

## STANFORD INFANT SCHOOL: Full Governing Body

2<sup>nd</sup> May 2018 6.00pm – 8.00pm

**Present:** Catherine Bradley, Natasha Cruse, Holly Lomasney, Stuart Clark, Kirsti Cox, Madeleine Denyer – Head Teacher; Damian Fisher, Chair; Tanya Grimshire, Wil Mackintosh, Vice Chair, Emma Remnant, Staff **Quorate: 10/10**

**In attendance:** Anna Johnson, Clerk

Item	Objective
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1	<b>a. Welcome and Apologies for Absence</b>
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There were no apologies.

	<b>b. Declaration of any Pecuniary Interest in the Meeting</b>
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There were no declarations of interest.

2	<b>a. Head Teacher Full Report</b>
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- A discussion took place on the spring data, during which the Head confirmed to Governors that all years looked on target to meet expected pupil outcomes at the end of the year – the outcomes for pupils working group would report on this.
- Governors queried the efficiency of the SchoolPing app for school communication which seemed to require more stages to access information than the previous system.

Q. Has there been any feedback on SchoolPing?

A. There has not been any feedback but large numbers are using it. It brings together the functions of school payments and information it should be more efficient for parents/carers to use. It has also provided a saving, as it is cheaper than 'Teachers to Parents'. However, there was an interim period when the contract with 'Teachers to Parents' had ended and the school was unable to email parents to introduce the new system.

**Action:** Head to ask Office to send out a communication on SchoolPing and its benefits.

- Draft School Development and Improvement Plan for 18-19

It was **agreed** that working groups needed to be involved in identifying the school's strengths and areas for development in advance of next academic year's plan which will be finalised in September. This would ensure the board's accountability.

**Action** Clerk to add 40-minute agenda item at next FGB for review of working groups for 2018-19 and give a one-month reminder to Governors for this input.

Q. Governors questioned why an extra child had been placed in Reception?

A. This was a 'looked after child' and due to unusual circumstances with the timeline, the LA offered the place to this child having already confirmed it with another family. The Head had requested a meeting with Richard Barker about why this had happened and RB had accepted that it was an error on the council's part. The Head stated that all 'avenues had been followed' on behalf of the class teacher.

Q. Could this happen again?

A. Yes, because the LA has this authority with regard to 'looked after children'.

## Finance Committee Report

- The Chair (WM) of the finance committee explained that the larger surplus achieved this year had allowed a 3-year budget without a predicted deficit.

Q How was the extra surplus achieved?

A. A financial return in relation to the provision of Universal Infant Free School Meals (UIFSM) at our school, which had only been shown as an underspend in the central report for May. The predicted requirement for an additional INA was not required, as the child did not start, therefore the budgeted salary was not used.

- Governors thanked the staff team for providing cover teaching over the year which had achieved considerable savings on supply costs. The Finance Committee had agreed that this should be an item in the next Governor Newsletter.

Q. Is it sustainable for the Senior Leadership Team to provide this cover?

A. It functions because of good communication between Head and Deputy Head; however, does ultimately impact on work/life balance.

- SATS will start next week, due to the current cohort, the timetable for this has been revised to include small group/individual administration of the tests. One child on an Educational Health Care Plan has been disapplied from KS1 Tests, with agreement from his parents.
- Governors noted that a decision needed to be made if the School Partnership Advisor would be undertaking an external review of School Governance.  
**Action:** DF arrange to meet Simon Chandler, SPA

## b) Working Groups

### Effectiveness of Leadership & Management

- The Chair commented that the success measures in the new report format were sometimes compromised by the SDIP. He congratulated Governors on going beyond the target of 48 school visits with 51 having taken place.

Governors agreed it was important not to exclude Governors were not able to attend the school during the day as this would reduce the diversity of the board. Evening meetings were also valid but the target was helpful in driving Governor involvement.

Governors questioned the Head on how teachers responded to Governor Visits during the day. The Head stated that the negotiating a suitable time was important. It was agreed that the development of working groups and linked visits had improved accountability and knowledge of the school considerably.

- **Action:** A meeting is to be arranged to form a Senior Leadership working group following the decision to form a 'soft federation' with the Junior School from next year.

Q. Has this decision been communicated to staff and parents/carers?

A. The staff had been informed.

Parents/Carers could be informed in the Governor Newsletter – a definition of 'soft federation' was needed. **Action**

With the removal of Year 2 SATs it will be necessary to be able to share the Junior's Year 6 data in order to confirm outcomes.

- The Chair offered to assist working groups in setting next year's target measures – Governors would generate ideas for the SDIP 18-19, following a review of this year's achievements.
- The next Hove Partnership Governor Meeting is on the 12<sup>th</sup> June, 6pm at the Bilingual School.

### **Quality of Teaching, Learning & Assessment**

- In a recent visit, the group had focused on Science and the outside learning environment. They were impressed with the children's passion for the outdoor learning environment and their Scientific knowledge and understanding. It was felt that the pond could be further developed to allow it to be used in science lessons. The Head commented that there was not capacity to do this currently.
- The group was going to meet with Teaching Assistants to discuss their role in lesson time.
- The group had not yet observed/discussed the assessment system.
- There was a discussion on next year's SDIP and how a strategic focus on the top 2 priorities of each area was desirable as there was a risk of repeating work.
- Governors noted that subject link meetings were continuing to take place, monitoring teaching and learning in a subject directed way.

### **Personal Development, Behaviour & Welfare**

- Online Safety was discussed - the success criteria had been amended for this. The school was still looking for someone to deliver training to school and parents/carers, cost being an issue.
- Governors suggested it should be embedded as a Golden Value but the ideal would be to achieve a consistent message at home and school. This could be achieved by training a staff member to deliver this message at every school welcome meeting.
- Stuart will be attending the next Local Safeguarding Children Board (LSCB) Safeguarding Training on 27<sup>th</sup> September at the Friend's Meeting House between 10am-12pm.

### **Outcomes for Pupils**

- Assessment data had been provided to the group and an in-depth explanation of how data develops across the academic year had been provided by the Deputy Head.
- The data currently looks uncertain to reach all targets. It was noted that Reception assessment uses different measurements concentrating on the developmental process. The Reception Team has already started moderating maths using the whole school 'mastery approach' as reception measurements don't work for children working above standard. Reception has a far less demanding curriculum.
- Spring data appears to indicate that Year 1 achievement has gone down, most children will reach targets; however, It was explained that autumn data shows the exit assessment done at the end of the previous year.

	<ul style="list-style-type: none"> <li>Governors had attended an Assessment Meeting which had given an insight into how children develop with some taking longer to embed learning. It also showed the impact of children being admitted to the school later in the academic year, as well as the impact of family holidays during term time.</li> </ul> <p>Q. What are the areas to highlight as a concern?  A. Year 2 Writing is an area of focus – the School Partnership Advisor recommends aiming high for targets. If these are not met progress data will show children’s development.</p> <ul style="list-style-type: none"> <li>The Outcomes for Pupils working group will be able to properly understand data across the year in 2018-19 having followed a whole year’s progress assessment data.</li> <li>Governors confirmed that maths had been monitored using book looks and could see how the maths mastery approach allowed all children to achieve greater depth where they had the capacity, in contrast to the ‘streaming’ approach.</li> </ul> <p><b>The Effectiveness of Early Years Provision</b></p> <ul style="list-style-type: none"> <li>Governors had met with the Early Years Leader and asked about why data dips for some children.  Spring data should be approached cautiously and the range of development varies a lot. This can depend on factors such as whether children have attended nursery or not and pen grip development.</li> </ul> <p>Q. What proportion have been to nursery?  A. The majority in last year’s Reception and they came from approx. 35 pre-school providers – a very broad range of provision.</p> <ul style="list-style-type: none"> <li>The ‘free flow’ environment is working well and the Governors had asked the EYFS Lead whether this will impact the transition to Year 1.  Learning Walk is planned to cover other areas in the workplan.</li> </ul> <p><b>School’s Learning Environment</b></p> <ul style="list-style-type: none"> <li>The group had enquired about the installation of security cameras – Governors felt it should be discussed at next agenda. <b>Action</b></li> <li>The ‘wish list’ areas of Rain Water Collection to address environmental concerns as well as High Water Bissell and the installation of Solar Power was discussed. It was estimated that it would take 8 years to achieve return on installing solar which was difficult to build into current financial planning.</li> </ul> <p><b>Action:</b> Wil to investigate costs for solar panels.</p>
	<p><b>a. Accuracy of Minutes</b> - Minutes were <b>agreed</b> as accurate</p> <p><b>b. Matters Arising &amp; Action Log</b>  Hove Partnership Meeting on Tues 12<sup>th</sup> June, 6pm at the Bilingual School.</p>
4	<p><b>Items for Approval and Decision</b></p> <p><b>Policy Updates:</b>  Governors <b>agreed</b> the School Communications Policy and Handwriting Policy.</p>

	<b>Action:</b> Head to arrange for an example of handwriting to be added as an appendix to the Handwriting Policy.
<b>5</b>	<p><b>Items for Monitoring &amp; Evaluation</b></p> <p><b>Safeguarding</b> The Lead and Link Governor are currently reviewing the Safeguarding Audit. There are 2 children on a plan currently.</p> <p><b>GDPR</b> Head confirmed that the DfE had released their 'Data Protection Toolkit for Schools' and she was developing policies and processed for data management, including revised Privacy Notices. The ultimate responsibility for data management compliance lies with Governors and therefore she encouraged Governors to attend the LA GDPR Briefing on 8<sup>th</sup> May.</p>
<b>6</b>	<p><b>Items for Information Only</b></p> <p>The PTFA had asked if Governors would be willing to run the bar again at the Summer Fair on 15<sup>th</sup> July – this was agreed.</p> <p>We were still looking for a LA Governor. <b>Action:</b> Kirsti to engage with Brighton Chamber of Commerce as a possible way of finding a Local Authority Governor. <b>Action:</b> Clerk to send documents to Kirsti regarding this.</p>
<b>7</b>	<b>Date of Next Meeting:</b> 11 <sup>th</sup> July 2018

<b>ACTION LOG</b>				
	<b>Date of Meeting</b>	<b>Action</b>	<b>Owner</b>	<b>Due Date</b>
1	14.03.18	DF to attend the next Hove Partnership Governor Meeting – Tues 12 <sup>th</sup> June @ The Bilingual School. <b>Governors to let DF know if they would like to attend too.</b>	All - optional	Asap
2	02.05.18	Head to ask Office to send out a communication on SchoolPing and its benefits.		Asap
3	02.05.18	Clerk to add 40 minute agenda item at next FGB for review of working groups for 2018-19 with one month reminder to governors for this input.	Clerk	01.07.18
4	02.05.18	DF arrange to meet Simon Chandler.	Damian	01.07.18
5	02.05.18	Meeting to be arranged to form Senior Leadership Working Group following the decision to form a 'soft federation' with the Junior School from next year.	Damian	01.07.18
6	02.05.18	Agenda item next meeting - installation of security cameras.	Clerk	01.07.18
7	02.05.18	Investigate installation of solar panels.	Wil	01.07.18
8	02.05.18	Head to arrange for an example of handwriting to be added as an appendix to the Handwriting Policy.	Head	Asap
9	02.05.18	Kirsti to engage with Brighton Chamber of Commerce as a possible way of finding a Local Authority Governor. Clerk to send documents to Kirsti regarding this.	Kirsti, Clerk	Asap

**Chair's Signature .....**