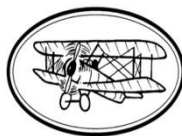


Grange Infant School, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 12th March 2019 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 (arrives 6.30pm via face time)
S.Lee (SL)	Parent Governor
J.Collinge (JC)	Staff Governor
S Myers (SM)	Co-Opted Governor

In Attendance: C Harman (clerk) Local Authority Clerk

Apologies : R. Feilder (RF) Co-Opted Governor
J Shearsmith (JS) Co-opted Governor

Absent: None

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action Points
1	Welcome and Apologies for Absence: EY opened the meeting at 5.30pm and welcomed everyone. Apologies were received and accepted from RF and during the meeting apologies were received and accepted from JS. TW will be joining the meeting later. The clerk explained that the meeting was not quorate because of the ratio of staff to non-staff. Once TW arrives at the meeting the meeting will be quorate.	
2	Declarations of Pecuniary Interests:	

Approved by FGB/Signed by Chair:

	None	
3	<p>Agree Any Other Urgent Business:</p> <p>HT would like to discuss SEN, and this was agreed to be added to the end of the section covering the HT report.</p>	
4	<p>HT Written Report</p> <p>EY confirmed that no questions had been submitted in advance by governors and asked governors if there were any questions.</p> <p>Phase 2 data</p> <p>Governor said that in the report it said that 2 children had significant attendance issues. What is happening with these children? In the attendance policy it states that those with persistent absence has an attendance plan is this happening for these children? HT explained that the Home School Link Worker and Sue Forehead monitor absence on a regular basis. This information gets passed to herself, she arranges for letters to be sent to parents inviting them to attend an attendance meeting with her. This meeting is to discuss actions that need to be taken to improve the absence. However, HT explained that she has been finding it difficult to get parents to attend those meetings, but the school is looking at other ways to support with attendance.</p> <p>Governor asked why the HT believes that parents don't attend? HT believes it could be that they feel intimidated. A number of the school's parents did not have a positive experience of their own schooling and find it difficult to come into school. For this reason, the school is also going to find other ways to support. For example, one child is at 77% attendance and this is dropping, the parent has cancelled two meetings to discuss the absence. HT explained that she has tried to be approachable and has re worded letters to show more support from the school, but this hasn't worked. HT believes now that absence needs to be monitored weekly. HT assured governors it's not a case that absence is not being monitored but more needs to be done.</p> <p>Governor asked with regards to the child at 77% attendance, is this a combination of lateness or not attending? HT explained it is non-attendance. In some case the HT has contacted the Early Help Hub for support and with one child that has persistent absence there is a child protection plan set up. However, SM has been trying to contact Social Care in relation to this but is yet to hear. Governors supported the HT in all she was doing with absence and encouraged keeping a clear record of the contact made with various agencies. HT agreed and said that it is all recorded on the CPOMs system.</p> <p>Governor asked if the information on year 1 was targets or predictions? HT explained that the LA ask for predictions from the school at the start of the year. Targets are then agreed as part of the Headteacher performance management and then from this, targets are set for year groups based on entry data and targeted end of key stage.</p>	

Approved by FGB/Signed by Chair:

	<p>Governor asked in relation to year 1 currently 5% of children are exceeding. National data shows that 22% of children achieve exceeding at the end of KS1. Is the school looking at opportunities to increase this percentage? HT explained that there is a transition from year R to year 1 and expectations are different. A child could come from early years having exceeded but this is very different once they come to year 1. It is a different curriculum and because this is February data children have not had full exposure to the entire year one curriculum and have not had the opportunity to develop all skills. In previous years the school has had a higher percentage in this area but with the current year 1 cohort, more writing opportunities are needed to improve skills. HT said that greater depth opportunities will be planned in to secure the children having the opportunity to make good or better progress.</p> <p>Governor asked if the HT is confident the school will reach that 22% at the end of KS1? HT explained that the children are on track, as this has been tracked and evidenced through progress review. Previously Grange's data has been around national and that is what the school is targeting so she is confident the school will reach it again. She reminded governors that it takes time to show fluency.</p> <p>Governor asked in relation to early years what does working, and beginning mean? HT explained that this is in relation to a windscreen and explained this to governors. Governor asked if you can exceed in early years? HT explained you can.</p> <p>Governor asked if you take SEN out of the examples on the report how does the data look? HT said that for year 1 and 2 children who are disadvantaged and not SEN are either close to or ARE. Governors were pleased with this and commented that it looked positive even with the SEN data. Governor asked how likely are the SEN children to reach ARE? HT said that it was difficult to say as it will depend on how the children progress. SM said that JH, JC and herself are due to discuss this in a follow up meeting regarding pupil premium strategy. They will be able to show evidence from starting points.</p> <p>Governor asked for clarification on the persistent absence percentage. HT explained that the children are at school 82% of time, absent 18%. Governor asked when do children move to persistent absence? HT explained this is when attendance falls below 95% for a set amount of time. Governor asked how many children are considered persistently absent? HT said 4 children. Governor asked with lots of bugs and sickness at the school, has this affected the persistently absent? HT explained that those who are persistently absent are for a number of reasons and it is not always down to illness</p> <p>Governor said they were surprised that 12 children were off because there was an inset day at the juniors but not at the infants. SM believed it was a group of parents who all had the wrong date. HT explained that this year Infants shared the same inset days as the Juniors apart from one day, and this was because the HT didn't</p>	<p>Arrange Pupil premium follow up mtg – SM, JC and JH</p>
--	--	--

	<p>Governor said that in section 5 it says there would be a panel member trained in equality, who would that be? HT explained that this is covered under Safer Recruitment.</p> <p>Governor said that in section 8 it explains that the GB should be monitoring the policy and checking that school complies with legislation, however this GB has not done this. The GB agreed that this could be done as part of the single central record monitoring which EY carries out and was out important to carry this monitoring out yearly.</p>																	
5	<p>Governance</p> <p>Website check</p> <p>Due to tight timescales JH has been unable to complete this and this will be carried forward to the next meeting.</p> <p>HT explained that the website is now consistently kept up to date now that Natalie Carr has returned. HT is looking at a new format to make the website user friendly. Governors discussed the fact that the website is not mobile friendly. HT explained that it needs to be looked at in landscape not portrait. Governor suggested putting this on the rolling message on the website to inform parents.</p>	Investigate amending rolling message on website - HT																
6	<p>Governor Feedback (Formal & Informal)</p> <p>A learning wall walk, and pupil premium meeting were completed by Governors. JS is still due to write up the book look. EY is waiting for CC to approve the report for the SEN learning walk undertaken recently. The GB will be reviewing these monitoring forms at the next FGB.</p>																	
7	<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>9</td><td>5</td><td>Look into payment cards further to improve payment process for school trips.</td><td>HT – Completed</td></tr><tr><td>23</td><td>5</td><td>Discuss monitoring and feedback on reading</td><td>SL and EY – Completed</td></tr><tr><td>37</td><td>5</td><td>Send emergency plan to Gobs</td><td>SF – Completed</td></tr></table>	Action Number	Agenda item	Action Details	Responsibility	9	5	Look into payment cards further to improve payment process for school trips.	HT – Completed	23	5	Discuss monitoring and feedback on reading	SL and EY – Completed	37	5	Send emergency plan to Gobs	SF – Completed	
Action Number	Agenda item	Action Details	Responsibility															
9	5	Look into payment cards further to improve payment process for school trips.	HT – Completed															
23	5	Discuss monitoring and feedback on reading	SL and EY – Completed															
37	5	Send emergency plan to Gobs	SF – Completed															

Approved by FGB/Signed by Chair:

39	7	Liaise with HT over attending values assembly	RF – Carry Forward
49	1	Write up Book Look	JS – Carry Forward
50	2	Advertise for a parent Gov	HT – Completed
51	5	Ask SM to feed back to Goves if there are any development areas in Nurture	HT – Completed
52	5	Look into additional extra funding for SEN	HT – Completed
53	5	Feedback to Goves on whether anomaly TV is value for money – from the parent's survey	HT – Carry Forward
54	6	Email Goves with contact details for leads	HT – Completed
55	6	Arrange date for strategy meeting	HT – Completed
56	6	Re send Milestones document to Goves	HT – Carry Forward
57	8	Contact Sue Fairs to set up Finance Training -	RF – Carry Forward
58	8	Review early years data – All Goves	All Goves – Completed
59	10	Feedback on Marking and Feedback policy by 1/3/19	All Goves – Completed
<p>Action 9 – This is now not something that will be looked into by the HT at this time.</p> <p>Action 10 – This is now no longer needed.</p> <p>Action 39 – EY will also attend a values assembly.</p>			

Approved by FGB/Signed by Chair:

	<p>Action 50 – New parent Governor will start in April. They have a child in year R and will be focusing on early years. EY will be their mentor.</p> <p>Action 51 – SM explained development areas for Nurture are training, as one staff member has received this but the other hasn't, and consistency of targets set being followed up in the classroom.</p> <p>TW joins the meeting at 6.30pm via face time.</p> <p>FGB Meeting Minutes 22nd January 2019 and confidential minutes</p> <p>The minutes were unanimously approved by the Governing Body and signed by the chair. Some Governors have had problems opening the confidential minutes so these will be re sent and approved at the next FGB.</p>	<p>Re send confidential minutes – Clerk</p>
8	<p>Policies for Approval</p> <p>Attendance policy – There was confusion over this policy as there appeared to be two versions. Therefore, the correct version will be sent at the next FGB for approval.</p> <p>Governor Expenses – Governor commented that the dates will need amending on the policy. With this amendment the GB unanimously approved this policy.</p> <p>Accessibility Plan Governor pointed out that the resource committee would need to be amended to FGB. With this amendment the GB unanimously approved this policy. Governor asked whether the HT had thought about a sensory room. HT explained that there are some elements in the Nurture provision but due to lack of space the school has not considered a specific room. However, the HT will look at adding additional sensory elements.</p> <p>Feedback and marking policy - The GB unanimously approved this policy.</p>	<p>Re send attendance policy- Clerk</p> <p>Ask Sue Fairs to amend dates on Gov Expenses – Clerk</p>
9	<p>Correspondence: The chair confirmed recent communications sent out.</p> <ul style="list-style-type: none"> Schools communications 	
10	<p>Agreed urgent business</p>	

	<p>TW explained that she can now access emails via her school account. She also has completed the SFVS with RF who will send out prior to the next FGB for review. She added that if Governors are interested there are briefings being held by Governor Services on the new Ofsted Framework, as well as there are two spaces available for Governors in the summer conference.</p> <p>TW told the GB that she felt the HT report was very clear and could see that staff were recognising the needs of SEN at an early stage.</p> <p>EY updated Governors about the Wellbeing working party which consists of her, SM, JC, RF and 2 TAs. A staff survey was sent out on wellbeing to get a benchmark and it focused on strengths and developments of the school. There was a 77% response rate and overall it was a positive picture. EY will give Governors the final report which shows the results in graphs.</p> <p>HT explained that some of the feedback was staff working out of hours which comes with the job and not having an undisturbed lunch break. Governors and the HT discussed this and said that children get a 1-hour lunch break, but teachers should use this time wisely to set up the classroom for the afternoon and have their lunch. One Governor commented that legally they only have to take a half an hour lunch break.</p> <p>HT felt that she did spend time ensuring that staff had a good wellbeing and were communicated to well. However, some staff felt they were not involved in some of the decisions that the school makes. Governors felt there will always be an element that staff are not involved in the decision-making process. HT explained that she has taken some of the feedback on board and will be looking at how information is communicated, however not all staff access their school emails. Governors felt it was important that this is accessed as part of their role. HT considered a Governor's idea of getting someone to take minutes, but she felt that this would in turn add pressure onto that person.</p> <p>EY explained that the next step will be a response back to staff. It has been a useful exercise and the HT thanked the wellbeing working party in running the survey.</p> <p>HT explained that Chris Cheal English Advisor has been in school. The previous advisor was Hannah Satchel, but HT has dealt with Chris at the Federation and felt he would be more compatible. After his visit he was very positive and said he saw good practices. What he saw in the classroom reflects the results. He will continue to help the school explore spelling. Governors agreed that the triangulation was useful to verify what the GB and the school is thinking.</p>	
--	---	--

11	<p>Items for the Next FGB Agenda 26th March 2019 at 5.30pm at the school.</p> <p>Focus: Finance and Resource</p> <p><u>Finance:</u></p> <ul style="list-style-type: none"> • Review/monitor spending against current budget • Predicted pupil numbers and budgetary implications • Pupil census returns and financial implications • Agree training budget for staff development plan • Receive new staff development plan for current year • Discuss Issues arising from strategic financial planning • Draft outline budget plans for next financial year to meet SIP priorities • Outstanding invoices • Complete and approve SFVS return for LA by 31 Mar. • GDPR? <p><u>Premises:</u></p> <ul style="list-style-type: none"> • Premises and maintenance plan • H&S monthly audit • Security <p><u>Governance – Website check</u></p> <p><u>Policies for approval</u></p> <ul style="list-style-type: none"> - Attendance - Disciplinary Policy <p>The meeting ended at 7:11pm</p>	
----	---	--

ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
60	4	Arrange Pupil premium follow up mtg	SM, JC and JH
61	4	Send impact reports to Gov's not at FGB	HT
62	4	Investigate when the last single central record audit was carried out	Clerk
63	5	Investigate amending rolling message on website	HT
64	6	Re send confidential minutes	Clerk
65	7	Re send attendance policy	Clerk
66	7	Ask Sue Fairs to amend dates on Gov Expenses	Clerk

Approved by FGB/Signed by Chair:

Date: 26/03/18

Page 10 of 10