

STANFORD INFANT SCHOOL: Full Governing Body

15th May 2019 6.00pm

Present: Damian Fisher - Chair, Stuart Clark, Madeleine Denyer – Head Teacher; Emma Remnant, James Bates, Catherine Bradley, Holly Lomasney, Tess Gill, Wil Mackintosh, and Natasha Cruse
Quorate: 10 /12

In attendance: Anna Johnson – Clerk; Mark Topham

Objective

1.

a. Welcome and Apologies for Absence

Mark Topham was welcomed to the meeting. There were apologies from Kirsti Cox.

b. Declaration of any Pecuniary Interest in the Meeting – None

c. Notice of any Urgent Other Business – None

d. Appointments

Natasha Cruse stepped down as co-opted governor and was appointed as an associate governor. It was agreed that Kirsti Cox would be appointed as an associate governor from the date of appointment of a new parent governor – elections were currently in process.

Mark Topham introduced himself and outlined his personal and employment background.

Governors duly elected Mark as a co-opted governor.

2.

Head Teacher Briefing Paper – Questions

Q. What is the significance of the transition from SIMs to ScholarPack?

A. SIMs is a database provided via the local authority which holds pupil and staff details as well as finance and attendance data. ScholarPack provides the same service but is cloud based allowing remote access, it is more user friendly and comes at a lower cost. It is proving to be a very efficient system with easily accessible data analysis.

Q. Why are there 12 on the waiting list for Reception?

A. On admissions day the school was allocated 90 children, subsequently 4 withdrew; the Office has contacted the admissions team but they have not so far allocated the 12 on the waiting list to these 4 places. If this is not done before mid-June the children will miss out on the transition process.

It was **agreed** that the Chair would write to Richard Barker in regard to this. **Action**

A discussion on School Development planning followed. It was proposed that the chair of each working group put forward priorities from their area at the meeting on the 18th July. It was **agreed** that James Bates would join the upcoming staff meeting for school development planning.

Governors asked for information on the Conflict Management training attended. This was delivered by Claire Longhorn of Hillpark Special School using MAYBO techniques for physical restraint. The Head, Deputy and INA supporting a child with complex needs attended. The first part of the session was on preventing escalation which would have been useful for the whole staff body but techniques of restraint were useful if not always easily transferrable to small children.

Q. Is the use of techniques learnt on the training included in school policy?

A. Until now it has only been applicable to children with complex needs and was agreed individually with parents. However, it would be sensible to add it to the Positive Handling Policy. **Action**

Q. How does the number of fixed penalty notices compare with last year's figure?

A. Taking into account the point in the term, it is very similar to last year.

Q. Can the drop in attendance figures be linked to the increase in the number of disadvantaged children in the school?

A. The figure is affected by the attendance of a few children: one has moved away but remains on roll and another has complex needs and is only attending on a half-timetable. The SLT meets with the family of every child with below 90% attendance and they are offered a free breakfast club place. It is more difficult to take action on behalf of children who live further away from the school.

Q. Has the two-week October half term had a negative impact on attendance?

A. It is not clearly identifiable within the school but the Head Teacher is currently updating the attendance report for this academic year

Q. Can the head update on her role as a Local Leader of Education?

A. Following an Early Years Review in a Shoreham school which will be followed up in July, the Head will be offering support to a new Head of an Infants school in Hassocks.

Q. How has the Shirley Clarke training reported at the last meeting been applied?

A. The emphasis on instant feedback has been useful with teachers talking to pupils about their work in the same lesson and use of the 'green mouse stamp' in books replacing extensive marking. More time is needed to reflect on areas where it can be introduced as this half term has been short.

Q. What is the particular aim of TAs attending Learning Walks this term?

A. This will allow observation of how TAs can maximise learning at all stages of a lesson, which cannot be done by teacher of the class where the TA works. TA's will be released from each Year Group, facilitated by a member of the SLT.

School on a Page

It was reported that only the roll number, attendance figure and disadvantaged data had been updated since the last School on Page report.

School Performance & Targets: Current Data Headlines

The Chair of the Early Years group had met with the Early Years Lead and discussed the context of the data showing evidence of a significant gap between disadvantaged and non-disadvantaged on track to achieve a Good Level of Development. There is clear and robust tracking of every disadvantaged pupil making sure they are supported and monitored throughout the year.

This cohort is very different to last year, with several children at the high end of the complex needs scale and therefore the data will read very differently. Teachers have also erred on the side of caution where evidence of levels reached is not complete.

The Head explained that greater mobility of pupil population has made it significantly more difficult to carry out data forecasts.

Midyear assessment is difficult to interpret at Key Stage 1 because it is geared to the assessment system at the end and rates of progress change for individual children i.e. a child who is not on target in March may well attain it by July. A discussion followed on how data presentation to the board could be made more obvious for interpretation mid-year. Simon Chandler (SPA) had advised that it was accepted as good practice to revise targets midyear especially for the Year 1 curriculum which is so different from Early Years and this makes midyear assessment more uncertain.

	<p>The data sometimes records Working At attainment as a lower percentage than the target because a higher percentage are working at Greater Depth and this presented a challenge in 'rag rating' progress. The Head noted that Lesley Walker had been on 'developing greater depth writers' training and it been acknowledged that greater depth attainment was something that could not be taught but careful planning was required to offer opportunities for children to write at a greater depth.</p> <p>It was agreed that if the Greater Depth category was removed and the targets for Age Related expectation only were presented midyear a RAG rated presentation of data could be achieved.</p> <p>Governors noted that questions should still be asked about how the school was providing for children to achieve greater depth.</p> <p>It was proposed that a member of the new Quality of Education committee should attend Pupil Progress meetings in September. Action</p>
3.	<p>a. Accuracy of Minutes The minutes were agreed without amendment.</p> <p>b. Matters Arising & Action Log Action: Governors to send contributions to Natasha Cruse for next newsletter.</p>
4.	<p>a. Budget 2019-20</p> <p>The Chair of the Finance committee reported that financial year 2018-19 showed a £32,000 underspend. This projected to the current year's forecast as a £7,000 underspend. However, there were factors which indicated it would be higher, such as the School Meals return, which were not allowed for inclusion in the formal budget.</p> <p>The Chair commented that it was to be a celebrated that the school has a 7-year record of running the budget without a year-end deficit. The Head and Deputy were thanked for enabling the school to be in this position by providing cover for teacher absence instead of using supply agencies.</p> <p>Governors approved the budget for submission to the local authority.</p> <p>b. Succession Plan and Recruitment Update</p> <p>The board was pleased to welcome Mark who brought broad corporate, project, planning and financial skills identified in the skills audit which would be valuable when many members of the FGB and Finance committee stepped down. The Chair had approached governors individually regarding taking over the Chair/Vice Chair roles in September without clear response.</p> <p>It was agreed to invite Co-Chairs from the Junior school to next meeting to talk about Chairing role. Clerk to present statutory duties for Chair in advance. Action The Chair will also present what his role entails at the next FGB. Action</p> <p>The Clerk also called for governors to attend the Head Teacher Appraisal training being held on the 13th June as members of this panel would be leaving in September and Heads appraisal was a statutory duty for the board. There was another training day on the 25th September which would be in time for the next appraisal, which needs to take place before 31st December.</p> <p><u>Recruitment:</u> Inspiring governance post was up to date. James and Tess to send a short description of their experience as a governor to the Clerk for addition to an updated notice on the council's governor page. Action</p>

Advert for Prestonville news to be drawn up by Clerk **Action**
Notices to be placed at Exeter Street Hall, St Lukes and on the school gates. **Action**

The Clerk **recommended** that prospective co-opted governors should not be parents as this presented an imbalance on the board.

c. Quality of Education Committee: Terms of Reference, Workplan, Membership

A draft term of reference was circulated for consideration and feedback at the next FGB. The FGB approved the new Committee as part of the constitution. **Action** All to review the ToR and provide feedback/sign off

Membership confirmed: Emma Remnant, Holly Lomasney, Catherine Bradley

d. Finance Committee Membership and Re-set

It was **agreed** that Mark Topham would join the Finance Committee immediately, to gain a good understanding of finance procedures before the departure of three of the committee's members. Health and Safety would be reported by a link governor at this committee

Membership confirmed: Madeleine Denyer, James Bates, Mark Topham

e. Re-constituting the Working Groups: Focus and Membership

It was **agreed** that the Working groups would be reduced to two:

Effectiveness of Leadership & Management

Membership confirmed: Madeleine Denyer, Mark Topham

Behaviour, Attitudes and Personal Development

Membership confirmed: Tess Gill, Stuart Clark and James Bates

5. a. Working Group Critical Updates

Personal Development, Behaviour & Welfare:

A learning walk following Ethnic Minority Achievement Service (EMAS) Equality and Disability review had taken place and governors observed the large numbers of areas of good practice identified in the report.

Governors discussed whether there needed to be structure in how displays were managed. It was agreed that with regard to classroom displays teachers should consult to ensure consistency. For example, the lists of languages which in some classes reflected the languages of the children in class but not always.

Outcomes for Pupils & Quality of Teaching, Learning & Assessment:

Visits had focused on assessment systems and tracking a few case studies for children with grab packs – it was hoped that this would continue in the following academic year.

The Effectiveness of Early Years Provision:

Scrutiny of spring data had taken place. Expanded use of the outdoor environment was observed.

Effectiveness of Leadership & Management:

The Head and Chair had met with Mark Topham to discuss and propose membership of the FGB. The group had met to discuss and agree a proposal for Stanford Infants FGB constitution and working group structure moving forwards and to review the approach to governor succession.

	<p>Safeguarding - Standing Item</p> <p>Stuart Clark, safeguarding governor had met with the Safeguarding Lead and reviewed the Safeguarding Audit action plan from 2018. Out of 36 actions only two were outstanding. There was one child on a child protection plan (with another possible pending a child protection conference) and one child in need. The Central Register had been reviewed and a few actions had been identified. The 2019 audit would be carried out shortly and a new action plan would be produced mid-July.</p> <p>Stuart requested that a governor cover his role during this absence from mid-June to mid-September and Tess Gill agreed to take this on.</p> <p>GDPR – Standing Item The second visit had taken place and policies were reviewed – no actions had arisen.</p> <p>Training – Standing Item Governor Briefing - 22nd May. Head Teacher Appraisal – 13th June, 25th September</p> <p>Formal Events Coming Up – Standing Item</p>
6.	<p>AOB Governors formally ratified the Health and Safety policy approved by email in March due to urgent requirement by the local authority.</p>
7.	<p>Next Meeting: 18th July</p>

Chair's Signature:

ACTION LOG				
	Date of Meeting	Action	Owner	Due Date
1.	18.07.18	Review of security to be added to the Health and Safety group and Head to raise it at wider Heads Meetings.	Head/ Wil	Asap
2.	15.11.18	Governors who haven't to send photo to send to Clerk	All Clerk	24.01.19
3.	24.01.19	Head to send crib sheet re Ofsted Inspection procedure	MD	Asap
4.	21.03.19	20 Questions to be discussed at next FGB - postponed		
5.	15.05.19	Governors to send contributions to Natasha Cruse for next newsletter	All	Asap
6.	15.05.19	Head to write to Richard Barker re waiting list and vacancies. Chair to add commentary once sent.	MD/DF	Asap
7.	15.05.19	MAYBO techniques added to the Positive Handling Policy	Head	18.07.19
8.	15.05.19	A member of the new Quality of Education committee should attend Pupil Progress meetings in September	tbc	Sept 19
9.	15.05.19	Invite Co-Chairs from the Junior school to next meeting to talk about Chairing role. Clerk to present statutory duties for Chair in advance	DF/MD Clerk	Asap
10.	15.05.19	Chair to present what his role entails at the next FGB.	DF	18.07.19

11.	15.05.19	i)James and Tess to send a short description of their experience as a governor to the Clerk for addition to an updated notice on the council's governor page. ii)Advert for Prestonville news to be drawn up by Clerk iii)Notices to be placed at Exeter Street Hall, St Lukes and on the school gates.	JB/TG Clerk MD/ER	Asap
12.	15.05.19	Draft terms of reference for Quality of Education Committee to be confirmed at next FGB		18.07.19