

**DOWNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
TUESDAY 3RD DECEMBER 2013**

PRESENT: Rachel Attwell, Georgina Gates, Sheila Cullen, Valentine Mulholland, Anna Korman, Jenny Smith, Katie Salvidge, Alan Cronshaw, Regine Kruger, Oli Rahman, Craig Mathieson, Jules Gallagher, Claire McCann, Sarah Axtell

IN ATTENDANCE: Chris Taylor (Deputy Headteacher)

1 APOLOGIES

Apologies had been received from Jonathan Cave, Iain Parks and Niall Howell (Associate Governor) - it was agreed to accept their apologies.

Apologies
accepted

Welcome & Introductions

All governors present introduced themselves to Valentine Mulholland who was attending her first FGB meeting following her appointment as a LA Governor.

Valentine outlined her background, she currently works at the NAHT looking at government policies, attendance, H&S etc. She is currently vice-chair of a small charity which she will be leaving shortly and is looking forward to working with Downs Infant School's governing body.

2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS

No declarations were received.

3 FODIS

Al Macintosh (FODIS Chair) and Chloe Frayne (Vice-Chair of FODIS) attended the first part of the meeting to outline FODIS' role within the school.

Al Macintosh outlined FODIS' work over the last year. Both Chloe and Al had both been involved in FODIS prior to becoming Chair/Vice-Chair for the current year. A number of people had left the committee from September when their children transferred to the Juniors. Once elected they decided to look at making improvements. There are now more people involved and the recent Xmas Fair was very well attended.

FODIS decided that communication with parents and staff at school was very important. The FODIS website (Chloe Frayne) is now current and updated regularly, and communication with parents can now be done by e-mail, i.e. tickets for Halloween disco were ordered by e-mail and paid for on the door. FODIS now have a Twitter account and a number of people who have joined the team are very technical.

<p>They also have a Facebook group (20 people) which is strongly monitored. FODIS now have a very strong team in place as a result of focused events lead from the front i.e. Teddy Bears' Picnic (nice welcome event to Reception year), AGM, Velodrome event attended by 200 people (cycles & scooters) - very sociable and a good positive community feel. Drinks evenings at the Open House were organized for each individual class (parents) to introduce FODIS - these were quite well attended. There is a changing perspective of FODIS from parents who now understand that they can contact FODIS. They have also introduced a fundraising website which gives 1% free commission to FODIS and a cheque is sent quarterly, currently raised £50.00.</p> <p>Vicky Brewer (music teacher) has asked FODIS for new musical instruments for the school. Also a group of parents have formed a group who performed at the Fair and have now received another booking.</p> <p>Chloe Frayne spoke about improving communication between FODIS and the school. She would like to look at how FODIS can have better succession planning and technological support. Would like governors to discuss this and offer ideas for improvements?</p> <p>Oli Rahman agreed that sustainability was important and Rachel Attwell said systems and checklists need to be in place for when new members join. Regine Kruger said that in the past succession had been discussed and FODIS have seen these records. Al and Chloe have looked at planning for three years ahead to include mentoring people to take over from them. Al did mention that out of 12 committee members 11 of them work full-time. Governors' succession is also an issue when governors' terms of office are only 4 years.</p> <p>Rachel Attwell said that the FGB has historically had a FODIS representative who is currently Katie Salvidge.</p> <p>Claire McCann asked whether FODIS want the governors to get involved, Chloe and Al explained that organizing events is difficult and feedback from governors on these events would be useful. Jenny Smith suggested that it may be useful to have Reception representatives shadowing the experienced FODIS reps to increase their knowledge and hopefully gain experience for the future. Anna Korman said that the teaching staff really appreciate the support the school receives from FODIS, it is really valued. FODIS raise between £7.000 to £8.000 per year.</p> <p>The FODIS website address is www.fodis.org.uk and it was suggested that governors take a look and feedback any suggestions they may have for improvement. Anna Korman mentioned an IT course she is going on shortly covering new curriculum changes, Chloe Frayne explained that this is her area of expertise and would be glad to offer Anna Korman support in the future.</p> <p>Chloe also mentioned that children who do not have IT access/technological knowledge will be disadvantaged in the future, these children need to be prepared for the technological future.</p> <p>The governors thanked the FODIS reps for attending.</p>	<p>governors to consider</p> <p>all governors</p>
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<p>4 APPROVE MINUTES FROM 21ST OCTOBER 2013 Minutes had been circulated prior to the meeting and were agreed and accepted as an accurate record.</p> <p>Matters arising not dealt with elsewhere on the agenda All Business Forms have been received except for Valentine Mulholland (handed in at end of meeting) Rachel Attwell had written to the Local Authority questioning why no acknowledgement had been received following the recent Ofsted inspection. Governing bodies put in a lot of work/effort and an acknowledgement from the Local Authority would be expected. Regine Kruger has yet to review the Attendance Policy. Governor photos - any governor photos missing from the board should be sent to Anna Korman as soon as possible.</p>	<p>Agreed</p> <p>Complete</p> <p>Regine Kruger Governors</p>
<p>5 REPORTS FROM COMMITTEES/WORKING PARTIES/SCHOOL COUNCIL</p> <p>i) Finance Committee Jenny Smith outlined the finance minutes which had been circulated prior to the meeting. Staffing costs account for 88% of the budget. Premises costs are likely to break even overall this year. Sports funding will be spent partly on someone coming in to support teachers with sport lessons. The School Fund account had recently been audited, this accounts for income from photographer and has recently paid for the new screens in the Hall. The Scheme of Financial Delegation (reviewed at recent finance committee meeting) was circulated to FGB before this meeting, it was agreed to discuss/approve at the next FGB meeting once governors have had an opportunity to read it. Current Lettings Policy is now on website. SFVS - standards for school finance audit. Ann Mitchell and Jenny Smith (Chair of finance committee) complete the survey which is discussed at finance committee meeting and will then be brought to FGB for approval and submission in March 2014.</p> <p>ii) Premises Alan Cronshaw had chaired his first premises meeting this week. He mentioned that the garden room has now been completed for 1 year and minor snagging needs to be carried out. Upgrading of boiler and heating system still ongoing and hopefully completed by Easter 2014. School Hall floor - issue with lifting parquet, LA not accepting responsibility. Regine Kruger said that the LA visited this morning and seemed more open to the problem being a damp problem which would be the responsibility of the LA (rather than maintenance).</p>	<p>Next FGB meeting</p> <p>Ann Mitchell/ Jenny Smith</p>

<p>Alan Cronshaw said that ascertaining the problem could mean drilling a number of holes in the floor. A large area of the floor was replaced about 4-5 years ago, but we feel that water damage is coming up from below. Water readings are taken weekly/fortnightly. The heating system was replaced fully following a number of serious water leaks from pipework. We have no plans for large works. DFC funding may be spent on new ceilings in Reception classes. Craig Mathieson asked whether FODIS could fund new whiteboards, Regine Kruger said this was possible but that FODIS should set out a strategy/plan with reasons for their school spending. Sarah Axtell said that parents would be motivated to raise funds if they knew what it is going to be spent on. Niall Howell and Regine recently carried out an internal inspection of the building. Alan Cronshaw and Regine Kruger will carry out an external inspection in January 2014. The premises committee needs to look at the continuity plan and accessibility plan in the spring term. Thank you Alan for chairing this committee.</p>	<p>Alan Cronshaw/ Regine Kruger</p>
<p>iii) School Council/Eco Council Eco minutes had been circulated with meeting papers prior to this meeting. FGB said the minutes were lovely and thanks to Mary Ward for her hard work in gaining the Green Flag Eco Award.</p>	
<p>iv) Governor Self-Evaluation <i>Section 4</i> had been looked at. It was felt that the Raise online training should be mentioned in relation to data. Claire McCann felt that the score should be increased. 3 or 4 governor visits should be carried out each academic year. Rachel Attwell will let Sheila Cullen know how many visits have been done in 2012/13. (5th item) - Claire McCann pointed out that under Governors linked to areas of responsibility - pupil premium governor and FODIS governor should be added. Score needed - we work well with the community - Claire McCann mentioned that lettings are not community involved but school does have involvement with the local community - FGB agreed a score of 2. Action points - Health & Safety inspections are now being carried out, School Vision - Jules Gallagher and Chris Taylor to meet before end of term.</p>	<p>Rachel Attwell</p> <p>Jules Gallagher & Chris Taylor</p>
<p><i>Chris Taylor and Regine Kruger were asked to leave the meeting. FGB needed to discuss possible pay increases of senior staff. (please see relevant pink paper [confidential] report attached).</i></p>	

6 HEADTEACHER'S WRITTEN REPORT

Headteacher's written report had been circulated prior to meeting. Regine Kruger explained that when the Reception children stay for lunch from September the lunchtime sessions in the hall are problematic i.e. numbers and time constraints. She is in discussion with the Local Authority with regard to all children being entitled to a free school meal from next September, which will be a logistic nightmare.

Valentine Mulholland said that the meal offered may not need to be a hot meal. Craig Mathieson raised the issue of children not using their knives and forks which slows down the lunchtime service. Governors suggested that the school admission form should now include NI numbers for parents so that Free School Meals entitlement can be established to enable identification of Pupil Premium Funding eligibility.

Emily Kanakri has worked hard to enable the school to be re-accredited as a Healthy School - thank you to Emily for her hard work.

Mary ward has worked hard to enable the school to be accredited as a Green Flag School - thank you to Mary for her hard work.

Rachel Attwell mentioned the Xmas performances - extra ticket for governors.

Regine Kruger reported that a sizable number of prospective parents had visited the school for admissions in September.

7 SCHOOL'S PARTNERSHIP ADVISOR

Our SPA (Maggie Brackley) visited a week or so ago. She looked at Leadership, the Foundation Stage and Literacy - items highlighted during the Ofsted visit, and also our future staffing structure.

Looked at ideas for the future, and succession planning. Also looked at subject leadership. SPA spoke of her knowledge and experiences in other schools - we are possibly missing out on an additional TLR or assistant head in terms of leadership. We have not many chiefs and lots of Indians. To be further discusse (Personnel Comt.)

Personnel
Comt

8 GOVERNOR SURGERY

Katie Salvidge and Claire McCann hosted.

Two parents attended, both were happy to meet with governors together. They had one issue in common.

Katie Salvidge reported that both parents had concerns about DVDs shown to children, how they were monitored and the school's policy and age appropriateness. Both their children had been frightened by films watched. Regine Kruger confirmed that this only takes place at end of term, it was a treat. The films *were* age appropriate but it appeared the parents did not want this type of treat at school.

Black History Month was raised. One parent said that his child had not expressed or mentioned colour before, until after Black History Month.

12 ANY OTHER BUSINESS

None.

DATES & TIMES OF FGB MEETINGS2013/14

Wednesday 12th February 2014, 5.00pm

Tuesday 29th April 2014, 6.00pm

Tuesday 17th June 2014, 7.00pm