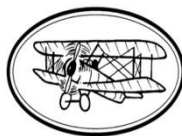


**Grange Infant School**, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body held virtually on Tuesday 13th October 2020 5.30pm**

**Present:** S Duffy (HT) Headteacher (left 7:04pm)  
M Lewis (ML) Authority Governor  
J Shearsmith (JS) Co-opted Governor  
J Heath (JH) Co-opted Governor  
J.Hanlon (JHa) Parent Governor  
F.Feilder (FF) Staff Governor  
E Yeats (EY) Co-Opted Governor (Chair)

**In Attendance:** C Harman (clerk) Local Authority Clerk  
S Myers (SM) Deputy HT (left 7:04pm)

**Apologies :** None

**Absent:** None

**Quorum:** present(4 required)

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda Number		Action
1	<b>Welcome and Apologies for Absence:</b>  The chair opened the FGB meeting at 5.30pm. There were no apologies, and the clerk declared the meeting was quorate.  The chair confirmed that Rhys Evans, Co-Opted Governor has resigned. The clerk will make the necessary changes.	
2	<b>Declarations of Pecuniary Interests:</b> None	
3	<b>Agree Any Other Urgent Business:</b> The chair congratulated the HT on her new role as an Executive Head at Gomer and Elson school. The GB now will need to decide the way forward and recruitment timescales. This will be discussed at the end of the meeting.	
4	<b>Verbal HT report:</b> <b>Approve new SIP (20/21)</b> The chair thanked the HT for her new condensed SIP. HT said that last FGB	

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	<p>she discussed the key priority areas with governors and now has included all of the key actions to meet the objectives, including milestones. Last FGB the HT told the GB she wanted to include an objective around outcomes for greater depth. But on reflection of the FGB, she has decided to change it to the provision for greater depth.</p> <p>Some governors were not able to read the SIP in full, in time for the meeting and the HT agreed that additional questions could be sent in. However, governors were happy with the key objectives and approved the SIP.</p> <p>Governor asked the HT what her thoughts were about the Ofsted position. HT said that she is unsure at the moment. Ofsted are currently running one day inspections looking at the recovery curriculum. This is not about monitoring in classrooms, but it is about professional discussions with SLT. There is no outcome or judgements to this visit, just feedback. It is planned to stay like this until Christmas, however if the current situation with the pandemic does not improve, it may continue. It is likely Ofsted will inspect inadequate schools first.</p> <p>Governor asked if the HT had any concerns if Grange did have this one-day inspection on the recovery curriculum. HT said she is confident the school has everything in place.</p> <p>As part of this SIP there is suggested monitoring for governors. The GB agreed that they should be trying to monitor where they can even if it is virtually. There will be safeguarding monitoring this month and HT suggested that the GB meet with their leads to discuss their plans. The GB did consider book looks but have decided to look at this around the data drop. Health and Safety monitoring could also go ahead.</p> <p><b>Report on CPD Planning</b></p> <p>HT said that the CPD planning is similar to last year, with the focus on the curriculum. Psychology drop ins will continue. There will also be Kinetic Letters training as the HT is concerned that handwriting is holding back some of the children who could make greater depth. Opening doors training was planned in for last summer and will now take place summer 2021. The school will be moderated for early years and it is likely for KS1 so training will be needed around that. Safeguarding training will take place as standard.</p> <p>Governor asked what Kinetic Letters are and how will these impact handwriting. HT explained that kinetic letters is a handwriting programme and has been proven to make rapid progress with handwriting in schools. At the moment Grange does not have a handwriting programme and it is thought these Kinetic letters will create a good pedagogy. Governor said that this could help narrow the gap between girls and boys. HT said that the children need to get to a point where they do not need to concentrate on handwriting and can concentrate on content of their writing.</p> <p>Governor asked if the HT was quite confident that all the CPD would take place. HT said she has planned for what is needed but it is inevitable that some of the training will need to be held virtually.</p> <p><b>PE plan to spend</b></p> <p>This is not a statutory requirement but was suggested by a governor last year</p>	<p><b>Action:</b> leads to arrange virtual catch ups with their subject leads.</p>
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	<p>and it does make sense for the school and the GB to have this information. This is similar to last year as a lot of sports in the infants happens year on year. Sally Serridge is still with Grange and she will be delivering the PE lessons to free up teachers to do catch up teaching.</p> <p>Governor asked if the school still had the anomaly boards. HT said yes as the school was still locked in as part of a contract. Governor asked if it was still value for money. HT said that if the contract ended, she is not sure whether the school would continue. It did have benefits but has started to lose impact. The school will make the best of the facilities while they have it.</p> <p>Governor asked how long until the contract ends. HT is unsure and will need to feed this back to the GB. Governor asked whether it could be the case that it has more impact over summer months. HT agreed and explained at the moment parents are not even coming onto the playground. Governor asked whether it could be looked at to see if it was more cost effective for the school to come out of the contract early. HT will look into this.</p> <p><b>Update on Covid Situation</b>  The school is good, has no positive cases and is running effectively. Lunchtimes are still being discussed frequently to iron out issues. Children continue to be fed in classrooms and have one lunchtime supervisor per class. Year R are finding lunchtimes hard as the children need so much support with eating. They have been provided with walkie talkies to support. The school has started some lunch clubs as some children are finding it increasingly difficult. There is a year 2 and 1 lunch club. The children are all together, but it is a small group. Each child has their own lunch table and the children are socially distanced.</p> <p>It has become increasingly difficult to get parents to social distance at pick up and drop offs. Cars are restricted coming into schools at certain times which ensure parents can use the car park.</p> <p>Governor asked if staff were still managing to social distance. HT said that she has recently sent an email asking staff to consider where they are and what they are doing. HT will be sending continual reminders. Governor suggested a wellbeing check in for staff. It could be a year group discussion in the bubbles which would give staff a chance to clarify and communicate. GB agreed that wellbeing was key.</p> <p>HT asked from a parent perspective how the situation was for them. Governor said that they have had no issues. There only concern was as the winter months come up the 20-minute wait for siblings to come out. Governor asked if any parent has asked to pick up their children earlier. HT said that she has had some who have been exceptional circumstances. HT said that she will now look at how many parents are affected by this. However, if a child were to leave earlier then it would mean missing 20 minutes of the school day which equates to 1hr 40 mins a week. HT advice was if picking up between 3-3.10pm, come nearer 3.10pm to avoid the waiting around.</p> <p><b>Update on recovery programme</b>  HT has explained that the year groups have been learning through play which has meant that teachers can carry out tasks and assessments to ascertain where they are.</p>	<p><b>Look into anomaly boards contract – HT</b></p> <p><b>Action: HT to look into year group wellbeing check-ins</b></p>
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	<p>SM explained that in the first few weeks they protected the children but found when doing unstructured tasks, the silly behaviour started. This meant children needed direction. In week 3 it became more regimented, and this worked well. However, children were getting time out from this, especially on a Friday. <b>Governors agreed that this crossover was a good balance for children.</b></p> <p>HT said that the year R/1 class is working well. The teachers are able to share ideas and practice. HT has taken feedback from parents who are satisfied with the progress their children have made. Those year 1 children have also been included in any year 1 special event such as a year 1 nature walk. <b>Governor asked what the HTs initial thoughts are on how far behind the children are.</b> HT said that the children are behind including their learning behaviour, which includes listening and attention skills and stamina. But it is not as bad as first anticipated.</p> <p><b>Update on any additional catch up or tutoring</b>          Lin Garwood is working with a year group at a time and her focus is year 2 first. In the mornings she is in the class to either release the teacher for catch up or to carry this out herself. In the afternoon she is carrying out individual interventions. There is quite a lot of phonics catch up and this is being monitored. The GB suggested that the pupil premium governor monitor this.</p>	
5	<p><b><u>Governance:</u></b>  <b>GB development plan</b>          The chair had a discussion with Rhys about this, but the plan has not been done. Therefore, she will look at this and create a plan. JS will now take over as DTG. The chair said that the GB needed to look at succession planning as JH is planning to leave this year and governors need to grow knowledge and confidence. Governors discussed whether the GB would be able to show prospective new governors around the school and the HT said that this can be looked into.</p> <p><b>Governor Training including WGB topic</b>          DTG will look at what is available and discuss next FGB.</p> <p><b>Discuss governor monitoring plan and agree monitoring for this term – decide what can Governors do with restrictions.</b>          This has been discussed.</p> <p><b>Governor term dates/vacancies – no term dates due to expire – 1 Co-Opted and 1 Parent vacancy</b>          GB need to look at advertising vacancies. The chair did a poster for this and will find it and send it to the HT.</p> <p><b>School Website Check</b>          JH will carry this out for next FGB reviewing her last website check.</p>	<p><b>Look into suggestions for WGBT JS</b></p> <p><b>Action : EY to find poster &amp; send to HT</b></p>
6	<p><b>FGB Meeting Minutes and confidential minutes 15<sup>th</sup> September 2020</b></p> <p>The confidential minutes and the minutes were unanimously approved by the Governing Body and will be signed by the chair as soon as possible.</p>	

Approved by FGB/Signed by Chair:

Date:

	<b>Approval and Matters Arising</b>				
	<b>Action Number</b>	<b>Agenda item</b>	<b>Action Details</b>	<b>Responsibility</b>	
	33	4	Create IT strategy	SF and HT – <b>Closed</b>	
	49	5	Add website check in Autumn to Sch of bus	EY – <b>Completed</b>	
	50	9	Confidential action	EY – Completed	
	51	9	Confidential action	EY – <b>Completed</b>	
	1	1	Speak to Chair about RE	Clerk – <b>Completed</b>	
	2	8	Resend Gov roles to GB	Clerk – <b>Completed</b>	
	3	8	Contact EY about HT perf panel	JS – <b>Completed</b>	
	4	8	Amend TORs	Clerk – <b>Completed</b>	
	<p>Action 33 – This has now been closed as due to the pandemic this has been unable to be developed. However, HT hopes that new admin staff will be able to create.</p> <p>Action 3 – JS will now go onto the Pay Committee and ML will join the HT performance panel.</p>				
<b>7</b>	<b>Policies for approval</b> <p>These policies were approved by the GB.</p> <ul style="list-style-type: none"> <li>• Anti-bullying</li> <li>• Sex &amp; Relationships</li> <li>• School Behaviour</li> </ul> <p>HT informed the GB that parents were consulted about the sex and relationships policy. Grange was already using the Jigsaw programme, so the changes are minimal.</p>				
<b>8</b>	<b>Items for the Next FGB Agenda 17<sup>th</sup> November at 5.30pm held virtually.</b> <p>Focus: Governor Learning/Monitoring Activity – Link to SIP</p> <p>HT recruitment – we will need to build in time for Sue T to join us from the LA.</p>				

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	<p><b>Governor Learning/Monitoring Activity- Kinetic Letters</b></p> <p><b>Finance – Mid-Year Review</b></p> <ul style="list-style-type: none"> <li>• Review/monitor spending against current budget plan</li> <li>• Consider budgetary implications for number on roll</li> <li>• Approve revised budget (by 30/11)</li> <li>• SFVS</li> <li>• Agree Benchmarking topics</li> </ul> <p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>• Premises and maintenance plan</li> <li>• H&amp;S Monthly Audits</li> <li>• Security</li> <li>• Emergency Disaster Recovery Plans</li> </ul> <p><b>HT Verbal report:</b></p> <ul style="list-style-type: none"> <li>• SEF</li> </ul> <p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>• Policy Audit</li> <li>• Summative report from pay committee</li> <li>• Discuss governor monitoring plan</li> <li>• School website check</li> <li>• WGBT</li> </ul> <p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Charging &amp; Remissions</li> </ul>	
9	<p><b>Urgent Business</b></p> <p>HT and SM left the meeting at 7:04pm.</p> <p>The chair said that the GB needed to discuss the HT's resignation. Again, they wished the HT well and feel it was the right time for her to leave for her own development. The chair has liaised with Sue Thackery who is the new area manager. The chair suggests that from January 2021 onwards SM takes the role of interim HT. Grange is in a good place at the moment and SM has a wealth of experience. Any new interim HT could be unsettling. The GB would then recruit for a new HT to start in September 2021, which would mean a HT would have to give notice at Easter, as one term is required.</p> <p>Governor agreed it was a solid approach and that a new interim HT would be unsettling. SM has picked up some of the HTs work when she was seconded and has gained a lot of experience and confidence. Governor said that SM also has a good relationship with staff.</p> <p>In order to release SM from the classroom the school will need to recruit a</p>	

	<p>temporary 0.6 teacher to cover this role.</p> <p>The chair also suggested that the assistant HT increase her time outside the classroom by an additional ½ a day every other fortnight. This will mean she is out of the classroom 1.5 days a week. This will be covered in-house. The AHT will continue to focus on Teaching &amp; Learning.</p> <p>The GB agreed to this and said it was a sensible decision. Governor asked whether SM would still be able to manage her inclusion role. The chair said that this will be monitored.</p> <p>Recruitment will need to take place Jan 2021- Mar 2021. The chair will speak to all concerned about this and will feedback to the GB on Thursday.</p> <p>The meeting ended at 7:30pm.</p>	<p><b>Feedback to GB about HT replacement - Chair</b></p>
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## ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
5	4	Look into anomaly boards contract	HT
6	5	Give suggestions for WGBT	JS
7	9	Feedback to GB about HT replacement	Chair

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Date: