

**DOWNS INFANT SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING HELD
25 MAY 2017**

<p>PRESENT: Oli Rahman, Laura Dinsdale (18.00 arrival), Jonathan Cave, Tracey Grennan, Hannah Gates (left at 18.30pm), Niall Howell (left at 6pm), Sarah Axtell, Tim Moore (17.08 arrival), Claire McCann, (left at 18.40), Jules Gallagher, Katie Salvidge, Hildi Mitchell, Tony Fallowfield</p> <p>Minutes taken by: Giulie Ankers</p> <p>Meeting started at 17.05pm</p>	
<p>1. WELCOME AND APOLOGIES</p>	
<p>OR welcomed Hildi, new Headteacher starting September 2017 and Giulie Ankers (DJS Clerk to Governors)</p> <p>Apologies had been received in advance from Tony Fallowfield</p>	<p>Apologies agreed and accepted</p>
<p>2. OPPORTUNITY TO DECLARE BUSINESS INTERESTS</p>	
<p>None declared</p>	
<p>3. APPROVE MINUTES FROM 15 MARCH 2017 AND REVIEW ANY ACTIONS</p>	
<p>To be carried forward - Potential Future School Income - group of governors (JG, TM, TG and SA to meet</p> <p>The position of Clerk to Governors has been advertised, no applications were received.</p> <p>The minutes were agreed.</p>	<p>JG, TM, TG + SA</p> <p>Agreed & accepted</p>
<p>4. Deputy Headteacher recruitment update</p>	
<p>The position of Deputy head will be discussed in the Headteacher Report.</p>	
<p>5. Reports from Link Governors and School Council</p>	
<p>Governors discussed Link Governor (curriculum) update by Tony Fallowfield - which had been circulated prior to meeting and looked at a visit to EYFS in April, Diversity and Outdoor Learning facilitation. NH reported that the 'diamond deck' has been fitted in the pond. Risk Assessment has been carried out and the school follows sensible precautions e.g. cleaning hands after use etc. Governors discussed Risk Assessments and the Health and Safety Inspection report carried out early that month. There are ongoing discussions with BHCC regarding deterrence of trespassers on the school ground, especially with the upcoming summer works which will need scaffolding for roof works. The replacement of window frames for the kitchen is on list to be carried out and</p>	

replacement of carpet. HM will be meeting with Michael Button in the new term. Weeds have been cleared by the council and now regrowing! NF is confident that Health and Safety is being carried out well by the school.

Governors looked at Disposal of Equipment / Write off Authorisation Form. This was agreed and signed off by Chair of Governors and Headteacher.

Finance Link Governor - JG

Governors need to agree and ratify budget. JG met with AM and went through the school budget. There was a £66,000 underspend last year which has been used to balance the 2017/18 budget forecast. Staffing costs make up 90% of the budget. Governors discussed future budget impact in 2018/19. Included already in 2017/18 is a saving from Deputy Head vacancy. TG reported that the school has been looking at reducing staffing costs by not replacing staff e.g. using a HLTA to cover PPA time. There have been added costs e.g. the apprenticeship levy of $\frac{1}{2}\%$ on headcount regardless of whether the school has an apprentice or not, this is an additional cost of £4,500. The school has opted in to planned buildings work, where the LA consider how much the school spends on building works based on numbers of pupils and recharges accordingly to schools. This will run in 2017/18 but can only run if at least 60% of schools opt in. If the LA doesn't run this then the school will have to fund maintenance costs themselves. Opting in has been included in the budget at a cost of £10,000, it is financially advantageous for the school to opt in. The school has produced a balanced budget. BHCC have agreed that the budget will be treated as draft budget and HM can make changes. Governors discussed other schools in the Midlands having to send out invoices to parents to pay for teaching. Whilst some parents in the school's catchment area are affluent, governors agreed it would change the relationship the school has with parents. Monies raised by FODIS parents want to spend on enhancing the children's experience at school, rather than paying for the running of the school. JM reported that the budget for 2018/19 is realistic however it is difficult to predict for 2019/20. Governors discussed Sports Funding; this money is ring-fenced for sports but can be spent how the school wants to spend it on delivering sports e.g. a specialised sports teacher.

After schools lettings will be raised in a separate meeting - Potential Future School Income.

Governors asked if staffing costs had always been 90% of budget, previously it had been 86%, JG explained that pension and NI contributions had increased.

Governors ratified the proposed budget

OR thanked AM and TG for their hard work and JG for her clear explanation.

Data Link Governor Report

Link governors met with TG and talked through the data from Spring 2017. Year 1 outcomes and progress are good. They looked at PPG children and the gap between PP and

Agreed & accepted

Budget agreed & ratified

non-PP children is small. Teachers are in the third year of the new curriculum so all teachers are confident in the teaching of it. Year 2 has been a more challenging cohort, and is outperforming last year's Year 2 at this time. The PPG gap is bigger than in Year 1, there is a small group of PPG children and each child counts as a significant percentage, there are also complicated SEN needs. If the SEN children were taken out then PPG children perform to the same level as non PPG, it is PPG SEN children that make up the gap. Governors asked if it is SEN issues rather than disadvantaged issues that hold back the children, TG said that is what the data shows. TG said that there are 6 children with statements, which creates knock on effects and pressure when staff are absent.

Governors asked about whole school intervention work. TG explained that since January class teachers have been released from class to work with their own PPG children and this seems to be having a significant impact. Another teacher will cover the class. The feedback from teachers is very good. The school ran this as a trial, looking at where needs were needed, it works for PP children so the school has continued with it.

JG asked about the budget implications for this? TG said that she would propose to use HLTA to cover the class. **Governors asked how the school would bench mark?** TG said that comparison would be made against national outcomes and local schools. The children are given age related targets so children have to achieve these targets.

Governors discussed the usefulness of having national data targets. Governors should use RAISEonline for this. TG said that national averages were mid 70s.

Governors asked if the school were receiving monies for PPG+ and SEN children. TG said she thought that the school was receiving the right grants children. TM said it would be useful know how much the school was given per PPG child etc and to look at other grant opportunities. Governors agreed it is important to utilise Governors skills.

OR thanked SA for her report.

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The meeting focussed on playground improvements. TG said that since the meeting some plans have been actioned e.g. music in the playground.

6. Headteacher's Written Report

OR commented on there being 7 vacant places for September intake. TG explained that in comparison to other schools DIS has come out well. There had been no advance notice that there was a birth dip which is why schools are undersubscribed. Many schools have expanded over the last several years so will now be overstaffed. If the school is low in numbers in October this can have a financial impact as money is allocated on October's census numbers. Other schools may have to have mixed age class rooms.

<p>Advertising has taken place for the Deputy Head post; the closing date is after half term. The assumption is that there will be a vacancy until January. There is school advertising for a deputy head at the same time.</p> <p>Governors asked what other recruitment was taking place. TG said that one Teaching Assistant is being recruited. LD arrived at 18.00. Governors discussed staffing. One teacher is retiring and will be taking on a one day position in the office.</p> <p>The School Development plan will include SEN indicators. Governors asked what FFT stood for. TG explained that this was the Family Fischer Trust which produced data, like RAISEonline but more detailed. It is a data base that the school has opted into.</p> <p>Governors congratulated the school on their Let's Dance performance at the Dome. JG asked that the minutes show a huge thank you to all staff for their work with the children for Let's Dance and the Children's Parade.</p>	
<p>7. School Development Plan update - circulated</p>	
<p>Governors taking on the role of Link Governors is new, OR proposed that the governors' plan what link governors do at the next governors meeting. Each governor should produce a timetable of when they should visit the school, how many times in a year, when a written report should be produced etc.</p>	<p>All Governors</p>
<p>8. Governor Training and Governor Visits - report circulated</p>	
<p>LD had emailed training notes to OR of RAISEonline training run by Clive. These notes were circulated to governors at the meeting. Governors agreed it was hard to scrutinise the data without understanding the data. The focus was on data from last year.</p> <p>OR reiterated importance of new governors attending induction training. LD has booked on induction training with Governor Support.</p> <p>Governor Visits</p> <p>C M visited the school to look at focused/structured play and learning during break times and staffing resources during lunch breaks. She met with Julie Claydon and Emily Kanakri, very much appreciating the time they gave her. Staff seem very enthused. SLT had intensified a need for a structured play rota for staff for group play and for a quieter quiet area. CM commented on the extraordinary organisation there is to get so many children in and out through the canteen at lunch time, children commenting on how much they liked the food. It was noted that staff have to deal with playground injuries where previously they went to first aid, this would make it difficult to organise structured play. The Link Governors report shows that staffing at play at lunch time is adequate.</p> <p>OR thanked CM and to the staff for giving their time to meet with CM.</p>	

9. Governor Surgery	
<p>TF ran this. There were no queries from parents. OR has received a letter and has met with the parents and TF. The meeting is being followed up by JC. KS will respond to parents.</p> <p>The Governors hold the surgery termly; the next one will be in the autumn term. Governors are to discuss the pros and cons of holding the surgeries.</p>	<p>KS</p> <p>Governors</p>
10. Urgent Action Taken by Chair	
None	
11. Any Other Business	
<p>Governors discussed the makeup of the governing body.</p> <p>There are four elected Parent Governors - Sarah Axtell, Tony Fallowfield, Tim Moore, Laura Dinsdale.</p> <p>There is one elected Staff Governor - Hannah Gates.</p> <p>There is one Local Authority Governor - Jules Gallagher</p> <p>There are five Co-opted Governors - Oli Rahman, Katie Salvidge, Jonathan Cave, Claire McCann, Niall Howell and there can be up to seven co-opted governors.</p> <p>Jonathan Cave will be stepping down.</p> <p>The Governing body would like to recruit at least 2 co-opted governors.</p> <p>HG left at 18.30.</p> <p>Governors discussed the skills the governors currently have which cover Health and Safety, Buildings and Finance. Governors discussed having a governor with a remit to look at fundraising and grants, which could be covered by TM. TM said he would like to talk to staff as to what were the challenges and what funding might be accessible to the school. Funding would need to be driven by the school.</p> <p>Governors discussed the need to increase monies through lettings; this would pay for administration, but initially would need to be run as a trial to ensure revenue to pay for staff hours.</p> <p>Governors discussed the possible need for HR and Finance skills for the future.</p> <p>SA and LD will go to new parents meeting to look at Governor recruitment. KS will be on standby.</p> <p>CM left at 18.40.</p>	<p>TM</p>

<p>GA will forward OR governor application DJS had received.</p> <p>Governors discussed the need to have a balance of experience and new governors. HM said she would appreciate as much continuity as possible.</p> <p>TM DBS to be completed as Governor.</p> <p>Meeting ended at 18.45</p>	<p>TM - School Office</p>
<p>12. Date of Next Meeting</p>	
<p>Wednesday 12 July 6pm - 8pm</p>	