



Downs Infant School | Full Governing Body
 Minutes of the Meeting
 Wednesday 4th July 2018, 18:00 – 20:00hrs
 at Downs Infant School

No:	Time:	Item:	Member:
1 (04/07/18)	19:00	Welcome & Apologies for Absence	
		Oli Rahman Chair Co-opt Safeguarding Lead Jules Gallagher Co Vice Chair LA Finance Lead Hildi Mitchell Headteacher Tony Fallowfield Parent Governor Finance Lead Laura Dinsdale Parent Governor SAC Lead Andy Croll Parent Governor Tim Moore Parent Governor Projects Lead Hannah Gates Staff Governor Claire McCann Co-opted Governor Personnel Lead Katie Salvidge Co-opted Governor iSEND & PP Lead <u>Staff in Attendance:</u> Ann Mitchell School Bursar	
1.1		Apologies for absence	
		<ul style="list-style-type: none"> Apologies received and accepted from Sarah Axtell, Anita Bullock and Niall Howell Apologies were also received from Damian Mooncie, Clerk 	
2 (04/07/18)		Agreement on the Business of the Meeting	
		<ul style="list-style-type: none"> Agreed without change 	
2.1		Declaration of Interests to Agenda 24/05/18	
		<ul style="list-style-type: none"> None declared at onset of meeting 	
3 (04/07/18)		Previous Minutes 24/05/18	
		Agreement 1 (3 04/07/18) FGB agreement that the FGB minutes of the meeting 24/05/18 are a true account of that meeting. Chair signs, Clerk to file and distribute	CoG & Clerk
3.1		Matters Arising & Action List: 24/05/18	
3.1.1		Website Governors Image	
		Agreement 2 (3.1.1 04/07/18) FGB agreement that all governors need to ensure that image for the website are sent to the clerk	Board
3.1.2		School Newsletter	
		Agreement 3 (3.1.2 04/07/18) FGB agreement that the HT will ensure that all governors receive the school newsletter	HT
3.1.3		Governor DBS Checking	
		Agreement 4 (3.1.3 04/07/18) FGB agreement that the School Bursar will process the updating of Governors DBS vetting every four year	AM
4 (04/07/18)		Business Section:	
4.1	19:05	Finance Report Summary	
		<ul style="list-style-type: none"> It was not and agreed that there was no finance reporting 	

Signature: _____

Date: _____

		to this meeting	
5 (04/07/18)		Safeguarding, Prevent and Health & Safety:	
5.1	19:15	CPOMS Reporting	
		<ul style="list-style-type: none"> The Board reviewed the safeguarding reported in CPOMS The HT reported that on reviewing categories in the pie charts to reduce overlap and separate pupil characteristics from incident types. 	
5.2		Annual safeguarding Audit	
		<ul style="list-style-type: none"> the HT reported that the Annual Safeguarding Audit is currently in process & must be completed before end of term 	
6 (04/07/18)		Strategic Section:	
6.1	19:20	Head Teachers Report	
6.1.1		Pupil Admissions Reporting	
		<ul style="list-style-type: none"> The HT raised concerns about current vacancies in pupil placements across the city. The HT outlined that schools with significant vacancies will have less income. The HT outlined falling pupil roles may require school to admit onto role pupils challenging behavior without the resource to meet the pupils needs 	
		Agreement 5 (6.1.1 04/07/18) FGB agreement that Pupil Admission will be a standing item on FGB business	CoG & Clerk
6.1.2		Persistent Absence Reporting	
		<ul style="list-style-type: none"> The HT report on coordinated approach with B&H with Attendance Officer and the impact of improved attendance after attendance letter had been received The HT outlined that she recues absence alert which leads to early intervention and notification to the teacher The HT outlined the process of raising awareness new parents about expected attendance The HT outlined that Study bugs will be able to break down reasons for absence 	
6.1.3		EYFS DAT & Moderation Reporting	
		<ul style="list-style-type: none"> The HT reported on EYFS Data which evidences a significant improvement in EY pupils achieving GLD The HT outlined that moderation was considered a success by staff and will continue to improve the quality of school pupil progress data going forward The CoG enquired asked whether parents were updated on pupil progress and attainment 	
		Agreement 6 (6.1.3 04/07/18) FGB agreement that the HT will scrutinize data for future reporting on key issues	HT
		<ul style="list-style-type: none"> The Board acknowledged the achievements that staff had made in supporting pupil attainment 	
		Agreement 7 (6.1.3 04/07/18) FGB agreement that the CoG will write a letter commending their work towards the pupil outcomes achieved	CoG

Signature: _____

Date: _____



6.1.4		Pupil Premium (PP) Reporting	
		<ul style="list-style-type: none"> The HT reported on PP development in line with the School Development Plan 	
6.1.5		Leadership Reporting	
		<ul style="list-style-type: none"> The CoG underlined the importance that Governor monitoring is linked to the SDP The Board discussed ways to enable meaningful engagement with the SDP The Board suggested a Governor Monitoring Cycle linked to the SDP Targets 	
6.1.6		Staff Reporting	
		<ul style="list-style-type: none"> The HT reported that the school SENCo will be retiring at the end of the year The Board acknowledged her significant contributions to the school over many years 	
6.1.7		SEN Reporting	
		<ul style="list-style-type: none"> The Board discussed the provision of SEN and future planning 	
6.1.8		Finance Reporting	
		<ul style="list-style-type: none"> The HT reported to the Board that the Budget 2018/19 is 'tight' with better forecast for following 	
6.1.9		Breakfast Club	
		<ul style="list-style-type: none"> The HT outlined the need to consider how we can provide places for pupils from low-income families The HT highlight that reception class is the as primary target audience 	
6.2		Head of Education & Skills School Visits Report	
		<ul style="list-style-type: none"> The Board acknowledged receipt of the report 	
6.3		School Development Plan	
		<ul style="list-style-type: none"> The HT outlined the key successes of addressing the PP gap and transforming the school leadership The HT outlined next year's SDP priorities to include greater focus on 'growth mindset'. The HT reported to the board on staff wellbeing and enthusiasm 	
		Agreement 8 (6.3 04/07/18) FGB agreement that the HT will update the SDP 2018/19 and incorporate a Governor Monitoring Cycle linked to SDP Targets	HT
7 (04/07/18)			
Standards & Section:			
7.1	19:45	Governor Monitoring Visits & Training	
		<ul style="list-style-type: none"> The GoG recommended that all Governors attend training linked to the Lead responsibility The CoG reminded the Board to undertake Head Teacher Appraisal Training 	Board
7.1.1		GDPR Training Report	
		<ul style="list-style-type: none"> The Board acknowledged receipt of the report The HT outlined that DPO service had been purchased with other local school and email advice was being sought 	
		Agreement 9 (7.1.1 04/07/18) FGB agreement that the HT will check that Privacy Notices are published on School Website	HT

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7.1.2		PHSE Report	
		<ul style="list-style-type: none"> The Board acknowledged receipt of the report 	
		<ul style="list-style-type: none"> Governor Fallowfield reported on attendance to PHSE workshop Governor Fallowfield enquired whether workshop information could be shared with parent stakeholders 	
8 (04/07/18)		Governance Structure and Systems	
		<ul style="list-style-type: none"> The Board discussed the assignment of governors to lead roles 	
		Agreement 10 (8 04/07/18) FGB agreement that the CoG and Governor Bullock will work with the HT to link governors responsibilities to key areas of the SDP	CoG, AB & HT
Administrative Section:			
9 (04/07/18)	19:50	Policies Review Cycle	
		Agreement 11 (9 04/07/18) FGB agreement that the CoG will work with the Clerk and HT to update the Policy Review Cycle in time for next academic year	CoG, Clerk and HT
9.1		PHSE Policy	
		<ul style="list-style-type: none"> The Board discussed the policy for ratification 	
		Agreement 12 (9.1 04/07/18) FGB agreement that the PHSE Policy is adopted	Board
10 (04/07/18)		Other Matters:	
10.1	19:55	Clerk Interview Panel 16/07/18	
		Agreement 13 (10.1 04/07/18) FGB agreement that the CoG, HT and Governor Croll will shortlist candidates	CoG, HT and AC
10.2		Staff & Governor Social Event 17/07/18	
		<ul style="list-style-type: none"> The Board acknowledged the date 	
Next FGB Meeting – 19/09/18 @ 18:00hrs			

Actions, Agreements & Undertakings List | 04/07/18

Agreement:	Member:	Outcome:
Agreement 1 (3 04/07/18) FGB agreement that the FGB minutes of the meeting 24/05/18 are a true account of that meeting. Chair signs, Clerk to file and distribute	CoG & Clerk	
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ensure that all governors receive the school newsletter		
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Agreement 5 (6.1.1 04/07/18) FGB agreement that Pupil Admission will be a standing item on FGB business	CoG & Clerk	
Agreement 6 (6.1.3 04/07/18) FGB agreement that the HT will scrutinize data for future reporting on key issues	HT	
Agreement 7 (6.1.3 04/07/18) FGB agreement that the CoG will wrote a letter commending their work towards the pupil outcomes achieved	CoG	
Agreement 8 (6.3 04/07/18) FGB agreement that the HT will update the SDP 2018/19 and incorporate a Governor Monitoring Cycle linked to SDP Targets	HT	
Agreement 9 (7.1.1 04/07/18) FGB agreement that the HT will check that Privacy Notices are published on School Website	HT	
Agreement 10 (8 04/07/18) FGB agreement that the CoG and Governor Bullock will work with the HT to link governors responsibilities to key areas of the SDP	CoG, AB & HT	
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