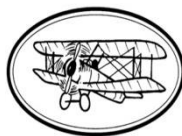


**Grange Infant School**, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body held at the school on Tuesday 21st September 2021 5.30pm**

**Present:**

S Myers (SM)	Headteacher
J Shearsmith (JS)	Co-opted Governor (Chair)(left 5:45pm, returned 5:47pm)
J.Hanlan (JHa)	Parent Governor (left 5:48pm, returned 5:49pm)
F.Feilder (FF)	Staff Governor
J Heath (JH)	Co-opted Governor
S Abbott (SA)	Parent Governor

**In Attendance:**

C Harman(clerk)	Local Authority Clerk
E Poates (EP)	Assistant HT
R Fielder (RF)	Prospective Co-Opted Governor )(left 5:50pm, returned 5:51pm)

**Apologies :** P Ashby (PA) Co-Opted Governor

**Absent:** None

**Quorum:** present(4 required)

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda Number		Action
1	<p><b>Welcome and Apologies for Absence:</b> The clerk opened the FGB meeting at 17:35pm. Apologies were received and accepted from PA. The clerk declared the meeting was quorate.</p> <p>The GB welcome RF as a prospective new governor and SA as the new parent governor.</p>	
2	<p><b>Declarations of Pecuniary Interests:</b> None</p>	

Approved by FGB/Signed by Chair:

*E. Jane Shearsmith*

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3	<p><b>Urgent Business</b> None</p>	
4	<p><b>Voting in of chair and vice chair</b> The previous chair has resigned due to work commitments and therefore a new chair is needed. JS said that she would be happy to stand as chair potentially until the end of the first term. She has fewer work commitments at the moment and would be able to support HT. JS left the meeting at 5:45pm and returned at 5:47pm. The GB unanimously voted her as chair.</p> <p>JHa said that she is happy to stand as vice chair. She left the meeting at 5:48pm and returned 5:49pm. The GB unanimously voted her as vice chair.</p> <p>The clerk handed over to the chair.</p> <p>The chair introduced RF. RF told the GB he was a governor on the board previously but had to leave because he couldn't give a good level of commitment but now can. He was a Maths governor before. RF is married to FF, and this will be declared as a pecuniary interest. RF left the meeting at 5:51pm and returned at 5:52pm. The GB unanimously voted RF into the GB.</p> <p>The clerk also mentioned that PA had sent an email explaining that she could not attend all meetings due to work commitments. The GB considered this and have agreed that this is fine as PA would be able to support in other ways.</p> <p>HT also told the GB that there are two prospective governors. One is a husband of a teacher, and one is the husband of the Schools Business Manager. The previous chair contacted Governor Services with regards to this because of the pecuniary interest. The husband to teacher wasn't an issue but the Schools Business's manager's husband is more difficult, and we are waiting a response. The GB considered both governors and said that they would be able to work around the pecuniary interest. The clerk will chase Governor Services for a response.</p> <p>The clerk asked the GB to consider who would be able to be on the HTs performance panel and the pay committee as these two potential governors would not be able to. It was decided that the clerk email PA to see if she would be happy to sit on the HTs performance panel. Also, for the clerk to find out if JHa could sit on the panel and chair the pay committee. If this was agreed, then there would need to be three more for the pay committee but there is only two. The clerk should also ask if we could borrow a governor for the pay committee.</p> <p>Governors also considered whether aligning governor roles to year groups would work. Governor felt that this would mean meeting up with several staff, whereas if it was subject led it would mean meeting with one staff member. Governor felt it would be easier to build a relationship that way. The chair said that she would like to leave it to the training on Ofsted and ask there what a better way of monitoring was. The GB agreed.</p>	<p><b>Contact Gov Services about new gov's- Clerk</b></p> <p><b>Speak to PA r.e HT perf panel – Clerk</b></p> <p><b>Raise Gov monitoring at Ofsted WGBT- Chair</b></p>

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5	<p><b>HT Verbal report</b></p> <p>HT told the GB that she, EP and Sian Smith met during the summer and talked openly about where they are as a school as both are new in roles. It was decided to do a termly SIP which covered the 4 areas of Ofsted. Early years will be sperate and will thread through the others. Early Years has a new curriculum and HT will be looking at the impact on the plan as well as monitoring and evaluating.</p> <p>There is lots of pupil voice linked to the targets and HT is looking to revise learning journeys so that the children understand. Staff are sticking up on this and teachers are using speech bubbles which contain quotes from the children. The school council is also up and running.</p> <p>HT is reviewing the feedback and marking policy and is looking at whether we need to mark in the way we are doing. HT is considering whether verbal feedback has more impact.</p> <p>This SIP will be reviewed as we go through the year, and some may be carried forward. When looking at targets HT is looking to aspire Grange but to also be mindful of the journey the school has had through the pandemic. HT will need to find that middle ground and be reasonable.</p> <p>It was decided the targets will be:</p> <p>Reading- 82%  Writing – 75%  Maths – 82%  GLD – 70%</p> <p>The GB unanimously approved the SIP.</p> <p><b>Final End of Year Data confirmed</b>  HT confirmed that this has not changed from the data presented in July.</p> <p><b>Off-site visits plan for Governor approval</b>  HT said that the school went to Marwell Zoo today. It was an expensive trip and some parents struggled with the cost. Governor asked if it was a good turn out. EP said yes but some children were subsided. HT said it is difficult because they cannot force parents to pay but can explain how it enhances their curriculum. <b>Governor asked if the school offer a payment plan.</b> EP said they have tried but it has been unsuccessful. HT said that the school has also looked at online payments, specifically at a new system that could offer this as well as holding data. Governor asked if it was voluntary donations. HT said that it is not, if the child is unable to attend it could however impact their next piece of learning. <b>Governor said that if online payments were offered it would be easier for her.</b> <b>Governors congratulated the SLT on a good visit especially with taking the whole of KS1.</b></p> <p><b>Staff attendance</b></p>	

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	<p>This was added as a standard agenda item as the HT started to see patterns in the data.</p> <p>Since September teachers have had 40 days. These are for two pregnant women, one of whom is working from home. LSAs are on 18 days of absence, 10 of those occasions being childcare and dependency issues. The site team are on zero days.</p> <p><b>Update on PAN</b> HT told the GB she needed to make an application to the Officers Schools Adjudicator to make an in-year change to reduce from 75 PAN to 60. They have agreed to reduce it for this year, however the school already had to recruit a third early years teacher because there are 62 children in year R. OSA have said no to reducing the PAN next year because predicted numbers are 71. <b>Governors were confused as the LA had told them that birth rates had been dropping and this would impact.</b></p>	
6	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Light touch finance</li> <li>• Summary of current position &amp; exception reporting</li> </ul> <p>There were no questions in relation to this.</p>	
7	<p><b>Governance</b></p> <p><b>Officers &amp; Governor/Committee/Panel membership and roles</b> The chair intends to raise this at the Ofsted training before assigning roles.</p> <p><b>TOR approval/delegated powers</b> The TORs were approved by the GB.</p> <p><b>Update register of pecuniary interests</b> There were no amendments to the list. The clerk will need to get the new governors' interests.</p> <p><b>Agree Code of Conduct</b> The clerk will need to resend this as it was not available for governors.</p> <p><b>External Advisor for HTPR</b> This is confirmed as Sian Smith.</p> <p><b>Adopt HCC Governors Good Practice Guide</b> The clerk will need to resend this as it was not available for governors.</p> <p><b>Governor details/attendance to be updated on school website</b> This will be carried forward to next meeting.</p> <p><b>Confirm details on Edubase are up-to-date</b> The clerk will pass the details for new governors to be updated on Edubase.</p> <p><b>Safeguarding audit</b> JS will arrange a date with HT to book this in.</p>	<p><b>Resend Code of conduct – Clerk</b></p> <p><b>Send link for HCC Gov Good Practice – Clerk</b></p> <p><b>Arrange date for SG audit - Chair</b></p>
8	<p><b>Governor training</b> No Updates on training at present.</p>	

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	OFSTED training in October 2021. New governors must book themselves on an induction.																									
9	<b>Governor monitoring and feedback (formal &amp; informal)</b> Monitoring will be planned in once roles have been assigned.																									
10	<p><b>FGB Meeting minutes and confidential minutes 13<sup>th</sup> July 2021 agreed and accepted as a true and accurate reflection of the meeting.</b></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>30</td> <td>4</td> <td>Clerk to make Staff attendance a standing item on the agenda.</td> <td>Clerk - <b>Completed</b></td> </tr> <tr> <td>31</td> <td>5</td> <td>Dates for next year FGB meeting</td> <td>HT/Clerk - <b>Completed</b></td> </tr> <tr> <td>32</td> <td>5</td> <td>Contact Gov Services re: stand in Chair for Sept 2021</td> <td>Chair - <b>Completed</b></td> </tr> <tr> <td>33</td> <td>5</td> <td>To contact with Junior School Chair re- options of new Chair.</td> <td>Chair - <b>Completed</b></td> </tr> <tr> <td>34</td> <td>6</td> <td>FF to email Emma re: OFSTED Training</td> <td>FF - <b>Completed</b></td> </tr> </tbody> </table>	Action Number	Agenda item	Action Details	Responsibility	30	4	Clerk to make Staff attendance a standing item on the agenda.	Clerk - <b>Completed</b>	31	5	Dates for next year FGB meeting	HT/Clerk - <b>Completed</b>	32	5	Contact Gov Services re: stand in Chair for Sept 2021	Chair - <b>Completed</b>	33	5	To contact with Junior School Chair re- options of new Chair.	Chair - <b>Completed</b>	34	6	FF to email Emma re: OFSTED Training	FF - <b>Completed</b>	
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11	<p><b>Policies for approval</b></p> <p>These policies were unanimously approved/adopted by the GB.</p> <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Manual of Personnel Practice</li> <li>• Manual of Finance Practice &amp; Procedure</li> <li>• Performance Management/Capability</li> <li>• Safeguarding</li> <li>• Statement Allegations – Staff</li> <li>• Statement Allegations – Pupils</li> </ul> <p>HT also submitted Staff Code of conduct for approval, and this will be removed from the policy audit. This was approved. HT would also like confidentiality to come for approval at the next FGB.</p>																									
12	<p><b>AOB</b></p> <p>None</p> <p><b>The meeting closed at 19:23</b></p>																									
13	<p><b>Items for the Next FGB Agenda 19<sup>th</sup> October 2021 at 5.15pm held at Grange.</b></p> <p><b>Focus: Governance Planning for year ahead, Governor Monitoring Plan,</b></p>																									

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	<p><b>Governor Training</b></p> <p><b>Learning Activity – Environment &amp; Resourcing – tour around the school</b></p> <p><b>Head Teacher (Verbal)</b></p> <ul style="list-style-type: none"> <li>• Approve SIP for 2021/22</li> <li>• Report on CPD Planning</li> <li>• LLPR (if available)</li> <li>• Safeguarding</li> <li>• Mental Health &amp; Wellbeing</li> <li>• Staff absence</li> <li>• Health and safety</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• GB Development Plan</li> <li>• Governor Training including WGBT topic</li> <li>• Discuss Governor Monitoring Plan and agree monitoring for this term</li> <li>• Governor Term dates/vacancies</li> <li>• School website check</li> <li>• Summative report from Pay Committee</li> <li>• Training &amp; Development</li> </ul> <p><b>Policies for approval</b></p> <p>Anti-Bullying School Behaviour, including written statement Confidentiality</p> <p><b>POLICIES FOR AUDIT</b> Abusive Behaviour Parents Parent’s Code of Conduct Complaints</p>	
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**ACTIONS AGREED**

Action Number	Agenda item	Action Details	Responsibility
1	4	Contact Gov Services about new govts	Clerk
2	4	Speak to PA r.e HT perf panel	Clerk
3	4	Raise Gov monitoring at Ofsted WGBT	Chair
4	7	Resend Code of conduct	Clerk
5	7	Send link for HCC Gov Good Practice	Clerk
6	7	Arrange date for SG audit	Chair

Approved by FGB/Signed by Chair:



Date: 19<sup>th</sup> October 2021

Approved by FGB/Signed by Chair:

A handwritten signature in black ink, appearing to read "E. Jane Shearsmith". The signature is written in a cursive style with a large initial 'E'.

Date: 19<sup>th</sup> October 2021