

DOWNNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
2ND DECEMBER 2015

<p>PRESENT: Rachel Attwell, Tracey Jarrett, Tony Fallowfield, Jonathan Cave, Sheila Cullen, Anna Korman, Sarah Axtell, Alan Cronshaw, Jules Gallagher, Oli Rahman, Mark Keiller, Katie Salvidge</p>	
<p>1 APOLOGIES Apologies had been received from Niall Howell and Claire McCann - apologies accepted. <i>All apologies should be sent to clerk prior to FGB meetings.</i></p> <p>New parent governor was introduced to the meeting and governors introduced themselves outlining their background experience and governor type.</p>	<p>Apologies agreed and accepted</p>
<p>2 OPPORTUNITY TO DECLARE BUSINESS INTERESTS None declared. All governors have signed paperwork.</p>	
<p>3 APPROVE MINUTES FROM 8TH OCTOBER 2015 Minutes of meeting 8th October 2015 had been circulated prior to the meeting. Governors agreed to accept as an accurate record of meeting.</p>	<p>Minutes agreed and accepted</p>
<p>Matters arising not dealt with elsewhere on the agenda</p> <p>i) <u>Item 3 - succession planning</u> - no one has come forward from within the governing body, to take on the role of Chair of FGB next academic year. The Chair of Governors confirmed that the LA would be unlikely to help us to find a new Chair and will expect us to find one ourselves, looking outside of the present Governing Body if necessary. An understanding of education would obviously be a benefit for this role. In new year, a group of governors need to meet to discuss how to go forward. Whether current chair is to be part of this group is to be decided. Co-chair of resources committee will contact governors to get together a small group to discuss our needs.</p> <p>ii) Alan Cronshaw confirmed he was happy to fulfil his full 4 year term of office - 1.5 years to go.</p> <p>iii) Governor information is now up to date on the school website.</p> <p>iv) <u>Governor self-evaluation</u> - this process needs to start again in the New Year - a small group to be put together.</p> <p>v) Reception transition - The Head teacher gave feedback about the recent parental survey. (See item 11)</p> <p>vi) Tony Fallowfield is to join the Resources Committee.</p> <p>vii) Oli Rahman is to join the Appeals Panel.</p> <p>viii) Jules Gallagher is to join the Disciplinary Committee.</p>	<p>Jules Gallagher</p> <p>Sheila Cullen</p>

<p>ix) Appeals committee terms of reference - this needs to include that we could use governors from other PILL schools if necessary. - Governors agreed to include this in TOR - add to membership list. Policy to be updated.</p> <p>x) Attendance Policy. A complaint was received about this policy which was dealt with by the chairs of both the Infant and Junior schools as it is a joint policy.</p>	<p>Ann Mitchell</p>
<p>4 REPORTS FROM COMMITTEES/WORKING PARTIES/ SCHOOL COUNCIL, TLP COMMITTEE</p> <p>TLP Committee minutes had been circulated prior to the meeting and were agreed and accepted.</p> <p>The Pay Review committee has met and ratified the Head teacher's recommendations.</p> <p>School Council - minutes were circulated prior to the meeting. Governors reported that they found these minutes useful and informative. Governors asked for further information about the friendship benches.</p> <p>PILL Group - The Chair reported that the last meeting had focused on equal opportunities in school in relation to diversity; having looked around the school with headteacher, both felt that some improvements could be made.</p> <p>Collaborative Meetings between Infants and Junior Schools - The minutes of the last meeting were circulated. The group has agreed that given the success of the collaborative working between the Infant and Junior schools over the last year, these meetings are no longer necessary. Headteachers will continue to meet regularly, and headteachers and Chairs of Governors will all meet together termly.</p>	<p>Minutes agreed and accepted</p>
<p>5 HEADTEACHER'S REPORT</p> <p>This report had been circulated prior to the meeting.</p> <p>Governors asked about the number of prospective parents attending the recent meeting. The Head teacher reported that it had been well attended. She has received one enquiry about flexi-schooling and another about the possibility of a deferred entry. Governors asked for further information about Flexi-schooling. The Head teacher explained that this is where parents can ask for e.g. two days schooling and three days home schooling each week. The funding implications of this are not clear</p> <p>A governor asked what the issues were with Target Tracker. The Head teacher explained that by using this as our summative assessment system it was governing all decisions in relation to our assessment practices. There are also issues with the language used in the programme and misconceptions about how to make assessments e.g. that all children had to start at 'B' when joining a new year, when some children were clearly below 'B' at the start of the Year. Governors asked about the LA approach to assessment. The Head teacher reported that the only real difference is that the LA model is a 3 step system which extends to steps 4 and 5 to track 'Mastery' and that target tracker is a 3 steps system that shows 'Mastery' of individual curriculum areas and not across all areas in a subject. Governors asked how the Juniors had found Target Tracker. The Head teacher reported that they appear more comfortable and confident with it. The Head teacher reported that she plans to visit a local infant school who have</p>	

used the program for some years to see its use in another Infant School. Another governor said the language of the program has been an issue, and a teacher governor said that teachers were looking at both LA and Target Tracker because Target Tracker's statements are all end of year expectations which makes tracking progress across a year more difficult.

Another governor asked about more able children - the Head teacher said that if children have not been taught a specific aspect of the curriculum then they were unlikely to be viewed as achieving 'greater depth' until the Summer term and the expectation was that children would be using and applying skills *within* their year group curriculum rather than moving ahead into new areas of learning.

Children should be assessed on what they are taught and teachers should be responding to that formative assessment and either 'plugging gaps' or providing challenge. Governors identified that schools will not be able to be judged 'like for like' until the end of Key Stage when National comparisons can be made and felt that both Downs Infants and Junior schools should be using the same assessment approach (Target Tracker).

School Development Plan - a governor questioned whether target setting had been done with the LA this year. The Head teacher reported it had not but had been done informally within school.

The Head teacher reminded Governors that the School Development Plan is monitored through the Committees and Governors agreed which elements will be monitored by which Committee.

Proposed SEND changes - The Head teacher outlined the consultation proposals. The consultation has been extended to January 2016. Governors raised concerns about the possibility of losing specialist support for schools. Schools have been asked to submit questions and the LA will then meet with governors and SENCOs to respond to the questions/concerns raised.

Information was passed to the SEND governor and it was agreed that she would meet with the SENCO and send a response on behalf of the Governing Body.

6 GOVERNOR SURGERY

Two governors (JG & SC) agreed to do the next governor surgery on a Friday morning early in January 2016. Date to be confirmed.

7 SCHOOL'S PARTNERSHIP ADVISOR

The new school's partnership advisor had provided advice and support to Governors at the Headteacher's performance management. We are eligible for minimal support this year as our school is considered to have low need.

8 FEEDBACK FROM GOVERNOR TRAINING

A training report had been received from one governor attending recent training and was received very well from FGB. It is recommended that other governors attend the GSP meetings. Clerk to send pro forma Training Report form to new governors.

Clerk to
Governors

<p>9 GOVERNOR VISITS No visits to report. MK offered to attend School Council during January or March 2016 and OR will come in to look at Target Tracker and talk to teachers about assessment.</p>	<p>Mark Keiller/ Oli Rahman</p>
<p>10 URGENT ACTION TAKEN BY CHAIR None taken.</p>	
<p>11 ANY OTHER BUSINESS Disposal of equipment - A list of items to be disposed of had been circulated to governors in advance. Disposal approved by governors. Governors have devised an anonymous staff survey which has been sent out to all staff. After discussion at the next FGB meeting, there will be a formal response from Chair of Governors with findings. A teacher governor mentioned that there had not been a question relating to the new management/leadership structure. The LA are currently undertaking a similar survey but this does not appear to have been circulated to schools this time. Next term we will look at undertaking the annual parent survey, possibly encouraging parents to complete the OFSTED Parent View survey online. However, having had a great response last year when the surveys were completed during parents' evening some Governors expressed reservations about switching to the online version. A final decision will be made next term. JG agreed to analyse responses if needed. The Head teacher reported back on the Reception survey. Responses had been very positive. With regard to the staggered start of the parents who had written comments, 13 had been positive about the process and 11 unfavourable responses were received. Most of these related to childcare issues and the morning/afternoon split. Parent governors agreed that the staggered start and part-time attendance was tricky for working parents but positive for children. Issues of childcare had been raised mainly from parents of children attending afternoons only. A couple of parents had mentioned the transition arrangements at another local school as being a good model. Reception team will review process for 2016. One Teacher governor reported that she is starting a Code Club in the new year - a computing and technology club for 20 children. We have two parent volunteers supporting the group; a similar club is running at Downs Junior School.</p>	<p>Disposal approved</p>
<p>12 DATE AND TIMES OF NEXT MEETING Tuesday 9th February 2016 6pm Thursday 14th April 2016 5pm Tuesday 14th June 2016 6pm</p>	