are connected to the children exhibiting challenging behaviour or the cohort of 17 with challenging behaviour. HM explained that the challenging behaviours are spread across the 3 years. There has been effective intervention with one child, and a reduced timetable, which seems to have prevented an exclusion.</p> <p>One child has been excluded twice, and there is a child with 27-pages of logs, due to the number of actions taken by the school. Most have no logs. The children are supported as well as possible. Other schools are known to be resorting to exclusions, due to the high-level behaviour concerns.</p> <p>The soft approach to attendance, talking to parents, etc., was noted to be encouraging.</p> <p>HM reported that attendance is gradually shifting due to the slow, but effective, soft approach.</p> <p>5. Cost of living Governors asked whether there should be a Parent and Carer survey, and it was reported that this is planned for after parent consultations.</p>
<p>6.</p>	<p>Mathematics The maths teacher attended training on the new maths interventions, targeted at PPG children.</p>

<p>7.</p>	<p>Finance and Premises</p> <p>1 Feedback from the Resources Committee The deficit has reduced, with a £10494 surplus planned this year, which will be maintained to give a good start to next year. The impact on the 3-year plan was queried, and it was explained that, in education, it is impossible to plan beyond 3-years and the picture constantly changes. The finance lead and the Business Manager will meet in December to work on the forecast for the next 3 years. The current budget position is volatile and unpredictable.</p> <p>It was confirmed, in response to a question, that clearing the deficit is beyond the school's control, as central government and LA dictate the budget. 1 form-entry schools will have a better percentage per head than larger schools.</p> <p>It was explained, in response to a question, that local school closures will not make a difference to budgets, as funding is per pupil.</p> <p>2 Health & Safety update There has been a recent fire inspection, at which emergency lighting failed due to missing batteries. LED lighting will be installed.</p> <p>Work on the flint wall is now planned for January – money has been allocated to complete the chain link fencing at the back of the playground and around the pond.</p> <p>It was explained, in response to a question, that a hoist is needed for a child with an EHCP. There is an issue as the installers wanted to complete over several weekends and leave the disabled toilet out of action. They have been told the work must be done over a holiday.</p> <p>3 H&S Monitoring There was no report for this meeting.</p>
<p>8.</p>	<p>Safeguarding</p> <p>1. KCSIE training – governors to confirm that they have completed this. This was covered under agenda item 3.3.</p> <p>2. Governor meetings with DSL The link governor report had been circulated with the meeting papers. The governor recorded praise for the DSL, who brings energy to the role and has a sound knowledge of incidents, reasons, and staff support. This has been a transition period for the team. A further meeting is planned for the 29th of November using the OFSTED preparation framework.</p> <p>The DDSL provision from Term 3 was discussed, and a governor suggested writing a risk assessment for safeguarding standards, practice, and requirements. The following points were made:</p> <ul style="list-style-type: none"> • The board approved policy says there should be this DDSL's. • There is no set number and advice should be sought; if it is not achievable for there to be two, this should be removed from the policy. • Two additional members of staff could be trained as DDSL's so that there is always cover on site during school hours. <p>It was reported, in response to a question, that the Assistant Head will be asked to be DDSL.</p> <p>It was explained that the DDSL log-reading requirement is huge, and efforts have been made to streamline the reports. Currently, the DSL and DDSL's all read ALL the reports and there is often up to 1.5 hours reading of CPOMS logs per day, which makes the HT wary of asking someone to take</p>

	<p>it on. It was reported, in response to a question, that there have been 1,000 CPOMS reports this term. Governors agreed that this workload is not sustainable, and the volume of reports may lead to something important being missed. Governors then suggested appointing two other people with year group responsibilities and awareness of siblings, which was agreed to be a good option. All staff will need time to meet and discuss the reports. The board will keep the situation under review.</p> <p>Action:</p> <ul style="list-style-type: none"> • Appoint two additional DDSL's with specific year-group responsibilities. <p>There was a discussion about the safeguarding aspects of OFSTED inspections. HM explained that there are statutory safeguarding requirements that schools must meet, and inspectors often ask for more. HM appreciates the importance of the high standards and culture of safeguarding, but inspectors should not overstep the mark and increase the stress on schools. Governors need to ensure statutory requirements are met, and complete audits. Governors should be able to challenge OFSTED inspectors if they expect schools to go beyond statutory requirements.</p>
<p>9.</p>	<p>Policies / Documents for approval</p> <ol style="list-style-type: none"> 1. Safeguarding Policy The LA model Safeguarding Policy was approved – subject to adding the review date and who it has been approved by, as an action. The policy will be aligned with the Downs Junior School policy, and a parent-friendly version will be created. 2. Pay and Appraisal Policy The LA model Pay and Appraisal Policy was approved, subject to the inclusion of local information. 3. GDPR Policy This has been amended following a data breach, at the request of the person whose data was exposed. They queried that the system allowed the incident to occur had been queried, and another layer of checks has been added. The GDPR Policy was approved. The amended GDPR Policy will be shared with the parents concerned. <p>Actions:</p> <ul style="list-style-type: none"> • Add review date and who it was approved by to the Safeguarding Policy, align with the DJS and make parent-friendly version. • Add local information to the Pay and Appraisal Policy • Amended GDPR Policy to be shared with the parents concerned.
<p>10.</p>	<p>Strategic Governance</p> <ol style="list-style-type: none"> 1. HT Appointment It was reported that the post has been advertised and the closing date for applications will be 20th of November. Shortlisting will be on the 27th and there will be work with Simon Chandler to prepare for interviews on the 8th of December. If there is not a good field the post will be re-advertised in January. 2. OFSTED Governors met on 1st November, as discussed. The reviewed list of questions will be brought to the next meeting.

	<p>3. Governor training Please see agenda item 3.3</p> <p>4. Governor visits There has been a visit to discuss safeguarding, but nothing more is planned. It was agreed to schedule monitoring visits early in the Spring term.</p> <p>Action:</p> <ul style="list-style-type: none"> • Arrange governor monitoring for early in the spring term. <p>5. After school provision TF has discussed with the DJS chair who would be happy for governors to visit and see how their provision runs. The Juniors are keen for the infants to have their own facility. This will be followed up by GH who has already contacted the DJS and the governors in the group and has contacted Sally Franks regarding the business plan. TF will also visit other after-school providers, to see other possible models. HM reported that prospective parents have been interested in the provision and opportunities on offer.</p>
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: Appointed interim HT and in process of appointing substantive head. Discussion of safeguarding and adapting / streamlining procedures. • Holding school leaders to account Challenged the SDP • Overseeing financial performance More frequent meetings of the Resources Committee • Stakeholder engagement After school Parent and child versions of safeguarding, attendance and behaviour policies School dinners
12.	<p>Any additional or urgent business – school lunches</p> <p>1. School lunches The school meals contract is being renewed. HM expressed disappointment that there are limited options and that the tendering process is not looking at other areas, like food waste. Caterlink is the only option and staff are not able to deviate from the set menus. HM will record her disappointment at LA level.</p> <p>Governors asked if there has been any pupil voice on food. It was explained that the amount of food waste is considerable, as children's likes and dislikes are not catered for. There is a lot of Quorn-based product on the menu. HM will add lunches to the next school council agenda. CK will also canvass opinion.</p> <p>Date of next meeting: January 16th 6pm</p> <p>Agenda items for next meeting:</p>
13.	<p><i>HM left at 20:13</i> Governors discussed housekeeping matters.</p>

The meeting closed at 20.29.

No	Action	By	Notes
1.	Convene meeting of Wellbeing Group in January	Wellbeing Group	
2.	Invite Adam to be an Associate Member of the FGB	TF	
3.	Update Safeguarding Governor listing on the website	HM	
4.	Ensure all governors have completed the KCSIE updates.	CD	
5.	Add training spreadsheet to the drive.	CD	
6.	Create a map of what training is stored where.	CD	
7.	Share OFSTED document with CD and SaC so that safeguarding items can be added.	TF	
8.	Create a shared OFSTED folder for governors.	GN	
9.	Appoint two additional DDSL's with specific year-group responsibilities.	HM	
10.	Add review date and who it was approved by to the Safeguarding Policy, align with the DJS and make parent-friendly version.	HM	
11.	Add local information to the Pay and Appraisal Policy	HM	
12.	Amended GDPR Policy to be shared with the parents concerned.	HM	
13.	Arrange governor monitoring for early in the spring term.	All	