



**Minutes**

**Tuesday 6<sup>th</sup> July at 6.00pm**

**Attended by:**

Tony Fallowfield (TF)  
Gill Hammett (GH)  
Anita Bullock (AB)  
Jalia Kangave (JK)  
Andy Croll (AC)  
Gill Hammett (GH)  
Aisha Hoten (AH)

Hesione Quinn (HQ) Chair  
Loren Davies (LD)  
Sarah Digon (SD)  
Gaynor Newnham (GN) Senior Clerk  
Jon Hughes (JH) SENCo and AHT  
Kirsty Cargill (KC) AHT

No.	Item
1.	<p><b>Welcome and Apologies</b> Jon Hughes and Kirsty Cargill attended the meeting in Hildi Mitchell's place, due to her illness. HM had sent apologies. Please refer to the confidential minutes.</p> <p>The following governors did not attend the meeting and had not sent apologies:</p> <ul style="list-style-type: none"> <li>• Vera Jakimovska (VJ)</li> <li>• Ian Ayres (IA)</li> <li>• Suzanne Morgan (SM)</li> </ul>
2.	<p><b>Register of Business Interests</b> None</p>
3.	<p><b>Previous Meeting Minutes</b></p> <ol style="list-style-type: none"> <li>1. <b>Approval of the minutes of the meeting on Tuesday 18<sup>th</sup> May 2021</b> <b>The minutes were approved as an accurate record of the meeting.</b></li> <li>2. <b>Review of actions from the previous meetings</b> <b>Check table below PLUS</b> The summary of actions was reviewed, as follows: <ul style="list-style-type: none"> <li>• Remaining governors to submit their impact evaluations forms – ongoing (Action item 1)</li> <li>• Declaration of Business Interests to be completed and returned by SM – ongoing. (Action item 2)</li> <li>• All governors to have the opportunity to take safer recruitment training – complete</li> <li>• Update Governance section of the school website to ensure it is compliant, and add governor photographs to accompany pen portraits – partially complete and to be repeated due to the absence of the HT. The format of the Governors' website page was discussed, and AB suggested looking at Barnes Green Primary School as an example of good practice. (Action item 3)</li> <li>• Chair's Newsletter to parents to be circulated in the last week of term, from Term 5 – this was actioned and will be circulated to governors for information. (Action item 4).</li> <li>• Pupil Voice reports to come to the September FGB meeting – carry forward.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Check that the spending limit in the Scheme of Delegation is £7,500 – complete.</li> <li>• Check the SCR, in person, after half term – complete</li> <li>• Check the safeguarding audit in the autumn term – carry forward</li> <li>• Check Caterlink’s policy and procedure around special diets – complete. It was reported that a risk assessment has been completed and will be forwarded to governors. (Action item 7) HQ explained that there have been incidents in other schools, and the LA has asked teachers to check the food for allergens, which has not been welcomed by teachers. Discussions are ongoing.</li> <li>• Brighton and Hove City Council Health and Safety Policy has been checked.</li> <li>• Governors to indicate their time availability on the 24<sup>th</sup> June – complete</li> <li>• Complete online safeguarding training before the Term 6 meeting – complete</li> <li>• Contact Ian Ayres regarding his attendance at FGB meetings – complete, and no response was received. A letter will be written to inform him that the board assumes that he no longer wishes to be a governor. (Action item 8)</li> </ul>
<p><b>4.</b></p>	<p><b>Finance and Premises</b>  <b>This was covered after agenda item 5</b></p> <p><b>1. Finance Update</b>  LD explained that the entrance/ reception work is not likely before the summer; there is assurance that the work will take place and the money is set aside for the project. It has been hard to secure quotes and the costs seem to have escalated.</p> <p>It was also reported that income is continuing to flow and there is a healthy carry forward.</p> <p>TF fed back that he attended a recent presentation on using PE funding to fund after school clubs, which highlighted Albion in the Community as a provider of multi-sport etc. AH confirmed that she will investigate this.</p> <p>LD added that Albion in the Community also provide behavioural work for children, though it is expensive and may not be available for younger children – JH will look at this.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Investigate Albion in the Community sporting offer (AH) and behavioural offer (JH)</b></li> </ul> <p><b>2. Premises Monitoring/Health &amp; Safety</b>  There has not been a follow up visit; this will be planned for before the end of the year. TF fed back on the governance Health and Safety briefing (report in folder) at which it was suggested that schools have a Mental Health Champion. There is training planned and some financial support to establish this. It was agreed that this would be desirable – JH will investigate further.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Investigate Mental Health Champions</b></li> </ul>
<p><b>5.</b></p>	<p><b>Headteacher’s Report / Update</b>  The Headteacher’s report had been circulated and key points were discussed.</p>

Processes for the transition into the reception class were explained to governors as including:

- Every child to be visited in their current nursery setting
- Transition Book for all pupils
- Ensuring necessary support for the reception classes

It was reported that 3-4 admissions are being unpicked with the LA team, due to some families providing false addresses within the school catchment area. Governors **asked** if the offers of places will be withdrawn, though transition work has begun. It was explained that the admissions will contact the families directly, and the outcome is not yet known.

Governors **asked** if there are children on the waiting list. It was explained that there are currently 2 spaces available, but admissions have not been informed, due to Education and Healthcare Plans being processed, which may lead to 4 EHCP children being directed to the school. Two spaces will be kept free, so that PAN is not exceeded.

Governors **asked** if the false addresses will be formally addressed with the LA, and JH explained that this has not been raised, so far. This was discussed and it was **agreed** that a formal response is required, as there is a significant risk that this could be repeated. As one of the applicants has also been found to reside in East Sussex, if the placement proceeds, it will be necessary for Brighton & Hove City Council to request funding from East Sussex County Council for that child. AB also suggested writing to the Chair of the Education Committee as 4 local people have been denied places.

**Action:**

- **Contact the Chair of the Education Committee to raise concerns about false addresses being used on applications for school places.**
- **Arrange for Brighton & Hove City Council to request funding from East Sussex County Council for the child from outside the area if the placement continues.**

It was reported that:

- The incoming reception children are being inducted through Tapestry and there are scheduled posts for the summer holidays, so the children have contact with their teacher.
- Current pupils have been visited by their new teacher in their current class. This was a success. Each teacher witnessed a phonics lesson by a colleague, and was given time to chat, play and get to know the children. Teachers are also able to pop into classes during PPA time, and there will also be time for the TA's to visit the new children in their current class. There will be one visit to their new classroom and the children seem comfortable. Children also have transition books with names of the adults they will be with next year. This has also happened for transition to Y3 and the SEND team, who will also work with external professionals before the end of the year. Governors **asked** if all staff are happy with their next year's situation, which was confirmed. It was added that there will be a PDM to meet with new team and prepare for September.
- There will be a new subject leadership structure: all teachers will be members of up to 3 teams, so that each subject will have a representative from YR/1/2; this will aid progression and there will be a complete journey through the school for each subject. Everyone is a Year lead or a subject lead, commensurate with pay scales, knowledge, and skills. This will also aid the Ofsted deep dives. Leadership skills will be developed. There has been a positive response and the feedback has continued to be positive. Assessment of foundation subjects will also be looked at. Governors **asked** to observe this in practice, on the next Governor Day, and a map of the teams was also **requested**.

**Action:**

- **Governor Day to include looking at subject leadership teams.**
- **Teams 'map' to be provided to governors.**

	<ul style="list-style-type: none"> <li>There is funding available to support the appointment of 7 additional INA days; there are internal applicants and there will be interviews next week. It was explained that the applicants are internal so they can be in place this year, get to know the children and be trained as required. In response to a <b>question</b>, it was confirmed that this has been agreed since the last finance meeting. As a response to further <b>questions</b>, it was explained that the applicants include 3 volunteers, 2 MDSA's and a cleaner who have been trained in Speech and Language, Makaton, helping EHCP children. The Business Manager has raised a concern about the advertisements being solely internal, which the governors <b>discussed</b> and <b>supported</b>, as it is best practice to pursue open recruitment and a pattern of internal recruitment should be avoided. Governors noted that this is the third internal recruitment and the next recruitment must be external.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Future recruitment to be external</b></li> </ul> <p>A governor <b>noted</b> that SEMH children accessing support was raised in the report, and <b>asked</b> what support is needed, and how it would be accessed. It was <b>asked</b> if it would be possible to use the unexpected income to support these children. Governors also <b>asked</b> how many children this applies to, particularly related to children reported not happy to be in school. JH explained that there are 5-6 children he is very concerned about, and 20-30 who have nurture intervention in school, mainly in Y2.</p> <p>JH explained that he is planning art nurture therapy sessions, so that children are still accessing the curriculum and building up self-esteem, etc. This is cost effective, with art therapy for up to 20 for 6-7 months costing the same as counselling for 2 children for a year.</p> <p>Governors were given verbal examples of the limitations of the poor provision for SEND pupils, due to lack of funding, and long waiting lists for CAMHS referrals and access to services. There is also a lack of external professionals such as Educational Psychologists.</p> <p>Governors <b>requested</b> the COVID Catch-up spending plans for the September meeting.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Add COVID Catch-up spending plans to the September meeting agenda</b></li> </ul>
6.	<p><b>Safeguarding</b></p> <p>AC submitted a report on governor monitoring completed on the 23<sup>rd</sup> June.</p> <p>Governors <b>raised a concern</b> about incomplete fields on the SCR (Single Central Record). JH explained that this has been looked at with the Business Manager, and all compulsory items will be addressed as soon as possible. Advice has been sought from the LA about documentation for long-standing employees, and it has been recommended that any employed for longer than 6 months will not be chased. Governors <b>demand</b> assurance that everything essential will be ensured to be in place, to prevent a judgement of inadequate safeguarding in the event of an Ofsted inspection. LA advice can be inserted to back up anything missing. Governors asked if staff understand the importance of providing documents, and it was explained that they are beginning to.</p> <p><b>It was agreed that all gaps in the SCR should be filled urgently.</b></p> <p>The link governors confirmed that they are aware of any concerns about individual children.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Address all gaps in the SCR as a priority.</b></li> </ul>
7.	<p><b>Statutory Obligations and self-evaluation</b></p> <p>1. <b>Website compliance</b></p>

	<p>This was covered under agenda item 3.2</p> <p><b>2. Policies</b>  <b>The Health and Safety Policy was approved.</b></p>
<p><b>8.</b></p>	<p><b>Governance</b></p> <p><b>1. Monitoring</b>  It was confirmed that the recent monitoring day was successful and enjoyed by staff and governors.</p> <p>Governors were reminded to be careful about the language of reports and not act as professionals, as governors must not make Ofsted style judgements about the quality of teaching and learning but should report on personal observations and experiences on the days. Governors thanked the staff for their openness and sharing, which is a tribute to HM's leadership.</p> <p><b>It was agreed to circulate literacy and phonics information to the governors.</b></p> <p>It was agreed that the board is to be congratulated, as there are many GB's who have not completed monitoring this year. Downs attended virtual and blended sessions, which worked well.</p> <p><b>2. Training</b>  LD reported that she plans to do the LA online finance training.  It was agreed that the FGB training focus worked well and had been informed by the SEF; a new training focus will be agreed in September.  Governors were asked to complete reflections for the next meeting, and GH will create a template</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Governors to complete reflections for the next meeting.</b></li> </ul> <p><b>3. Set date of September meeting</b>  <b>Wednesday 15<sup>th</sup> September 6-8pm – virtual</b></p>
<p><b>9.</b></p>	<p><b>Review of Governor Impact</b></p> <p>Collective reflections on the FGB's performance this school year highlighted the following:</p> <ul style="list-style-type: none"> <li>• Significant improvements to governance, including the monitoring days and finance committee</li> <li>• Good appointments to SLT – strong leadership and capacity to improve</li> <li>• Fought the council's proposal to reduce PAN</li> <li>• Monitoring days at a time of change and uncertainty has given a great understanding of what is going on at ground level and has been invaluable</li> <li>• Training has improved with the termly focus</li> <li>• Eye opening to see the behind the scenes work; staff welcome governors into school and ask difficult questions, due to teamwork and common goal</li> <li>• Insight into recruitment and relevant training.</li> <li>• Governors have collaborated well this year</li> <li>• HQ has been a strong chair</li> <li>• Prepared well to adapt to changing situations that arise; there is a good relationship between staff and SLT, and between staff and governors</li> <li>• Monitoring and evaluation of continuous provision has given understanding and appreciation.</li> <li>• The meetings are well organised</li> <li>• Excellent clerking</li> </ul>

	Looking forward to next year, it was agreed that governors will be more active in the monitoring days and share the workload with the school, and there will be a focus on staff wellbeing.
10.	<p><b>AOB</b></p> <p>It was agreed that HQ will join the INA recruitment panel. In response to a question, it was confirmed that there are no plans to change bubbles at this point in the year.</p> <p><b>Date of next meeting:</b> Wednesday 15<sup>th</sup> September 6pm – 8pm GN will look at dates for next year, working around the dates of the Finance Meetings.</p>

**There being no further business, the meeting closed at 19.56**

**Summary of agreed actions:**

No	Action	By	Status
1.	Chair to follow up on SM's impact evaluations form	HQ	
2.	Chair to follow up on SM's Declaration of Business Interests	HQ	
3.	Update Governance section of the school website to ensure it is compliant, and add governor photographs to accompany pen portraits	FGB	
4.	Chair's Newsletter to parents to be circulated to governors	HQ	
5.	Pupil Voice reports to come to the September FGB meeting.	HM	
6.	Check the safeguarding audit in the autumn term	AC, VJ	Term 1 21/22
7.	Forward the Caterlink risk assessment to governors	HQ	
8.	Write to Ian Ayres to confirm that his term of office has ended.	HQ	Complete
9.	Investigate Albion in the Community sporting offer and behavioural offer	AH/JH	
10.	Investigate Mental Health Champions	JH	
11.	Contact the Chair of the Education Committee to raise concerns about false addresses being used on applications for school places.	JH	
12.	Arrange for Brighton & Hove City Council to request funding from East Sussex County Council for the child from outside the area, if the placement continues	JH	
13.	Governor Day to include looking at subject leadership teams.	FGB	
14.	Teams 'map' to be provided to governors.	JH	
15.	Future recruitment to be external	HT	
16.	Add COVID Catch-up spending plans to the September meeting agenda	GN	
17.	Address all gaps in the SCR as a priority.	JH	
18.	Governors to complete reflections for the next meeting.	FGB	