



**DOWNS INFANT SCHOOL
FULL GOVERNING BODY
Minutes of the conference meeting of
Tuesday 13th September 2022, at 0900**

Attended by:

Caroline Dean
Tony Fallowfield
Jalia Kangave
Gill Hammett
Vera Jakimovska

Carrie Palmer-Fry
Emma Smith
Hildi Mitchell
Sarah Digon
Jon Hughes

No.	Item
1.	<p>Welcome and Apologies</p> <ol style="list-style-type: none"> 1. Welcome TF opened the meeting 2. TF welcomed potential new governors, Carrie Palmer-Fry and Emma Smith, who were approved. 3. Apologies Received from Gaynor Newnham, Loren Davies, and Aisha Hoten 4. Governor/ Chair resignation HQ has resigned as Chair and governor due to pressure of work; governors gave a vote of thanks to her for her hard work and contribution to the school. 5. Review Agenda One item was added to AOB
2.	<p>Governing Board Annual Business</p> <ol style="list-style-type: none"> 1. Election of Chair and Vice Chair <ul style="list-style-type: none"> • Chair – Tony Fallowfield • Vice Chair – Anita Bullock <p>Both accepted the roles for 1 year; diversity on the board was discussed and it was agreed to attempt to co-opt additional governors. Succession Planning will be discussed at the Term 2 meeting.</p> <p style="text-align: center;">Action:</p> <ul style="list-style-type: none"> • Add Succession Planning to the Term 2 agenda 2. Governors' Code of Conduct Approved 3. GB Terms of Reference Approved 4. Roles and Responsibilities Roles for the year were agreed, as follows: <ul style="list-style-type: none"> • Standards, Achievement and Curriculum Anita Bullock Aisha Hoten Gill Hammett



Tony Fallowfield
Emma Smith – Insight Log-in to be provided, as an action

- **Inclusion (Pupil Premium, SEN, disadvantaged children)**
Anita Bullock [PP]
Tony Fallowfield [LAC]
Sarah Digon (SEND)
- **membership of the Finance Committee**
Loren Davies [Chair]
Hildi Mitchell [HT]
Ann Mitchell [Bursar]
Tony Fallowfield
Jon Hughes [AHT]
Anita Bullock
- **Pay Panel**
Gill Hammett
Tony Fallowfield
Anita Bullock
- **Appeals Panel**
Gill Hammett +1 (could include a governor from another school in our local group, by agreement)
- **Disciplinary Panel**
Tony Fallowfield +1 (could include a governor from another school in our local group, by agreement)
- **Safeguarding Link Governor**
Sarah Digon
Caroline Dean
- **Health and Safety Link Governor**
Tony Fallowfield
- **Personnel Link Governor**
Loren Davies
- **Wellbeing Link Governor**
Jalia Kangave
- **Wellbeing Panel**
Jalia Kangave
Anita Bullock
Aisha Hoten
- **Diversity**
Jalia Kangave
- **Headteacher Performance Management Review Panel**
Conditions for joining the panel were queried and explained.
The panel date was confirmed as Thursday 15th September.
Anita Bullock
Jalia Kangave
Carrie Palmer - Fry
- **GB Self Evaluation**
Gill Hammett



	<ul style="list-style-type: none"> • Training Gill Hammett • Link with Downs Junior School Carrie Palmer-Fry • Strategic Working Group Hildi Mitchell Loren Davies Caroline Dean Tony Fallowfield Emma Smith • Pupil Voice Link This was discussed under agenda item 4 and it was agreed that a governor will attend school council meetings every half term. Gill Hammett volunteered. • FODIS Links Gill Hammett agreed to attend the AGM this term. <p>5. Annual Meeting Schedule Term 2 meeting date was agreed: 8th November Term 6 meeting date – a later date was requested</p>
<p>3.</p>	<p>Register of Business Interests</p> <ol style="list-style-type: none"> 1. Annual declarations to be completed Governors were reminded to return their forms. 2. Interests related to the current agenda to be declared None
<p>4.</p>	<p>Previous Meeting Minutes</p> <ol style="list-style-type: none"> 1. Approval of the minutes of the meeting, 12th July 2022 The minutes were approved as an accurate record. 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"> • OFSTED’s questioning about COVID absence’s impact on attendance and attainment is ongoing • Equality Training – LD to complete • The LA has requested more information on the rear wall • Complete Equality Impact Assessment – HM to arrange meeting • The website is in hand. Governors were reminded to send biographies and photographs/ avatars for the website. • Send a brief outline of training, meetings attended and strengths and development areas to the clerk, by the start of September <p>These actions were all carried over.</p> <p>Approach the LA re the consultation – this has been actioned and the LA asked to inform other schools. Permission was refused.</p> <p>Pupil Voice was discussed, and it was agreed that all governor visits should include this. The monitoring report form will be amended to reflect this.</p> <p>Action:</p>

	<ul style="list-style-type: none"> • Add Pupil Voice to the monitoring visit report form
<p>6.</p>	<p>Headteacher's Report The report was noted.</p> <p>A governor asked if more admissions are likely, and it was explained that this is an unknown. Less movement is likely, as most schools have vacancies; there has been a small amount of mobility into and out of the school.</p> <p>A governor asked about Governor Days, and if there could be a focus on preparing for OFSTED. HM explained that a visit from OFSTED is expected later in the year. HM suggested that using potential OFSTED questions as a visit focus could be useful for governors, and it should be made clear to staff that the preparation is for governors, not staff. It was agreed to share the sample OFSTED questions with the new governors, as an action. Governors will also email their questions to HM. It was agreed that the first Governor Evaluation Day of the year should be early in the term. It was agreed that new governors should complete the NGA Learning Link OFSTED training.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Share the sample OFSTED questions with the new governors. • Governors to email questions to HM • Schedule the next Governor Day early in the year and to set remaining days for the year • new governors to complete the NGA Learning Link OFSTED training. <p>It was reported that school is low on cleaners and agency staff may be needed.</p>
<p>7.</p>	<p>Mathematics An action plan has been created and there is a focus on assessment this term. There is a new maths lead in place who has release time to manage the subject. Maths will be part of the Governor Day.</p>
<p>8.</p>	<p>Finance and Premises The minutes of the June meeting will be circulated.</p> <p>HM reported that pay awards have been agreed over the summer, which will impact on school budgets. Finance and staff relations are expected to be turbulent across the sector.</p> <p>The LA has confirmed that there will be additional funding of £15,000 for the pay increases discussed at the July meeting.</p> <p>A governor asked about the potential impact of inflation and fuel costs. HM explained that the LA has negotiated fuel costs which will cushion the school for 6-months. There have been steps to decrease electricity costs over recent years, and all will be advised to dress warmly in school so that the heating can be kept low.</p> <p>The cost of living crisis will affect many families at the school; there are talks with the LA about possible ways to support and concerns are recorded on CPOMS. Hunger, laundry issues, etc., will be logged but not automatically assumed to be neglect, as people will be doing their best with limited funds. A governor asked when the LA might respond, but this is not known. HM explained that these issues affect all schools and the NAHT has a focus on poverty and early help support for families.</p> <p>In response to a question, it was confirmed that DIS children continue to attend the DJS breakfast club, but this is paid for by the families. All children receive a free snack and lunch.</p> <p>It was agreed to make the impact of the cost living on DIS families a standing item on the agenda.</p>

	<p>Action:</p> <ul style="list-style-type: none"> • Impact of the cost living on DIS families to be a standing agenda item
<p>9.</p>	<p>Safeguarding It was reported that:</p> <ul style="list-style-type: none"> • The Hive is up and running. In response to a question, it was explained that 12 children are supported. • here is high level of need in the school • Referrals to other agencies have been impaired by central staffing issues • Play therapist is supporting with SEMH – 6-7 sessions for up to 3 children at a time. The length of the contract was queried and reported to be agreed on a seasonal basis – the practitioner is in place until Christmas. • Trainee play therapist will also be able to work with 1 child, initially, which is hoped to build up to 3. • The lack of space for sessions continues to cause problems. <p>1. Keeping Children Safe in Education – changes from September 2022 JH will circulate the link for governors to complete the training.</p> <p>2. Child Protection and Safeguarding Policy Approved – subject to amending Chair of Governors and Safeguarding Link Governor details</p> <p>3. Behaviour Policy This will be circulated for approval by email</p> <p>Action:</p> <ul style="list-style-type: none"> • Governors to complete online safeguarding course • Amend Chair of Governors and Safeguarding Link Governor details in the • Child Protection and Safeguarding Policy • Circulate Behaviour Policy for approval by email
<p>10.</p>	<p>Strategic Governance</p> <p>1. PAN This was covered under agenda item 4.1. TF explained that the governors need to be able to explain the school's position to parents; this will be addressed by the Working Party.</p> <p>The proposed consultation dates were reported:</p> <ul style="list-style-type: none"> • Online 22nd November 10-12 • In person 23rd Nov 6-8 • Online 24th November 6-8 <p>2. Strategic Working Group re. White and Green Papers TF explained that the remit of the working party will be changed and will focus on the PAN and the new climate initiative.</p> <p>GH plans to attend the LA day on the LA's climate action plan. A teacher is also attending, and HM will have more information to share soon. There is TEAMS session for governors planned.</p> <p>Membership of the group was discussed and agreed (see agenda item 2). ES explained that she feels the reduction in PAN would be positive, and that she would like to join the group. Additional members will be co-opted as needed. A governor asked if the group should have a Terms of Reference, and it was explained that a working party does not need to be formalised in this way. The date of the first meeting will be arranged outside the meeting.</p>



	<p>3. OFSTED This was covered under agenda item 6</p>
11.	<p>Any additional or urgent business The AHT gave a verbal update on a child with an EHCP who is attending school, despite having severe needs that the school cannot accommodate, both in terms of accessing the building and the level of healthcare required. The LA and NHS have not been supportive, and it is planned to lodge a formal complaint.</p> <p>Governors asked about the parents' view and it was explained that the child is bright and able, and they wish him to have peers.</p> <p>Governors confirmed that they will support the school with the complaint.</p> <p>Date of next meeting: 8th November 2022</p>

There being no further business, the meeting closed at 11.07

Actions agreed at the meeting:

No	Action	By	Notes
1.	Add Succession Planning to the Term 2 agenda	HM	
2.	Check if any inspectors have been known to ask about COVID absence and impact on outcomes at other recent inspections.	LD	
3.	Equality training for governors	GN to chase	
4.	Follow up with Black Governors' Association about training and opportunities	JK	
5.	Complete Equality Impact Assessment	HM/JK/SD	
6.	Governors to send biographies and photographs/ avatars for the website	FGB	
7.	Send a brief outline of training, meetings attended and strengths and development areas to the clerk, by the start of September		
8.	Add Pupil Voice to the monitoring visit report form	HM	
9.	Share the sample OFSTED questions with the new governors. Governors to email questions to HM	FGB	
10.	Schedule the next Governor Day early in the year and to set remaining days for the year	HM	
11.	new governors to complete the NGA Learning Link OFSTED training.	FGB	
12.	Impact of the cost living on DIS families to be a standing agenda item	GN	
13.	Governors to complete online safeguarding course	FGB	Be end of September
14.	Amend Chair of Governors and Safeguarding Link Governor details in the Child Protection and Safeguarding Policy	JH	
15.	Circulate Behaviour Policy for approval by email	HM	