

**DOWNES INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
8TH OCTOBER 2015**

PRESENT: Rachel Attwell, Tracey Jarrett, Anna Korman, Jonathan Cave, Mark Keiller, Niall Howell, Sarah Axtell, Katie Salvidge, Claire McCann

1 APOLOGIES

Apologies had been received from Alan Cronshaw, Oli Rahman, Sheila Cullen, Jules Gallagher and Tony Fallowfield (newly elected parent governor) - apologies accepted.

All apologies should be sent to clerk prior to FGB meetings.

Welcome back to governors and welcome to the new co-opted governor - Governors attending meeting introduced themselves outlining their roles on the governing body and length of service. New governor explained that he has a daughter at Downes Junior School and a child who has joined Reception at Downes Infants this September.

2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS

None declared.

Governors were asked to complete B&H Pecuniary Interest forms (details will go on to website).

3 ELECT CHAIR/VICE CHAIR AND CONFIRM TERM OF OFFICE

Rachel Attwell was nominated and the nomination seconded to continue as Chair of FGB for one more year. RA formally elected as chair of governors. Oli Rahman re-elected as vice-chair of FGB. (OR has declared his intention to resign from FGB at the end of this academic year.)

Sarah Axtell volunteered to shadow the vice-chair during the year, as this would also be his last year as a governor. Formally elected.

It was agreed that both terms of office would be for one year.

4 APPROVE MINUTES FROM 15TH JULY 2015

Minutes had been circulated prior to meeting. Governors agreed to accept as an accurate record of meeting.

Matters arising not dealt with elsewhere on the agenda

- i) Website - Clerk to Governors to ensure number of meetings attended by governors is included for both FGB and committee meetings and that FGB and committee minutes are on website.

The website to also include training undertaken by governors during previous year. Agreed to be done by end of November

Apologies agreed and accepted

Chair and Vice-Chair duly nominated and elected by FGB

Agreed and accepted

clerk/AK to complete by end November 2015

- ii) Governors asked for an update on lunchtime arrangements for Reception children - Headteacher confirmed that the lunch hour remains the same but that changes to playgrounds had been implemented.
- iii) Governor self-evaluation to be worked on next half term.

All Governors lead by Sheila Cullen

5 HEADTEACHER'S VERBAL REPORT

HT briefly outlined start of term.

She updated governors on pupil numbers and pupil groups following the autumn census.

Staffing - Headteacher updated governors. Two staff members remain on long term sick leave.

Teaching & Learning - Headteacher will share data with Teaching and Learning committee following the publication of RaiseOnline.

Pupil Wellbeing - one racist incident was reported and outlined by the Headteacher.

Finance & Premises - Headteacher outlined the need for a second set of internal doors to improve security and children's safety at the main school entrance. - expenditure agreed. Headteacher confirmed that FODIS will provide £5k towards cost of astroturf and this project will now go ahead as agreed by the Resources Committee. Costs may be split across two financial years. This was approved by governors.

The annual visit from B&H Council looking at building projects/work needed recently took place. The Headteacher reported that it is likely that half the remainder of the flat roof will be done 2016-17 and the final part completed in 2017-18.

FODIS AGM took place yesterday and was well attended. The school have received a donation from a parent of a number of large photographs of animals to possibly go in the playground - Governors and Headteacher thanked the parents concerned.

The Headteacher reported that Reception children had settled well. A small number of parents have expressed concerns in regard to transition arrangements. Parental views will be sought in regard to transition this year. Transition arrangements may well be reviewed in the light of this feedback.

One governor shared her experience of transition at a local primary school.

6 REPORTS FROM COMMITTEES/WORKING PARTIES/SCHOOL COUNCIL

i) Resources Committee

Minutes circulated. No questions.

Governors agreed to write off two acer travelmate laptops condemned by

Write-off form to be completed by Bursar
Governors agreed

Schools IT technicians.

School Internal Audit - a number of items identified have already actioned.

ii) **School Council**

Minutes circulated prior to meeting.

7 SET UP COMMITTEE STRUCTURE AND AREAS OF RESPONSIBILITY FOR 2015-2016

Resources Committee

Alan Cronshaw (co-Chair), Jules Gallagher (co-Chair), Tracey Jarrett, Rachel Attwell, Niall Howell, Jonathan Cave & Sheila Cullen (invited guest: Michael Button)

Teaching, Learning & Personnel Committee

Claire McCann (co-Chair), Sarah Axtell (co-Chair), Tracey Jarrett, Rachel Attwell, Anna Korman, Katie Salvidge, Mark Keiller

Head Teacher's Performance Management (3 governors)

Rachel Attwell, Claire McCann, Katie Salvidge

Appeals Committee (3 governors)

Claire McCann, Mark Keiller, plus another

Disciplinary Committee (3 governors)

Oli Rahman, Niall Howell, plus another (possibly Jules Gallagher)

Pay Review Panel

Rachel Attwell, Jules Gallagher, Claire McCann

Pupil Premium Governor

Katie Salvidge

Sports Funding Governor

Niall Howell

SEND/Equalities Governor

Sarah Axtell

Safeguarding Governor

Oli Rahman

Website Governor

Anna Korman

Health & Safety Governor

Alan Cronshaw

Self-Evaluation Governor

Sheila Cullen

FODIS Governor

Katie Salvidge

Training Governor

Rachel Attwell

PILL Representative

Rachel Attwell

Collaborative Group with Junior School

Rachel Attwell, Tracey Jarrett, Jules Gallagher, Jonathan Cave

8 RATIFY TERMS OF REFERENCE FOR COMMITTEES AND CODE OF CONDUCT FOR GOVERNORS

New Code of Conduct had been circulated with meeting papers. It is good practice to have a code of conduct. It should be agreed by FGB. Following minor amendments, FGB agreed Chair to sign Code of Conduct on their behalf.

Governors agreed to adopt TOR updated from last year. All TORs ratified .

FGB agreed and ratified
FGB agreed and ratified

9 SCHOOL'S PARTNERSHP ADVISOR

We have a new SPA, Lisa Evans, who is new to Brighton & Hove. We fall into the LA's low priority category and will only receive 3 days support across the year.

10 FEEDBACK FROM GOVERNOR TRAINING

Forms for reporting back to FGB had been circulated with this meeting's papers. Governors are encouraged to attend the training offered. GSP meetings offer a good overview for all governors.

11 GOVERNOR VISITS

Governors are encouraged to carry out a school visit at least once each year. To be arranged with HT. The focus of a visit can be agreed between governor and HT. HT suggested a governor visit to include a School Council meeting. A governor suggested possible links to a year group. Two governors agreed to do visits after half term.

NH / KS

12 URGENT ACTION TAKEN BY CHAIR

The Clerk was asked to leave the meeting. Governors agreed travel expenses for the Clerk for FGB meetings.

FGB agreed

Attendance Policy - new policy had been circulated with meeting papers. Standard policy adapted for Downs Infant School and Downs Junior School. Governors discussed absence due to illness - will discuss further with Attendance Manager. Governors agreed to accept and ratify this policy.

FGB agreed and ratified

14 DATE OF NEXT MEETINGS

Wednesday 2nd December 2015 5pm

Tuesday 9th February 2016 6pm

Thursday 14th April 2016 5pm

Tuesday 14th June 2016 6pm