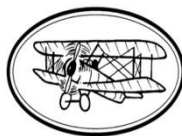


Grange Infant School, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 10th December 2019 5.30pm**

Present: S Duffy (HT) Headteacher
M Lewis (ML) Authority Governor
J Shearsmith (JS) Co-opted Governor (chair for this meeting)
J Heath (JH) Co-opted Governor
J.Hanlon (JHa) Parent Governor
F.Feilder (FF) Staff Governor

In Attendance: C Harman (clerk) Local Authority Clerk
S Myers (SM) Deputy HT

Apologies : E Yeats (EY) Co-Opted Governor (Chair)
R Evans (RE) Co-Opted Governor
S.Lee (SL) Parent Governor

Absent: None

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action Points
1	Welcome and Apologies for Absence: The vice chair opened the FGB meeting at 5:40pm. The chair explained that apologies had been received and accepted from EY, SL and RE. As EY was unable to attend JS will chair the meeting. The clerk declared the meeting was quorate. The vice chair introduced FF to the GB, this is her first meeting as new staff governor.	
2	Declarations of Pecuniary Interests: None	
3	Agree Any Other Urgent Business: None	
4	HT written report	

Approved by FGB/Signed by Chair:

	<p>No questions were received in advance and governors were invited to ask questions.</p> <p>Governor said that the report talks about a language and listening group for boys, in early years, what is the impact of this. HT said that the phases for early years are different. The data in the report is a baseline as the data window for Autumn 2 for EYFS has not yet closed. HT feels it is important for her to send out the Autumn 2 data when she receives it. However, from lesson observations and phonics monitoring things have significantly moved forward. The starting point for those in early years is low. Post Christmas, the school has the potential of 6 children in year R with an EHCP. Grange has a high percentage of children with Special educational needs and the HT believes this is because they have a reputation for the support given to children with additional needs. The predication is at national but lower than they have been in previous years and are cohort specific. SM added that as a school they are able to show accelerated progress from starting points. HT said that the new Ofsted framework recognises the support put into place with a high level of need and can show progress from starting points. It is not all about Attainment data.</p> <p>Governors were surprised to see that Grange was 13 out of 400 schools on the deprivation indices. HT shared that Grange Junior School had an impressive set of results at the end of last year with the highest results across Gosport.</p> <p>Governor commented that it was interesting to see that early years scored 70 (40-60 months) for technology.</p> <p>Governor was interested in the reading books with no words. HT said that this encourages children to tell their own story. This helps children to communicate, socialise and make progress. The books link with the work the children are doing on talk for writing across the school. Governor agreed and said that the pictures help develop the child's imagination.</p> <p>HT said that she presented the data differently. In previous years, the HT has reported close to data at this time but in this data set she has only reported on the secure data as it gives a more realistic picture as to where the school is currently. HT pointed out that the data sets are broadly in line with data sets at this time last academic year which shows the children have potential to hit end of year targets. Governor agreed with the HT and said that it is the first data drop and not all children would be ARE. HT said that it does take to phase 3 for children who are working at close to, to catch up. However, there is less of a gap this year between close to and secure than there has been in previous years.</p> <p>Governor asked what the impact of lunch club was. HT said that she or a member of the Leadership Team meet with 8 children who have complex needs. They sit down and have their lunch together, eat respectfully, learn social skills and table manners and discuss the morning. They then have play time but there are boundaries around this. The children will then be integrated back into normal lunch time when ready. The well-being survey of staff showed that they felt lunch club was supportive of managing behaviours.</p>	
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	<p>Governor asked if the school still has top table. HT said yes.HT said that she is revamping the whole of lunch time to make it more of an enjoyable time. Governor asked what the issues were. HT said that queuing was an issue as well as fighting and arguing. The school is also changing how they come in from lunch.</p> <p>HT said that absence currently is slightly below where she would like it to be. The school had a bug that affected a lot of children. A brochure was sent to parents to offer advice on illnesses. Attendance remains to be part of the safeguarding meetings; letters are sent to parents and are invited into meetings. The school continues to be firm on this. Governor asked what if the parent refuses to attend. HT said that the school refers families to the attendance legal panel when needed.</p> <p>Governor asked if the GB will have site of the feedback from the well being survey. HT said they would. The survey will go out to staff outlining what the school provides and asking what else the school could do. HT will then hold meetings with staff and ask for solutions to problems. Some year groups have more than others to discuss so the HT will arrange a separate meeting with them.</p> <p>Report on implementation of Performance Management policy</p> <p>This is a standard policy and no questions or queries were raised. HT said that she will be looking at getting more staff who are currently UPS trained up to deliver performance management.</p>									
5	<p>Governance – Policy Audit</p> <p>A policy audit has been undertaken by EY and there were no concerns. Policy cycle works well at Grange.</p>									
6	<p>Governor Feedback (Formal & Informal)</p> <p>JH still needs to write up her meeting regarding pupil premium. JHa has a meeting with English Lead coming up. JHa also attended the Christmas Nativity.</p> <p>All Christmas events have been sent to the GB to attend if they can.</p> <p>The chair reminded governors that this section should also include informal feedback. Therefore, if any governor has attended the school informally it should be noted in the minutes.</p>									
7	<p>FGB Meeting Minutes and confidential minutes 19th November 2019.</p> <p>The confidential minutes and the minutes were unanimously approved by the Governing Body and signed by the chair.</p> <p>Approval and Matters Arising</p> <table><tr><th>Action Number</th><th>Agenda item</th><th>Action Details</th><th>Responsibility</th></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Action Number	Agenda item	Action Details	Responsibility					
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Approved by FGB/Signed by Chair:

	15	5	Look into WGBT options	RE – Carry Forward	
	17	7	Meet with new governors to do induction	JS/EY – Completed	
	23	5	Look into benchmarking	SF/HT- Carry Forward	
	24	5	Contact Gov services about benchmarking	Clerk – Completed	
	25	6	Read emergency disaster recovery plan	All Govs – Completed	
	26	9	Send key dates to Govs	HT – Completed	
	27	10	Complete Gov SEF	All Govs – Carry Forward	
	28	11	Email HT changes to pay policy	JH – Completed	
	29	11	Send amended pay policy to Clerk to send out	HT – Carry Forward – now sent to Pay Committee	
	Action 27 – JH is still waiting on some completed SEFs and will send out an email to those concerned. . .				Email Govs to return Gov SEF - JH
8	Policies for Approval Higher Achievers- Governor noted a typo on the footer, with this amendment the GB unanimously approved this policy. Amendments were made at the meeting. Attendance- Governor noted a typo, with this amendment the GB unanimously approved this policy. Amendments were made at the meeting. School Behaviour – HT said that she has been through the policy and changed a lot. Governor asked if this policy was working. Behaviour is tracked every week and out of 241 pupils, 10 are persistent offenders. Parts of the policy have been adapted to a card system where if the				

	<p>children persistently offend, they miss golden time for a two week period. Governor suggested earning rather than losing. HT said she looked at that but said it is harder to manage and the current system works well with the children. Governor felt that losing the time was positive because they were learning that there are consequences. HT said that she is also working with staff on re integration of these children. The GB unanimously approved this policy</p>	
9	<p>Agreed urgent business</p> <p>None</p>	
10	<p>Items for the Next FGB Agenda 28th January 2019 at 5.15pm at the school.</p> <p>Focus: SEN, SEN - Governor Learning/Monitoring Activity, Governors' Training and Development Plan</p> <p><u>Governor Learning/Monitoring Activity</u> SEN Activity Walk – Link to SIP</p> <ul style="list-style-type: none"> • SENCo annual report (for 2017/18) • SEN provision review • Nurture Update • Evaluate resourcing and budget control of SEN provision and impact of funding • Review finance reports <p>Governance:</p> <ul style="list-style-type: none"> • Discuss and agree LA clerking service • Discuss and agree governor training package subscription • Governor Training and ensure WGBT booked (by 31st Jan) • Discuss governor monitoring plan and agree monitoring for this term • Summative report from Pay Committee <p>Policies for approval</p> <ul style="list-style-type: none"> • SEN Policy • Admissions • Freedom of Information • Teaching & Learning • Marking & Feedback <p>For auditing purposes:</p> <ul style="list-style-type: none"> • Assessment • Educational Visits <p>The meeting ended at 7:43pm</p>	

Approved by FGB/Signed by Chair:

Date: 28/01//19

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ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
7	30	Email Govs to return Gov SEF	JH

Approved by FGB/Signed by Chair:

Date: 28/01//19