

DOWN'S INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
3RD DECEMBER 2014

PRESENT: Tracey Jarrett, Rachel Attwell, Jonathan Cave, Niall Howell, Oli Rahman, Claire McCann, Sarah Axtell, Alan Cronshaw, Iain Parks

IN ATTENDANCE: Niall Howell

1 APOLOGIES

1 Apologies had been received from Anna Korman, Craig Mathieson, Sheila Cullen, Katie Salvidge and Jules Gallagher - apologies were accepted

Apologies Accepted

All apologies should be sent to clerk prior to FGB meetings.

2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS

None declared.

3 APPROVE MINUTES FROM 9TH OCTOBER 2014

Minutes were agreed as a true and accurate record.

Minutes agreed

Matters arising not dealt with elsewhere on the agenda

Rachel Attwell reported that Oli Rahman and Jules Gallagher have swapped committees following skills set analysis - Oli Rahman has moved to TLP Committee and Jules Gallagher to Resources Committee.

4 HEADTEACHER'S WRITTEN REPORT

Headteacher's report was circulated prior to this meeting.

Tracey Jarrett highlighted the Premises Officer issue. We have had a temporary arrangement sharing both the Premises Officer and his Assistant with the Junior School. Both schools agreed that this temporary arrangement has worked well but that more PO Assistant hours would be needed if it were to continue. However, on reviewing the arrangements two issues came to light. Firstly that the schools had different opening hours, the Infant School closes at 6pm, the Juniors at 7.30pm. Secondly both schools wanted more premises support across the day which should be achievable with two posts. Initial discussions in relation to hours/timetable did not proceed well.

A new timetable was agreed which Tracey Jarrett shared with governors.

There will be an overlap of the PO and the Assistant of 1.5 hours in the morning and a small overlap in the afternoon. We would only be without cover for 1.5 hours during the day, which provides an enhanced service to both schools. The Hall floor would be able to be cleaned/dried after the lunchtime session and also the Reception toilets could be cleaned/mopped. Governors asked how the two posts would be funded and managed.

Tracey Jarrett reported that the cost of half of Premises Officer's hours plus half the Assistant's hours would be shared equally across the two schools. This equates to approximately what we would pay for our own caretaker. In the light of our budget constraints any caretaking costs could not exceed what it would cost to employ our own caretaker. Downs Junior School Headteacher would be responsible for Premises Officer's performance management. We would employ the Assistant, and be responsible for his/her performance management. This would also give premises cover when sickness/holidays occur. A further discussion took place in relation to an annual honorarium in recognition of the increased responsibility for the Premises Officer, and the support/management of the Assistant. It was proposed by both Head Teachers that an annual honorarium of £1,000 should be paid to the Premises Officer.

Iain Parks asked if Premises Officer's responsibilities would be increased, Tracey Jarrett said yes - there would be more administration, liaising with contractors and health & safety responsibilities, as well as the daily management of the Assistant. Iain Parks asked if training the Assistant could be part of agreeing the honorarium. Iain Parks felt it needed to be made clear what the honorarium is being paid for. Iain asked if we needed a written agreement. It was agreed that a joint working memorandum will be drawn up and agreed to by both schools. A lengthy discussion followed and it was agreed that if the Premises Officer had a satisfactory performance management review the honorarium would be paid.

Governors asked if we would end up with more of the Assistant's time and not so much of the Premises Officer's? Tracey Jarrett replied that both the PO and the Assistant would spend time in both schools according to need but routine jobs such as grounds maintenance and cleaning would be shared equally across both schools. Governors asked if this arrangement should be a temporary one for a year to see if it works successfully. Following a discussion it was agreed that the six month temporary arrangement had shown that the arrangement did work well and with the additional Assistant hours should be even more successful and therefore a permanent arrangement was agreed. Governors agreed that this post needed to be advertised to find the best candidate for the post.

Tracey Jarrett would draw up a job description for the Assistant post to include grounds maintenance, cleaning etc. Tracey Jarrett confirmed that employment would be subject to probation and that she would be line managing this post. Governors agreed permanent contracts for both Premises Officer and Assistant. The Junior School will employ the Premises Officer and invoice the Infant School for 50% of the salary and the Infants will employ the Assistant and the Juniors will pay 50% of his/her salary. Overtime in each school will be agreed by the Head Teacher and paid by that school only.

SEN - Rachel Attwell asked about the number of current SEN children and the impact of the new code of practice. Julie Claydon (SENCO) had been advised by Jackie Hawkins, Head of SEN, that any child receiving support different from or additional to what children would normally receive, (as stated in the Code of Practice) should be identified as having a SEN. Maggie Brackley had also commented on this at the target setting meeting with Tracey Jarrett and disagreed with this identification criteria. She reported she would seek clarification.

Rachel Attwell asked about staffing. Job-share in Year 1 when Emily Kanakri returns from Maternity leave will be covered by Victoria Brewer for two days for two terms. Gemma Oswald will return from maternity leave on a temporary maternity cover contract for one day. We will have a vacancy for a 2 day TA role and one MSA role. These will be advertised. Rachel Attwell thanked Jessica Holt and Tracey Brett and Victoria Brewer for stepping up to cover this class.

Rachel Attwell mentioned to Tracey Jarrett that in the past a CPD report had been submitted termly to governors, (previously by Chris Taylor, deputy Headteacher) and asked for this to be made available to governors at the spring meeting.

5 REPORTS FROM COMMITTEES/WORKING PARTIES/ SCHOOL COUNCIL

- i) Resources Committee (to include ratification of Terms of Reference)

Minutes had been circulated prior to the meeting.

Terms of Reference - had been circulated with meeting papers ratified by FGB

- ii) TLP Committee (Teaching & Learning & Personnel) (to include ratification of Terms of Reference)

Minutes had been circulated prior to the meeting, governors were encouraged to check out the data analysis.

FGB agreed to proceed with proposal

Terms of Reference agreed & ratified

Oli Rahman reported back from the target setting meeting, - governors discussed the difficulty Junior Schools have in showing 'more than expected' progress even though their attainment is good.

Junior schools have to convert Level 3's to Level 6's. Their attainment is good but they struggle to show above average progress when receiving high numbers of L3 children. Oli Rahman said that having Maggie Brackley as SPA at both schools would be beneficial to both schools. Iain Parks said that the new levels in a few years will impact on transition to the Juniors . The same problem happens for senior schools receiving levels from junior schools.

Terms of Reference - had been circulated with meeting papers ratified by FGB

Terms of Reference agreed & ratified

iii) Collaborative Working Party with Downs Junior School

Minutes will be circulated once agreed by all those attending the meeting. Now Tracey Jarrett is on board Terms of Reference will be drawn up. Attended by Rachel Attwell, Tracey Jarrett, Jonathan Cave and Sarah Axtell from Downs Infant School. Tracey Jarrett said the group needed a strategic role with governors working together.

iv) School Council/Eco Council

Minutes had been circulated prior to the meeting. Governors enjoyed these minutes, very informative. Thanks to Mary Ward.

6 RECONSTITUTION

Rachel Attwell had e-mailed out a proposal to governors following governors completing skills audits. The proposal was drawn up by Rachel Attwell and Tracey Jarrett. As the current number of governors is less than a full complement and the skills audit showed a good range of skills, it was felt we could keep all governors who wanted to stay.

Claire McCann felt the proposal was sensible, but LA may feel we have too many governors. Rachel Attwell pointed out that we can have quite a high turnover of governors due to children only being at school for three years. Iain Parks asked if we should address the relative lack of financial knowledge? Rachel Attwell felt we had sufficient skills currently but would need to bear this in mind and it might be an idea to do the skills audit every other year to regularly review/identify any skills gaps in our governing body. Governors discussed quorate needed for meetings and it was agreed to remain at 50% for all meetings.

Under the reconstitution co-opted governors' term of office will start from the start of the reconstitution. FGB voted unanimously in favour of the new constitution, as follows:-

1 x Head Teacher

1 x Local Authority Governor

FGB voted in favour of adopting new constitution

- 1 x Staff Governor
- 4 x Parent Governors
- 7 x Co-Opted Governors

Ann Mitchell will send a draft copy of these minutes to Governor Support who will then draw up our Instrument of Government in time for our next FGB meeting when co-opting of governors can then take place.

Ann Mitchell

7 SCHOOL'S PARTNERSHIP ADVISOR

Maggie Brackley's recent visit with Tracey Jarrett was attended by Oli Rahman and Craig Mathieson (target setting meeting). After the meeting Oli Rahman attended a lunchtime session, enjoyed a school lunch, and was impressed by our behaviour management.

Tracey Jarrett is looking into Target Tracker, which is an alternative tracking provider software to Pathways which we currently use. She is attending a PILL meeting tomorrow and meeting with infant headteachers on Friday and will see if anyone is interested in coming to see a demonstration of 'Target Tracker'. Iain Parks is attending a RAISEonline option demonstration tomorrow for tracking the new attainment levels.

8 GOVERNOR SURGERY

Alan Cronshaw & Niall Howell attended the recent surgery on 5th November 2014, one parent attended. The parent asked how to become a governor as well as raising a question about communication.

Claire McCann and Iain Parks will host a 5pm governors' surgery during the next term.

9 FEEDBACK FROM GOVERNOR TRAINING

Sarah Axtell attended equalities training following a report of B&H last year looking at demographics of the city. The aim of the meeting was to look at how equalities are dealt with throughout schools in Brighton & Hove. The group will reconvene next term to look at pro-active steps that can be taken to meet the needs of all groups of learners. BME families are not well represented in LA schools' staff. Our LA are particularly poor. Sarah Axtell had worked in a London school where 90% of children were from ethnic families, small ethnic groups can become isolated.

PILL meetings - governors have a group in this cluster and Rachel Attwell will attend the next meeting in February 2015.

10 GOVERNOR VISITS

Oli Rahma would like to attend to do another governor visit. Iain Parks may try to use his teacher management time to do a school visit at Downs Infant School.

11 URGENT ACTION TAKEN BY CHAIR

None taken.

12 ANY OTHER BUSINESS

Iain Parks raised the issue of Rachel Attwell wanting to stand down as Chair of Governors at some point in the near future and that we should look to identify someone to shadow her before that happens. Iain will also be moving on at some point (next September). Oli Rahman also mentioned that his term ends in 2016 and due to work commitment would probably not stand again.

Tracey Jarrett will be circulating to Governors the 6 core values that have been identified by staff, for governors to think about/approve. Also the vision statement has also been looked at by staff, Tracey has drawn something up to go on the website front page, and this will also be circulated to governors.

13 DATE & TIME OF NEXT FGB MEETING

Wednesday 4th March 2015 @ 5pm

all governors

Tracey Jarrett