



Downs Infant School | Full Governing Body Meeting Agenda
 Wednesday 15th November 2017, 18:00hrs
 at Downs Infant School

No:	Time:	Item:	Member:
1 (15/11/17)	18:00	Welcome & Apologies for Absence	
		Oli Rahman Chair Co-opt Safeguarding Lead Sarah Axtell Co Vice Chair Co-opt Training Lead Jules Gallagher Co Vice Chair LA Finance Lead Hildi Mitchell Headteacher Niall Howell Co-opted Governor H&S Lead Claire McCann Co-opted Governor Personnel Lead Katie Salvidge Co-opted Governor iSEND & PP Lead Anita Bullock Co-opted Governor Tony Fallowfield Parent Governor Finance Lead Laura Dinsdale Parent Governor SAC Lead Niall Howell Parent Governor Projects Lead Hannah Gates Staff Governor Jude Arthur Deputy Headteacher AssociateGovernor	
		Staff in Attendance:	
		Damian Mooncie Clerk	
		Apologies for absence	
		<ul style="list-style-type: none"> Apologies were noted as received from Tim Moore and Andy Croll 	
1.1		New Co-opted Governor	
		<ul style="list-style-type: none"> Was welcomed to the Board 	
1.2		New Parent Governor	
		<ul style="list-style-type: none"> Was welcomed to the Board though absent 	
1.3		New Associate Governor	
		<ul style="list-style-type: none"> Was welcomed to the Board 	
1.4		Governance Competency Framework	
		<ul style="list-style-type: none"> The Board acknowledged receipt of the document presented by Governor Fallowfield as a recommendation from the recent Partnership meeting to support the Boards strategic focus and ensure that the governance skill set is being met Governor challenge on how the document will be used, the Board agreed to keep the item on the Board business 	clerk
2 (15/11/17)		Agreement on the Business of the Meeting	
		<ul style="list-style-type: none"> Agreed with the addition of the LA fire risk report, and Induction training and SPA meeting report 	
1.4		Declaration of Interests to Agenda 15/11/17	
		<ul style="list-style-type: none"> None declared at onset of meeting 	
3 (15/11/17)		Previous Minutes 20/09/2017	
		Agreement 1 (3 15/11/17) FGB agreement that the FGB minutes of the meeting 20/09/17 are a true account of that meeting. Chair signs, Clerk to file and distribute	
3.1		Matters Arising & Action List: 20/09/17	
		<ul style="list-style-type: none"> The Board agreed that all actions have been completed 	

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4 (15/11/17)		Business Section:
4.1	18:05	School Council Reports
		<ul style="list-style-type: none"> The Board discussed that the School Council had one meeting this term, to be reported at a subsequent meeting
4.2		<u>Link Governor Reports</u>
		<ul style="list-style-type: none"> The CoG reminded the Board that all governors should uptake regular visits to the school linked to their monitoring remit
4.2.1		<u>Safeguarding Link Report</u>
		<ul style="list-style-type: none"> The CoG reported to the Board that the school has migrated to an CPOMs online auditing system, the advantage of the new reporting system is that incidents are implemented live with multi agency links GoG challenge what the system costs, the HT confirmed an annual licence of around £600 Governor challenge whether the system is being used to capture and monitor pupil behaviour, the HT stated that the system is not being used currently for this purpose but a strong paper based system is in place to monitor pupil behaviour Governor challenge whether CPOMs will be used to capture behaviour management going forward, the HT stated that the school will migrate to the feature once safeguarding recording is embedded The Deputy Head (DH) reported that the SCR is verified internally but recommend that governor monitoring is featured to ensure scrutiny as well as a visit from another external source. She has arranged for the DSL from Downs Juniors to do this.
4.2.2		<u>Finance Link Report</u>
		<ul style="list-style-type: none"> The Finance Governor reported to the Board on a meeting with the School Bursar <p>Budget Summary:</p> <ul style="list-style-type: none"> That a £40k underspend is projected this year due to carry forward of the deputy vacancy <p>Staffing Summary:</p> <ul style="list-style-type: none"> The meeting focused on staff deployments, the HT confirmed that the DH is not covering PPA but is tasked with focusing on releasing teachers to deliver 1:1 sessions for their PPG children in their classes. The Link Governor reported that staffing is 90% of the overall budget, the Board discussed the rationale of recruiting a TA3 to cover PPA and Cover which will feature as a cost analysis exercise, the HT reminded the Board that quality T&L delivered by 'known' teachers is more effective than TA3 deployments or supply staff. Governors approved in principle the use of HLTAs to cover short term absences, making decisions about what constitutes 'short term' in the interests of the children and on what cover is available. <p>Budget 2018/19:</p> <ul style="list-style-type: none"> Governor challenge what next year's staffing budget is predicting as a percentage uplift, the Finance Lead suggested a possible 2% uplift <p>Premises Summary:</p> <ul style="list-style-type: none"> The Finance Lead highlighted that the premises could be an

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		<p>area for cost savings</p> <p>Grant Fund Sourcing:</p> <ul style="list-style-type: none"> The Finance Lead reported to the Board on the essential need to source grant funding to increase income to the school, the CoG highlighted the importance that incomes generation needs to be useful to the school and linked to the purpose of educational improvement The HT outlined the lack of a library resource and linked the resource need to the strategic focus of improving reading and writing outcomes with a suggestion that the Garden Room is converted into a literacy hub, which can also be used as a community focus. The Board acknowledged that Governors Moore and Croll expertise to support these developments. The Board discussed the additional income associates with After School provision, which would also increase educational benefit to pupils 	
		Agreement 2 (4.2.2 15/11/17) FGB agreement that analysis is undertaken to ascertain the value of recruiting a TA3 deployed to PPA and Staff Cover	Bursar
		Agreement 3 (4.2.2 15/11/17) FGB agreement that analysis is undertaken to ascertain possible cost savings associated with the premise to include energy quotes, lighting and other utilities	NH
4.2.3		Pay Review Panel Report	
		<ul style="list-style-type: none"> The Lead Governor reported on the pay review process and the HT challenge as to whether the recommendations had been agreed by the Pay Review Board. The evidence showed that the recommendations had not been formally agreed but subsequently, the performance process was scrutinised by the HT to ensure robustness It was reported that the performance objectives delivered to staff could be more linked to accountability of learning outcomes Governor challenge whether the school has been financially disadvantaged by the pay recommendations made, the Lead Governor reported that salary element was fair but target setting could have been more robust, the HT reported that all staff targets have been reset, The CoG challenge how staff had received the new target setting, the Staff Governor confirmed that all staff have welcomed the clarity of specific target setting linked to pupil outcomes The Board commended the HT in leading the pay review and target setting process 	
4.2.4		Curriculum Link Report	
		<ul style="list-style-type: none"> The Lead Governor confirmed that a diversity walk had been undertaken to validate the quality of the current provision The Lead Governor outlined the various themes being acted on to ensure equality provision within inclusion and the schools adherence to PHSE, with suggested topical focus linked to the wider community (i.e.: anti bullying week) 	
4.2.5		Fire Risk Assessment Report	
		<ul style="list-style-type: none"> The Lead Governor confirmed that an assessment had been 	

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		<p>undertaken which highlighted areas for improvement which were then formed part of the external fire assessment undertaken the LA (ie: wedges on door, use of extension leads)</p> <ul style="list-style-type: none"> The Lead Governor suggested various measures that could be implemented to reduce risks Governor challenge that school closures need to be weighted so that young pupils can open doors independently 	
		Agreement 4 (4.2.5 15/11/17) FGB agreement that an action plan is implemented to ensure that all fire Safety issues are addressed	HM
4.2.6		Pupil Premium and SEN	
		<ul style="list-style-type: none"> The Lead Governor reported on the recent senior staff member putting in extra hours supporting PP & SEN Positive feedback that the PP gap is narrowing but expressed concern that PP focus could shift focus from SEN The Lead Governor reported on School Starters as a strategy to meet low language and literacy in pupils Governor challenge whether speech and language is an issue within the school, the HT confirmed that the percentage is in line with other school Governor challenge whether the Parent Premium Plus group is still meeting, the HT agreed to find out whether the group was still running Governor challenge whether last year's parent complaint related to SEN provision had been resolved, the CoG confirmed that the complainant was satisfied that the new leadership would hopefully bring a change of approach, the HT confirmed that early work with the family is going well 	HT
4.2.7		LA Data Funding Seminar	
		<ul style="list-style-type: none"> The HT summarised LA Data Seminar report to follow 	JG
4.3		Pay Recommendations	
		<ul style="list-style-type: none"> The Board discussed the rationale of adopting the LA recommended policy The Finance Lead summarised the pay policy recommendations as 2% across the Board, the HT reported to the Board that some local HTs are concerned by implementation the policy that deficit budgets would be produced and are arguing that the LA assures schools that budget formulas will be adjusted to ensure affordability Governor challenge what the Board can do to argue the position of supporting pay progression and increased budgets for school, the Board considered sending a petition to the Educational Director and Politicians The Board discussed the possibility of the PIL heads and chairs of governors to draft joint letter 	
		Agreement 5 (4.3 15/11/17) FGB agreement that the HT will recommend to PIL HT's that a joint letter is drafted to petition the LA to assure that school budgets will be uplifted by the Pay Policy percentage increases to mitigate impact in producing deficit budgets	
4.3.1		Pay Policy 2017/18	
		<ul style="list-style-type: none"> See item 4.3 	

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		Agreement 6 (4.3.1 15/11/17) FGB agreement that the Pay Policy is formally adopted	
4.3.2		Pay Policy Adoption Information Sheet	
		<ul style="list-style-type: none"> See item 4.3 	
4.3.3		Teacher Salary Scales 2017/18	
		<ul style="list-style-type: none"> See item 4.3 	
5 (15/11/17) Safeguarding, Prevent and Health & Safety:			
5.1	18:20	Safeguarding Policy updated	
		<ul style="list-style-type: none"> The Board considered the policy as circulated 	
		Agreement 7 (5.1 15/11/17) FGB agreement that the Safeguarding Policy is adopted	clerk
6 (15/11/17) Strategic Section:			
6.1	18:30	Head Teachers Report	
		<ul style="list-style-type: none"> The Board commended the quality of the report provided 	
		Pupil Premium:	
		<ul style="list-style-type: none"> Governor challenge what the PP NoR are and what the PPG receipt is including data by category of pupils, the HT undertook to ensure data within reporting 	
		Agreement 8 (6.1 15/11/17) FGB agreement that the HT will capture Pupil Premium Data by pupil category when reporting to the Board	HT
		Sports Grant:	
		<ul style="list-style-type: none"> Governor challenge how increased Sports Grants will be used, the HT confirmed grant budget of £16k and that consultation is booked to develop a strategy for maximum impact 	
6.1.1		End Year Data 2016/17	
		<ul style="list-style-type: none"> The HT reported to the Board that national and local data comparators are still pending which will validate pupil progress and attainment data The Board discussed ASF training available in January The HT reported to the Board that a Governor Data meeting is scheduled for 17/11/17 	
		<ul style="list-style-type: none"> The DH reported to the Board on pupil progress data and attainment, with benchmarking to ensure that moderated statements are evident to governors when undertaken monitoring visits 	
6.1.2		SPA Visit	
		<ul style="list-style-type: none"> The HT reported to the Board on the learning walk focus as part of a school categorisation process The HT reported that data suggested good outcomes but that triangulation to book scrutiny did not verify the data substantially, the HT stated that a twilight teachers visit to observe good book work has been scheduled 	
		Governor Training:	
		<ul style="list-style-type: none"> The HT recommended that a Governor training focused on book scrutiny 	
6.1.3		Shared Vision and Ethos Inset Focus **/**/****insert date	
		<ul style="list-style-type: none"> The HT recommended and invited members to attend the staff training session 	
6.2	19:00	School Development Plan (SDP) Update	
		<ul style="list-style-type: none"> The Board acknowledged previous receipt of the SDP, and 	

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		that challenge had been raised under previous sections	
		Agreement 9 (6.2 15/11/17) FGB agreement that the HT will send updated SDP to all members	HT
6.3		Governor Partnership Meeting Report	
		<ul style="list-style-type: none"> The lead governor summarised the meeting to the Board The Board discussed the possibilities, benefits and negatives in shared governance working 	
		Agreement 10 (6.3 15/11/17) FGB agreement that the Governor Fallowfield will continue to represent the board at PIL meeting and the HT will ensure discussion of joint governor working in the PIL group at the next PIL HTs meeting.	
7 (15/11/17) Standards & Section:			
7.1	19:00	Governor Monitoring Visits	
		<ul style="list-style-type: none"> See item 4 	
8 (15/11/17) Administrative Section:			
8.1	19:15	FGB Meeting Dates 2017/18	
		<ul style="list-style-type: none"> The Board discussed meeting dates 	
		Agreement 11 (8.1 15/11/17) FGB agreement the Board meeting dates as: 06/02/18, 22/03/18, 24/05/18 & 04/07/18 all at 18:00hrs	
9 (15/11/17) Policies Review Cycle			
9.1		Scheme of Delegation	
		<ul style="list-style-type: none"> The Board discussed the proposed 	
		Agreement 12 (9.1 15/11/17) FGB agreement that the Scheme of Delegation is adopted	
9.2		Governor Visits Policy	
		<ul style="list-style-type: none"> The Board discussed the proposed 	
		Agreement 13 (9.2 15/11/17) FGB agreement that the governor visits policy is adopted	
9.3		Health and Safety Policy	
		<ul style="list-style-type: none"> The Board discussed the proposed 	
		Agreement 14 (9.3 15/11/17) FGB agreement that the H&S Policy will be forwarded to the FGB meeting 06/02/18	clerk
9.4		School Website Compliance	
		<ul style="list-style-type: none"> The Board discussed the proposed 	
		Agreement 15 (9.4 15/11/17) FGB agreement that the clerk will update the governors information to the website	clerk
9.5		Virtual Agreement Policy 06/02/17	
		Agreement 16 (9.5 15/11/17) FGB agreement that the clerk will forward virtual agreement policy to the Board for ratification at the meeting 06/02/18	clerk
10 (15/11/17) Other Matters:			
10.1	19:25	New Governor Induction Feedback	
		Stakeholder Outreach:	
		<ul style="list-style-type: none"> Governor report on suggestion that governors attend parents evening as part of stakeholder outreach The HT recommended that the Parent View Questionnaire is completed as evidence of stakeholder opinion 	
		FGB Contribution to SDP:	
		<ul style="list-style-type: none"> Governor suggestion that governors participate in SDP development 	

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	<p>GB Ofsted Reps:</p> <ul style="list-style-type: none"> • Governor suggestion that a core group of members are available to meet Ofsted inspectors, HT requested named members with specified roles 	
Next FGB Meeting – 06/02/18 @ 18:00hrs		

Actions, Agreements & Undertakings List | 15/11/17

Agreement:	Member:	Outcome:
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