



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 15th October 2019 5.30pm**

Present:	S Duffy (HT)	Headteacher
	E Yeats (EY)	Co-Opted Governor (Chair)
	M Lewis (ML)	Local Authority Governor
	S Myers (SM)	Co-Opted Governor (Left 6.48pm returned 6:50pm)
	J Shearsmith (JS)	Co-opted Governor
	J Heath (JH)	Co-opted Governor
	J.Hanlon (JHa)	Parent Governor
	R Evans (RE)	Co-Opted Governor

In Attendance:	C Harman (clerk)	Local Authority Clerk
	G Ellwood (GE)	Prospective new governor (Left 5.35pm returned 5:39pm)

Apologies :	S.Lee (SL)	Parent Governor
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Absent: None

Quroum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action Points
1	<p>Welcome and Apologies for Absence:</p> <p>The chair opened the meeting at 5.30pm</p> <p>Apologies were received and accepted from SL.</p> <p>The clerk declared the meeting was quorate.</p> <p>EY introduced GE as the prospective new governor. GE explained that he works in HCC children's services and education. He has links with admissions, behaviour units and a lot more. He is a family man, who has been considering joining a GB because of his experience. GE left the meeting at 5:35pm. The GB agreed he would be a good asset to the school. It was decided that SM would stand down from her post as Co-Opted Governor and would be in attendance at meetings as she is</p>	<p>Start induction process for GE - Clerk</p>

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	<p>the deputy HT. Therefore, GE could move into the Co-Opted governor role. There is also a vacancy for a staff governor, which HT has advertised voting will take place after half term ready for the staff governor to join the November FGB.</p> <p>GE returned to the meeting at 5:40pm and EY told him the good news and explained he would be the curriculum governor supported by JS. EY commented that she felt that GB was very strong, and it was great to have everyone onboard.</p>	
2	<p>Declarations of Pecuniary Interests: None</p>	
3	<p>Agree Any Other Urgent Business: HT would like to discuss a confidential item which EY agreed could be discussed at this point. This is included in confidential minutes.</p>	
4	<p>HT Verbal report</p> <p>School Improvement Plan HT explained that the format of the SIP has changed, and she has tried to be succinct, as the SIP should highlight the main actions for school improvement and how they will be achieved, rather than every minor detail. Maths and English leads have incorporated their SIP into the main SIP. This means it is all in one place, but this can be taken out if governors feel it overcomplicates the plan. Governing monitoring has been added and outlines what to evaluate. HT said that she felt that it should be the milestones evaluated not the details. Governors agreed stating they should be strategic; therefore, milestones are more appropriate.</p> <p>Governor felt that the SIP felt quite big and long, therefore the Maths and Literacy section should come out. Other governors found this section useful. Governors did like the colour coding and felt this highlighted main points. Governor suggested to add the Maths and Literacy section in the annex or to do a shadow plan. HT explained that she had looked at other schools SIPs to look at best practice. HT said she has added in highlights for the objectives and could do the same for Maths and Literacy. Governor felt that it was the school who would be using the document so it should suit them, and governors could extract the information. It was agreed by the GB that the SIP be amended to show the highlights for Maths and English and the actions are added to the annex.</p> <p>Governor was concerned that there would be a lot to RAG rate. HT said that governors would RAG rate the milestones and the GB was happy with this.</p> <p>Governor submitted the following questions in advance, how will the HT evidence that year leaders are clear on the vision for children in their year groups? And how will the HT evidence that stakeholders are clear on curriculum intent? Which stakeholders in particular? HT explained that there is an intent statement for each year group and whole school intent and vision is on the website A letter will be going out to parents to invite them to give feedback on the curriculum intent and the new vision and values.</p>	

	<p>How will governors see the impact of progress/impact for foundation subjects? Does the GB need to consider some governor monitoring or a lead governor? HT said that this could include speaking to curriculum leads, having presentations from leads at the FGB, particularly History and Geography. It could also include learning walks. It has now been decided that new governor GE will be the curriculum governor.</p> <p>How will you identify the 6 children to be progress trackers? HT explained that teachers cannot track every child for each subject, therefore 6 are selected from each class. There should be a mixture of abilities, this will help consider the options for the other children.</p> <p>Do you plan to go for full forest school's accreditation or take elements of forest schools to build into the curriculum? HT said that the school will not be doing the whole accreditation but will be taking elements from it.</p> <p>Does the school have a wellbeing lead? HT said that SM has the link with inclusion. HT and SM both attended a wellbeing seminar it is likely SM will review a wellbeing accreditation opportunity in order to assess how Grange is doing and what areas we could work on.</p> <p>Is there a plan for INSET days? This was submitted to the GB in July.</p> <p>How will the HT evidence some of the elements of the objective? E.G. staff confident and supported in their roles, feeling listened to and wellbeing supported? HT explained that this forms part of the performance management reviews, part of this is ensuring that staff have an aspect of CPD.</p> <p>Parent conferencing. How do you plan to do this? HT said that the Ofsted questionnaire will be sent out with a few additional questions.</p> <p>The GB unanimously approved the SIP.</p> <p>CPD planning</p> <p>Governors had no further questions on this and thanked the HT for her report.</p> <p>Approve SEN report for the website</p> <p>This report was unanimously approved by the GB.</p>	
5	<p>Governance GB development plan</p> <p>EY explained that there is not a current plan. EY suggested that the GB create a SEF, which the GB agreed. Questionnaires will be sent out by JH asking about the skills of the GB. Once returned JH can compile the data and RE as DTG can review.</p> <p>Governor Training including WGB topic</p> <p>RE to look at ideas for the GB and bring these to the next meeting. The</p>	<p>JH to distribute SEF</p> <p>Governors to complete SEF</p>

	<p>GB may also want to consider what comes out of the SEF before agreeing final topic.</p> <p>Discuss governor monitoring plan and agree monitoring for this term</p> <p>Safeguarding check – EY</p> <p>Additional website check – JH</p> <p>Governors to meet with core leads – JHa, RC, ML, SL and GW</p> <p>PP review strategy meeting to include CPD overview for support staff – JH and SM</p> <p>Progress review meetings – HT to send out dates</p> <p>Governor’s will also undertake termly RAG rating of the SIP to be done at the end of each term – JH and EY.</p> <p>Governor term dates/vacancies No governors term dates are close to expiring and the vacancies have been previously discussed.</p> <p>School Website Check This was completed by JH and a report was given to the chair and HT to make the amendments.</p> <p>Summative report from the pay committee JH explained that the committee approved the HTs recommendations for teachers, one teacher was awarded a special recognition payment. The committee also agreed with the HTs performance and pay award.</p>	<p>Look into WGBT options - RE</p> <p>Send out dates of progress review mtgs – HT</p>								
6	<p>Governor Feedback (Formal & Informal)</p> <p>Three visits took place to look at Nurture and the PP strategy, which were included with the documents.</p> <p>Discuss governor monitoring plan and agree monitoring for this term</p> <p>Already discussed.</p>									
7	<p>FGB Meeting Minutes and confidential minutes 17th September 2019.</p> <p>The confidential minutes and the minutes were unanimously approved by the Governing Body and signed by the chair.</p> <p>HT gave an update on the confidential matter which is included in the confidential minutes.</p> <p>Approval and Matters Arising</p> <table><tr><th>Action</th><th>Agenda</th><th>Action Details</th><th>Responsibility</th></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Action	Agenda	Action Details	Responsibility					
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Approved by FGB/Signed by Chair:

Number	item		
78	7	Update Gov Induction document	EY – Carry forward
93	8	Write up Nurture report	SL Completed
97	6	Review gov monitoring and amend	TW Completed
1	4	Confidential minutes action	HT – Completed
2	5	Look into ML filling the LA gov role	Clerk – Completed
3	5	Start the process for recruiting a staff governor	HT – Completed
4	6	Amend TOR's	Clerk – Completed
5	6	Find out if those on HT perf panel all need relevant training	Clerk – Completed
6	6	Confirm with RE he is not needed for 1 st HT perf	EY – Completed
7	6	Send mtg dates to gvs	Clerk – Completed
8	6	Email SEN report to gvs	HT – Completed
9	6	Respond to approval or not-approval of SEN report to HT and Clerk by 18/09	ALL Gvs – Completed
10	7	Make changes to SG audit	EY – Completed
11	8	Review sports premium report and liaise with HT	ML – Completed

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	12	9	Arrange literacy presentation	HT - Completed		
	<p>With regards to action number 78, EY has started to create an induction pack. This will include much more detail about the school, being a Governor and will be more than just a checklist.</p> <p>The Chair clarified who is mentoring new Governors. JS is the mentor for RE and GE and will arrange a time to meet to go through the current checklist/prospective list. EY is the mentor for JHa and ML and will arrange a time for this. This is still work in progress.</p> <p>SM left the meeting at 6:48pm and returned at 6:50pm.</p> <p>Governor asked for the schedule of business and visit form to be sent to the GB.</p>					<p>Meet with new governors to do induction – JS and EY</p> <p>Send out Sch of Bus and visit report - Clerk</p>
8	<p>Policies for Approval</p> <p>Anti-bullying – The GB unanimously approved this policy</p> <p>ICT acceptable use policy HT made some changes as suggested by the GB. Governor asked how staff would sign and who would monitor this. HT suggested that all staff have to sign the appendix and it is handed to Sue Fairs and stored. This would be the same for the GB.</p> <p>Governor felt there should be something in the policy that states that the GB must communicate via their school email address. HT agreed to add this. With this amendment he GB unanimously approved this policy</p> <p>Pay Policy – The GB unanimously adopted this policy. This will be added to the agenda for next FGB as this is just the MOP.</p> <p>KCSIE – Governors signed to say they read and understood part one of this policy.</p>					<p>Bring copies of IT policy next FGB for Gobs to sign - Clerk</p> <p>Amend IT policy - HT</p>
9	<p>Agreed urgent business</p> <p>None</p>					
10	<p>Items for the Next FGB Agenda 19th November 2019 at 5.15pm at the school.</p> <p>Focus: Finance and Premises, Governor Learning/Monitoring Activity – Link to SIP Literacy</p>					

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	<p>Governor Learning/Monitoring Activity</p> <ul style="list-style-type: none"> • Subject linked to SIP (TBC) <p>Finance</p> <ul style="list-style-type: none"> • Review/monitor spending against current budget plan • Consider budgetary implications for number on roll • Approve revised budget (by 30/11) • SFVS • Agree Benchmarking topics <p><u>Premises:</u></p> <ul style="list-style-type: none"> • Premises and maintenance plan • H&S Monthly Audits • Security • Emergency Disaster Recovery Plans <p><u>HT Verbal report:</u></p> <ul style="list-style-type: none"> • SEF • P.E plan to spend <p><u>Governance:</u></p> <ul style="list-style-type: none"> • Policy Audit • Approve SLAs • Discuss governor monitoring plan and agree monitoring for this term • WGBT <p>Policies for approval</p> <ul style="list-style-type: none"> • Health & Safety • Charging & Remissions <p>The meeting ended at 7:05pm</p>	
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ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
14	1	Start induction process for GE	Clerk
15	5	Distribute SEF	JH
16	5	Governors to complete SEF	All Govs
17	5	Look into WGBT options	RE
18	5	Send out dates of pupil progress review meetings	HT
19	7	Meet with new governors to do induction	JS
20	7	Send out Sch of Bus and visit report	Clerk
21	8	Bring copies of IT policy next FGB for Govs to sign	Clerk
22	8	Amend IT policy - HT	HT

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