

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



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 19th September 2017 at 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 (Vice Chair)
A Bailey (AB)	Co-opted Governor
J Shearsmith (JS)	Co-opted Governor

In Attendance:

S Myers (SM)	Associate Member
C Harman (clerk)	Local Authority Clerk

Apologies : C Matthews (CM) 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: The clerk opened the meeting at 5.30pm and welcomed everyone. The clerk confirmed that apologies had been received from CM and there were no absences.	
2.	Appoint Chair/Vice Chair The clerk explained that JH has resigned from chair and this position will need to be appointed. EY was the only candidate for this position and was unanimously voted in. The position of vice chair would also need to be appointed.	

Approved by FGB/Signed by Chair:

	<p>TW was the only candidate for this position and was unanimously voted in.</p> <p>The clerk handed over to the chair to take over the meeting.</p>					
3.	<p>Declarations of Pecuniary Interests: No additional declarations were made.</p>					
4.	<p>Agree Any Other Urgent Business:</p> <p>JH wanted to discuss the Policy Review Planner. It was agreed this would be discussed in the Policy section.</p> <p>The clerk wanted to discuss an email about Governor vacancies. This was agreed to be discussed under Governance.</p> <p>HT wanted to discuss the LLPR day which is booked for Monday 25th September. The lead partner on this wanted to speak with Governors on 25th September at 1.30pm. HT asked if any of the FGB could attend. EY agreed she could. There was a discussion as to whether any more Governors were needed. It was decided no more were needed.</p>					
5.	<p>Head teacher verbal report:</p>					
5.1	<p>School improvement targets for next academic year</p> <p>HT explained that there are 4 new key objectives on the School Improvement Focus section in the SIP. HT handed out the new objectives for Governors to read.</p> <p>HT explained that the key objectives are:</p> <table><tr><td>1. Raise achievement by improving teaching so that it is consistently good to outstanding</td></tr><tr><td>2. Raise achievement in writing so it more closely matches reading and maths</td></tr><tr><td>3. Close the gap between vulnerable groups and their non-disadvantaged peers</td></tr><tr><td>4. To further develop and personalise the foundation curriculum to meet the needs of our children</td></tr></table> <p>She explained that Ofsted had set an objective to raise writing standards within the school. The HT also decided to keep a teaching objective as this was an important part of the school.</p> <p>Governor suggested that objective 1 should read good with outstanding features.</p>	1. Raise achievement by improving teaching so that it is consistently good to outstanding	2. Raise achievement in writing so it more closely matches reading and maths	3. Close the gap between vulnerable groups and their non-disadvantaged peers	4. To further develop and personalise the foundation curriculum to meet the needs of our children	
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3. Close the gap between vulnerable groups and their non-disadvantaged peers						
4. To further develop and personalise the foundation curriculum to meet the needs of our children						

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	<p>HT agreed and will make the changes to the document.</p> <p>HT went on to explain that these objectives then break down into steps.</p> <table><tr><td>1.1 To further develop an understanding of a wide range of pedagogical approaches and systematically implement them to enhance quality first teaching</td></tr><tr><td>1.2 To ensure high expectations of all groups and ensure targeted planning for vulnerable groups with a particular focus on disadvantaged and SEN children.</td></tr><tr><td>1.3 - To develop feedback and marking , in line with school policy across all subject areas to ensure that all children can articulate their achievements and next steps</td></tr></table> <p>HT told Governors that the emphasis was on developmental marking which is much more beneficial for the children.</p> <table><tr><td>2.1 To accelerate pupil's progress and raise their attainment in writing, so that it more closely matches that in reading</td></tr><tr><td>2.2 To target effective provision for groupings to ensure that all children make good or better progress.</td></tr></table> <p>HT highlighted to Governors that 2.1 was a direct objective from Ofsted.</p> <table><tr><td>3.1 To target effective provision and planning for groups to ensure that the gap closes between them and their non-disadvantaged peers</td></tr><tr><td>3.2 Analysis of data and assessment to be used and understood by staff to inform planning and provision for groups.</td></tr><tr><td>4.1 To continue to develop a cross curricular approach to learning enhancing the children's skills base, to impact on the attainment and progress of children across all areas</td></tr></table> <p>Governors were very impressed and more than happy with the four new targets.</p>	1.1 To further develop an understanding of a wide range of pedagogical approaches and systematically implement them to enhance quality first teaching	1.2 To ensure high expectations of all groups and ensure targeted planning for vulnerable groups with a particular focus on disadvantaged and SEN children.	1.3 - To develop feedback and marking , in line with school policy across all subject areas to ensure that all children can articulate their achievements and next steps	2.1 To accelerate pupil's progress and raise their attainment in writing, so that it more closely matches that in reading	2.2 To target effective provision for groupings to ensure that all children make good or better progress.	3.1 To target effective provision and planning for groups to ensure that the gap closes between them and their non-disadvantaged peers	3.2 Analysis of data and assessment to be used and understood by staff to inform planning and provision for groups.	4.1 To continue to develop a cross curricular approach to learning enhancing the children's skills base, to impact on the attainment and progress of children across all areas	
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5.2	<p>SIP review current year and plan for next year</p> <p>HT told Governors the SIP had been reviewed. She had taken all the targets not met from last year and carried them over to the new SIP.</p> <p>HT went through the points on the SIP that were moved over from last year's SIP:</p> <p>On last year's SIP 1.1.b -Opportunities planned to network with other</p>									

5.3	<p>schools to share and develop practice. This objective is still ongoing. There are plans to continue to network with other schools in cluster moderation. This therefore has been moved to 1.1.C in the new SIP.</p> <p>On last year's SIP 1.1.d Continuation of work with cluster on growth mindset project. This is still ongoing and has been moved to 1.1.g.</p> <p>On last year's SIP 1.3.c Pupil conferencing in place half termly with HT and subject leads across all subject areas. Governors to attend some aspects of pupil conferencing. Again, one that is ongoing and has been moved to 1.2.e. More work will be done this year to include Governors conferencing stakeholders, newsletter feedback and a parent workshop.</p> <p>HT told Governors that she kept the new format that was suggested by the Governors as this worked very well.</p> <p>Governors commented that the SIP was looking very good and they were pleased she kept the format they recommended.</p> <p>SM queried if the subject leads objectives needed to be in the same format.</p> <p>HT explained there would be no need as they are used differently. HT told Governors that the Subject Development Plans all lead into the targets in the main SIP. Individual subject monitoring plans will be reviewed by the Headteacher with the subject lead on a half termly basis.</p> <p>Receive plan for and approve off-site visits</p> <p>HT handed to the Governors the planned visits for the school year.</p> <p>One trip has just taken place which was a trip to Marwell.</p> <p>Governor asked whether all parents managed to make the payment for this.</p> <p>HT confirmed that they did.</p> <p>SM explained it was a good price for the ticket and the coach travel, compared to Marwells ticket prices.</p> <p>SM suggested that the school offer a payment plan to pay for trips. This has worked well in other schools.</p> <p>Governor asked would that involve more admin for the school?</p> <p>A discussion then took place regarding this. HT explained that the coach prices change regularly according to the current price of petrol. so often they can't plan this price in advance. Notice is</p>	<p>Make amendments to the SIP and send to Govs. - HT</p>
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5.4	<p>normally given for big trips. A discussion was held around the junior school trips for example in year 5 parents were told about a trip in year 6 so that they had time to plan for the payment. The GB debated whether a caveat could be put on the payment plan to account for the coach prices.</p> <p>It was then decided to leave payment options as they currently stand as Marwell trip was the highest at £14 and this had been paid and found to be affordable by most parents. The FGB reiterated that there is help available from school for any parent that is struggling to pay for trips.</p> <p>Governor asked how do the children get to Rock Up which is a forthcoming trip for year 2?</p> <p>SM explained that the appointments are staggered so they can use staff to transport them there.</p> <p>SM also explained that where possible they source trips locally. HT gave examples such as the fairy tale visits in Alver Valley Country Park.</p> <p>Governor added that the year 1 trip to the woods in Browndown was very good and there had been no cost to parents.</p> <p>Receive details of staff structure</p> <p>HT gave Governors a handout of the staff structure.</p> <p>Governor asked are the teachers all settled in their new roles?</p> <p>HT said that the teachers were enjoying it and were pleased with how well their new classes had settled.</p> <p>Governor asked were there any new teachers?</p> <p>HT confirmed no, there had just been some year group changes. Teachers are getting used to the new expectations of year groups but things are working well.</p> <p>HT said that SM was also doing two days teaching a week and that this was having a positive impact on the year group.</p> <p>A Governor commented that her child had very much enjoyed SM's class.</p> <p>Governor asked SM how does the job share work and the handover?</p> <p>SM said that there is a way they can keep in touch with messaging. There is also a programmed handover every Friday.</p> <p>Governor asked were there any challenges with availability of a DSL</p>	
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	<p>for safeguarding concerns as the SENCO is on maternity leave and SM is covering this as well as working two days a week in the classroom.</p> <p>HT said no, it was working well between them.</p> <p>SM added that any safe guarding issues are a priority so gets treated with high importance. There is always either the DSL or a deputy DSL free to deal with any safeguarding issue.</p>	
<p>6.</p> <p>6.1</p>	<p>Governance: Agree officers and governor/committee/panel membership and roles</p> <p>EY confirmed that these had been decided at the last meeting and were captured in the minutes.</p> <p>They are:</p> <p>JS – Remain as DTG and Health and Safety</p> <p>JH – Remain as SEN and take on LAC</p> <p>CM – Remain as Maths</p> <p>AB – Remain as Literacy but will take on Early Years</p> <p>EY – Remain as Safeguarding</p> <p>TW – Finance</p> <p>TW and CM – to work on SEFs</p> <p>TW – HT performance managers role – will need to do training</p> <p>CM - HT performance managers role</p> <p>Pay Committee – JS, JH and EY</p> <p>Website review: CM – Autumn JH – Spring EY - Summer</p> <p>EY confirmed all posts to the FGB and checked that there would be no conflict with the HT performance management meeting and the pay committee, as this contained different Governors.</p> <p>EY questioned whether the FGB would be able to manage an</p>	<p>Look back at previous minutes to see if the last clerk had mentioned Gvs from Junior Sch. - JH</p>

Approved by FGB/Signed by Chair:

	<p>appeal. JH said that the last clerk may have arranged with the Junior School that some of their Governors would attend one, but wasn't sure.</p> <p>EY explained that a science Governor would be appointed once more Governors had joined. And that pupil premium would become a focus for all governors, whatever subject they were monitoring as it is a high-profile group within the school.</p> <p>TW told the board her HT performance management training was due to take place on 12th and 19th October.</p> <p>HT confirmed that the HT performance management panel was booked for 30th November 08:30-11:30.</p>	
6.2	<p>Approve TOR for Pay committee and delegated powers</p> <p>Discussion took place as to whether the appendix section could be removed and it was agreed.</p> <p>However, EY noted there were still some TORs that needed still to be reviewed. These will be added to the next FGB meeting.</p> <p>The panel approved the Pay Committee TOR unanimously.</p>	<p>Send revised TORs for approval at next FGB. Clerk</p>
6.3	<p>Sign Registers of Pecuniary interests</p> <p>All Governors have done this except CM and the new staff Governor who will need to complete.</p>	<p>Pecuniary interest forms to be completed by CM & JC in time for next FGB - HT/Clerk</p>
6.4	<p>Agree Code of conduct</p> <p>The Governors code of conduct was unanimously adopted. Signed conduct forms were submitted from all governors present. CM and JC will need to complete these.</p>	<p>Conduct forms to be completed by CM & JC in time for next FGB – HT/Clerk</p>
6.5	<p>Agree External advisor for HT performance reviews</p> <p>HT and the Governors agreed that they should use the LLP Officer Ross Irving, as he knows the school well. A suggested plan for the review had been received from the LA and would be forwarded to the panel members of the HT panel.</p>	<p>Send HT review email to CM & TW - JH</p>
6.6	<p>Adopt HCC Governors good practice guide</p>	<p>Consider good practise guide</p>

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	<p>A good practice guide had not been sent out with the minutes. JH and the clerk believed that at another school a good practice guide was adopted that could be shared with Grange.</p>	- JH
6.7	<p>Confirm meeting dates</p> <p>EY confirmed the meeting dates with Governors and a new schedule of business will be sent out.</p> <p>Pay Committee was confirmed for 16th October at 10:00 and 19th December at 16:30.</p> <p>Governor asked whether the anonymous questionnaire regarding feedback on the fairness of pay would need to go out.</p> <p>HT said it would and then results can be heard at December's meeting. However, it was agreed by all that question 8 be removed as it doesn't add value.</p>	<p>Send out schedule of business - JH</p> <p>Liaise with HT on handing out survey- JS</p>
6.8	<p>Governor details/attendance to be updated on website</p> <p>Attendance has been completed and passed to the school to put on the website. The clerk informed the board this would be updated once she has details of the new staff Governor, Jenny Collinge</p>	
6.9	<p>Confirm details on Edubase are up to date</p> <p>The clerk informed the board this would be updated once she has details of the new staff Governor.</p>	
6.10	<p>Agree SEN information report 2017/18 for website</p> <p>This report was not available for this meeting. Governor explained that when the board received this information last year it was too late in the year. Therefore, it needed to be agreed in September.</p> <p>This will be carried forward to the next FGB.</p>	<p>Prepare report for next FGB. – SM</p>
6.11	<p>Approve safeguarding report by 31 Sep 17 – change of date.</p> <p>No questions were asked of the report as a detailed summary of evidence had been sent prior to the meeting Governors voted unanimously that they were happy to submit it.</p>	
6.12	<p>Agree Governor visits to be included on Monitoring Plan</p> <p>Governor suggested that once the SIP is given to Governors that everyone pick out things that would be appropriate to visit.</p> <p>Governor asked would they get the topic for staff meetings for them to attend?</p>	<p>Send topics of staff meetings to FGB – HT.</p>

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<p>6.13</p>	<p>HT said that it was unusual for FGB to attend every meeting. She needed to consider the wellbeing of the staff. Therefore, Governors should come to ones that are relevant. FGB agreed this was the right approach to take to staff meetings/pupil reviews and that attendance should be on a needs basis rather than a regular commitment from governors to attend.</p> <p>Governor asked whether they should attend staff and pupil conferencing.</p> <p>Governor suggested that the HT should reflect the pupil conferencing in the reports to FGB and the data should also reflect that.</p> <p>Discussion then took place amongst Governors as to the role of the governors in monitoring this year. The discussion centred around the fact that if certain monitoring actions were being carried out last year for Ofsted, why are they being stopped now? HT and JH explained about streamlining and whereas monitoring had focussed on all areas last year in the lead up to the inspection, this year it will focus on key target areas in line with the school Improvement Plan so that it can be much more focussed.</p> <p>Governor suggested that everyone looks at the SIP. If the Governor feels it will triangulate by attending they should do it. It was agreed the visits would be discussed next FGB.</p> <p>There were no comments or questions on JH's visit report.</p> <p>Governor Vacancies</p> <p>Clerk explained that she had received an email from Governor Services asking about the Governor vacancies and what the FGB was doing to recruit.</p> <p>HT confirmed that a new staff Governor had been elected Jenny Collinge.</p> <p>There was still then one Co-Opted vacancy and one parent vacancy.</p> <p>Governors asked if there could be a letter sent to new parents asking if they would be willing to take part. EY and AB said they could be on hand to answer any questions, as it was recognised that parents could be put off by the commitment.</p> <p>JH also explained there is a SGOSS – School Governor One Stop Shop that they have advertised on to fill the Co-Opted vacancy.</p>	<p>Advertise parent Gov position. - HT</p>
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7.	<p>FGB Meeting Minutes 18th July 2017:</p> <ul style="list-style-type: none">Approval and Matters Arising <p>TW raised that on page 9 the answer to the question she asked was not clear. The wording was slightly changed on this.</p> <p>JH also pointed out the colour for challenge and support was incorrect. This was manually amended.</p> <table><tr><th>Action Number</th><th>Agenda item</th><th>Action Details</th><th>Responsibility</th></tr><tr><td>32</td><td>5</td><td>Review physical restraint log (termly) and report to GB</td><td>JH – Carry forward</td></tr><tr><td>35</td><td>7</td><td>Send governors draft report on governor activities for the web site by 31/7/17</td><td>JS – Closed</td></tr><tr><td>53</td><td>8.2</td><td>Add Visits to agenda and check on EY's visits and report back</td><td>Clerk - Completed</td></tr><tr><td>55</td><td>6.1</td><td>Update Governor action plan</td><td>Chair – Completed</td></tr><tr><td>56</td><td>6.2</td><td>Amend meeting dates</td><td>Chair – Completed</td></tr><tr><td>57</td><td>6.2</td><td>Send out schedule of business</td><td>Chair – Carry forward</td></tr><tr><td>58</td><td>6.5</td><td>Review and amend Gov Induction</td><td>CM -Carry forward</td></tr><tr><td>59</td><td>7</td><td>Look at minutes and feedback on item 35</td><td>Chair – Completed</td></tr><tr><td>60</td><td>9</td><td>Amend and re send H&S Policy – to be reviewed next FGB</td><td>HT – Completed</td></tr></table>	Action Number	Agenda item	Action Details	Responsibility	32	5	Review physical restraint log (termly) and report to GB	JH – Carry forward	35	7	Send governors draft report on governor activities for the web site by 31/7/17	JS – Closed	53	8.2	Add Visits to agenda and check on EY's visits and report back	Clerk - Completed	55	6.1	Update Governor action plan	Chair – Completed	56	6.2	Amend meeting dates	Chair – Completed	57	6.2	Send out schedule of business	Chair – Carry forward	58	6.5	Review and amend Gov Induction	CM - Carry forward	59	7	Look at minutes and feedback on item 35	Chair – Completed	60	9	Amend and re send H&S Policy – to be reviewed next FGB	HT – Completed	
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8.	<p>Agreed Urgent Business:</p> <p>All urgent business was covered in different sections.</p>																																									
9.	<p>Policies for approval/ratification</p> <p>Adopt Manual of Personnel Practice - was approved unanimously by the FGB.</p> <p>Adopt Manual of Finance Practice and Procedure was approved</p>																																									

Approved by FGB/Signed by Chair:

	<p>unanimously by the FGB.</p> <p>Pay policy</p> <p>The following points were raised by Governors and will need to be amended:</p> <ul style="list-style-type: none"> - Key objectives would need changing to match the SIP. - Appendix one – hours of teaching need to be reviewed. - Appendix 2 – number of teachers for year 1 is incorrect. <p>Governor asked why there was no literacy payment.</p> <p>HT explained that it is part of SMs deputy role.</p> <p>Governor Visit Policy and procedures</p> <p>Carry forward to next FGB.</p> <p>Governor Induction procedures (Action from July FGB)</p> <p>Carry forward to next FGB</p> <p>Health and Safety Policy (Action from July FGB)</p> <p>Governor asked who checks that staff complete the display equipment set up e learning and the workstation assessment?</p> <p>HT explained that Sue Fairs has a training log which holds this information.</p> <p>Governor asked who carries out the risk assessments and keeps the BU diary.</p> <p>HT said that Sue Fairs does.</p> <p>Governor asked if the mobile phone policy should be on this policy?</p> <p>EY felt that it was better place on the Safeguarding policy.</p> <p>Governor asked is the violent incident, restraint log taking place.</p> <p>HT said yes it was.</p> <p>The Health and safety Policy was unanimously approved by the FGB.</p> <p>JH explained that in the policy planner it identified statutory and other policies, and when these would need to be reviewed. JH said that the approval of these was now out of kilter.</p>	<p>Amend pay policy and bring to next FGB – HT</p>
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	<p>Governor said that they thought depending on the focus of the meeting the appropriate policy would be reviewed.</p> <p>Governor suggested that a column showing the date of approval is added to the planner.</p> <p>It was agreed that the policy should reflect the focus of the meeting. Any additional policies should be added in where there is room. It was also agreed that policies should be reviewed short of the year to get things back on track.</p> <p>HT said once this policy planner was completed then it should be passed to Sue Fairs.</p>	<p>Make amendments to policy planner – JH – then send onto TW.</p>
10	<p>Correspondence: The chair confirmed recent communications sent out.</p> <ul style="list-style-type: none"> Schools communications 	
11.	<p>Items for the Next FGB Agenda 17th October 2017 at 5.30pm</p> <p>FOCUS: Safeguarding, School Improvement Plan, Governor monitoring plan, governor training</p> <ul style="list-style-type: none"> Safeguarding Governor annual report/Prevent update Approve new SIP 17/18 Governor Training including WGB topic – JS explained she would not be at the next meeting but would send to the chair for the next FGB. Arrangements for GB skills audit Agree GB Development plan Agree governor monitoring plan Governor term dates/vacancies Approve TORs <p>Verbal HT report:</p> <ul style="list-style-type: none"> SIP review Attendance and Exclusions <p>Policies</p> <ul style="list-style-type: none"> School web site check Statement of Allegations against staff Allegations against pupils Safeguarding Child Protection <p>One last point raised by TW – she is attending the Patch Forum and the topic is staff wellbeing. She told Governors that she would say that this FGB is visible, friendly and approachable. The FGB carries out stakeholder engagement and has approved for team building day</p>	<p>Send Gov Training info to Ch – JS</p>

	<p>funding.</p> <p>FGB agreed that this was reflective of the FGB.</p> <p>FGB also agreed that would approve funding for another team building day.</p>	
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ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
1	5.2	Make amendments to the SIP and send to Govs.	HT
2	6.1	Look back at previous minutes to see if the last clerk had mentioned Govs from Junior Sch.	JH
3	6.2	Send revised TORs for approval at next FGB.	Clerk
4	6.3	Pecuniary interest forms to be completed by CM & JC in time for next FGB	Clerk/HT
5	6.4	Conduct forms to be completed by CM & JC in time for next FGB	Clerk/HT
6	6.5	Send HT review email to CM & TW	JH
7	6.6	Consider good practise guide	JH
8	6.7	Liaise with HT on handing out survey-	JS
9	6.7	Liaise with HT on handing out survey	JS
10	6.10	Prepare SENCO report for next FGB	SM
11	6.12	Send topics of staff meetings to FGB	HT
12	6.13	Advertise parent Gov position.	HT
13	9	Amend pay policy and bring to next FGB	HT
14	9	Make amendments to policy planner then send onto TW.	JH
15	11	Send Gov Training info to Ch	JS