



**Agenda**

**Tuesday 18<sup>th</sup> May 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  
Hildi Mitchell (HM) Headteacher  
Loren Davies (LD)  
Vera Jakimovska (VJ)  
Sarah Digon (SD)  
Gaynor Newnham (GN) Senior Clerk  
Jon Hughes (JH) SENCO

No.	Item
1.	<p><b>Welcome and Apologies</b> Suzanne Morgan (SM) had sent apologies Ian Ayres did not attend the meeting.</p>
2.	<p><b>Register of Business Interests</b> No interests were declared.</p>
3.	<p><b>Previous Meeting Minutes</b></p> <p>1. <b>Approval of the minutes of the meeting on Tuesday 30<sup>th</sup> March 2020</b> <b>The minutes were approved as an accurate record of the meeting.</b></p> <p>2. <b>Review of actions from the previous meetings</b> The summary of actions was reviewed, and all actions have been completed, except:</p> <ul style="list-style-type: none"> <li>• Suzanne Morgan has not yet submitted their impact evaluations form or Declaration of Business interest.</li> <li>• Safer Recruitment training has been bought through the NSPCC. It was confirmed that the course will be taken by: SD, TF, HQ, AB, JK, AH, VJ, AC and GH as soon as possible.</li> <li>• Governor biographies are needed from all governors except but TF and GH, by next meeting, so that the governance section of the school website can be updated.</li> <li>• Chairs newsletters will be sent on a cycle, at the end of each term, starting with Term 5.</li> <li>• It was agreed to delay Pupil Voice until September.</li> <li>• The Governor SEF has been updated, and will continue to be updated with training, etc.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Suzanne Morgan to submit impact evaluations form and Declaration of Business interest.</b></li> <li>• <b>Safer Recruitment Training to be completed by SD, TF, HQ, AB, JK, AH, VJ, AC and GH.</b></li> <li>• <b>Governor biographies to be completed by: SD, HQ, AB, JK, AH, VJ, AC and LD.</b></li> <li>• <b>Chair's Newsletter to parents to be circulated in the last week of term, from Term 5</b></li> <li>• <b>Pupil Voice reports to come to the September FGB meeting.</b></li> </ul>
4.	<p><b>Finance and Premises</b></p> <p>1. <b>Approval of the 2021/22 1-year budget, 3yr budget without PAN to agree, as requested by the LA, and 3yr budget with PAN to note</b></p> <p>LD reported that the 1-year budget shows a final out-turn of £64,692, closely in line with predictions. The budget allows for buildings improvements, a class set of iPads and replacement of the school server.</p>

Governors were asked to agree the Year 1 budget, with a small contingency of £18,000. It was explained that the 3-year budget planner balances in all years, with a small contingency in Y2 of £18,000.

**The 1-year and the 3-year budgets were approved.**

**Improvements to the entrance and reception/office area were discussed and agreed to be necessary for safeguarding. Governors approved remodelling this area of the school, at a cost of up to £40,000.**

**It was agreed that governors' final agreement will be sought, via email, once quotes and planning permissions are received, to be recorded at the next FGB meeting.**

**2. Agree Terms of Reference for finance committee, and Scheme of Delegation**

**The Finance Committee Terms of Reference were approved and will be reviewed annually.**

**The Scheme of Delegation was approved, subject to checking that the spending limit is £7,500.**

**Action:**

- **Check that the spending limit in the Scheme of Delegation is £7,500**

**3. Agree in principle costs for remodelling of the front entrance – recap reasons why this spend is essential**

**Improvements to the entrance and reception/office area were discussed and agreed to be necessary for safeguarding. Governors approved remodelling this area of the school, at a cost of up to £40,000.**

**It was agreed that governors' final agreement will be sought, via email, once 3 quotes and planning/ LA permissions are received, to be recorded at the next FGB meeting.**

In response to a **question**, it was confirmed that the work will be planned for the summer break. Following further **questions**, it was explained that a previous safeguarding audit identified the need to improve this area of the school.

It was reported that the telephone system will be added to the internet system.

**4. Premises Monitoring/Health & Safety**

It was reported that HQ/HM completed a tour with the site manager; a report will follow. HQ informed governors that the site team addresses issues promptly, but there are concerns around the health and safety culture among the staff. Verbal examples were given at the meeting and it was explained that this has been discussed with the HT. Staff have received training but need to ensure that good practice is implemented. It was also reported that a recent fire review picked up some issues.

Governors **discussed** how staff can be made aware of their health and safety responsibilities. The use of H&S checklists was agreed to be useful for regular checks of teachers' learning spaces, and LD was thanked for providing a useful training document. HM confirmed that she has made staff aware of their legal and moral obligations, and the employee code of conduct.

It was agreed that teachers will be shown the checklist and asked to complete it in pairs, for learning and problem solving, and governors will follow up with the staff on visits and governor days.

A governor **asked** if it would be possible to instal more electrical sockets, as there is now more electronic equipment in school. It was confirmed that staff have been asked to state what additional sockets they would like. The staff governor reported that she supports the efforts of the HT to remind people of their obligations, and no staff responded badly to the firm reminder.

HM explained that the staff are aware of the requirements around PAT tested items; Christmas lights are often PAT tested in the autumn or are brand new.

It was agreed to revisit the health and safety culture of the school next half term.

	<p>Governors <b>asked</b> if a Fire Risk Assessment has been completed, which was confirmed. There is an action plan, which will be worked through.</p>
<p><b>5.</b></p>	<p><b>Headteacher's Report / Update</b></p> <p>Jon Hughes (SENCo) attended this section of the meeting to talk about interventions and their indicative success. HM drew governors' attention to the catch-up funding and its impact on Reading and SEMH, and expenditure linked to safeguarding.</p> <p>It was reported that EHCP funding was used to purchase Standardised Assessments, which highlighted the most impactful interventions and provided data for the 'Assess, Plan, Do' review.</p> <p>It was also explained that the school is part of the Better Reading Partnership. Membership included 3-days training on a strict reading routine. The programme was trialed in Y2 and showed rapid progress.</p> <p>Online interventions continued during lockdown; INA's and TA's worked with 34 Reception children and 41 Year 1 children. Reading and comprehension ages were measured before and after the programme and showed that, on average, in the 9 weeks, children have made 7-13 months reading progress and 4-10 months comprehension progress. The programme also benefits their SEMH.</p> <p>The previous group interventions have been stopped, as they had not been showing impact, but 1-1 interventions will continue. A nurture group has been established to address concerns about SEMH which arose during lockdown. This is run by an unqualified teacher and covers aspects of the curriculum. As an example, it was explained that a unit has been designed on Space, consisting of three 50-minute sessions which included research, creating a book and videos, and constructing a landing vehicle. As this topic is not part of the main curriculum, the participants are now experts in something the other pupils are not.</p> <p>There will be a focus on ensuring there is bespoke provision for those that need it; some pupils are finding it challenging to be in school. There will be a rapid response to any issues, such as providing visual timetables, and supporting staff with best practice.</p> <p>It was reported that the SEND team has been fantastic; staff have been asked to support 1-1 and deliver interventions out of their comfort zones. The team is developing new skills. Parent volunteers will soon be invited into school to work with SEND children.</p> <p>A governor <b>asked</b> how many EHCP applications are in progress. It was reported that there are currently 6 children with plans, and 3 are in the process of being applied for. Three children are exhibiting extreme behaviour and are being supported by funding from the behaviour panel and external services. A governor <b>asked</b> whether these children's behaviour was previously concerning, or in response to the lockdown. It was explained that there had been concerns, but these have been exacerbated by a year out of school and lost intervention time. Early intervention is vital. Lockdown has impacted many families in engagement, behaviour management and lack of routines.</p> <p>It was <b>asked</b> how leaders and teachers coping with the escalation in behaviour concerns. JH explained that, due to the funding, those staff with the greatest experience of SEND have been able to work with these pupils. Teachers and TA's have been given the skills to deal with them, though the SLT have also needed to intervene. Bespoke curricula are being created for these children, who have exhibited extremely violent behaviour. 2 have spent a great deal of time with the HT and SENCO. Governors <b>asked</b> if the 2 children are likely to be able to return to mainstream classes in September, and whether Downs is the right place for them. It was explained that one is moving to the junior school in September, which is recruiting 1-1 support for the child. Ed Psychology provision has been purchased for the Y2 child, but this will not continue, as this provision is also needed for YR children.</p> <p>It was explained that Downs is now working with the feeder nurseries and supporting them to secure EHCP's before the children join the school; this will be the ongoing model.</p>

	<p>HM explained that there has been a huge investment in the bottom 30% of children, based on pupil outcomes. The impact on leadership has been massive. It has been necessary and has been good role modelling for staff, though not best practice for the children, or sustainable. Progress has been made.</p> <p>HM also explained that some teachers have lost some skills during lockdown. There is work with the teachers, to remind them of the required strategies, in a non-judgemental and supportive way.</p> <p>Governors <b>asked</b> about staff wellbeing, in view of the challenges being faced. It was explained that there is a mutually supportive staff who keep each other buoyant. HM agreed that peer support is strong.</p> <p><b>1. Attendance</b> Whole school attendance was reported to be 97% to the end of April, which is an improvement on the previous month and above national. The attendance of PPG and EAL has improved, and SEN is broadly in line with the previous month. The number of persistently absent children has reduced from 21 to 16 pupils. Continuous provision is making children happy to be in school. In addition to this, many of the professionals are now coming back into school, which this shows impact and allows more support for vulnerable families. One child who was not previously attending is now in school – for the last 4 weeks, part time, with 2-1 support.</p> <p><b>2. School Development Plan</b> The SDP was noted.</p>
6.	<p><b>Updates on AHT recruitment</b> <b>**This was covered after agenda item 4**</b> <b>The FGB gave final approval to the restructure, following closure of consultation.</b></p>
7.	<p><b>PAN consultation/Schools Adjudicator update</b> It was confirmed that the objection submitted to the LA had been successful, and the PAN will not reduce. Governors recorded thanks to the governors who submitted the objection (LD, JK, TF and AC)</p>
8.	<p><b>Safeguarding</b> Update and report <b>**This was covered after agenda item 5**</b></p> <p>JH reported that:</p> <ul style="list-style-type: none"> <li>• CPOMS is being fully utilised.</li> <li>• There are case studies, within the safeguarding report, which all agreed were helpful.</li> </ul> <p>It was reported that governor monitoring of safeguarding has been mainly completed by email; on this occasion, governors had requested more detail in the DSL's report, which gave satisfactory answers to any concerns. Governors stated that they are conscious of not taking up too much of the DSL's time, but HM reminded them that, as safeguarding is a key area of governance, they should not feel uncomfortable following the robust systems that have been established.</p> <p>Monitoring of the Single Central Record (SCR) was <b>discussed</b>, and it was agreed that the governors should complete a check, as a priority. AB also advised checking the leaders and joiners' record. In response to further <b>questions</b>, it was confirmed that it would be best practice for the check to be completed, in person, early in T6. This was agreed, as an action.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Check the SCR, in person, after half term (AC and VJ)</b></li> </ul> <p>A governor <b>asked</b> if the Safeguarding Policy needs to be reviewed, and HM confirmed that this is reviewed annually, in September.</p>

	<p>HM reported that the LA has recently sent the new Safeguarding Audit to the school, to be completed by the end of T1. It was agreed that the school will complete the audit and the safeguarding governors will check the document and make recommendations, to be signed off in the autumn.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Check the safeguarding audit in the autumn term</b></li> </ul> <p><i>JH left the meeting at 18.53</i></p>
<p>9.</p>	<p><b>Statutory Obligations and self-evaluation</b></p> <p><b>1. Website compliance</b> This was covered under agenda item 3.2</p> <p><b>2. Policies</b></p> <p><b>Health and Safety Policy</b> HM reported that the policy has been updated to a new format, using the BEEM model policy; the AHT roles have been assumed in the policy.</p> <p>A governor <b>challenged</b> the catering company’s responsibility if a child ate something they should not. It was reported that, if Caterlink provide the food, they are responsible. HM explained that she believes menus for special diets are approved by the company and the parents, though this will be checked and confirmed in writing for the next FGB, as an action.</p> <p>The procedure if children develop allergies while they are at the school was <b>queried</b>, and it was agreed that the policy and procedure will be checked, though HM is aware that the cook makes every effort to accommodate all children requiring a meal.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Check Caterlink’s policy and procedure around special diets.</b></li> </ul> <p>Governors <b>requested</b> a copy of the Brighton and Hove City Council Health and Safety Policy, so that it can be ensured that the school and LA policies match. This will be actioned.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Circulate the Brighton and Hove City Council Health and Safety Policy to governors</b></li> </ul> <p>The Health and Safety Policy was not approved, pending sight of the LA Policy. Approval was deferred to the next FGB meeting.</p> <p>GH reported that she has been auditing the policies and has picked up some key details that require amending – this will be actioned. HM explained that the LA assumes that the school adopts their policy unless they are informed otherwise. It is generally advisable to adopt the LA models, as they have been checked with unions, legal teams, etc.</p>
<p>10.</p>	<p><b>Governance</b></p> <p><b>1. Monitoring</b> Next monitoring day was confirmed to be 24<sup>th</sup> June Governors were asked to indicate their time availability, as an action. In response to a <b>question</b>, it was explained that it is not yet known who will coordinate the day. The FGB will need to work with this person on things to be followed up from the last day.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Governors to indicate their time availability on the 24<sup>th</sup> June</b></li> </ul> <p><b>2. Training</b> It was <b>noted</b> that the current priority is Safer Recruitment training. VJ suggested that training requirements could be checked in the school policies.</p>

	<p><b>It was agreed that all governors should complete online safeguarding training before the next meeting, possibly followed by Health and Safety in Term 1.</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete online safeguarding training before the Term 6 meeting</b></li> </ul> <p><b>3. Governor attendance</b></p> <p>The clerk reported that IA last attended a FGB meeting on the 16<sup>th</sup> September. He sent apologies for the meeting on the 17<sup>th</sup> November, but not for the three subsequent meetings. <b>It was agreed that the Chair will contact him, as an action.</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Contact Ian Ayres regarding his attendance at FGB meetings</b></li> </ul>
<b>9.</b>	<p><b>Review of Governor Impact</b></p> <p>Governors discussed what they have done today to make a difference to the children, and listed the following:</p> <ul style="list-style-type: none"> <li>• Agreed to the funding for the entrance and improving safeguarding</li> <li>• Agreed budget for the next 3 years</li> <li>• Staffing structure to ensure school improvement</li> <li>• Health and Safety policy and culture, and address improving safety</li> <li>• SEND and SEMH provision</li> <li>• Agreed to conduct training to improve performance</li> </ul>
<b>10.</b>	<p><b>AOB – urgent matters that are not included on the agenda elsewhere</b></p> <p>HM suggested that governors could attend the first section of the staff celebration at the end of the year. This will most likely be an outdoor, socially distanced gathering on the playground.</p> <p><b>Date of next meeting:</b> Tuesday 6 July 2021 6pm – 8pm</p> <p>There being no further business, the meeting closed at 19.50</p>

#### **Actions agreed at the meeting**

<b>No</b>	<b>Action</b>	<b>By</b>	<b>Status</b>
1.	Remaining governors to submit their impact evaluations forms	SM	Chair to follow up
2.	Declaration of Business Interests to be completed and returned by SM	SM	Chair to follow up
3.	All governors to have the opportunity to take safer recruitment training	SD, TF, HQ, AB, JK, AH, VJ, AC and GH	
4.	Update Governance section of the school website to ensure it is compliant, and add governor photographs to accompany pen portraits	SD, HQ, AB, JK, AH, VJ, AC and LD.	
5.	Chair's Newsletter to parents to be circulated in the last week of term, from Term 5	HQ	
6.	Pupil Voice reports to come to the September FGB meeting.	HQ	
7.	Check that the spending limit in the Scheme of Delegation is £7,500	LD	
8.	Check the SCR, in person, after half term	AC, VJ	
9.	Check the safeguarding audit in the autumn term	AC, VJ	Term 1
10.	Check Caterlink's policy and procedure around special diets.	HM	
11.	Brighton and Hove City Council Health and Safety Policy	HM/GN	Complete

12.	Governors to indicate their time availability on the 24 <sup>th</sup> June	FGB	
13.	Complete online safeguarding training before the Term 6 meeting	FGB	
14.	Contact Ian Ayres regarding his attendance at FGB meetings	HQ	