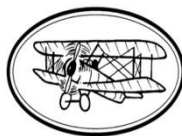


Grange Infant School, Franklin Road, Gosport. PO13 9TS,



Minutes of the Grange Infant School meeting of the Full Governing Body held virtually on Tuesday 16th June 2020 5.30pm

Present:

S Duffy (HT)	Headteacher
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)
R Evans (RE)	Co-Opted Governor

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

Apologies : None

Absent: None

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action
1	Welcome and Apologies for Absence: The chair opened the FGB meeting at 5.30pm the clerk declared the meeting was quorate.	
2	Declarations of Pecuniary Interests: None	
3	Agree Any Other Urgent Business: None	
4	HT verbal report HT told the GB that the school has between 93-100 children attending. There are: <ul style="list-style-type: none">- 4 key worker bubbles- Two year 2 bubbles- One year 1 bubble	

Approved by FGB/Signed by Chair:

Date:

	<p>- One year R bubble</p> <p>Two of the bubbles are full and some are close to capacity. If this is reached, then the school may need to consider a waiting list. The bubbles are working well. The HT said that she has a weekly meeting with teachers and TA's to talk about what is working well and what needs to be tweaked. Parents have been positive also about how it is working. HT asked the staff governor and parent governor for their feedback. Governor said that they feel the team is working well. At the beginning she was unsure how the children would take to it, but they have done really well and there has been no fussing. The cleaning and timings for drop off and pick up have also worked well. Governor said her son enjoys the fact that he has his own space and is enjoying being back at school. Governor also added that there have been positive comments from parents on Facebook. HT added that it shows how much the small classroom sizes have benefitted socially and emotionally as well as giving access to learning.</p> <p>HT said all staff are happy and supported. They have the opportunity to raise any concerns, issues, or ideas. The bubbles each have 2 staff, so they have the day to day support from each other. Governor asked when year R and year 1 returned why did the school not remove those in key worker groups in those year groups to assimilate the bubbles. HT said that the school is only open Monday – Thursday for year R and 1. Key workers need the childcare on the Friday which the school offers in the key worker bubbles only and therefore cannot mix the bubbles.</p> <p>With transition the HT has been communicating with HIAS regarding her plans. Normally over this 6-week period leading up to the end of term, the school would see the new year R children every week and would meet parents. However, this has all had to be done virtually, but it is working well. These children have been signed up to Class Dojo. Any communication to the children is filmed and made available on the school's private you tube channel. Scrap books and craft packs have been given to the children as a small summer project that they can bring into school when they start. The classes for the new year R have gone to parents and there has been no comments about the new year R/1 class. The virtual transition has been good, it is not the same as seeing the children but has enabled the school to welcome the children and parents.</p> <p>Year 2 children will not be returning but HT already has a plan to ensure they get to say goodbye as she feels it is not right that they do not get this chance. Government have confirmed that Year 2 can come back for transition and this plan has been talked through with HIAS. Grange does not have room to take year 2 back fulltime, some other schools are closing down for other years before the end of term to get year 2 in. HT feels that this is not following the guidance to not disrupt priority groups. Therefore, HT will be holding a day camp for year 2. There will be two groups per class, plus a third key worker group. The plan is for them to come in for one day to see teachers and classmates. The Junior school will send over their new teachers for year 3 who will be able to introduce themselves as they will be socially distancing. This day camp would take place outside, so the downfall could be the weather. However, the HT has planned in a contingency date and says that she will make parents aware. The school will also be creating a year group book and leavers T shirts for year 2.</p>	
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	<p>Governor asked how many are moving onto Grange Juniors. HT said all apart from 3. Governors agreed with HT plans and said year 2 must get the opportunity to say goodbye.</p> <p>Grange Juniors are doing the same for year 2 as Infants is doing for year R. The transition includes online video's and introductions. Grange will be sending the year 2 class to year 3 in the same classes. This is because it is a good mix of children and they have only been together for half a term. This will also support emotional wellbeing.</p> <p>HT added that it is a strange time as the school needs to keep running but be ready for potentially normal school in September. Children in school have been amazing and resilient and there has not been many issues.</p> <p>The behaviour policy has changed and there are three children on part time timetables as they have not coped. These are children who do need to be in school, so the compromise has been to reduce their timetable. There have been no racist incidents since last reported.</p> <p>Governor said that all the communication with year R has been very good. They suggested that it was worth doing next year for those full timers who cannot make everything. HT agreed.</p> <p>Governor asked if the school has been able to communicate with the preschools. HT confirmed yes and there has been virtual meetings taken place.</p> <p>Governor asked what the new cohort is like. HT said that there are 12 EHCPs, which is not as many as last year but is a considerable amount. HT suggested that it could get to a point where the school says that they are unable to meet the children's needs for any new EHCPs.</p> <p>Governor asked if the school will be having a longer transition period. HT said yes as normally home visits would have taken place by now. HT is planning on a two-week window for transition which could be phased.</p> <p>Governor said that the government is reviewing the 2-metre rule to see if it can drop to 1 metre. Would this impact the school. HT said she did not think so as some of the bubbles have 12 children in and are not physically 2 metres apart. The guidance from LA is to make reasonable attempts to keep the distance.</p> <p>SIP Update HT explained that for next year the SIP objectives are likely to be similar as this year. She then gave an update on where the school is with targets:</p> <ul style="list-style-type: none"> - Skills progression is in place. - Learning journey power points in place. - Formative assessment was taking place by tracking key children but due to Covid-19 this was not able to be completed. - Impact of curriculum against drivers and how it supports culture capital – meeting held with HIAS to begin this. - Forest schools – using aspects of this and still looking to see a school with Forest schools. 	
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	<p>Governor asked if the HT had earmarked part of the budget for Forest Schools. HT said this would come under training.</p> <ul style="list-style-type: none"> - Support to Inclusion securing EHCPs - Team Teacher training was carried out. - Identifying learning opportunities during performance management which has been identified but not all was able to be carried out. - Vision and values in place but it needs to be looked at as to whether there is consistency and if they have been embedded. - Planning meets the needs of the children – evidence found in data and books but due to Covid-19 there is no data. HT said the government does not expect any data. - Improving outcomes of children – unable to validate as no data. - Phonics – key children identified for catch up – but no data to validate. - School to school review – HT had completed one review for another school and set up one for a school. Grange's review now on hold. <p>Governor asked if there had been engagement from the Junior School with regards to transition. Governor said there is a planned transition day for year 2 to year 3 where teachers will communicate.</p> <p>Governor said that it is has been reported that some children are doing no work and are not engaging. They wanted to know whether that was the case at Grange. HT said that a lot have been accessing and uploading work, where as there is a small group who are just watching and not engaging. All teachers are calling home to check on children and welfare checks are carried out weekly. Doorstep visits are also carried out and referrals made to children services if serious. Governor was glad to hear that most have engaged.</p> <p>Staff structure HT said that staffing is stable. Two TAs have recently left, when one left previously two new TAs were appointed. There is one teaching leaving and apart from that there are not many changes. Governor asked if TAs had moved with children. HT said no as it is recommended that a change of TA is best, HT is confident that she has a good mix of staff.</p> <p>Governor queried cover for one class. HT confirmed that one TA has two afternoons' off a week as privately requested.</p> <p>Finance Governors have viewed the reports and have no questions. HT reported no major changes. HT said that the reports could be moved on the schedule of business to ensure that this gives the GB good information, this will be looked at.</p>	Review sch of bus – HT and EY
5	<p>LAC Report</p> <p>SM explained that it is a statutory requirement to report to the GB about the practices around LAC. A PEP is created for those in care and is a statutory document which is updated termly. However, it has been noted that those who leave care then get lost without this PEP and it is solely down to the school to monitor. Therefore, there maybe more changes to monitor this further, including a PEP for those who have left care.</p> <p>Governor asked is the funding for those children in and out of care the same.</p>	

	<p>SM explained that it was different, those in care had a secured fund.</p> <p>SM said in Grange there is 4 children post LAC on SGO's and 1 LAC. There are no year R children that are joining who are LAC. 4 out of the 5 of the children are currently in school and have been from the start, during the pandemic. 1 child is under a care order and the school have tried to get the child to attend school. However, they have been unable. For the child who is LAC the school are trying to secure summer provision for the child.</p> <p>Governor asked are there any benefits evident from the increased detail and time input for the PEPs and have the changes introduced benefitted GIS in any way. SM said that the PEP is statutory and has to be maintained. LA have the duty to lead and the virtual school can step in. This PEP ensures accountability and links to the HIP plan and IEP, children are also actively involved in creating it.</p> <p>Governor asked what benefits SM foresees if Virtual Schools do introduce post LAC PEPs. Is there a risk of SM having an increased demand in terms of workload/time for minimal identifiable benefit to the school/the child. Or is this a gap that you think is appropriate to fill. SM said that would be the case but not for next year as 3 children are moving on. However, with the introduction of this for post LACs it ensures continuity of care and this trail of evidence is important.</p> <p>Governor asked what SEMH support has the school been able to offer during the COVID-19 crisis for children like child A & C. SM said that currently there is no Nurture programme running but those staff who have the training are using elements of this. Children can also access the ELSA. SM has also tried to get links with Hants youth access for counselling.</p> <p>Governor asked in relation to child B, where the family has declined a place, does the school have good dialogue/engagement with the family during lockdown to satisfy any safeguarding or post-LAC responsibilities. SM said that all contact has been documented and the family have said they are fine with home learning and want to keep the child at home, which is their parental preference.</p> <p>Governor asked if there was support for SGO's. SM explained that there is a LA SGO support group which 2 family's access, but one family works and is unable to access it, so SM is looking for another option, such as EHH.</p> <p>Governor questioned how much of the pupil premium funding goes towards the child. SM said that the LAC receives a home designated grant which is protected funding and can only be used on the child. The pupil premium funding can then be used for interventions, provision, and dedicated ELSA time. Governor then asked if the figures of £3387 per child was misleading. SM this shows the designated grant and the pupil premium funding. Governor said it would be clearer if it showed shared funding.</p> <p>SM said that parents are happy with how the money is allocated and spent. However, the Juniors do it different to the Infants. SM does try to manage expectations, but this has caused issues in the past.</p>	
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6	<p>Governance:</p> <p>Website Check JH has carried out the website check and will submit her report, but she noted key documents that had been done but were not on the website. HT was unaware of this and will deal with it.</p> <p>Governor said that the website states that the breakfast club for forces is open, but it has closed. HT said TG's have not taken over the provision yet and the breakfast club is still open and is being run by HT and SM. HT said moving forward money for forces children will not be spent on provision but for a party or picnic every term .</p> <p>Governor training, including Pay committee and HTPR requirements RE is booked to attend HTPR training.</p> <p>Agree Governor training and development plan RE and EY will meet to discuss the way forward with this.</p> <p>Review arrangements for new governors and induction The chair created a new induction pack which was being trialled on the new governors however this has not been reviewed. It is on the G drive for governors to review. This will be discussed further in the Autumn term.</p> <p>Discuss governor monitoring plan and agree monitoring for this term Due to Covid-19 no visits were able to take place and will not be until at least the Autumn term.</p>	<p>Send website check report – JH Look into missing documents on web – HT</p>																				
7	<p>FGB Meeting Minutes and confidential minutes 20th May 2020</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> <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>33</td><td>4</td><td>Create IT strategy</td><td>SF and HT – Carry Forward</td></tr><tr><td>37</td><td>6</td><td>Review SIP doc</td><td>HT, EY and JH – Carry Forward</td></tr><tr><td>39</td><td>7</td><td>Set up mtg (confidential)</td><td>HT – Completed</td></tr><tr><td>42</td><td>9</td><td>Feedback on changes to Managing attendance policy</td><td>HT – Carry Forward</td></tr></table>	Action Number	Agenda item	Action Details	Responsibility	33	4	Create IT strategy	SF and HT – Carry Forward	37	6	Review SIP doc	HT, EY and JH – Carry Forward	39	7	Set up mtg (confidential)	HT – Completed	42	9	Feedback on changes to Managing attendance policy	HT – Carry Forward	
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	43	5	All Gobs to read docs about Return to School	All Gobs - Completed		
	44	5	Write to staff to give thanks from GB	Chair - Completed		
	<p>Action 42 – HT has still been unable to find anymore information about Jackie's law and is unable to contact EPS during this time. JH will re send information to HT and HT will pick this up when she can with EPS.</p> <p>RE wanted to apologise for his non-attendance at the last two meetings, due to other priorities he has been unable to attend.</p> <p>Grange Junior school have recently started face to face governor meetings and it was put to the GB whether or not Infants should. GB felt that this would contaminate certain areas of the school and bubbles and the GB would continue with virtual meetings. To be reviewed in September.</p>					Resend info on Jackie's law to HT – JH
8	<p>Policies for approval No policies for approval this month just those noted for auditing purposes:</p> <ul style="list-style-type: none"> • Physical Restraint • First Aid • E-safety • Sun Safety 					
9	<p>Agreed urgent business</p> <p>None</p>					
10	<p>Items for the Next FGB Agenda 14th July 2020 at 5.30pm.</p> <p>Focus: EOY data and Annual Review, Provide strategic targets for 2019/20</p> <p><u>HT Written report to include:</u></p> <ul style="list-style-type: none"> • EOY Data • Attendance (staff & Pupil) • Exclusions • Compare SATs results to targets • Professional day closures next academic year <p><u>Governance:</u></p> <ul style="list-style-type: none"> • Governor monitoring completion 					

Approved by FGB/Signed by Chair:

Date:

	<ul style="list-style-type: none"> Dates for next year Officers for next academic year Schedule of Business for 2019/20 Agree SEN Information Report (for website) <p>Policies for approval</p> <ul style="list-style-type: none"> School Behaviour, including written statement Home School Agreement <p>For auditing purposes:</p> <ul style="list-style-type: none"> Medicines Homework Staff Sickness & Absence <p>The meeting ended at 19:05pm.</p>	
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ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
45	4	Review schedule of business	EY and JH
46	6	Send website check report	JH
47	6	Look into missing documents on web	HT
48	7	Resend info on Jackie's law to HT	JH

Approved by FGB/Signed by Chair:

Date: