

DOWNNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
15TH JULY 2015

PRESENT: Rachel Attwell, Iain Parks, Alan Cronshaw, Oli Rahman, Sheila Cullen, Jenny Smith, Anna Korman, Katie Salvidge, Claire McCann, Tracey Jarrett, Jules Gallagher

1 APOLOGIES

Apologies had been received from Jonathan Cave and Sarah Axtell - apologies were accepted by FGB.

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

Apologies agreed and accepted

2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS

None declared.

3 APPROVE MINUTES FROM 4TH JUNE 2015

Minutes had been circulated prior to the meeting. These were agreed and accepted as a true and accurate record.

Minutes agreed and accepted

Matters arising not dealt with elsewhere on the agenda

i) Craig Mathieson has now resigned. AM to close his e-mail account.

ii) All governor business interests & 'end of office' information now on website.

iii) Head Teacher performance management - governors needed to join this process to replace governors no longer involved.

iv) Head Teacher said that she was still looking at bringing forward the Reception children's lunch time - it may happen for the autumn term only - discussion ongoing with kitchen staff.

v) Governing Body Self-Evaluation process - hard copies of current document circulated at meeting - will be discussed at next FGB.

vi) All governors who access school emails on a portable device, who haven't done so already, must sign forms available from AM.

All Governors

Head Teacher

All Governors

4 SAFEGUARDING/CHILD PROTECTION REPORT

Safeguarding governor meets once per year with school's designated safeguarding person. Safeguarding toolkit outlined by governor and circulated after this meeting. Safeguarding Policy has been updated and will need to be agreed and ratified at this meeting. Governors were encouraged to undertake the safer recruitment training. Head Teacher to complete this training shortly.

Safeguarding Governor confident that the school's processes are robust. Changes made to the Safeguarding Policy circulated mainly relate to minor changes to existing policy.

FGB agreed and ratified Safeguarding Policy

Our procedures are thorough and staff remain vigilant - very encouraging. Subject to minor typo errors policy was agreed and ratified by FGB.

5 ANNUAL SURVEY TO PARENTS/CARERS

Analysis had been circulated prior to the meeting. More responses completed than in previous years, however less comments given. It was noted that maybe next year the 'would you recommend the school' should be in a box too.

Uniform question was split with regards to having compulsory uniform but the majority wish the policy to remain in place, therefore no change will be made. It was noted that levels of satisfaction had remained consistent with past surveys despite having a new leadership team.

It has been suggested that parents are encouraged to complete Parent View on OFSTED website which could be available for parents to complete in the school IT suite or at home. OFSTED look at website and Parent View comments prior to inspecting a school. A governor suggested sending a text out to parents encouraging them to visit Parent View.

One governor suggested handing out post-its to parents to give comments which could be put on a board and photographed.

6 SCHOOL'S PARTNERSHIP ADVISOR

Report had been circulated prior to the meeting. To be discussed as part of basis for overview -Item 7.

We shall have a new SPA in September, as yet unknown.

7 HEAD TEACHER'S OVERVIEW OF HER FIRST YEAR

Head Teacher had assured governors that she would take time to get to know the school and staff and feel she has done that and now knows the school well. A particular focus this year has been EYFS and ICT. Following changes to both planning and provision EYFS has now been graded as good with outstanding elements (recent SPA visit). ICT provision across the school is now good.

- Self-evaluation this year has led to the following school improvement priorities for next year:-
- Development of middle leadership including defining roles and responsibilities for upper pay scale teachers
- Development of a robust assessment system
- Year 1 transition
- Creativity in the curriculum with a focus on outdoor learning
- Succession Planning for governors

It was suggested that some data training be offered to governors which could include governors from Downs Juniors and maybe Hertford schools as has happened in the past.

Governors thanked Tracey Jarrett for her hard work in her first year.

8 FEEDBACK FROM GOVERNOR TRAINING

GSP meeting attended by chair. She suggested that other governors could attend these meetings next year (one per term, usually at City College). Governors should research changes to assessment / reporting for next year.

A governor attended H&S training - found it quite useful.

9 GOVERNOR VISITS

One governor visit last week - the focus was transition to Junior School. It was a very positive visit and she has submitted her report to Head Teacher/CoG. The report will be circulated to governors in due course. Only two children in Year 2 are not moving to Downs Junior School, the governor reported transition was a very thorough and positive process.

One governor reported that she was involved in the recruitment process for a PPA cover teacher. Part of the process had involved observing a session in Reception and she then heard the feedback/overview from candidates on the Reception provision. She found the process very interesting and would send in her report to Head Teacher. Impressed at where adults were working during the session to support the children's learning, very engaged.

10 HEADTEACHER'S WRITTEN REPORT

Circulated prior to meeting.

11 ANY OTHER BUSINESS

New Governor - support information had been circulated prior to the meeting. He met with both the Chair and Head Teacher to discuss responsibilities of being a governor. He works in Surrey, will this impact on his ability to attend governor meetings/visits/panels etc? This had been raised with him and we are waiting for him to get back to us. FGB felt they would recommend his application be accepted, if he is able to offer us time needed.

Jules Gallagher's term of office to end soon. We have the option to co-opt or face re-election as parent governor. Chair recommended that from beginning of next term she be co-opted, based on proven commitment to governorship over the 4 years and experience in finance, and we then look to elections for a parent governor. Agreed

School's Financial Audit - it was felt that it had come at the right time, at the end of the Head Teacher's first year.

One of the main items that came out - was that the resources committee needed to be clerked independently. Clerk to Governors at Junior School has provisionally agreed to clerk committee meetings.

Resources committee will look at the audit report in detail at next meeting.

Application
accepted

FGB Agreed

Resources
Committee

Thanks to AM for her hard work during the process.

Farewell to Iain Parks - Chair of Governors thanked Iain for his fantastic work and support.

Farewell to Jenny Smith - Chair of Governors thanked Jenny for her fantastic support of the school.

The Headteacher thanked Rachel Attwell on behalf of the governing body.

14 DATE OF NEXT MEETINGS

Thursday 8th October 2015 7pm

Wednesday 2nd December 2015 5pm

Tuesday 9th February 2016 6pm

Thursday 14th April 2016 5pm

Tuesday 14th June 2016 6pm