

**DOWNS INFANT SCHOOL
FULL GOVERNING BODY
MINUTES of the meeting of the 12th December 2018 at 6.00pm**



Attended By:

Oli Rahman
Hannah Gates
Andy Croll
Tony Fallowfield
Hildi Mitchell
Anita Bullock
Laura Dinsdale
Jules Gallagher
Sarah Axtell
Hesione Quinn
Jalia Kangave
Ian Ayres
Gaynor Newnham (Clerk)

No.	Item
1.	<p>Welcome and Apologies</p> <p>1. Welcome new associate governors The Chair welcomed new associate governors, Ian Ayres (parent of a YR child), Jalia Kangave (parent of YR child) and Hesione Quinn (Parent of an Y2 child). The Chair explained that they have joined to strengthen the governing body, as discussed at the previous meeting. The associate governors were informed that there will be paperwork to complete, such as for pecuniary interests and DBS checks, and explained what documents they will need to provide to the bursar.</p> <p>Action: <i>New governors to provide paperwork to the bursar.</i></p> <p>2. Apologies were received from: Claire McCann, Tim Moore, Niall Howell and Katie Salvidge</p> <p>3. Review Agenda The Chair explained that the agenda may be moved around to ensure that the most important items are covered, due to the large number of items included.</p>
2.	<p>Declaration of Business Interests None</p>
3.	<p>Minutes of the previous meeting, 19th September 2018</p> <p>1. Approval of the minutes The minutes were approved as an accurate record of the meeting.</p> <p>2. Review of agreed actions The summary of actions was reviewed and it was noted that all actions were complete, except:</p> <ul style="list-style-type: none"> • Regarding the DBS checks for governors, the bursar has provided a list which shows that OR, KS, JG, CM and NH are all to renew their DBS checks. Staff checks will be completed on a rolling programme. It was asked if anyone still has a CRB, which was confirmed. It was agreed to make these a priority and include in the budget for next year, due to the £44 charge for staff. • The policy review schedule is a work in progress. The front covers will be updated. • Regarding NI numbers for free-school-meal and Pupil Premium grant application, the bursar has reported that all that can be done, has been done.

	<p>Action: Governor DBS checks to be completed, as required. Personnel with a CRB clearance to complete DBS checks as a priority.</p> <p>3. Matters arising from the minutes None</p>
<p>4.</p>	<p>Finance, Premises, Health and Safety</p> <p>1. Finance Report</p> <p>1. Finance report Please also refer to the Link Governor report (Agenda item 9.2) In response to a question, it was confirmed that the school can take forward 10% of the budget. It was explained that three year budgets are challenging to set due to the increased staffing costs. A £50,000 underspend is expected this year; – pupil numbers and SLT changes have contributed to this. Most schools are struggling to set a balanced budget for next year Budget setting will be started soon. Around 90% of the budget is allocated to staffing, though the LA promotes allocating 85% for staffing. Downs Infants School is doing well, as we have good results and the budget is healthy. There are TA's in all classes, though there are more requirements of them, such as for SEND pupils. The finance lead governor explained that the school had an established staff, which was experienced, but costly, who were replaced with NQT's, which has reduced costs.</p> <p>It was noted that Rates have increased by 20% in a year. Governors asked the HT to check this with other HT colleagues in local schools, possibly to be taken up with the LA. The Board understand their budgets have been cut, but this increase is huge.</p> <p>The Governors expenses budget was noted, and governors were reminded that there is a system for claiming. The HT asked if the governors' budget be used to fund the staff lunch, which was approved.</p> <p>Action: Rates increase to be queried with other HT's and raised with the LA, due to the huge percentage increase this year.</p> <p>2. BHISS buyback It was explained that the LA are adding the money to the budget and asking the school to buy back services, such as behaviour support. If we don't buy services back, we would have to employ staff to provide those services, which include the Behaviour and Inclusion Support Service, literacy support, broadband, etc. Every school has agreed to buy back There will be discounts if schools commit to subsequent years due to stable pupil numbers. It was noted that Educational Psychology support can't be bought back.</p> <p>3. Solar Panel Bid This was discussed and it was agreed to have a working party for the solar panels, as there are practical issues to talk through. It was agreed that this is worth exploring fully, with rigour.</p> <p>Following a governor question, it was confirmed that Electricity is funded from the school budget. The working party was agreed as IA, HM, JG, TF.</p>

	<p>Action: Solar Panel Working Party to meet.</p> <p>4. Top Playground It was agreed that a new plan is needed, as there is an issue with the safety matting, levels and the lobster. Governors asked if sports funding could be used. It was explained that there is possible income available from FODIS (Friends of Downs Infants School) and Capital Grant, but this needs further discussion.</p> <p>5. SEND changes and their impact on the budget This was not discussed due to time constraints, though governors' attention was drawn to the report.</p> <p>2. Health and Safety Report Governors asked if the 'working at height risk assessment incurred any costs, and it was reported that the school bought a ladder and staff attended training. Following further questions, it was confirmed that this was covered under insurance and there are no ongoing issues. The Health and Safety audit will be covered on the link governor's next visit. The Chair explained that the board is looking for a H&S governor from September 2019– Ian was asked to consider transition to this role Niall will continue with the fire risk assessments as this is his area of expertise.</p> <p>Action: IA to consider taking the role of Health and Safety Link Governor</p> <p>3. GDPR update It was reported that the DPO is coming to complete an audit on the 18th December 2018.</p>
5.	<p>Personnel</p> <p>1. Personnel Report Governors noted the personnel report It was reported that a TA with long term absence hopes to return part time after Christmas Governors approved employing an INA, as outlined in the report.</p> <p>2. Appraisals and Pay recommendations It was confirmed that these were completed within the correct timeframe. In response to a question, it was confirmed that targets were set, linked to the School Development Plan, and Teaching and Learning. Subject leadership teams have been established, and there is a Senior leaders programme for subject leaders.</p>
6.	<p>Safeguarding</p> <p>1. Safeguarding report (Verbal) It was reported that:</p> <ul style="list-style-type: none"> • The self- Audit completed at the end of the year has been RAG'd. A meeting is scheduled for each term to address all the issues that were found – there were only a few areas to be addresses, mainly related to training. • OR is the safeguarding link governor. • CPOMS was reported to be working really well. The safeguarding link governor confirmed that he has raised this with staff, informally. And he is confident that members of staff all know what to do in the event of a concern. It was confirmed that the document will be circulated and a monitoring report will be completed. <p>Action:</p>

	<p>RAG'd Safeguarding Audit to be circulated to the FGB.</p> <p>2. Single Central Record This was covered under agenda item 3.2</p>
<p>7.</p>	<p>1. Headteacher's Report</p> <p>a) Data The HT reported that there is a broadly positive picture and this compares with the Ofsted summary report for the last three years. In 2016 there were some areas to be investigated such as greater depth and disadvantaged pupils, but we now have no areas of concern – we are making a positive impact. The new leadership team has a good understanding of the data.</p> <p>The HT explained that:</p> <ul style="list-style-type: none"> ✓ The current Reception cohort is stronger than last year's. ✓ Y1 Writing is a focus area, which is showing impact ✓ Y2 Reading is an area of focus and there is impact showing. ✓ For Maths, there are good links with the maths hub and KS2 re planning ✓ Disadvantaged and pupil premium children are doing very well compared to all children, which is good. ✓ GLD compared well against national and the local authority, and the LA picture is really high, which is doubly good. ✓ In Reading, there has been staff training and we have been advised to revise expectations for the book bands. This shows in the Autumn data – reading has improved but there is an anomaly as pupils appear to be static. <p>A governor challenged the jumps in attainment for greater depth, and asked if that is accurate and sustainable. It was also asked if this is cohort specific. The HT explained that analysis of the data will provide deeper understanding. It was explained that, in one class, half didn't get GLD – they will be a challenging cohort. Additional ways of grouping data has been discussed, so that sub-groups could be shown to provide context; there are case studies for specific children, where required.</p> <p>It was explained that the Reading, Writing, Maths combined data will also be added to the report. EYFS - PPG children did well and made good progress from starting points.</p> <p>b) Behaviour and Safety The school is trialling a new behaviour policy and there has been staff training. CPOMS logs will be compared in January, when they have been in place for a year. It was explained to new governors what CPOMS is. There are a small number of SEMH children who have received a lot of support – the teachers have received useful training. The parents have all been supportive of those children.</p> <p>A governor asked if the new Behaviour Policy has shown initial impact, and it was explained that the staff feel more confident with managing behaviour consistently across the school. There were some teething problems, but the policy is more attachment aware.</p> <p>Governors asked the HT to explain the difference. It was stated that people were not really supportive of the previous policy so there wasn't consistency. Governors asked for the focus of the new policy, which was described as being wholly positive; there are rewards and there is a focus on repairing things.</p> <p>Governors asked if CPOMS data can it be tracked to show patterns, which was confirmed. It was explained that there has been some fine tuning over the year. The confidence of different members of staff has been shown through the tracking, which has given an insight to HT on where support is needed for staff.</p>

Governors **asked** what additional resources would the school like for the small group of children with SEMH, and it was explained that more 1:1 and safe quiet spaces to work would be of benefit.

It was **asked** if there is a nurture room, and confirmed that there is not. Following further **discussion**, it was agreed that the governors will conduct a monitoring walk. This was delegated to Laura, Anita, Hannah and Ian as an action – date to be arranged.

It was reported that the Y1 outdoor space also needs to be improved, in terms of resources and covered areas. This will also be looked at during the monitoring walk.

c) INSET Days

The proposed INSET days have been agreed with both schools and were approved.

d) Number on Roll

It was reported that the census in October recorded 355 children. In January the school will have 360 with a space in Y1 because twins are joining Y2.

The Chair explained that it is important to generate enough pupils – due to a sudden dip in birth rate, which is having an impact on schools. Funding is paid by pupil.

There are up to 400 too many places for infant schools in the city. It is an issue for some schools in the city, as some of them are having real difficulties.

Governors agreed that Downs Infants School will ensure its children will have the best experience based on the resources we have.

The HT reported that the parent open days gave good feedback.

It was noted that Parents also look at the website and the data – the website needs to be improved, but there have been other priorities for the school. It is work in progress and should be updated in January – to be more user-friendly and practical.

It was **asked** if there is a Governor responsible for ensuring compliance, as the PPG and Sports premium reports are noted to be missing.

It was agreed that AC will take on that role – there is a checklist on the DfE website.

Action:

Website Compliance to be checked.

e) Attendance

Attendance is now 97.3%, having increased from was 96.79% in the summer. PPG attendance is just below.

2. School Development Plan

The School Development Plan (SDP) had been circulated with the agenda.

Governors **asked** if the school is on track to meet targets. It was reported that any red items are due to be covered as a priority, though there are a number of green and amber objectives.

New exemplification materials for greater depth at the end of KS1 were raised, as Harry Potter and the Goblet of Child is on the list. It was reported that the Y2 teachers are booked onto training and one is training as a moderator, so we feel it is in hand. Governors were pleased to hear this.

It was reported that there is also a greater depth writing course booked for a teacher. Governors **asked** if TA's included in appraisal process, and it was confirmed that performance reviews will be completed in the spring term.

Governors **requested** an update on Breakfast Club, and it was explained that there are other priorities at present so it is on the back burner. Governors **agreed** that this may be a plan for next year. OR explained that a club would be a way to generate income for the school, once it is set up, but getting it set up takes time. The provision

would fall under Ofsted, so provision needs to be good quality.
The HT reported that the Ofsted process is changing so the school may be inspected sooner than previously thought, so she would prefer to look at breakfast provision later.

Governors **asked** about the potential demand for pre-school provision and it was explained that the parent survey showed that there is a demand, though governors **challenged** this, as there are known to be spaces at the junior school club and another local club. It was suggested by the HT that the infant club could offer free places for FSM children to help with attendance and punctuality, which would also impact outcomes.

It was reported that lettings income is up £4000 per year.

Governors **asked** if a list of acronyms could be provided.

3. SEF

It was reported that the format has been updated and this will link to the new framework. The school is currently assessed as good as there is not enough evidence of outstanding.

It was explained that the new framework addresses the curriculum rather than DA and outcomes.

4. Pupil Premium

Pupil Premium Report

Governors **asked** if this is allocated for individual pupils and INA support, and it was confirmed that this is allocated pro rata, based on class numbers.

The criterion for eligibility was explained to new governors, and it was added that some people seem reluctant to apply, though the school will only receive money if they apply.

It was also explained that all KS1 are entitled to universal infant free-school-meals, which can prevent people from applying, by providing their NI numbers, which is why some schools offer incentives such as uniform, book bags to families who sign up. The grant represents £1320 per child.

A governor asked what percentage of NI numbers is known. It was explained that this has not been checked, but will be followed up as an action. If it is 80%, if there is a problem but, if only 5%, less so. There are only 4 pupils registered in YR.

Action:

Percentage of NI numbers provided to the school to be checked.

The possibility of writing a letter that presents the funding positively was discussed, which asks parents to say if they are eligible or not. This could be chased until there is a definite response from every family.

Action:

Example letter to be shared with HM by Sarah

It was reported that there were 22 PP leavers in Y2 and the PP children achieved in line with the national average.

Individual tracking sheets are being phased out – NLE work on PPG is being taken into account to ensure it is sustainable for staff and workable for the children. We want to ensure the children have a positive experience each day – this will be a focus of the first PDM in January.

It was agreed that Anita Bullock will be the PPG link governor.

For the benefit of the new governors, Ever 6 was explained, as to recognise the long term impact of disadvantage on children, as well as PP+, at £2,300, for LAC (Looked After) children, and the allocation to forces children to recognise the disruption to their learning.

AB left the meeting at 7.15pm

	<p>It was reported that the Pupil Premium Policy was really old and did not reflect modern practice. The policy was rewritten and circulated to the GB. Governors suggested adding a review date and author to the bottom of the document, subject to which, the Pupil Premium Policy was Approved.</p> <p>Action: Review date and author to be added to the Pupil Premium Policy</p> <p>5. Sports Grant The PE Funding Report had been circulated with the agenda and was noted by the FGB.</p>								
<p>8.</p>	<p>Policies and Statutory Obligations</p> <p>1. Policy Review Schedule It was confirmed that work on this is ongoing.</p> <p>2. Policy Approval</p> <p>a. Pay Policy It was confirmed that this is the LA model policy – there can be minimal change, as it has been approved by the unions concerned. The HT recommended adopting the policy, though there were some queries around the additional payments, section 10, regarding CPD, and residential trips. It was agreed to seek clarification as to whether whether this can be removed, and HM will also talk to the other HT's.</p> <p>Action HT to seek clarification about the sections of the Pay Policy relating to CPD and residential trips.</p> <p>b. Lettings Policy Lettings income was discussed as part of the financial monitoring. The rates have been checked across the local area, as the rates had been the same for four years, though it is expected that the amounts hirers have charged children to attend clubs have increased. The current charges are:</p> <table data-bbox="478 1254 1404 1545"> <tr> <td>Hire before 6pm:</td> <td>£15.00 per hour. Minimum hire is for one hour.</td> </tr> <tr> <td>Hire after 6pm & weekends</td> <td>£22.00 per hour. Minimum hire is for two hours.</td> </tr> <tr> <td>Hire for 2 hours before 6pm</td> <td>£25.00 for two hour hire.</td> </tr> <tr> <td>Car Park:</td> <td>£15 for half a day (less than 4 hours) £30 for a whole day (more than 4 hours)</td> </tr> </table> <p>There are no lets after 7pm. A governor asked how this compares with the Junior school rates, and it was explained that this is in line with other schools. The capacity for lettings was queried and it was explained that there is something every day except Friday as this is reserved for school events. There is opportunity to do more, as there are other spaces in the school.</p> <p>c. Pupil Premium Policy Approved (See above)</p> <p>3. Website compliance This was covered under agenda item 7.1d</p>	Hire before 6pm:	£15.00 per hour. Minimum hire is for one hour.	Hire after 6pm & weekends	£22.00 per hour. Minimum hire is for two hours.	Hire for 2 hours before 6pm	£25.00 for two hour hire.	Car Park:	£15 for half a day (less than 4 hours) £30 for a whole day (more than 4 hours)
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<p>9.</p>	<p>Leadership, Management and Governance</p> <p>1. Governor Monitoring Schedule</p>								

Noted

2. Link Governor Reports

a. Finance Link Governor Report

This was covered under agenda item 4.

b. PE and sports premium report

It was reported that pupil activity now exceeds recommendations as the amount of PE has doubled.

Competitive sport is a little lacking but this will be raised at the Infant HT's meeting, with a view to holding inter-school sports challenges.

Staff confidence and knowledge will be covered after the INSET to cover lesson plans, expertise and confidence in games. Gym planning is really good.

Governors asked if there is £18k worth of difference being made, which was confirmed.

It was reported that monitoring of children is needed, especially the less able. A link with the juniors might be good.

It was reported that the school will also need to check the PPG pupils have the same opportunities for activities, bikes, etc.

Governors thanked the link governor for the supportive way he holds the PE coordinator to account.

c. SEND report

It was reported that the DHT has taken on the role of SENCO. It was a challenge to review what went before and introduce changes. A list of changes was provided to governors. It was reported that relationships with parents have been improved, and there have been a number of initiatives introduced.

The use of outside agencies, particularly for SEMH, has improved.

Nurture groups are ongoing – some of which are to be formalised and space to be found.

Peer review and sharing experience has improved.

SA left at 8.10

Assessing children and the impact and practice of interventions has improved. The school is now working smarter, and rotating the INA's on a half termly basis was discussed. The staffing model will take into account the EHCPS and budget contributions.

The HT explained that SEND is always a challenge. We are an inclusive school, but we need to ensure other schools are also being inclusive so that children can attend their local schools.

The SEND Link Governor was thanked for the reports

d) Data report

The board noted the thorough and informative report that links to the SIP.

A governor asked if the leadership is any nearer digging into the reliability of previous data, but it was stated that this is a historic issue that does not warrant any more time being spent on it.

The chair thanked everyone for coming, especially the new members.

There being no further business, the meeting closed at 8,20pm.

