

Grange Infant School, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 17th October 2017 at 5.30pm**

Present:

S Duffy (HT)	Headteacher
E Yeats (EY)	Parent Governor (Chair)
J Heath (JH)	Co-opted Governor
T Woodcock (TW)	Local Authority Governor (Vice Chair)
A Bailey (AB)	Co-opted Governor
C Matthews (CM)	Co-opted Governor (arrives 5.33pm)
J.Collinge (JC)	Staff Governor (Left at 7.12pm – re joined at 7:17pm)

In Attendance:

S Myers (SM)	Associate Member (Left at 7.12PM – re joined at 7:17pm)
C Harman (clerk)	Local Authority Clerk

Apologies :

J Shearsmith (JS)	Co-opted Governor
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Absent: None

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.30pm and welcomed everyone. The chair confirmed that apologies had been received and accepted from JS. JS is also unable to attend in November due to work commitments but will return for the December FGB. The chair welcomed JC to her first meeting as Staff Governor. CM joined the meeting at 5.33pm.	
2.	Declarations of Pecuniary Interests: No additional declarations were made.	
3.	Agree Any Other Urgent Business:	

Approved by FGB/Signed by Chair:

	<p>TW wanted to discuss feedback from the PATCH forum.</p> <p>JH wanted to give a summary of the recent Pay Committee.</p> <p>It was decided to do this in agenda item no. 7</p>					
<p>4.</p> <p>4.1</p>	<p>Head teacher verbal report</p> <p>SIP review and approval</p> <p>HT explained that the core objectives in the SIP come from the data analysis and from the Ofsted report.</p> <p>HT explained more about the key objectives:</p> <table><tr><td>1. Raise achievement by improving teaching so that it is consistently good to outstanding</td></tr><tr><td>2. Raise achievement in writing so it more closely matches reading and maths</td></tr><tr><td>3. Close the gap between vulnerable groups and their non-disadvantaged peers</td></tr><tr><td>4. To further develop and personalise the foundation curriculum to meet the needs of our children</td></tr></table> <p>Key objective 1 the HT explained she feels the need to be there as the focus should be around improving teaching.</p> <p>Governor raised that last time there was an agreement to amend the last few words to “good with outstanding features”</p> <p>HT realised that this was missed out and will make the changes.</p> <p>Key objective 2 came from the Ofsted report.</p> <p>Key objective 3 – closing the gap between vulnerable groups is a key focus nationally. Grange will continue to focus on closing the gap for all groups but with a particular focus on SEND in writing. SEND writing is a focus for all for performance management. HT handed to Governors results for the end of key stage 1 groupings compared to the national 2016-2017.</p> <p>HT pointed out to Governors that the school needs to be comparing SEND children to non-SEND children. This shows a large gap at 66% in writing which is why it has become a focus for this academic year. Compared to other schools nationally for SEND, the school is ahead in reading and maths so gaps must be in line or closing against other schools. The school is behind other schools nationally</p>	1. Raise achievement by improving teaching so that it is consistently good to outstanding	2. Raise achievement in writing so it more closely matches reading and maths	3. Close the gap between vulnerable groups and their non-disadvantaged peers	4. To further develop and personalise the foundation curriculum to meet the needs of our children	<p>Make changes to key objective 1- HT</p>
1. Raise achievement by improving teaching so that it is consistently good to outstanding						
2. Raise achievement in writing so it more closely matches reading and maths						
3. Close the gap between vulnerable groups and their non-disadvantaged peers						
4. To further develop and personalise the foundation curriculum to meet the needs of our children						

	<p>for SEND writing.</p> <p>Governor asked how much scope is there for improving the writing?</p> <p>HT said that it is a focus across the school. The teachers are aware of which children need to be targeted and support that can be put in place. The target is to close the gap on last year by being at least in line with national SEND in writing. We need to be realistic as not all children will reach ARE, some will move but from below to working towards, but we must ensure that the children are making progress from starting points and that their progress and attainment is carefully monitored.</p> <p>Governor asked does this mean we could be in line with the national data?</p> <p>Targets have been set so that the school is working to be in line or above for national SEND writing and closing the gap on last year for the school.</p> <p>Governor asked if this was a realistic target?</p> <p>SM said that the group that the Governors are talking about is a small group and each child carries a higher percentage. If the school looks at the resource provision to get the child to ARE it is possible.</p> <p>Governor said that you could see that some children have made progress but will not get to ARE.</p> <p>HT said reflecting on last year, there is more that we can do. There are things we will change in terms of the provision put in place last year. There is more training scheduled. And this will be the focus for the Local Authority visit. The school has already made a positive start this academic year.</p> <p>JC teacher Governor told the board that there are two children who have not been to school before joining year 1 for various reasons. They are being monitored closely as well.</p> <p>There are a number of children who are not yet on the SEND register but are being carefully monitored.</p> <p>HT told Governors that the school was involved in a project with a local Junior School which looked at engineering habits of the mind. Originally a bid was put in for a school improvement fund but wasn't accepted. However, the school have decided to go ahead with the project and have since been given funding. This project will introduce STEM into the foundation curriculum.</p> <p>There is a big project which will be starting around Christmas time and will get the children thinking like engineers. They will be</p>	
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	<p>designing a modern-day buggy for Mary and Joseph to travel to Bethlehem with. This will be a new way of working for the children and will offer opportunities for challenge.</p> <p>Governor said that this was a really good idea and links back to the key objective on writing.</p> <p>HT said it will enhance the curriculum and is an opportunity for everyone to work together.</p> <p>Governor asked will there be a presentation of all the projects, as a Governor should be there?</p> <p>HT there will be a celebration day, so Governors could come to that. Date is not set yet. Teachers have training on STEM on the next inset day which is 30th October 2017.</p> <p>The SIP was unanimously approved and accepted by the Governors.</p>	<p>Inform Governors of date of celebration day - HT</p>
4.2	<p>Attendance and Exclusions</p> <p>HT said that there were 7 half day sessions of exclusion for 1 child. This child was on a part time contract, so this equated to one week. The child was violent towards several members of staff. The school is looking at options for this child with the Local Authority.</p> <p>Governor said that they will support the HT in taking necessary next steps if needed.</p> <p>HT said that the national average for attendance has not been released yet. Therefore, she is basing it on last year's 2015/2016 95.5%.</p> <p>The whole school's attendance is at 96.8% which is very good.</p> <p>Governors were very pleased with this figure.</p> <p>FSMs is on 96.8% attendance</p> <p>SEN is on 96.1% attendance</p> <p>Disadvantaged is on 97% attendance</p> <p>The persistent absentees are on 77.8% which is very low. But when you drill down further two of these children had unauthorised holidays.</p> <p>Governor asked have they been fined?</p> <p>HT said they were and there is a third child about to be fined. One child is making a big impact on the percentage. There were several reasons why they are off, and HT is due to speak to the parents.</p> <p>Governor asked how many persistent absentees are there?</p>	

	<p>HT said 6 in total.</p> <p>Governor asked does the attendance data include exclusions?</p> <p>HT said it does.</p> <p>Governor asked would this data cover any appointments due to health reasons?</p> <p>HT said it covers any absences. Out of the 6 children, two were sick and four were on unauthorised holiday.</p> <p>Governor asked if the two that were sick have no more sickness could they come out of the persistent absentee list?</p> <p>HT said that they could.</p> <p>Governor asked how much is the fine?</p> <p>HT said £60 per parent, per child. This is set by the Local Authority.</p> <p>Governor asked does this absence impact on the child's performance?</p> <p>HT said it will for some children. Two of these children are in a good academic place. However, four out of the children need as much time in school as possible to ensure progression. The HT said she had debated putting the overall attendance figures in the entrance hall.</p> <p>Governor suggested putting the information on the playground.</p> <p>Governor suggested also making it clear on the website.</p> <p>HT said that Ofsted didn't flag attendance as an issue. However, the school will continue to work on it.</p> <p>Governor asked will the school be giving flu jabs this year?</p> <p>HT said the school is and it is coming up in November.</p>	
4.3	<p>Safeguarding Governor annual report/Prevent update</p> <p>EY said that all Governors received the report in advance and asked if there were any questions.</p> <p>All Governors were happy with the report.</p> <p>Governor asked how often do we do the SCR check and should this be done more often?</p> <p>EY said that this is done once a year.</p> <p>TW said that this forms part of the SFVSSs.</p>	

Approved by FGB/Signed by Chair:

	<p>EY identified that these were being done close together. Therefore, she will do hers later in the school year.</p> <p>SM said that LAC data comes in after the Summer term. Do Governors want this once a year or once a term?</p> <p>Governors agreed they would like it once a year. However, if there was a need for Governors to know information this should go into the HTs report.</p> <p>TW said that this was mentioned at the PATCH forum, specifically looking at the virtual school for LAC. Governors responsibility it to be aware of attainment, exclusions and concerns. There is an e learning programme to support this.</p> <p>EY suggested that this be followed up by JH as she is the LAC Governor, and this can be included in the annual report to the FGB.</p>	<p>Follow up on PATCH forum LAC info – JH.</p>
<p>5</p> <p>5.1</p>	<p>Governance:</p> <p>Governor Training including WGB topic</p> <p>Governors needed to select a topic for the whole Governing Body training. Governors debated this and opted for Improved Attainment in Vulnerable groups. Governors agreed on 27 February for the date if the LA trainer is available and would opt for the time being 5.30-7.30pm</p> <p>TW advised at the pre-meet before the course to ask if other members of the leadership team could attend, as this could benefit them.</p>	<p>Make JS aware of the course and ask her to book - Chair</p>
<p>5.2</p>	<p>Arrangements for GB skills audit</p> <p>It was decided that the DTG should consider this and feedback to Governors when this needs to be done.</p>	<p>Make JS aware of the need to check when the skills audit should take place - Chair</p>
<p>5.3</p>	<p>Agree GB Development plan</p> <p>This plan needs updating. However, the FGB needs to undertake an updated self-evaluation as this has not been done for almost two years. The chair will send round the self-evaluation with a guide on dates for completion, review and feedback to FGB.</p> <p>Following the self-evaluation the chair will update the development plan for discussion at FGB.</p> <p>It seems there are two versions of the form and this will need to be reviewed before being sent out.</p>	<p>Review and update GB Development Plan – Chair</p> <p>Review which self-evaluation form to send out – JH and Chair</p>

5.4	<p>Agree governor monitoring plan</p> <p>The chair explained how she had received the last monitoring plan and was reviewing it. This is on the agenda for the next HT/Chair meeting which will review the feedback from other members and produce an updated version.</p> <p>TW has some thoughts on the plan and would email them to the chair.</p> <p>The suggested plan is for governors to meet termly for their specialist areas such as SEN, LAC, Maths etc. Then make sure any other visits are programmed in on a needs basis so the right balance between monitoring requirements can be fulfilled without placing additional pressure on staff.</p>	<p>Feedback thoughts on Gov. Mon Plan to Chair – TW</p> <p>Add Gov. Mon. Plan to agenda for next FGB. Clerk</p>
5.5	<p>Governor term dates/vacancies</p> <p>HT confirmed a letter was sent out to parents advertising the Parent Governor position, but there has been no interest.</p> <p>Governors discussed why a parent would not want to join the Governing Body. This could be due to other commitments, worried about the work load/commitment and reading that needs to be done.</p> <p>Governor suggested putting it on a questionnaire to parents about whether they would be interested in becoming a Governor.</p> <p>HT said that would be a good idea. She is looking to do a questionnaire on performance after the half term and will include this question.</p> <p>A governor also suggested asking the staff if they are aware of any parents who may be interested and to target them specifically by approaching them to identify potential interest.</p> <p>Governors then discussed the Co-Opted vacancy.</p> <p>Governor suggested trying Inspiring Future for Governors.</p>	<p>Add suggested question to questionnaire – HT</p> <p>Consider Inspiring Future for Gobs – Chair</p> <p>Staff to be asked to consider approaching parents - HT</p>
5.6	<p>Approve TORs</p> <p>Minor amendments were made to the TORs.</p> <p>Pay Committee</p> <ul style="list-style-type: none"> - Point one changed to “comprise of three Governors” - Point 5 “confidentially” added - Date at end to be amended. <p>Governors Pupil Discipline Committee</p> <p>Governor said that the board needs to think about who has had the training for this.</p>	<p>Make small amendments to TORs – Clerk</p>

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	<p>Governor suggested waiting for the new booklet which would contain more dates for the training.</p> <p><i>Post meeting note – there is an e-learning module available immediately for Governors. Therefore, all Governors should do this training.</i></p> <p>Governor’s Staff Discipline and Dismissal Committee</p> <p>Governor asked for delegated powers it is stage three or four?</p> <p>HT confirmed stage 3. Therefore, this section was amended.</p> <p>Employees Appeal Committee Governors felt this title was misleading and amended to Governors Employees Appeal Committee</p> <p>Headteacher's Performance Review Panel</p> <p>Governor asked in the section about writing the review statement is it 10 days or 10 working days.</p> <p>HT confirmed 10 working days.</p> <p>The TOR was amended.</p> <p>The TORS were unanimously approved by the Governing Body.</p>									
5.7	<p>School web site check</p> <p>It was confirmed that CW is due to do the school check for Autumn.</p> <p>HT said there was an Ofsted web check of what should be on the website.</p> <p>It was decided to use this alongside the Gov.UK check.</p>	Feedback on web site check – CW								
6.	<p>FGB Meeting Minutes 19th September 2017:</p> <ul style="list-style-type: none">Approval and Matters Arising <p>A Governor pointed out that there were two typos Marwell and Browndown. Clerk will amend.</p> <p>The minutes were then unanimously approved as a true record and will be signed by the chair when the amendments have been made.</p> <table border="1"><thead><tr><th>Action Number</th><th>Agenda item</th><th>Action Details</th><th>Responsibility</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Action Number	Agenda item	Action Details	Responsibility					Amend minutes and get Chair to sign – Clerk.
Action Number	Agenda item	Action Details	Responsibility							

	32	5	Review physical restraint log (termly) and report to GB	JH – Carry Forward	
	57	6.2	Send out schedule of business	Chair - Complete	
	58	6.5	Review and amend Gov Induction	CM – Governors reviewed this form and liked it. AB will be the first to try it. - Complete	
	1	5.2	Make amendments to the SIP and send to Govs.	HT- Complete	
	2	6.1	Look back at previous minutes to see if the last clerk had mentioned Govs from Junior Sch.	JH- Complete	
	3	6.2	Send revised TORs for approval at next FGB.	Clerk- Complete	
	4	6.3	Pecuniary interest forms to be completed by CM & JC in time for next FGB	Clerk/HT- Carry forward	
	5	6.4	Conduct forms to be completed by CM & JC in time for next FGB	Clerk/HT – Carry forward	
	6	6.5	Send HT review email to CM & TW	JH - Complete	
	7	6.6	Consider good practise guide	JH - Complete	
	8	6.7	Liaise with HT on handing out survey	JS - Complete	
	9	6.7	Liaise with HT on handing out survey	JS – Duplicate in error	

	10	6.10	Prepare SENCO report for next FGB	SM – Carry forward and include on next agenda	
	11	6.12	Send topics of staff meetings to FGB	HT - Complete	
	12	6.13	Advertise parent Gov position.	HT - Complete	
	13	9	Amend pay policy and bring to next FGB	HT – Carry Forward and include on next agenda	
	14	9	Make amendments to policy planner then send onto TW.	JH - Carry Forward – TW to send feedback to EY. EY and HT will discuss at their next meeting and feed in comments from others.	
	15	11	Send Gov Training info to Chair	JS - Complete	
7.	Agreed Urgent Business: PATCH Forum TW told Governors what happened at the PATCH Forum. Some schools are considering a policy regarding Well Being and this might be something the school should consider. HT agreed this is something which could be considered. TW offered to review a policy from another school website and feedback to FGB. Pay Committee Feedback SM and JC left the meeting at 7:12pm JH gave a summative report of the recent Pay Committee. Pay recommendations were approved. One teacher was considered for a move to a MP12, but it was decided to do a special recognition instead. SM and JC re-entered the meeting at 7:17.				Review wellbeing policy on another school website feedback - TW

8.	<p>Policies for approval/ratification</p> <p>Statement of Allegations against staff</p> <p>Formatting needed reviewing and details of where in the policy were given to SM.</p> <p>Governor asked should the flow chart be part of the policy.</p> <p>SM explained yes, it is.</p> <p>It was agreed a title be given to the flow chart and added to the policy.</p> <p>The policy was unanimously approved by Governors.</p> <p>Allegations against pupils</p> <p>The policy was unanimously approved by Governors.</p> <p>Safeguarding</p> <p>The policy was unanimously approved by Governors.</p> <p>Child Protection</p> <p>The policy was unanimously approved by Governors.</p> <p>Anti-Bullying</p> <p>Governor suggested adding cyber bullying into this policy. Policy was amended there and the to add cyber bullying in.</p> <p>The policy was unanimously approved by Governors.</p> <p>Pay Policy</p> <p>Will be reviewed at next FGB.</p>	<p>Make amendments to Statement of Allegations against staff policy – SM</p>
9	<p>Correspondence:</p> <p>The chair confirmed recent communications sent out.</p> <ul style="list-style-type: none"> • Schools communications 	
10.	<p>Items for the Next FGB Agenda 21st November 2017 at 5.30pm</p> <p>FOCUS: Finance, Premises, H&S, Security</p> <p><u>Finance:</u></p> <ul style="list-style-type: none"> • Review and approve revised budget (by 30/11) • Consider budgetary implications of numbers on roll and 3-year strategic plan • Devolved budget update 	

Approved by FGB/Signed by Chair:

	<p><u>HT Verbal report:</u></p> <ul style="list-style-type: none"> • SIP update • SEF • Attendance • Vulnerable groups progress and achievement • Parent questionnaire feedback • Review accessibility plan <p>SEN report from SM</p> <p><u>Governance</u></p> <ul style="list-style-type: none"> - <u>Governor Policy Planner.</u> <p><u>Premises:</u></p> <ul style="list-style-type: none"> • Premises and maintenance plan review • H&S web form • Security <p>Policies</p> <ul style="list-style-type: none"> • Data protection (due 2017) • Charges and remissions (schemes for paying) • Approve Performance Management and Capability Policy • Pay Policy <p>The meeting finished at 19:31</p>	<p>Look into H&S web form – Chair</p>
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ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
16	4.1	Make changes to key objective 1	HT
17	4.1	Inform Governors of date of celebration day	HT
18	4.3	Follow up on PATCH forum LAC info	JH
19	5.1	Make JS aware of the course and ask her to book	Chair
20	5.2	Make JS aware of the need to check when the skills audit should take place	Chair
21	5.3	Review and update GB Development Plan following self-evaluation exercise.	Chair
22	5.3	Review which self-evaluation form to send out	JH and Chair
23	5.4	Feedback thoughts on Gov. Mon Plan to Chair	TW
24	5.4	Add Gov. Mon. Plan to agenda for next FGB	Chair/HT
25	5.5	Add suggested parent governor question to questionnaire	HT
26	5.5	Consider Inspiring Future for Govs	Chair
27	5.6	Make small amendments to TORs	Clerk
28	5.7	Feedback on web site check	CW
29	6	Amend minutes and get Chair to sign	Clerk
30	7	Review wellbeing policy on another school website feedback	TW

Approved by FGB/Signed by Chair:

31	8	Make amendments to Statement of Allegations against staff policy	SM
32	9	Look into H&S web form	Chair and JS