

DOWNS INFANT SCHOOL
FULL GOVERNING BODY
Minutes of the meeting of the 19th September 2018 at 6.00pm



Attended by:

Oli Rahman (OR)
Jules Gallagher (JG)
Hildi Mitchell (HM)
Tony Fallowfield (TF)
Andy Croll (AC)
Tim Moore (TM)
Hannah Gates (HG)
Claire McCann (CM)
Katie Salvidge (KS)
Sarah Axtell (SA)
Anita Bullock (AB)

Apologies:

Niall Howell (NH)
Laura Dinsdale (LD)

No.	Item
1.	Welcome and Apologies OR welcomed governors to the meeting. Apologies were received and accepted from NH and LD.
2.	Election of Chair and Vice-Chair 1. Chair of Governors OR was unanimously elected Chair for the academic year. 2. Vice Chair of Governors The role of Vice Chair was discussed and the former post-holders agreed to continue in the role. It was agreed that governor roles and responsibilities will be more prescriptive this year, with more strategic contributions from governors.
3.	Governing Body Annual Business 1. Declaration of Business Interests All governors present signed a new declaration of interest. 2. Code of Conduct Approved and signed. 3. Standing Orders of the Governing Body Approved and signed. 4. Governor Visits Policy The reporting pro-forma was discussed and it was agreed to add 'Purpose of Visit' to the top section of the form. Following governor questions , it was agreed that this form should be used to record all visits, with additional documents being attached, if needed. Subject to the addition of the 'Purpose of Visit,' section, and the school logo, the Governor Visits Policy was approved. Action: <ul style="list-style-type: none">Governor Visits Policy to have additional section and school logo added. 5. Governor Expenses Policy Governors were reminded that expenses may be claimed, if needed. Following a

	<p>governor question, it was confirmed that there is a budget to cover governor expenses.</p> <p>The Governor Expenses Policy was approved.</p> <p>6. Scheme of Delegation</p> <p>The Scheme of Delegation was reviewed and the following amendments were requested:</p> <ul style="list-style-type: none"> • Julie Claydon to be removed, as she has now retired. • Senior Teacher to be added, to ensure there are three signatories. • Logo to be added. <p>Subject to the requested amendments being made, the Scheme of Delegation was approved.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Amendments to be made to the Scheme of Delegation</i> <p>Governors discussed the format of school documents and agreed that a standardised approach is needed, to present a clear identity for the school. It was agreed that this should include one font to be used for all documents. Following discussion, it was agreed to use 'Ariel.'</p>
4.	<p>Governor Roles and Responsibilities the Academic Year</p> <p>These were discussed, with reference to the Governor Monitoring Overview which had been circulated with the agenda.</p> <p>The following points were discussed:</p> <ol style="list-style-type: none"> 1. JG reported that this is likely to be her last year as a governor at the school; it was agreed that her financial experience is valuable to ensure effective monitoring of finance, though it was noted that there are practical issues to be overcome, such as the timing of monitoring visits and secure circulation of finance documents. It was agreed that this will be discussed further outside the meeting. It was also agreed that attempts should be made to recruit a governor with experience of finance. <p>It was reported that there is currently one vacancy for a co-opted Governor. The possibility of recruiting potential governors before the vacancies arise was discussed and it was agreed that 'Associate Governors,' can be appointed until places fall vacant.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Means of monitoring finance to be agreed.</i> • <i>Governor with financial expertise to be recruited.</i> <ol style="list-style-type: none"> 2. CM, KS and TF reported that their tenures are due to end during the coming year; it was agreed that the exact dates will be checked by the clerk. <p>Action:</p> <ul style="list-style-type: none"> • <i>Governor tenures to be checked.</i> <ol style="list-style-type: none"> 3. The possibility of completing a Skills Audit to identify skills needed by the GB was discussed, though it was agreed that to advertise for potential governors with specific skills may be off-putting. It was agreed that the Chair will write a letter to the parents to advertise the vacancies, to allow a calm transition. Following a governor question, it was reported that the school does not usually have difficulty recruiting governors, though the number of people volunteering to be governors has diminished due to the increasing demands of the role. <p>It was agreed that governor recruitment can also be mentioned in the school newsletter.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Governor recruitment to be included in the Governors; and School</i>

	<p>Newsletter</p> <p>4. The expectations around governor visits were discussed and it was confirmed that the accepted guidance is for governors to complete 1-3 visits per year. The possibility of having a 'Governance Week,' in the summer was discussed.</p> <p>5. A copy of the Monitoring Overview was circulated at the meeting and governors were asked to sign up for at least one visit. It was agreed that monitoring of Pupil Premium and Sports Funding should also be added to the document. It was agreed that visits must be purposeful and valuable to the school. All visits should be preceded by contact with the HT, a meeting, phone call or email.</p> <p>Action:</p> <ul style="list-style-type: none"> • All governors to sign up for at least one monitoring visit this year, and up to three. • PPG and Sports Grant to be added to the monitoring overview. <p>6. It was agreed that the governor roles and responsibilities should remain the same as for 2017-2018.</p>
5.	<p>Governor Meeting Dates</p> <p>Confirmation of meeting dates for the year was given, as follows:</p> <ul style="list-style-type: none"> • 12th December 2018 6.00pm (CM and TM gave their apologies, in advance, for this meeting) • 6th February 2019 6.45pm • 3rd April 2019 6.00pm • 15th May 2019 6.45pm • 9th July 2019 6.00pm
6.	<p>Minutes of the previous meeting, 4th July 2018</p> <ol style="list-style-type: none"> 1. Approval of the minutes The Minutes were reviewed and approved as an accurate record of the meeting. 2. Review of agreed actions The summary of actions was reviewed and all were marked as complete or on the current agenda. 3. Matters arising from the minutes <ol style="list-style-type: none"> 1. The frequency for DBS checks was queried and it was agreed that this should be 5-yearly, in line with Brighton & Hove City Council guidelines. It was agreed that the Safeguarding Link Governor will check the SCR and notify any governors who need to renew. <p>Action:</p> <ul style="list-style-type: none"> • SCR to be checked and governors notified if renewal is required. 2. It was reported that the Policy Review Schedule will be reviewed by the Chair and the HT and policies will be allocated to individual governors. Following a governor question, it was reported that no statutory policies are out of date. There is a new draft Behaviour Policy and the Safeguarding Policy is almost complete. <p>Action:</p> <ul style="list-style-type: none"> • Policy review schedule to be reviewed. 3. The HT reported that there are currently five pupil spaces across the school, 2 in YR and 3 in Y1. Following governor questions, it was reported that this is comparable to last year and the spaces are likely to be filled. Current NOR (Number on Roll) is 179.5, as one child has a

	<p>part-time place.</p> <p>Governors asked for more information regarding the pupils with deferred entry. It was reported that there are four deferrals, three of which are for pupils with high levels of need. There has also been an enquiry about deferral next year.</p> <p>Governors asked about the LA Policy on deferred places and were informed that children are 'back-classed' throughout their school careers. A governor fed back that a neighbour had visited the school to discuss their child's entry to the school and found the experience to be positive and supportive.</p>
7.	<p>School Development Plan (SDP)</p> <p>The SDP had been circulated with the agenda.</p> <p>The SDP was reviewed and the following points were discussed:</p> <ol style="list-style-type: none"> 1. In response to a governor question, the HT reported that she has a deeper knowledge of the school, after a year in post. Moderation in two year groups has also given an accurate view of the school, which has led to shared clarity with the staff and a desire for change. 2. It was agreed that the SDP will show the focus for visits. The monitoring schedule will be numbered to match SDP areas and the resulting reports will be added to the evaluation. 3. Proposed development of the school library was discussed, in view of FODIS (Friends of Downs Infant School) being in a position to make a substantial donation, in the region of £20,000. The expected improvements in Reading at the school were noted. Governors asked where the new library would be located and were informed that the ICT Suite would be developed to create space for books, iPads and computers. Costings will be obtained. Additional means of obtaining books were also discussed, such as match funding, donations of new and good quality pre-loved books, and grants. 4. Governors asked for an update on Breakfast Club and were informed that this will be looked at once the library is in place. 5. The amount of PPG was challenged as it was reported that only 2 children in reception are eligible. It was agreed that this will be checked. Following further questions, it was confirmed that it is not mandatory for parents to provide the school with their National Insurance numbers, which is how eligibility is checked. It was also agreed that parents should be informed why it is important for the school to be able to claim the maximum PPG, though it was noted that time is short, as the census will be early in October. <p>Action:</p> <ul style="list-style-type: none"> • Checks into the new intake's eligibility for PPG to be made. • Parents to be asked to register their National Insurance Numbers, as a matter of urgency.
8.	<p>School Self Evaluation Form (SEF)</p> <p>The SEF had been circulated with the agenda.</p> <p>The SEF was reviewed and the following points were discussed:</p> <ol style="list-style-type: none"> 1. The HT explained that the SEF shows clear next steps against Ofsted 'Outstanding' criteria. In most areas the school is 'Good,' and in some, 'outstanding.' The judgements have been reviewed with the SLT and will be verified with the Schools Partnership Adviser (SPA). 2. Improving transition from Nursery to Early Years was discussed. A governor asked how many nurseries feed the school; the number was reported to be large. It was noted that the accuracy of information provided by pre-schools is not always guaranteed.

	<p>3. It was reported that the SEF will be updated through the year to show any significant changes, with a thorough review at the end of the school year.</p>
9.	<p>Data</p> <ul style="list-style-type: none"> • Feedback from the Data Governor's Meeting <p>Following monitoring of end of year data, it was reported that:</p> <ol style="list-style-type: none"> 1. Year 1 Phonics <p>There is an improving three-year trend with results expected to exceed national.</p> <p>85% of PP children passed the test, which is in line with national. Governors asked if there is a cross-over of SEND and PP and were informed that the 15% who did not pass were SEND. It was noted that PP was an area of focus in Year 1.</p> <ol style="list-style-type: none"> 2. Year 1 <p>It was reported that outcomes are lower than in the previous year, with a marked dip in Writing, possibly due to the new assessment system in use, 'No More Marking.' The HT explained the new system and reported that it should be a good benchmarking tool.</p> <p>Writing is currently weaker than Reading and Maths for this cohort, which may impact the end of key stage data in the summer.</p> <p>Following governor challenge as to what is being done to improve outcomes for pupils, the HT reported that English teaching is a focus in the SDP and will be monitored through the year.</p> <p>The disadvantaged gap is wider than the outgoing Y2 cohort; the SEND link governor reported that 50% of EYFS pupils eligible for PPG also have significant levels of need.</p> <ol style="list-style-type: none"> 3. Year 2 <p>Spelling was discussed, following a governor question. It was explained that 'No Nonsense Spelling,' has been introduced in Year 2. The impact on data was challenged; it was reported that Writing outcomes should improve.</p> <p>Governors agreed that 2018 data is in line with 2016 outcomes and asked if the 2017 data should be treated as an anomaly, as it was particularly high. Reception and Y2 were moderated in the summer, so the data is accurate. It was agreed that the Y2 data, with 81.5% at expected standard, is in line with that cohort's EYFS outcomes, with 76% at GLD (Good Level of Development).</p> <p>Following further questions, last year's Y2 outcomes were compared with the 2015 EYFS figure and found to be in line, suggesting that the cohort may have been more able. It was agreed that the integrity of the data should be discussed with the SPA.</p> <p>Governors asked if the HT feels there is appropriate scrutiny of data, as judgements are made by the teachers, and were informed that the data can be verified through moderation and discussions with the SLT.</p> <p>It was suggested by a governor that the quality of the data and the message it conveys should be further analysed once the ASP is published.</p> <p>Maths outcomes were reported to have improved across the school, as this has been a focus area which has had time and resources invested in it. Higher attaining pupils are also making good progress. Governors asked the HT to feedback thanks to the staff for the impact their work has made.</p> <p>The disadvantaged gap has narrowed for Year 2, though the gap between EAL and non-EAL is significant, also because this group is large, at 17 pupils.</p> <ol style="list-style-type: none"> 4. SEND <p>Following discussion, it was agreed that there should be further monitoring of SEND progress. In Reception, 42.9% of children achieved GLD, compared to 26.1% across the authority, but Y2 SEND outcomes were low compared to</p>

	<p>national.</p> <p><i>JG left the meeting at 7.45pm</i></p>
10.	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. Safeguarding Audit The Safeguarding Audit had been circulated with the agenda. In response to governor questions, it was confirmed that the audit is completed annually. The document had been RAG rated and the HT reported that progress has already been made to address any issues highlighted. There was a discussion around fabricated or induced illness; it was agreed that there should be training available for staff. It was reported that CPOMS, the Child Protection Online Management System, should flag any trends. In response to a further question, it was reported that PREVENT training is part of the Safeguarding training. In response to question, the HT confirmed that an action plan will be prepared and there will be a further audit at the end of the academic year. 2. Fire Evacuation Procedures It was reported that the recent evacuation practice was completed in 11 minutes.
11.	<p>Any other business</p> <ol style="list-style-type: none"> 1. Pay Committee It was confirmed that the Pay Committee will meet to discuss pay increments. 2. Head Teacher's Performance Management Review (HTPMR) It was confirmed that the HTPMR has been completed and objectives have been set. 3. Community Links A governor reported that there has been a positive meeting with Veolia about establishing links, which could include pupils visiting the site, the use of their facilities and possible funding applications. The HT confirmed that there are plans to become an Eco School 4. Staffing Issue The HT reported that there is a member of support staff on long-term absence due to illness. This is being covered by supply. 5. Climbing Frame The HT reported that there is a trip-hazard near the climbing frame on the top playground. This was discussed and governors agreed that the local authority should be asked to consider bringing forward the planned resurfacing works.

There being no further business, the meeting closed at 8.02pm.

Summary of Agreed Actions			
No	Action	By	Status
3.4	Governor Visits Policy to have additional section and school logo added.	GN	
3.6	Amendments to be made to the Scheme of Delegation	HM	
4.1	Means of monitoring finance to be agreed. Governor with financial expertise to be recruited.	JG FGB	
4.2	Governor tenures to be checked.	GN	
4.3	Governor recruitment to be included in the Governors; and School Newsletter	OR/HM	
4.5	All governors to sign up for at least one monitoring visit this year, and up to three. PPG and Sports Grant to be added to the monitoring overview.	FGB HM	
6.3a	SCR to be checked and governors notified if renewal is required.	OR	
6.3b	Policy review schedule to be reviewed.	OR/HM	
7.5	Checks into the new intake's eligibility for PPG to be made. Parents to be asked to register their National Insurance Numbers, as a matter of urgency.	HM HM	

Agreed _____ Date _____