

DOWNS INFANT SCHOOL
FULL GOVERNING BODY
Minutes of the meeting of the 15th May 2019 at 6.00pm



Attended by:

Oli Rahman
 Ian Ayres
 Jules Gallagher
 Anita Bullock
 Tony Fallowfield
 Hildi Mitchell
 Hesione Quinn
 Hannah Gates
 Sarah Axtell
 Katie Salvidge
 Laura Dinsdale
 Jalia Kangave

No.	Item
1.	<p>Welcome and Apologies</p> <p>1. Welcome The Chair welcomed all governors to the meeting.</p> <p>2. Apologies Niall Howell Claire McCann Andy Croll</p> <p>3. Review Agenda The Governors' Day and The Parents' Code of Conduct were added under AOB</p>
2.	<p>Declaration of Business Interests There were no changes reported</p>
3.	<p>Minutes of the previous meeting, 3rd April 2019</p> <p>1. The minutes were approved as an accurate record of the meeting.</p> <p>2. Review of agreed actions The summary of actions was reviewed, as follows:</p> <ul style="list-style-type: none"> ○ There have been teething issues with using the shared governor drive. It was agreed that meeting papers will continue to be added to the drive and circulated by email. ○ The Ofsted crib sheet will be available for the next meeting, following the very recent publication of the new Ofsted framework. ○ It was confirmed that asset tags have been discussed. It was also confirmed that the iPads are trackable already, laptops are not, though there are less of these and they are encrypted. The proposed purchase of asset tags will be carried forward as an action. It was confirmed that all iPads are now accounted for. ○ Southern Water has been contacted about water saving devices; there are some free devices available and this will be followed up, though they may not be suitable for use on children's toilets. ○ Curriculum information on the website was discussed and the HT explained that there is more information planned to be included in the early years' section. The new website has been started.

	<ul style="list-style-type: none"> ○ Benchmarking will be carried forward as an action. ○ It was reported that the Alternative Funding Streams working party met to discuss possible means of boosting income. Discussions included: <ul style="list-style-type: none"> ✓ Breakfast Club – there will be more research into this. It was reported that Downs Juniors made £70,000 profit, though they also offer wraparound and holiday provision. Better use of parents and carers, such as parent helpers, to free up TA's and support staff to focus on supporting children. Clear volunteer JD's would be needed and helpers would need safeguarding training. <p><i>HQ arrived at 6.20pm.</i></p> <p>Hildi explained that she will discuss this further with the staff, with a view to having volunteers from September, to be launched at the Year R intake meetings. The impact on the budget was challenged and it was explained that it wouldn't lead to a saving, from a budget perspective, unless TA's would not be replaced following natural wastage. It was noted that there could be issues with replacing trained staff with volunteers. It was noted that this may enhance relationships between the school and parents.</p> <ul style="list-style-type: none"> ✓ Requesting support from the older community was also discussed. It was suggested that volunteer posts could be advertised in the Five Ways Magazine. ✓ Approaching businesses and requesting specific help for specific projects was also discussed. A governor asked if the businesses would be allowed to advertise their services; this was discussed and it was agreed that businesses could publish in the local magazine that they have supported the school. It was agreed that potential projects will be identified. ✓ It was reported that the Budget is ongoing and a final report will be circulated when it is available. ✓ It was reported that school trip risk assessments have been discussed with the EVC (Educational Visits Co-ordinator); this will go in the action plan for next year. A parents' information sheet is being prepared and the risk assessments will now be provided to volunteers the night before. <p>Actions:</p> <ul style="list-style-type: none"> • Ofsted Crib sheet to be available at the next FGB meeting. • Asset tags to be purchased. • Water-saving devices to be followed up. • Benchmarking to be completed. • Parent-helpers to be launched at the YR parents' evening, with a view to beginning in September. • Potential projects that might benefit from the input of local businesses to be identified. • Final Budget report to be circulated to governors when it is available. <p>3. Matters arising from the minutes None</p>
4.	<p>Headteacher's Report Number on roll was reported as 359. It was reported that the number of SEND pupils has increased. In response to questions, it was confirmed that there are 48 children registered, which represents 13.3% of the school</p>

population. It was explained that a lot of SEND is SEMH, which is on the rise across the city.

The school context was reported as:

	Number of pupils	Percentage of the school
Reception	119	
Year 1	119	
Year 2	121	
EAL	31	8.6%
SEND	48	13.3%
PP	37	10.27%
FSM	32	8.8%
PP+	5	1.3%
LAC	2	0.5%

Pupil Outcomes

It was reported that Year 2 assessment is underway; the results may not be line with last year. Writing is the main area of concern; leadership of writing has been discussed and this will be allocated to the current Reading lead, which has shown impact on reading outcomes.

Teaching and Learning

The quality of Teaching and Learning was reported to be positive across the school. It was affirmed that the behaviour of some children is not impacting other children's outcomes, which is positive.

Work scrutiny is being replaced by talking to children about their books. There is year group and whole class sharing of books and practice around key areas, such as guided reading, boys' writing and maths reasoning.

Behaviour and Safety (including Health and Safety, and Premises)

- **Safeguarding**

It was reported that welfare checks average at one per week, due to safeguarding concerns, though not all lead to referrals or actions.

- **Health and Safety**

The fire report was very positive, with only 6 required actions. Most staff have received fire safety training.

It was reported that some work was done to the AstroTurf, due to potential hazards; written feedback from children was shared with the governors.

It was also reported that M&S have agreed to donate £500 to the pond clear-up. The governors agreed that this should be celebrated.

- **Attendance**

Overall attendance was reported as 96.3%, which showed a slight drop, due to chicken pox.

Governors were provided with a breakdown of attendance, by year group and vulnerable groups.

It was explained that the polling day next week is expected to impact attendance as it is the Thursday before the last day of Term 5. There is a meeting planned to try to rearrange the polling arrangements. Parents have been asked not to jeopardise the democratic process by abusing the person responsible.

PA/PPG attendance has improved, showing pleasing impact on the most vulnerable pupils at the school.

All pupils	96.3% (96.6% without Flex)
Reception	95.4%
Year 1	96.73%
Year 2	96.54%
PP	93.56%
EAL	95.75%
PA (Persistently Absent)	83.56% (85.87% without Flex/ off roll)
SEND	95.3%

- **Behaviour**

It was reported that:

- The new grass has improved play, which has been calmer. There is work with the MDSA's to introduce playground zones and new games.
- The increase in SEND and SEMH pupils is impacting on behaviour.
- Teachers have received training on supporting children with anxiety
- Parent behaviour has been a concern; one parent has been verbally aggressive to parents and is behaving inappropriately, which has prompted a policy to be written to make clear the expectations. The HT would like to have this policy approved as soon as possible, and to be followed by a future review with parents.
- The policy was discussed and a number of edits were made, including:
 - ✓ change 'reminder' to 'guidance'
 - ✓ Make more prominent that parents may not be allowed on site at the discretion of the HT and the Chair of Governors.
 - ✓ Add in inappropriate actions and/ or displays of temper, and to be more specific about the playground.
 - ✓ Reference to gender
 - ✓ Add: emails to the school *and its employees and pupils*
 - ✓ To add in 'talk to the teacher,' about bringing toys from home
 - ✓ Collection of children from the office was agreed as an appropriate compromise if they cannot collect from the classroom.
 - ✓ Parental working group was agreed to be bracketed.
 - ✓ Tobacco – it was agreed to add vaping and alcohol to this section - alcohol to be allowed at a school organised event.
 - ✓ Uniformity of Headteacher and Head Teacher was agreed.

Following governor questions, it was confirmed that this was the second incident involving this parent in school, and there have been incidents outside school. The parent concerned will be invited in to discuss the policy.

Subject to the discussed amendments being made, the Parents' Code of Conduct was approved.

- **Premises**

The nurture room and staff work space are now operational.

- **Energy Efficiency**

New lighting has been installed.

- **GDPR**

Training and documentation changes are in process

EYFS

This has been reviewed with the SLT and SPA, and work is in progress around environment, pedagogy and the curriculum offer on the school website.

Leadership and Management

- **Personnel**

Please refer to the confidential minutes

- **Budget**

The 2019/20 budget has been completed to reflect the current staffing situation.

- **Wider Life of the School**

There have been parent workshops, and more are planned. There have been positive parents meetings and the children's parade was successfully organised by Hannah, who was thanked by the governors for the work on the parade.

It was also reported that the SRE parents' meeting is well subscribed; the school is on track to meet its statutory obligations.

	<p>A governor asked how parents are informed about SRE, accounting for the cultural background of some parents. HM explained that there are sample lessons, sharing of resources and information about the language that is used. It is emphasised that this is about protective behaviours, consent etc. HM assured that it is recognised that people have different fears and experiences.</p> <p>It was confirmed that there will be a complete report, with SEF and SDP, in Term 6.</p>
5.	<p>Leadership, Management and Governance</p> <p>1. Governor Monitoring Schedule There were no visit reports.</p> <p>2. Link Governor Reports</p> <ul style="list-style-type: none"> <p>Governors' Conference Report (TF) The report was noted. TF also explained that funding was discussed and the speaker advocated drastic measures by schools, to ensure funding increases. All the while schools are managing with restricted funding and standards don't drop, it appears that schools are coping. HM reported that she has discussed funding with Damien Hinds and he stated that he feels that he is making a special case for education in the spending review, as so much else depends on it,</p> <p>The sports link governor asked who will take on sport, and it was explained that the role will be taken by a teacher who is a keen sportswoman and a passionate team player, from September. The focus next year will be on Games and competition. The link governor explained that Quality Start is the only quality marker for KS1 Sport; TF will forward the information to HM. It was noted that that the self-assessment audit may help with applying for grant funding. It was agreed that this should be completed now and given to the new lead, as the deadline is the 24th May.</p> <p>Action:</p> <ul style="list-style-type: none"> Quality Start paperwork and information to be forwarded to HM. Sports (Quality Start) audit to be completed and submitted before the 24th May deadline.
6.	<p>Finance, Premises, Health and Safety This was covered within the HT report</p>
7.	<p>Safeguarding This was covered within the HT report</p>
8.	<p>Policies and Statutory Obligations This was covered within the HT report</p>
9.	<p>Any additional or urgent business</p> <ul style="list-style-type: none"> <p>Code of Conduct for Parents This was covered under agenda item 4.</p> <p>Diversity Workshop It was reported that TF and AB attended the workshop, which looked at inclusivity. Class representatives were discussed as a way of improving inclusivity. HM reported that there are discussions in process around the Diversity Week. Governors asked if there is an Inclusivity Policy in place. It was reported that there is an equality policy and impact statement that could be looked at with parents. HM stated that FODIS wish to promote greater inclusivity at school events.</p> <p>The KS1 RE curriculum was discussed, and governors asked if this only covers Christianity and Judaism. It was confirmed that 60% has to be Christian. Islam can</p>

	<p>also be included; the RE curriculum will be looked at to ensure that it reflects the school community, as the policy can be expanded. The next steps were queried and it was explained that this will be delegated to a teacher to review. Following further questions, it was reported that there were three parents present at the meeting. This was agreed to be a positive start. HM explained that the Parent Vision workshop had 12 people; models of working will be developed.</p> <ul style="list-style-type: none"> • Governance Briefing on the 22nd May IR and HM confirmed that they will attend. • Governors' Day It was explained that attendance can be flexible; governors are not expected to attend for the whole day. A date was suggested to governors, who were asked to confirm by email whether they will be able to attend. • Governor recruitment It was reported that CM, SA and KS will stand down at the end of the year. As there will be a new to reception parents meeting on the 27th June, governors were invited to attend to talk about governance at the school. JK and LC confirmed that they may be able to attend. JG reported that will continue for another year if finance can be delegated to another governor; this was agreed to be transferred to HQ. It was also noted that NM is unable to attend meetings. It was agreed to review the skills audit – HM will locate it and send to all governors. This will be discussed further at the next meeting. <p>The Leavers' Tea Party was raised and it was confirmed that governors are welcome to attend, on the 24th July.</p> <p>Action:</p> <ul style="list-style-type: none"> • Governance Briefing to be attended by two governors • Governors' Day to be arranged – governors to confirm attendance by email • New intake parents evening to be attended by two governors • Finance monitoring to be delegated to another governor from September • Skills audit to be shared with governors • Skills audit to be reviewed and discussed at the next meeting.
10.	<p>Date of next meeting: Tuesday 9th July 2019 at 6.00pm</p>

There being no further business, the meeting closed at 7.52pm