

DOWNS INFANT SCHOOL
FULL GOVERNING BODY
Minutes of the meeting of the 6th February 2019 at 6.45pm



Attended by:

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

No.	Item
1.	<p>Welcome and Apologies</p> <p>1. Welcome OR welcomed members to the meeting</p> <p>2. Apologies Jalia Kangave Claire McCann Niall Howell Tim Moore Katie Salvidge</p> <p>The Chair informed governors that Tim has resigned from the GB; his tasks will need to be reallocated. Governors wished to thank Tim for his contribution and recognise that work/life balance is essential for all volunteers. Ofsted preparation for governors was discussed and it was confirmed that there is a list available for governors of hot topics for Ofsted; training could also be provided. Governors were reassured that they are able to take a crib sheet into an Ofsted inspection, in the form of a summary SEF. It was also suggested that comparing the SEF against the previous SEF will show progress. It was recognised that attendance at the inspection may be dependent on who is available on the day.</p> <p>It was agreed that there will be meeting with Hildi and Anita to discuss training that could be delivered, as an action.</p> <p>It was agreed that Hildi will prepare a termly summary SEF, and that this will become a standing agenda item.</p> <p>Action:</p> <ul style="list-style-type: none"> • Tim's resignation to be processed with governor services • Ofsted preparation and training to be discussed and planned • Termly summary SEF to be a standing agenda item <p>3. Review Agenda It was agreed to cover the HT report after agenda item 3</p>
2.	<p>Declaration of Business Interests None</p>

<p>3.</p>	<p>Minutes of the previous meeting, 12th December 2018</p> <p>1. Approval of the minutes The minutes were approved, subject to a correction being made to page 2 regarding the BISS buy back, to say that 'most' schools are buying back.</p> <p>2. Review of agreed actions The summary of actions was reviewed and the following points were discussed:</p> <ul style="list-style-type: none"> • DBS checks are ongoing. • Rates were checked and are variable. It was confirmed that the money to pay these comes from the budget share, and is not centrally funded. Other schools have had rates increases above 20%. This will be pursued further by Hildi. • The Solar Panel working party met and reported that it looked at the quotes, the site, etc. The panel agreed that there are risks attached and the maximum financial benefit is minimal, at around £1,000 p.a. for 25 years. The panel, therefore, agreed to pursue energy efficiency. HM explained that there may be funds available to replace lighting in some areas, which may lead to reduced energy costs. Following questions, this was confirmed to be motion sensors and daylight lighting, through the school. A governor reported that water saving devices on taps may be available for free from Southern Water – this to be checked. • IA agreed to take on the role of H&S Governor; Niall is still on hand to support • The website is compliant except for Equality Objectives; HM will follow this up. It was noted that curriculum info is not shown for all year groups; this will be addressed. There will be a meeting with the website designers. Progress has also been made with the policies. • NI numbers have been checked and they are accurate, which may reflect a change in the demographic. The letter discussed at the previous FGB meeting will no longer need to be shared, in view of this. • The Pupil Premium Policy has been amended; it will be checked that the correct version is online. <p>Action:</p> <ul style="list-style-type: none"> • Rates to be pursued further. • Energy efficiency to be investigated further. • Southern Water to be contacted regarding water saving devices. • Equality Objectives to be checked, for addition to the website. • Curriculum information on the website to be ensured to reflect all year groups. • Website to be checked to ensure the correct version of the Pupil Premium Policy is shown. <p>3. Matters arising from the minutes A governor asked for an update on the top playground; the HT reported that there is a new plan to make a reading area, using astro-turf, using some available funds. The safety of astroturf was discussed, especially as the lobster is part of the plan. The HT explained that the structure will be padded.</p>
<p>4.</p>	<p>Finance, Premises, Health and Safety</p> <p>1. Finance Report £59,000 carry-forward was reported, which will be used to balance the budget for the next year. The 2021/22 may not balance, based on current data. It was noted that the bursar hasn't attended a FGB for some time – it was</p>

	<p>agreed to invite her to the next meeting – as an action.</p> <p>Action:</p> <ul style="list-style-type: none"> • Bursar to be invited to the next FGB meeting. <p>2. SFVS This has been completed by two governors. It was explained that the summary of remedial actions shows five actions, some of which are for annual review. The asset register was last completed some time ago and needs to be updated; Hesione and Tony volunteered to complete this, as an action. The SFVS was approved for submission to the LA</p> <p>Action:</p> <ul style="list-style-type: none"> • Asset register to be completed <p>3. Solar Panel Working Party update Please see agenda item 3.2, above.</p> <p>4. Health and Safety Report Please see agenda item 6.2, below.</p> <p>5. GDPR update The audit has been completed and will be circulated when available.</p>
<p>5.</p>	<p>Safeguarding</p> <p>1. Safeguarding report OR completed the audit review, which is RAG-rated. Most issues to be addressed are in hand; there will be an update at the next meeting. The CPOMS data base is being used effectively.</p> <p>2. Governor DBS Checks – to confirm that these are up to date The LA stipulated 5-yearly checks; the school policy states 4-yearly. It was agreed that OR will check this and ensure that the same time frame is in all documents – as an action.</p> <p>Action:</p> <ul style="list-style-type: none"> • Timeframe for completing DBS checks to be checked for consistency across all relevant documents.
<p>6.</p>	<p>Headteacher’s Report This was covered after agenda item 3.</p> <p>1. Data Internal data relating to starting points, with commentary, was shared with governors.</p> <p>It was noted that reading is a concern; PPM’s show that the teachers are confident that the children are making rapid progress. A governor asked what changes have been made to reading strategy and it was explained that there is now daily guided reading in Y2 and Y1, plus a change has been made to how children change their books, and the range of texts available. Our expectations are now more in line with other schools; children are making steady progress and there is an expected impact on greater depth next year.</p> <p>It was reported that changes in writing are around judgements – writing compared to last year is much better. There is more writing being done, more regularly. This has a knock on effect on handwriting, punctuation and composition. The ‘No More Marking’ results are due, and will be benchmarked nationally and against last year. A governor asked for an explanation of No More Marking. It was explained that</p>

comparative judgements are made, between two pieces of writing, all of which have been uploaded to a database. Following a further question, it was confirmed that the school has paid for the system, and received a discount. Cohorts can be tracked, writing ages can be extrapolated, and it gives a benchmark for Year 1, which was previously only available via the phonics testing.

Writing in Y2 is disappointing. Strategies are in place and teachers report that there are substantial improvements being made. For example, Y2 focused on spelling in the autumn, which the HT has observed to be in place, successfully. It was noted that the cohort did not perform sufficiently well in writing in Year 1, despite achieving good results in the phonics tests.

2. Behaviour and Safety

A governor **asked** if the nurture room will have any cost implications. It was explained that there is no expense, but there is a knock-on effect on working space for teachers – this will need to be addressed, possibly by improving the resources room. The school will be closed on polling day, which is when the work on the resources room will be done.

Regarding CAMHS, a governor **asked** about the children needing additional support, and what resources are needed. It was confirmed that this is being explored.

A governor asked where the reporting on bullying, homophobic and racist incidents is reported, and it was explained that this will be added to the behaviour report so that a nil return can be shown; there are no recorded incidents of this type of incident.

Action:

- ***HT report to be updated to include bullying, homophobic and racist incidents, even if these will be reported as zero.***

The H&S audit will be circulated, as an action. There are some concerns being investigated; near misses and hospital admissions must be reported.

Following a **question**, it was reported that there was one A&E visit and one person dropped a laptop following a trip on steps. This is being investigated.

Action:

- ***H&S Audit to be circulated***

Regarding admissions, a governor **asked** for an explanation of deferred school entry. HM explained that the DfE now advises that for summer born children, if their deferred entry has been approved by the LA and the HT, the child joins reception the following year, and does not join it's age-cohort in Year 1. It was then **asked** if this would happen after a place has been allocated, and the HT explained that this would not always be the case.

It was **asked** when deferred entry pupils would take their SATS, and it was confirmed that this would be based on the year group that they are in.

Deferred entry parents are reminded that they will need to re-apply the following year.

The number of deferrals was **questioned**, and HM reported that it may be up to six children; it is becoming more common, following the change in legislation in 2018.

The number of CPOMS behaviour entries was **challenged**; the HT explained that a lot of incidents are being recorded on the system, for which the use of CPOMS is fairly new. The severity of the incidents was **questioned**, but the HT reported that she has not drilled down, as the data is new. There will be more in depth investigation next time, when the system has been in use for a more substantial amount of time.

A governor **asked** for an update on the revision of the Behaviour Policy going. It was explained that there is a lot of pupil voice being completed on behaviour and the policy is in the process of being updated.

The SEND governor explained that he attended the SEND briefing to talk about the new B&H SEND guide and the self-assessment document, which HM confirmed is being worked through, as well as the development of an attachment aware behaviour regulation policy. **It agreed to ensure that the governors are aware of the new SEND documents and policies.**

It was agreed that governors should also attend areas outside their area of responsibility, if they are interested.

OR thanked TF for attending the meeting

Action:

- ***Governors to ensure they are aware of the new SEND documents and policies.***

It was reported that FODIS have some money available; it was confirmed that the library will cost a significant amount. There will be a new electronic scanning system and an app for parents to use, which will involve parents and promote reading. The library will include a research pod, with computers.

Governors wish to record thanks to FODIS for their hard work and significant contribution.

It was agreed that at least one governor will attend the opening of the library.

The installation of a plaque to recognise FODIS was agreed.

Thanks will also be included in the governors' newsletter.

Promoting the event with the Argus and the council communications s team was discussed. It was reported that the author, Sue Henge, author, will attend the opening and complete workshops with children.

The possibility of an ongoing book donation scheme, with a book plate, was discussed.

World Book Day will have a book swap, rather than an expensive book fair.

Action:

- ***At least one governor will attend the opening of the library.***
- ***Plaque to recognise the contributions from FODIS will be installed.***
- ***Thanks to FODIS to be included in the governors' newsletter.***

3. Attendance

Whole school attendance was reported as 96.9%

KS1 attendance was reported as 97.21%

PPG attendance was reported as 94.5%

EAL attendance was reported as 96.7%

Letters have been sent to those below 95%.

The attendance of pupils who are both PPG and SEND was queried and it was reported that it is slightly below target. **It was confirmed that the data will be added to the next report.**

Persistent absence reporting was also requested, as well as information as to whether one particular child is affecting attendance, though it was confirmed that this is not the case.

Holiday absence was **challenged** and it was reported that the HT can authorise attendance in special cases. Following further **questions**, it was confirmed that there will no longer be a two-week autumn half term, and that the school must adhere to the LA dates.

It was **noted** that in the future the holidays may be balanced out across the year.

Action:

	<ul style="list-style-type: none"> • Future attendance reports to include SEND, SEND/PPG cross-over, and persistent absence. <p>4. Personnel It was reported that there were 13 applicants for the INA post; the successful candidate is a qualified teacher. In response to a question, it was confirmed that there have been no unexpected budget changes related to personnel issues. Following further discussion, it was agreed that there should be sufficient resources for the children at the school now, rather than have a large carry forward. Supply TA cover may be used, when needed. A governor asked if there are any zero hours' contracts, and it was confirmed that there are. In response to a question, it was confirmed that the new temporary teacher is not an NQT.</p> <p>5. School Development Plan The Chair asked about the governor contribution to the plan; the HT informed governors that some monitoring is needed. Following governor challenge, it was confirmed that the school is broadly on track for end of year outcomes. Governors asked the HT to RAG the outcomes targets for next meeting, as an action, to show the impact of actions.</p> <p>Action:</p> <ul style="list-style-type: none"> • SDP outcomes targets to be RAG'd to show the impact of actions.
7.	<p>Policies and Statutory Obligations</p> <p>1. Policy Review Schedule This is ongoing. GN will collate a single policy review schedule, as an action</p> <p>Action:</p> <ul style="list-style-type: none"> • Policy review calendar to be created. <p>2. Policy Approval</p> <ul style="list-style-type: none"> • Employee Code of Conduct This has been updated by B&H, and has been checked by the unions. The Employee Code of Conduct was approved, subject to personalisation and circulation to the staff. <p>3. Website compliance – update See item 3.2, above</p>
8.	<p>Leadership, Management and Governance</p> <p>1. Governor Monitoring Schedule Covered under item 7.1, above.</p> <p>2. Link Governor Reports</p> <ul style="list-style-type: none"> • Safeguarding This was discussed at item 5.1 • SEND meeting (verbal) This was discussed at item 6.2
9.	<p>Any additional or urgent business None</p>
10.	<p>Date of next meeting: 3rd April 2019 at 6.00pm</p>

There being no further business, the meeting closed at 8.26pm

