



Minutes of the Grange Infant School meeting of the Full Governing Body held at the school on Tuesday 4th April 2022 5.15pm

Present:

S Myers (SM)	Headteacher (left 6:45pm returned 6:46pm)
R Feilder (RF)	Co-Opted Governor
K. Garwood (KG)	LA Governor
E.Yeats (EY)	Co-Opted Governor (CHAIR)(left 5:48pm returned 5:49pm)
V.Sharp (VS)	Co-Opted Governor
C.Rutherford (CF)	Co-Opted Governor

In Attendance:

C Harman(clerk)	Local Authority Clerk
E Poate (EP)	Assistant HT

Apologies :

P Ashby (PA)	Co-Opted Governor
J.Hanlan (JH)	Parent Governor

Absent: None

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action
1	<p>Maths presentation</p> <p>EP said that the vision for Maths at Grange was to create mathematicians who are independent and able to solve problems themselves. EP explained that post Covid it was key that Maths was taught in a broad and balanced way. After Covid the focus has been plugging gaps. However, this year Grange has gone back to the original ethos. Children do most of their learning through investigation and problem solving. The cycle for Maths learning means that the learning comes round often which means there is less slippage.</p> <p>Grange uses the HIAS long term plan, and their activities are linked to the topics that are being covered. The school follows the national curriculum and uses the recent "ready to progress" document to support this.</p>	

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	<p>When doing PPA teachers are coming together as year groups to discuss subjects. This means there is professional dialogue whilst planning.</p> <p>EP showed the GB some example books and explained that the header is colour coloured for children at different levels, such as ARE. Children are also able to communicate how they have felt they learnt a particular subject. Headers also give space to put reasoning where the teachers need to capture what the child has said.</p> <p>Monitoring continues for Maths and SLT have been sitting in on lessons (formal observation). The SLT have been looking at feedback and marking as well as working walls. Book looks have also been carried out. EP says the next step is pupil conferencing, however children say that Maths is their favourite as Grange.</p> <p>For SEN children tasks are adapted to meet their needs and there is often pre teaching. The data for Maths is not too bad at the moment but it can only be compared to 2019 data. 54.5% - 89.4% are due to make ARE by the end of the school year. However, these figures include those children who are 'close to' and may not reach the expected standard. Data across the board is significantly lower than pre- COVID and this picture is much the same nationally. The disadvantaged gaps remain but these are narrower than writing.</p> <p>The next steps are to plug the gaps for year 2 SATs by analysing recent papers. The focus is also around developing staff in Maths such as using the teaching of Gareth Metcalf. Reminders will also go out about the sequence of activities and coaching will be provided. EP talked about the challenges of teaching Maths in a split year group. SM added that by 2023 the PAN will be 60 and there will not be split year group. Governor asked if the split year groups benefitted children. EP said that it raises expectations to challenge, and this does suit some children. However, it is harder to plan with a split year group.</p> <p>The GB thanked EP for a comprehensive look at Maths and how it is monitored.</p>	
2	<p>Welcome and Apologies for Absence:</p> <p>The clerk chaired the meeting as there was no chair or vice chair for the first part of the meeting. Apologies were received and accepted from PA and JH. The clerk declared the meeting was quorate.</p>	
3	<p>Declarations of Pecuniary Interests:</p> <p>None</p>	
4	<p>Urgent Business</p> <p>None</p>	
5	<p>Vote for new Chair of Governors</p> <p>It has been discussed at the last FGB that EY who was the chair of Grange 9 months ago, would be happy to be chair for a temporary appointment. EY said that she joined the GB in 2016 as a parent governor and then was a chair for a</p>	

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	<p>few years. Due to her job changing to full time she was unable to commit to the same level of support. Therefore, she had to step down. EY believes that because the Ofsted visit is imminent the GB need to prepare for this. EY will also look to develop someone into the chair role if they would like, ready for September.</p> <p>EY left the meeting at 5:48pm and returned at 5:49pm. The GB unanimously voted her into the GB as a Co-Opted Governor and voted her as chair. HT thanked EY for coming back and said it was hugely appreciated.</p> <p>The clerk handed over to EY.</p>	
6	<p>HT verbal report</p> <p>HT said that herself and EP have done a SIP update and have rag rated it. This is available to governors on the g drive.</p> <p>Attendance and punctuation continue to be a cause of concern. HT is creating a strategy which will contain parent contracts, as well as 100% attendance certificates and attendance improvement awards. HT is taking a holistic approach.</p> <p>For leadership and management HT is looking at how well safeguarding is embedded, and they are speaking to staff. The focus will be on whether staff are confident in their use of CPOMs and whether they are clear about the next steps that will be taken once a disclosure or concern has been raised.</p> <p>For personal development aspects of Thrive are being embedded. HT wants children to have a sense of belonging. Wellbeing is also a focus for staff and children.</p> <p>For Quality of education HT will talk to children about what they are focusing on now and their learning journeys. Floor books are now in classrooms and contain what the children have covered. They will act as visual prompts. HT continues to be realistic about targets. Phonics screening target this year is 82% (this was the national outcome in 2019) but is unrealistic with the current cohort and as a result of education disruption. Individual plans continue to be made for children and deep dives continue.</p> <p>Governor queried whether the SIP changes each term. HT explained that it is moderated, and rag rated. The SIP evolves. It has been useful to do it this way and HT needs to decide whether to continue with this or change to a yearly SIP. Governor queried what was still at red or amber. HT said some small quick wins such as pupil conferencing and parent questionnaire.</p> <p>Governor asked whether teachers would be able to edit this SIP. HT said they have access to it but not to update it. Each lead has one for their subject and it is linked to the SIP. Governor asked if these could also be rag rated. HT agreed that this would be useful.</p> <p>Governor asked if the GB had reviewed the SIP from a governor's perspective. The clerk confirmed this has not been carried out. The chair explained it would be useful to support school improvement.</p>	<p>Arrange for subject SIPs to be rag rated – HT</p> <p>Arrange for a review of the SIP by the GB - EY</p>

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	<p>Report on impact of CPD HT explained that staff have access to cluster groups. There is a generous amount of money put aside for CPD. Leads are given time to do their work outside of the classroom. Governor asked how HT evaluates CPD. Some members of staff will cascade key messages and updates through staff meetings, particularly for core subjects. All subject leads are expected to update staff through staff meeting time or through PPA with their teams. Governor asked how HT can assess it is value for money. EP said that this is a good point as it is done informally not formally.</p> <p>Safeguarding HT said that there is now a new safeguarding board in the staff room, with policies on display. This includes the low-level concerns policy and sexual harassment policy. Governor asked if staff know the importance of making a disclosure in school time. HT said that this is made clear to staff.</p> <p>HT has put on the g drive the safeguarding overview which details the numbers of cases at Early Help Hub, Child in Need and Child Protection for GB to look at. Governor asked if the school track agency referrals. HT said they do not and will add a column in on the data as requested.</p> <p>Wellbeing HT said that tokens are being used. Return to works are taking place, as well as risk assessments and occupational health referrals. HT has made an application for mental health lead funding and are on the waiting list. Governor asked whether the school has a mental health first aider. HT said that she is looking into it and has a staff member in mind. GB discussed how staff should be supported to take a minute after a particular event, to regroup and look after themselves. GB discussed how the pandemic has affected anxiety, wellbeing and stamina.</p> <p>Governor asked if there was anything that had gone out to parents about living with Covid. HT said no but will look into this.</p> <p>Governor asked if lunchtime staff get a token. HT said yes, all teams have the options to use the tokens.</p> <p>Governor noted that it is best this is lead by example and encourages the SLT to use the tokens.</p> <p>HT left the meeting at 6:45pm and returned at 6:46pm.</p>	<p>Arrange for CPD to be assessed for value for money - HT</p> <p>Tracking of agency referrals to be added to SG numbers – HT</p> <p>Look into “living with Covid” going out to parents - HT</p>
7	<p>Governance</p> <p>Governor training, including Pay Committee & HTPR requirements RF will check with PA and JH if they have done the HTPR training. Agree Governor Training and Development Plan RF will now look at this as DTG. Review arrangements for new Governors & induction</p>	<p>Check with PA and JH if they have done the HTPR</p>

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	<p>The induction document needs updating. The clerk has passed this to HT who will arrange to be updated.</p> <p>Discuss Governor Monitoring Plan and agree monitoring for this term</p> <p>The chair explained that pupil and staff conferencing will need to take place. VS will need to carry this out for safeguarding, as well as JH for literacy and RF for Maths.</p> <p>The GB will also meet next FGB to do a learning walk.</p> <p>Single Central Record audit</p> <p>This was carried out by VS and there were no issues or gaps.</p> <p>Policy Audit</p> <p>This has now been carried out by RF and all is in order.</p>	<p>training – RF</p> <p>Look into Gov Training and dev plan – RF</p> <p>Arrange for induction doc to be updated - HT</p>																
8	<p>Update on tutoring programme</p> <p>HT said that this is currently on hold. Three staff will be doing the tutoring and two have completed their training. It is hoped to start after Easter and will be split into reading writing and maths.</p> <p>Governor asked if there is a formal evaluation for the tutoring. HT explained that staff keep a log of the children and hours. It is then reported to NTP. Governor said it would be useful to see the outcome. EP explained that the Sandwell Maths test will be carried out before and after the programme so the GB will be able to see the results.</p>																	
9	<p>Staff wellbeing</p> <p>This has already been covered.</p>																	
10	<p>Governor monitoring and feedback (formal & informal)</p> <p>Visit forms had been submitted for English Curriculum, Safeguarding, SEN, PP, attachment, and trauma. There were no further questions on these.</p>																	
11	<p>FGB Meeting minutes 8th February 2022 and 1st March were agreed and accepted as a true and accurate reflection of the meeting.</p> <table><tr><th>Action Number</th><th>Agenda item</th><th>Action Details</th><th>Responsibility</th></tr><tr><td>22</td><td>11</td><td>List all policies contained in the MOPP</td><td>RF – Completed</td></tr><tr><td>23</td><td>4</td><td>Email gvs to see if they are happy for the new chair resolution</td><td>Clerk – Completed</td></tr><tr><td>24</td><td>5</td><td>Contact SBM about overspent budget not showing in outturn.</td><td>HT – Completed</td></tr></table>	Action Number	Agenda item	Action Details	Responsibility	22	11	List all policies contained in the MOPP	RF – Completed	23	4	Email gvs to see if they are happy for the new chair resolution	Clerk – Completed	24	5	Contact SBM about overspent budget not showing in outturn.	HT – Completed	
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	25	5	Email govs for approval of SFVS	Clerk – Completed		
	26	12	Amend charges and remissions policy	HT – Completed		
	27	12	Separate ICT and social media policy	HT – Completed		
	<p>Action 24 – HT confirmed that she has spoken with the SBM. The SBM said that with 4380 uniform there was a commitment, but goods were not received. 4625 is due to a coding error. 4665 FSMs this is expected but the funds have not been received yet. RF still has some further queries and will contact SBM direct.</p>					
12	<p>Policies for approval The GB approved the below policies: Charging & Remissions Governor Expenses/Allowances Designated Teacher for LAC/PLAC Staff Discipline, Conduct, Grievance – Governor did notice some typo's which were amended Governor Visits ICT Acceptable Use – HT said she did look at other examples and there was a section she was unsure whether to keep. The GB confirmed that they would like this section included.</p>					
13	<p>AOB HT explained that there was only one application for parent and staff governor, and they should join the GB next FGB.</p>					
14	<p>Items for the Next FGB Agenda 24th May 2022 at 5.30pm held at Grange.</p> <p>Focus: Budgets Finance</p> <ul style="list-style-type: none"> • Review/monitor spending against current budget • Predicted pupil numbers & budgetary implications • Pupil census returns & financial implications • Agree training budget for staff development plan • Review new staff development plan for current year • Discuss issues arising from strategic financial planning • Draft outline budget plans for next financial year to meet SIP priorities • Outstanding invoices • Approve budget plan by 31 May (and return to LA) • Approve new budget & 3 year Strategic Plan by 31 May • Approve capital budget and plan 					

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	<p>Premises</p> <ul style="list-style-type: none"> • Premises & maintenance plan • H&S monthly audit • Security <p>Policies School Equality Sex & Relationships</p> <p>POLICIES FOR AUDIT Food Late Collection Missing Child Whistleblowing</p> <p>The meeting closed at 19:35.</p>	
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ACTIONS AGREED

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28	6	Arrange for subject SIPs to be rag rated	HT
29	6	Arrange for a review of the SIP by the GB	EY
30	6	Arrange for CPD to be assessed for value for money	HT
31	6	Tracking of agency referrals to be added to SG numbers	HT
32	6	Look into "living with Covid" going out to parents	HT
33	7	Check with PA and JH if they have done the HTPR training	RF
34	7	Look into Gov Training and dev plan	RF
35	7	Arrange for induction doc to be updated	HT

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