

STANFORD INFANT SCHOOL: Full Governing Body

15th November 2018 6.00pm

Present: Damian Fisher, Stuart Clark, Kirsti Cox, Madeleine Denyer – Head Teacher; Wil Mackintosh, Emma Remnant - Staff, James Bates, Elizabeth Lyle, Natasha Cruse, Catherine Bradley

Quorate: 9/10

In attendance: Anna Johnson - Clerk.

Item	Objective
1.	<p>a. Welcome and Apologies for Absence Elizabeth Lyle was warmly welcomed to the board. There were apologies from Holly Lomasney.</p> <p>b. Declaration of any Pecuniary Interest in the Meeting – None</p> <p>c. Notice of any Urgent Other Business - None</p>
2.	<p>a. Head Teacher Full Report</p> <p>Governors thanked the Head for her detailed report.</p> <ul style="list-style-type: none">• The Head noted that the number of Fixed Penalty Notices issued by the school this term as a result of unauthorised absences has been added to the report: 1 with 3 pending. Last year the number for the whole year had been 23. Action: Head to ask Local Authority for comparison data from other local schools.• The School Partnership Advisor had suggested the addition of 'persistent absence' to the Head's report. Currently this is 2.26% of the school population and the Head is working closely with these families.• The Poverty Proofing report will be circulated this month, along with Action Plan to address the recommendations. Action: The school is constantly thinking of ways to remove any stigma in this area. The provision of a spare PE kit for every class (for children who come to school without one) has already been put in place, along with the availability of fruit/vegetables in every class.• A new Continuing Professional Development (CPD) policy is being written by the Head to reflect the school's commitment to this area.• There are four children who joined Reception requiring SEN support and one child with an EHCP (Educational Health and Care Plan). Another child with an EHCP has been offered a space and the school are in the process of recruiting a suitable INA for this child. This means that the percentage of SEN or EHCP children is now above the national average for the size of school. <p>No Governors were able to join the 'Know Your School Well' visit. However, Governors noted that the SPA did not speak to the Chair during the visit, as the time was taken up with the Learning Walks and Reflection and there was no time allocated for a phone call. As the SPA would be meeting the Chair ahead of the Governance Review, it was suggested a discussion could take place there. Governors asked if it would be possible to have some training with the SPA, as this had been successful previously. The Head explained this service from the Local Authority only provides for three visits and we have already allocated the time for the 'Know Your School Well' visit, HT Appraisal, and the External Review of Governance.</p>

Governors noted that the SPA's recommendations from the 'Know Your School Well' report should be distributed amongst working groups for monitoring. **Action**

Q. How does the school interpret the fall in children 'working at greater depth' (WGD) in writing and maths over the last 3 years?

A. This follows guidance from the LA Moderation and Assessment Teams that clarified the difference between a child that is 'secure' with End of Key Stage Expectations and those who are consistently working at 'greater depth' independently and there is enough evidence of this to confidently make the judgement. Nationally, it has been suggested that the percentage of children working at 'greater depth' would be approx. 10-15% of the Class/Year Group. LW is a LA moderator for KS1 and has ensured all judgements are robust and this is reflected in the data.

The Head gave an example of a child who was beginning to work at 'greater depth' but was given a judgement of 'secure', as at that time there was not enough evidence to make the judgement of 'great depth'. However, in Year 2 – 3 Handovers, teachers highlighted any children who were on the cusp of working at 'greater depth' in order for them to provide opportunities for the children to build on this potential.

The school was above national for GD Reading and only slightly below in Writing and Maths. However, it is a whole school focus, and we would hope to provide further opportunities for children to achieve 'greater depth' in reading, writing and maths at the end of this academic year.

Q. What changes have been made to the Sanctions Pathway?

A. This followed staff discussion on how the current pathway was working and the need to acknowledge that teachers could not stop teaching to talk through behaviour with an individual child. The Pathway has just been updated to ensure that each stage is clear to all. It was good practice to review the Behaviour Policy regularly, especially following changes of staff. The revised Behaviour Policy would be circulated shortly.

b. School Performance & Targets

– School on a Page, Data Headlines, Know Your School Well Visit

Reading, Writing and Maths results show above national average in all areas and in-line with children working at 'greater depth'. Girls outperform boys but more boys are working at greater depth than national data.

Draft Data Headlines for 18-19 were circulated in the meeting.

The presentation of current data had been altered following the discussions with the 'Outcomes for Pupils' Working Party last academic year. The Head and Deputy explained that this data should be treated with caution, as Pupil Progress Meetings have just been completed and therefore there had not been time to analyse the data in further detail.

The SLT had been discussing target setting, namely that the school has always been aspirational. Following advice from the SPA, the school had agreed with each teacher following Pupil Progress Meetings and will be reviewed regularly and amended where necessary.

The phonics tracking system has been revised so that it is continuous record from Reception to Year 2.

Q. How many of the four Year 1 disadvantaged children are on SEND register?

A. Two of them have SEN support.

c. Working Group Updates – group focus areas & planned monitoring activities

•Effectiveness of Leadership & Management:

Governors discussed the Soft Federation Meeting that took place on the 8th October, suggesting that it had become too focused on the operational. It was suggested that two meetings a year would lead to a lack of continuity and also that it might be good to start with a narrower focus on two strategic areas.

Action: Heads of both schools and Chairs to meet to decide direction.

•Quality of Teaching, Learning & Assessment:

The group's focus would be on Teaching Assistants (the meeting with TAs last year had been productive) and Continuous Provision at KS1 (to be monitored via schemes of work, visits to school, training received by teachers).

Action: KC & Head to discuss possible Maths Workshop for children on finance.

•Personal Development, Behaviour & Welfare:

The group's focus will be on monitoring how diversity is represented across the school and that 'Autism Aware' and 'Attachment Aware' status is embedded in daily practice. The success criteria are still to be refined.

Q. Is online health in relation to restricting hours spent online being promoted by the school?

A. There was a discussion following the 02/NSPCC Parent Workshop, which was very well attended by 30 families. The school is concerned that information regarding online safety placed on the website is not accessed by parents/carers and is considering other ways to communicate this message.

Q. Will the workshop be annual?

A. There was a concern that the NSPCC Assembly emphasised the fundraising aspect too much (feedback was given by the Head to the NSPCC presenter) and this was in conflict with the school's raised consciousness around poverty proofing. However, we would review and decide on the best approach moving forward.

Q. Why did the school decide to apply to be a 'School of Sanctuary'?

A. It matched with work already being done in the school and it is well supported by the Local Authority's programme 'Sanctuary by the Sea'. It would reflect our commitment to being a welcoming place for all.

•Outcomes for Pupils:

The group's focus will be on Working at Greater Depth and Disadvantaged children. Success criteria are still to be finalised.

Q. How is working at greater depth judged within the school?

A. Staff are considering how to provide further opportunities for this to be evidenced and will maintain the rigour with which progress of pupils is monitored in order to ensure children reach the expected standard and, where appropriate a greater depth, in all areas.

Action: NC to visit school to discuss sports plan and see 'Real PE' in action.

•The Effectiveness of Early Years Provision:

The group had agreed their focus (report to follow) and will finalise success criteria with Reception Lead on the 29th November.

	<p>•School’s Learning Environment:</p> <p>School premises plans are still to be finalised for this year.</p> <p>The School Development and Improvement Plan still requires the addition of some success criteria and actions. Action: Head to send by end of month to Clerk who will email with a one-week deadline for agreement. Elizabeth Lyle joined Personal Development, Behaviour & Welfare and Outcomes for Pupils working groups.</p> <p>d. Soft Federation Meeting – 8th October – covered in agenda item 2c.</p> <p>e. Governing Board Recruitment/Succession Planning</p> <p>Governors recognised that a longer-term strategy, including succession planning was needed and this would best be ensured by inclusion within a working group. It was agreed that it be added to the Effectiveness of Leadership & Management group.</p>
<p>3.</p>	<p>a. Accuracy of Minutes</p> <p>Minutes were agreed as accurate.</p> <p>b. Matters Arising & Action Log</p> <ul style="list-style-type: none"> • It was agreed at the meeting that Natasha would join the Head’s Appraisal Panel. • Catherine to send profile for website. Action It was suggested that photos used for the Newsletter could be added to Governors’ Page of the School’s Website. Governors who haven’t sent photo to send to Head Action: All • The Head reported that access to Analyse School Performance is only available to school email users. Governors asked if a generic email could be set up for this purpose. Action
<p>4.</p>	<p>Policy Updates – refer to Policy Grid:</p> <p>Child Protection & Safeguarding Policy / Children Missing Education / Whistleblowing Policy SEN/D Policy / Parents/Carers School Complaints Policy / Equalities Information The policies above were all agreed by the board.</p>
<p>5.</p>	<p>Safeguarding - Standing Item</p> <ul style="list-style-type: none"> • The annual audit report has been received but still requires an action plan. • Brighton and Hove schools are now part of Operation Encompass; whereby schools will be informed by the police if a child has been present at an incident of domestic violence before the start of the school day. <p>Q. What is the aim of schools’ participation in this? A. It will allow schools to be aware and sensitive to changes in behaviour. Staff training has been provided and parents/carers have been informed of the programme.</p> <p>There is currently one child on a Child Protection Plan.</p> <p>GDPR (to consider compliance with the new GDPR) – Standing Item An audit is taking place on the 27th November and any actions will be reported to the board at the next meeting.</p>

	<p>Website Audit The Head explained that the website audit tool had been updated in August 2018 and she has undertaken the audit. It would be prudent for a Governor to also undertake the audit from an external perspective. Elizabeth offered to do this on behalf of the Governors. Action: Head to send Elizabeth the website audit tool.</p> <p>Training – Standing Item Catherine had completed Induction training and James had attended training on Disadvantaged children. Action: AJ to send spreadsheet of training attended by all Governors in last year.</p>
6.	<p>Formal Events Coming Up – Standing Item</p> <p>Governors were invited to attend: 22nd November – Prospective Parents’ Evening – 7:30pm 27th November – Hove Partnership Meeting at Bilingual School – 6:30pm 8th December – Christmas Fayre 12-3pm</p>
7.	<p>Date of Next Meeting: 24th January 2019</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 Committee Agenda and Head to raise it at wider Heads Meetings.	Head/Wil	Asap
2	15.11.18	Head to ask Local Authority for comparison data on fixed penalty notices from other local schools.	Head	24.01.19
3	15.11.18	The Poverty Proofing report will be circulated this month.	Head	01.12.18
4	15.11.18	SPA’s recommendations to be added to group reports for monitoring.	All	24.01.19
5	15.11.18	Heads of both schools and Chairs to meet to decide direction of Soft federation.	MD, PD, DF, ER, NS	24.01.19
6	15.11.18	KC Head to discuss possible Maths workshop on finance.	KC, MD	24.01.19
7	15.11.18	NC to visit school to discuss sports plan and see ‘Real PE’ class.	NC	24.01.19
8	15.11.18	Finalisation of SDIP.	Head/AJ	01.12.18
9	15.11.18	Catherine to send profile for website. Governors who haven’t sent photo to send to Head.	CB, EL	24.01.19
10	15.11.18	Check if generic email could be set up for governor access to ASP.	Head	24.01.19
11	15.11.18	Head to send Elizabeth the website audit tool. Elizabeth to complete audit.	Head, EL	24.01.19
12	15.11.18	Clerk to send spreadsheet of training attended by all Governors in last year.	AJ	24.01.19