

**DOWNNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
4TH JUNE 2015**

<p>PRESENT: Tracey Jarrett, Rachel Attwell, Anna Korman, Niall Howell, Jules Gallagher, Iain Parks, Claire McCann, Sheila Cullen, Sarah Axtell</p>	
<p>1 APOLOGIES Apologies had been received from Alan Cronshaw, Oli Rahman, Katie Salvidge, Craig Mathieson (who has now resigned) and Jonathan Cave - apologies were accepted by FGB. <i>All apologies should be sent to clerk prior to FGB meetings.</i></p>	<p>Apologies agreed and accepted</p>
<p>2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS None declared. Business interests to go on school website from September 2015 (in governor section) - AM to action</p>	<p>AM to action</p>
<p>3 APPROVE MINUTES FROM 4TH MARCH 2015 Minutes had been circulated prior to the meeting. These were agreed and accepted as a true and accurate record.</p>	<p>Minutes agreed and accepted</p>
<p>Matters arising not dealt with elsewhere on the agenda i) RA asked whether a CPD report would be produced. TJ to organise for next meeting. ii) Succession Planning - RA mentioned once again that she will be standing down as a governor at end of next year. A new chair will be needed - all governors should give this some thought. Two new governors will need to be found next academic year, possibly one of these could be interested in taking on role of chair. RA mentioned that in the governors' newsletter it had highlighted governor recruitment - we can advertise for a governor on the 'Wave' (possible Chair). RA will mention vacancies at new parents meeting next week. The commitment required by school governors needs to be made clear to any interested parties. JG felt that new parents would not necessarily be ready for lead role in Governing Body. We are going to need at least 3/4 new governors in the next year so need to start looking now. Governor support would advertise vacancy for us, applications would be considered by governors and Headteacher. A plan needs to be drawn up by end of summer term. SA asked who should put together schedule of our needs as an FGB for advertising post. LA will always direct a good chair to a struggling school to give them support. Possible joint</p>	<p>TJ to action</p>

<p>Chair role? We would prefer to have a chair with education knowledge. JG asked what time commitment is involved as she may know people in education who may be interested and suitable. All governors asked to give this some serious thought.</p> <p>iii) Holm Oak in bottom playground - no contact as yet from LA. Will report back to FGB once details/costings are known.</p> <p>iv) CMcC will e-mail to see if financial audit can be carried out for free.</p> <p>v) TJ is putting together new prospectus. It does not need to be as lengthy as the old one as more information is now on the school website. Website is maintained well currently.</p> <p>vi) RA said that from the beginning of next academic year she will not be involved in the headteacher's performance management. New governors to this panel need to go on the relevant training so that this process can be completed.</p>	<p>All governors</p> <p>TJ to action</p> <p>Headteacher's Performance Management Panel</p>
<p>4 HEADTEACHER'S VERBAL REPORT</p> <p>359 pupils currently on role with one space in Year 2. One new arrival to Reception this week with no knowledge understanding of English language. Reception in September is full. A parent moving into the area, whose child has a statement, has recently looked around the school - could result in us being supernumary. We have a split-placement child with a statement starting in September (2 days per week).</p> <p>Our attendance stands at 96.8% currently, we still have a huge problem with families taking holidays during term time. All children bar two with below 85% attendance are for medical reasons. This year we have endeavoured to manage attendance ourselves. B&H have issued new guidelines on attendance - TJ and DJS are going to buy into the services of Maggie Baker to access support administering the new processes which will result in consistency across both schools. Attendance Policy will be one of the first to be agreed between both schools.</p> <p>New parents' meeting next Thursday evening, and taster sessions for the children after school a couple of weeks later.</p> <p>FSM - from September it is possible that Reception may go into lunch 15 minutes earlier. TJ liaising with kitchen/meals service. Also possibly Reception to have their own playground at lunchtime i.e. bottom playground.</p> <p><u>Staffing</u> - one late resignation from a 2-day teacher., now advertising for a 2 day PPA cover teacher post. One teacher returning from maternity leave is reducing from 5 to 4 days. Year 2 SATs being moderated on Monday - initial results are good but there is a fall on last year's results which was expected, especially at level 3 reading and maths.</p> <p>Phonics screening - one parent has already asked for her child not to take part and TJ has requested guidance from LA. Mother has said she will take her out of school for the two week period. If the child is in school then the school has to screen her.</p>	<p>TJ</p>

H&S self audit to be undertaken by end of summer term.
No racist or bullying incidents to report last term.
Railings were painted during half term by Veolia - did a really good job, however there are still some tacky patches.
Mural painting to the Reception area outside wall painted by a current parent is lovely.

5 REPORTS FROM COMMITTEES/WORKING PARTIES/ SCHOOL COUNCIL

i) Resources Committee(to include SFVS)

Minutes had been circulated with meeting papers. Draft Budget had been circulated to FGB for approval and signing-off to Schools Finance Team. Governors had no further questions (it had been discussed comprehensively at committee level) and agreed unanimously to approve the budget.

TJ confirmed the planned underspend to allow for identified planned spending this year. Thanks to AC and JS for chairing this committee in the last year.

ii) Teaching, Learning & Personnel Committee

Minutes had been circulated with meeting papers. Thanks to IP for chairing this committee. We will need a governor to take on the role of chairing this committee next year.

iii) Collaborative Working Party with DJS

Minutes had been circulated with meeting papers. RA mentioned a transition policy discussed at the meeting. This is a work in progress at this time. The working party would be looking at joint policies over the next academic year.

iv) PILL (Partners in Leadership and Learning)

Minutes had been circulated with meeting papers. RA recommended that we join up with the agreement whereby governors could be called on to support other PILL schools if needed. FGB agreed to sign up for this.

vi) School/Eco Council

School Council meeting minutes had been circulated prior to meeting. TJ feels there is no cause for concern in respect of rough play in the playground which had been raised at the meeting. TJ said that often children feel that just talking to children who have played roughly was not the action they would want to see. TJ is looking at making changes to playtimes and lunchtimes to support positive play. May look at Reception using the bottom playground at lunchtime for maybe the first half term/term. IP mentioned that during their recent OFSTED report the inspectors asked the children about how they feel about different aspects of the school day. May look at varying the time of school council meeting which usually take place after the lunchtime sessions which then raises issues that took place then.

2015-16 Budget
agreed &
approved

<p>6 SAFEGUARDING/CHILD PROTECTION REPORT To be deferred until next FGB in OR's absence.</p>	OR
<p>7 ANNUAL SURVEY TO PARENTS/CARERS To be deferred until next meeting in JS's absence. RA to report back to parents/carers once findings are analysed</p>	JS
<p>8 GOVERNING BODY SELF-EVALUATION RA said that FGB needs to start this process again. AM to send SC most recent version of document.</p>	AM
<p>9 E-SAFETY POLICY This document had been circulated to FGB prior to meeting. SA asked if parents are reminded not to put photos of other people's children on social media sites. TJ confirmed they were. Governors felt it was a good policy - Thanks to AK. We are also now looking at a social media policy for staff, and TJ proposes looking at core policies with staff on an annual basis. Staff need to be constantly reminded about using school e-mails</p>	
<p>10 SCHOOL'S PARTNERSHIP ADVISOR Early Years Report was received and Maggie Brackly is returning next week. TJ said she expected a more positive report this time following a number of recent changes made in Reception. In-house training is showing improvements. Ocean area is less cluttered. MB will do another learning walk with early years to look at improvements made since last visit. We are moving in the right direction.</p>	
<p>11 FEEDBACK FROM GOVERNOR TRAINING RA attended Chairs' Forum. RA said that once we have new governors in new academic year we need to look at committee structures in the future. AC is attending H&S training shortly.</p>	
<p>12 GOVERNOR VISITS None. RA had visited two year one classes while taking part in teacher interview process recently. The children had known what they were doing and what the outcomes they were expecting were. RA said the most important thing is that governors do carry out governor visits. NH said he could possibly do a visit in conjunction with a building inspection. SA said she could do an afternoon visit to Reception, will liaise with TJ. NH will arrange visit to Year 1 class.</p>	NH, SA

13 URGENT ACTION TAKEN BY CHAIR

RA had signed a letter to LA confirming that a Year 2 child had been disapplied from SATs this year.

14 ANY OTHER BUSINESS

Last FGB meeting for this academic year has been re-arranged for 15th July @ 5pm and will reflect on TJ's first year. This meeting could be one hour's reflection and then maybe go to Open House for social get-together.

Pupil Premium review - TJ reported that the review undertaken at the Juniors was very different to ours here. The Juniors was one of the first to be done and was quite laid back but when reviewer came here it felt more like an OFSTED inspection. We had new forms to complete. The review was very much based on OFSTED format, very formal. The report was fine, one factual error (data) he was comparing our pupil premium children's achievement with the achievement of non-pupil premium children nationally. Final report has not yet been received. Thank you to KS and RA (Governors) for attending this review meeting.

Governors were asked to sign forms relating to use of school emails via mobile devices.

Dates of next FGB meetings

15th July 2015 @ 5.00pm