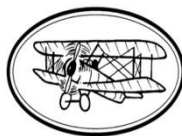


Grange Infant School, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 22nd January 2019 5.15pm**

Present: S Duffy (HT) Headteacher (arrives 5.30pm)
E Yeats (EY) Parent Governor (Chair) (arrives 5.30pm)
J Heath (JH) Co-opted Governor (arrives 5.50pm)
J Shearsmith (JS) Co-opted Governor
T Woodcock (TW) Local Authority Governor (arrives 5.30pm)
S.Lee (SL) Parent Governor
R. Feilder (RF) Co-Opted Governor (arrives 5.30pm)
J.Collinge (JC) Staff Governor (left 6:59, returns 7:10pm)

In Attendance: C Harman (clerk) Local Authority Clerk (arrives 5.30pm)
C Cave (CC) SENCo (left at 6:05pm)

Apologies : S Myers (SM) Co-Opted Governor

Absent: None

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action Points
1	SEN Book Look JC, SL and JS did a SEN Book Look with CC reviewing the books of SEN children to see if progress is made. JS will write up the book look as a record of what was discussed.	Write up Book Look - JS
2	Welcome and Apologies for Absence: The clerk, HT, EY, TW and RF arrived at 5.30pm. EY opened the meeting at 5.32pm and welcomed everyone. Apologies were received and accepted from SM. The new governor that joined last month, Beth Challoner, has resigned as she felt that it would be too much of a commitment alongside her	

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	other job. That means that Grange are still looking for another Governor, EY asked the HT to ask the office if they could prepare the parent poster previously sent to them to see if it attracts a parent to join. HT will also pick up on the other lead she had with a naval man.	Advertise for a parent Gov - HT
3	Declarations of Pecuniary Interests: TW has previously informed that she is employed by Governor Services so there is an interest when discussing the training subscription. .	
4	Agree Any Other Urgent Business: EY needs to discuss the May FGB date during this section. JS says she also needs to speak with Sue Fairs regarding GDPR further. It was agreed that this would be discussed at the next meeting.	
5	<p>DHT Inclusion Reports: All reports were submitted in advance and Governors were invited to ask questions.</p> <p>SENCo annual report (for 2017/18)</p> <p>Governor said that on page two it said the number of children with SEN were 47 but the rest of the numbers did not add up. CC confirmed that the figure 31 should be 45</p> <p>Governor asked is the same transition work carried out with other schools as is with Grange Juniors? CC said it was if there was a high level of need. CC explained that during transition to Grange Juniors there are several visits carried out. If the child has a lot of anxiety, then additional visits with the ELSA's are planned. If there is a high level of need both the teachers and the TAs will get to know the child and visit them. A Transition Provision Agreement can be put in place with consultation with the parents, targets and the provision are agreed to make the transition a success. Year 3 teachers will meet with the year 2 teachers to discuss the child, all information gets passed to the new SENCo and both SENCo's will meet to discuss the child. With other school's CC will work with the new SENCo to ensure the transition goes well.</p> <p>Governor said that it was good that each transition was individualised.</p> <p>Governor asked whether it is appropriate to make the link of the crossover into the Nurture programme when discussing SEN? HT said it would be good to mention it as it is all part of the provision and would paint the whole picture. Any child receiving Nurture will be on the SEN register and the programme will be an extra part of their provision.</p> <p>Governor asked whether it is difficult for the SENCo to know what part of the provision has worked the best? CC explained that Nurture</p>	

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	<p>has an impact on the child's ability to learn and to be in the right place to learn. The child has a Boxall report at the beginning and end of the programme to help analysis. Nurture will help improve the child's social skills which means that key interventions have more of an impact.</p> <p>HT asked CC what she see's as the biggest SEN need at Grange. Often it is seen that behaviour is but that is not often the case. CC explained that most children on the SEN register have cognition and learning difficulties which mean that they are developmentally behind. Those with SEMH and behavioural needs are not the largest group but have the biggest impact. Governor explained that that those with cognition and learning tend to be quiet by nature also.</p> <p>SEN provision review</p> <p>Governor asked whether the 4 children with EHCP's would remain in main stream? CC explained that none of the 4 children are waiting for any placements and would remain in main stream. There are 2 in year R and 2 in year 2. All are doing well. Reviews of their EHCP are done annually, and nothing has changed in terms of needs of their placement.</p> <p>Governor asked if there were any children currently who CC would anticipate needing an EHCP. CC said that there were currently 5 EHCPs, including 1 in progress, and 1 child in year R that she anticipates may need an EHCP.</p> <p>Governor asked how many SEN children does the school not have funding for? CC said none, those who are awaiting an EHCP are being funded from the SEN budget. All children are supported through the SEN budget but the school tops this up from the main budget to cover the ever-growing need across the school</p> <p>JH arrived at 5:50pm</p> <p>Nurture Update</p> <p>Governor asked when the child leaves the programme is the child monitored to see if the process is sustained? And would the child go back if needed. CC said yes and if there was a need to go back, they would be assessed.</p> <p>Governor said on page 3 it discusses monitoring and, in this area, there were no development areas, is that right? As SM was unable to attend the meeting HT will ask SM to feedback.</p> <p>Governor asked with the tracking document is it all phonics? CC said mostly literacy, not all phonics. Governors felt that SM's report was very informative and spoke about all 7 children. It demonstrated progress and showed the GB that Nurture was having an impact. HT explained that Nurture is becoming a lot more popular amongst schools because budgets are tight and schools are looking at</p>	<p>Ask SM to feed back to Gobs if there are any development areas in Nurture – HT</p>
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	<p>alternative ways to find the best provision for children Governors felt Nurture showed a real area of strength and development, well done.</p> <p>Evaluate resourcing and budget control of SEN provision and impact of funding</p> <p>Governor asked if some of the hours in the SEN provision are included in the main budget? CC had a discussion with the Finance Officer about this and concluded that because it is difficult to work out and assign hours there may be some crossover with Pupil premium and the main budget. The GB recognise this is a challenge and that finance reports include breakdowns which are as accurate as possible.</p> <p>Governor was concerned about the income versus the balance and the fact that the school is spending more than they get in. HT explained that the school has to over spend in some circumstances, but this is not as much as some other schools who are in a worse position. Some other schools get additional grants for SEN funding, which the HT has just found out about. This relates to additional funds for schools whose % of SEN children is well above average. There seems to be never enough funding given to SEN, the school does consider whether this is over spend is sustainable, but it has to be done for the teaching and learning and for the children. Governor queried when Grange would get the extra funding for SEN as this is already at 26%. HT explained that she needs to look into this. Governor commented that if schools are not rigorous in taking children off the SEN register this could be giving a false percentage.</p> <p>Governor asked with regards to the balance is this delivering a real need or what the HT believes the school can afford. HT said if a child needs an adult for support, they get it before anything else. Governor asked if a child is taken in midterm does this mean the budget would go up. HT said yes spending would go up, sometimes some money is transferable between schools.</p> <p>Governors concluded that the budget is good and thank the staff for all the work that Grange do to give the children what they need.</p> <p>CC left the meeting at 6:05pm</p> <p>HT verbal report - Impact Sports Premium</p> <p>Governor asked how long the sports premium funding would continue. HT explained that this is uncertain at present Governors agreed it is good to make the most of it while the school has it.</p> <p>Governor asked on page 3 it mentions the fee payment for the anomaly TV. Is this an ongoing payment and is the TV value for money? HT explained it is an ongoing payment, the TV has improved better understanding and improvements in engagements from</p>	<p>Look into additional extra funding for SEN - HT</p> <p>Feedback to Gobs on whether anomaly TV is value for money – from the parent’s survey - HT</p>
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	<p>parents, but HT will need to look at the value of the programmes run on it. Governor queried why this comes out of the sports premium? HT explained that the media displayed on the screen is designed to educate about healthy lifestyles and fitness. HT will be running a survey to understand if parents are using the TV and will feed back to Governors.</p> <p>Governor queried why this budget was over spent? HT explains that she gets what she feels the school needs and can afford. Governor asked if the over spend on the budget prevented the HT from purchasing other sports related items? HT explained that it doesn't, and she can get what the school needs within reason. A company called Lunch UK will be reviewing lunchtimes, the food and helping the HT to challenge on food standards as well as ensuring best value for money and more outdoor activities.</p> <p>Governor asked what were Family Link courses? HT said that these courses had made a big difference. They are accredited parenting courses where parents have been signposted from the early help hub. It covers healthy living and lifestyle as well as wellbeing.</p> <p>Governor asked if the number of pupil premium children attending clubs had gone up? HT said it had. HT also said she was finding it difficult to get outside clubs in for example football. The company last used for football, let the school down, however parents would like to see a football club. Governor asked if the school could use county sports coaches? HT said this used to be offered by the county, but this has now disbanded. Grange however does have an independent coach that does P.E. Governor said the sports coach did the P.E. curriculum last year will they be doing the same this year? HT explained that the role will slightly change, they will be doing coaching with teachers and TAs and will also be doing an after-school club.</p>	
6	<p>Governance</p> <p>Discuss and agree LA clerking service The clerk left the room whilst this was discussed. The GB have discussed the clerking service and have agreed to continue with no changes.</p> <p>Discuss and agree governor training package subscription EY said that subscription is £1525 a year, if a GB takes this up on average, they save around £800. The GB agreed to continue with the training package subscription.</p> <p>Governor Training and ensure WGBT booked (by 31st Jan) Delivering Outstanding Governance has been booked for 12 Feb 19 5.30-7.30. TW will be unable to attend.</p> <p>Discuss governor monitoring plan and agree monitoring for this term – SD to provide details of relevant events/meetings for planning monitoring visits.</p>	

	<p>HT has reviewed the monitoring plan and ensured it is triangulated with the SIP. The following monitoring has been assigned:</p> <p>Meet with Maths lead – RF Meet with English lead – JS Meet with pupil premium lead – JC and JH Attend pupil premium strategy meeting – JH Curriculum walk with CC – EY Staff meetings – All Gobs to attend when can – EY reminded not to turn up to every meeting to over load staff.</p> <p>HT said this monitoring will ensure the GB is on track. Governor asked if the milestones document will be updated? HT said this will be updated as we go along, and she will re send it to Governors.</p>	<p>Email Gobs with contact details for leads – HT</p> <p>Arrange date for strategy meeting – HT</p> <p>Re-send Milestones document to Gobs - HT</p>												
7	<p>Governor Feedback (Formal & Informal)</p> <p>TW and JH did a learning walk on vision and values which is nearly ready to send to Governors. HT said she has already changed some of her displays. Every week the children learn a value in assembly then during that week they discuss and reflect on it.</p> <p>JS will write up the book look done today.</p> <p>TW had lunch with the children and sat at the top table. Children on packed lunches and school dinners are now mixed and so are classes. Juice has been changed to water in jugs with glasses for children to do themselves. All children at the top table knew why they were there.</p>													
8	<p>FGB Meeting Minutes 20th November 2018</p> <p>The minutes were unanimously approved by the Governing Body and signed by the chair.</p> <ul style="list-style-type: none">Approval and Matters Arising <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 – Carry Forward</td></tr><tr><td>23</td><td>5</td><td>Discuss monitoring and feedback on reading</td><td>SL and EY – Carry Forward</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 – Carry Forward	23	5	Discuss monitoring and feedback on reading	SL and EY – Carry Forward	
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	33	4	Look into RF and Tw attending EFS finance training	SF - Completed
	34	4	Book in SFVS	TW and RF - Completed
	36	4	Relook at benchmarking and questions	TW – Completed
	37	5	Send emergency plan to Govs	SF – Carry Forward
	39	7	Liaise with HT over attending values assembly	RF – Carry Forward
	42	4	Send early years data to Govs	HT - Completed
	43	4	Ask SENCO to produce report for next FGB and for every HT's written report	HT - Completed
	44	5	Book WGBT	RF - Completed
	45	5	Consider groups for WGBT	RF - Completed
	46	9	Send attendance policy to clerk	SM - Completed
	47	9	Send attendance policy to Govs	Clerk - - Completed
	48	9	Respond to attendance policy by 4 th Jan	All Govs - - Completed
<p>In relation to action number 33, EPS can do Finance training, but it would be for the whole GB. The GB agreed this would be useful. It was confirmed this will not be an additional cost as it is part of the SLA.</p> <p>With action number 42 HT gave Governors early years data and summative assessment. Governors should review the information and submit any questions before the next FGB to be discussed then.</p>				
<p>Contact Sue Fairs to set up Finance Training - RF</p> <p>Review early years data – All Govs</p>				

	With action number 48 EY told Governors where possible to meet the deadlines. It's important that the GB is up to date. The comments on the attendance policy will be reviewed and discussed at the next FGB.	
9	<p>Agreed Urgent Business:</p> <p>The May FGB date will need to be changed as it is during half term. It has been agreed to change it to 21st May 2019.</p> <p>JC left the meeting at 6:59 so that the HT could have a confidential discussion with the GB which would be a pecuniary interest for JC. The minutes continue a separate confidential record.</p>	
10	<p>JC returns at 7:10pm</p> <p>Policies for Approval</p> <p>SEN Policy - The GB unanimously approved this policy.</p> <p>Freedom of Information - The GB unanimously approved this policy.</p> <p>Governors had a robust discussion on whether the FGB minutes should be available on the website. HT feels by putting them on the website it is showing that Grange is open and honest. Governors agreed that the FGB minutes should remain on the website.</p> <p>Teaching & Learning – The GB unanimously approved this policy.</p> <p>Marking & Feedback – HT explained that this policy was finalised at the twilight session and has just been finished. HT has spent a lot of time getting this as clear as possible. Governors were given a copy and must return feedback on this by 01 March 2019. Any questions or concerns will be discussed at the next FGB.</p>	Feedback on Marking and Feedback policy by 1/3/19 – All Gobs
11	<p>Correspondence:</p> <p>The chair confirmed recent communications sent out.</p> <ul style="list-style-type: none"> Schools communications 	
12	<p>Items for the Next FGB Agenda 12th March 2019 at 5.30pm at the school.</p> <p>Focus: Data</p> <p>HT Written report to include:</p> <ul style="list-style-type: none"> Phase 2 Data Attendance (staff & Pupil) Exclusions 	

	<ul style="list-style-type: none"> • Agree updated Equalities Information & progress against objectives for publishing (new objectives every 4 years) <p>Governance:</p> <ul style="list-style-type: none"> • School Website Check <p>Policies for approval:</p> <ul style="list-style-type: none"> • Governor Expenses • Equality, including annual objectives • Accessibility Plan • Attendance • Marking and Feedback <p>For auditing purposes</p> <ul style="list-style-type: none"> • Complaints • Best Value • Collective Worship • Toileting • Food <p>Traffic Management</p> <p>The meeting ended at 7:17pm</p>	
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ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
49	1	Write up Book Look	JS
50	2	Advertise for a parent Gov	HT
51	5	Ask SM to feed back to Govs if there are any development areas in Nurture	HT
52	5	Look into additional extra funding for SEN	HT
53	5	Feedback to Govs on whether anomaly TV is value for money – from the parent's survey	HT
54	6	Email Govs with contact details for leads	HT
55	6	Arrange date for strategy meeting	HT
56	6	Re send Milestones document to Govs	HT
57	8	Contact Sue Fairs to set up Finance Training -	RF
58	8	Review early years data – All Govs	All Govs
59	10	Feedback on Marking and Feedback policy by 1/3/19	All Govs

Approved by FGB/Signed by Chair:

Date: 12/03/18

Page 10 of 10