

Wood End Infant School Governing Body

Full Governing Body MINUTES

Monday 26 September 2016 at 6PM

	<b>Attendees:</b> Sally Abel Latif (SAL) Lara Al-Jarcheh (LAJ) Janet Bettaccini (JB) Madhu Bhachu (MB) Said Binani (SB) Jaber Jabbour (JJ) Matt Jeatt (MJ) Samina Masud (SM) Jamila Bibi Sarwar (JBS) Lesley Tucker Douglas (LTD)	<b>Actions:</b>
1	<b>Welcome</b> MJ explained that the focus for this meeting was setting up committees etc. and planning for 2016 - 2017.  MJ thanked the following Governors for attending the Whole School Prevent training earlier today: <ul style="list-style-type: none"> <li>• JB</li> <li>• JBS</li> <li>• JJ</li> <li>• LAJ</li> <li>• LTD</li> </ul> <b><u>MB to update the Single Central Record.</u></b>	<b>MB</b>
2	<b>Apologies for absence</b> Apologies were received from John Arhin (JA)	
3	<b>Authorised / Unauthorised absence</b> The absence for JA was authorised.	
4	<b>Declaration of Any Other Business</b> There were no declarations of Other Business.	
5	<b>Declaration of Interest in Any Agenda Items</b> There were no declarations of Interest in any Agenda Items.	
6	<b>Election of Chair of Governors</b> <ol style="list-style-type: none"> <li>a) Agree Term of Office                             <ul style="list-style-type: none"> <li>• After discussion it was agreed that the term of office should be 2 years; 3 years was also considered.</li> </ul> </li> <li>b) Election                             <ul style="list-style-type: none"> <li>• MJ was proposed by JJ and seconded by LTD.</li> <li>• There were no other nominations.</li> <li>• MJ confirmed that he was happy to stand again.</li> <li>• A vote was taken and MJ was elected unanimously.</li> </ul> </li> </ol>	

7	<p><b>Election of Vice Chair of Governors</b></p> <p>a) Agree Term of Office</p> <ul style="list-style-type: none"> <li>• It was agreed that the term of office should be 2 years in line with the Chair of Governors.</li> </ul> <p>b) Election</p> <ul style="list-style-type: none"> <li>• JB was proposed by LTD and seconded by JBS.</li> <li>• There were no other nominations.</li> <li>• JB confirmed that she was happy to stand again.</li> <li>• A vote was taken and JB was elected unanimously.</li> </ul>	
8	<p><b>Headteacher's Verbal Update</b></p> <p>a) Update on the Flood</p> <ul style="list-style-type: none"> <li>• MB and MJ gave some background to what had happened and what has been done to repair the damage caused by the flood. <ul style="list-style-type: none"> <li>○ The flood was caused by excessive rain.</li> <li>○ The staff room, ICT Suite, Site Managers Office, Corridor and 4 Reception Classes were most affected.</li> <li>○ The school was closed on Friday with some children back on the following Monday or Tuesday.</li> <li>○ Reception Classes returned today.</li> <li>○ There have been lots of tests to ensure that the school is safe.</li> <li>○ All items that have been thrown away have been photographed and logged.</li> <li>○ The initial meeting with the loss adjustor / insurance company was very positive.</li> <li>○ The Insurance Company are arranging for the drains to be jet washed - the cost for this is £1.4K - this cost will be covered by the Insurance Company. <ul style="list-style-type: none"> <li>▪ The remainder of drains across the site may need to be jet washed at a cost of c. £2K - At present this may need to be covered by the school.</li> <li>▪ It has also been suggested that the drains should be inspected with a camera - This would cost c. £400 and would be the responsibility of the school.</li> <li>▪ We will need to consider adding the annual jet washing of drains.</li> </ul> </li> <li>○ We have received an advance from the Insurance Company (last Friday) for £10K - this will be used to cover additional hours and additional staff.</li> <li>○ We need to ensure that the Insurance and the LA pick up all of the costs that they should.</li> <li>○ The Insurance Company will be arranging for additional repair works to be completed at half term.</li> </ul> </li> <li>• JJ questioned if there will be an impact on our insurance premiums as a result of this claim? <ul style="list-style-type: none"> <li>○ We will be monitoring any increase in Insurance Premiums.</li> <li>○ We currently insure outside of the LA.</li> </ul> </li> <li>• JJ suggested contacting other schools to see if they had been affected. <ul style="list-style-type: none"> <li>○ MJ suggested that we could provide consultancy for other schools on handling a major disaster.</li> </ul> </li> <li>• JJ and LTD suggested contacting the LA to establish if there were any local infrastructure issues that may have affected the drainage system in the area.</li> <li>• MJ took the opportunity to thank both MB and Jackie Pusey for everything that they had done - they handled things really well.</li> </ul>	



	<ul style="list-style-type: none"> <li>○ Annual Work Plan.</li> <li>○ Engagement with the Community.</li> <li>○ <b><u>MJ will circulate a draft.</u></b></li> <li>● There was an extensive debate about whether this document should be translated for parents. <ul style="list-style-type: none"> <li>○ MJ stressed that this document is for internal use.</li> <li>○ MJ added that this is currently a working document.</li> </ul> </li> <li>● SB suggested that the Key Priorities should be converted to Plain English. <ul style="list-style-type: none"> <li>○ <b><u>It was agreed that SAL and LAJ would identify a small group of parents to test:</u></b> <ul style="list-style-type: none"> <li>▪ Understand what the Key Priorities.</li> <li>▪ If they would like the Key Priorities translated to other languages</li> </ul> </li> <li>○ JJ suggested using Google Translate on the website. <ul style="list-style-type: none"> <li>▪ <b><u>MB to speak to the website company.</u></b></li> </ul> </li> </ul> </li> </ul>	<p>MJ</p> <p>SAL / LAJ</p> <p>MB</p>
9	<p><b>Review the School Vision Statement</b></p> <ul style="list-style-type: none"> <li>● Governors took the opportunity to review the School Vision.</li> <li>● MB reminded Governors that this had taken 3 / 4 months to develop and that a lot of people were involved across all stakeholders.</li> <li>● JJ suggested some changes to Paragraph 5: <ul style="list-style-type: none"> <li>○ “As a rights respecting school, every child is entitled to be listened to and be heard, meet with their friends and feel safe and secure both in school and within the wider community.</li> </ul> </li> <li>● JJ also questioned if we should include reference to “the safest possible environment.</li> <li>● MB said that she would prefer not to make any changes without consultation with other stakeholders,</li> </ul>	
10	<p><b>Governing Body Matters</b></p> <p>a) Review Committee structure</p> <ul style="list-style-type: none"> <li>● MJ asked if Governors thought that this split of committees was still working. <ul style="list-style-type: none"> <li>○ MB stressed that we need to avoid duplication between the committees and FGB as there is a tendency to discuss something in detail in a committee and then repeat this discussion at FGB. <ul style="list-style-type: none"> <li>▪ It was agreed that each committee should provide a summary of key points for FGB.</li> <li>▪ It was also agreed that Governors must read the Committee Minutes before the FGB meeting.</li> <li>▪ This will allow the Governing Body to be more strategic.</li> </ul> </li> </ul> </li> </ul> <p>b) Review Committee membership</p> <ul style="list-style-type: none"> <li>● Resources Committee: <ul style="list-style-type: none"> <li>○ JA</li> <li>○ JJ</li> <li>○ LTD</li> <li>○ MB</li> <li>○ MJ</li> <li>○ SAL</li> <li>○ LTD</li> </ul> </li> <li>● Teaching and Learning Committee: <ul style="list-style-type: none"> <li>○ JB</li> <li>○ JBS</li> <li>○ JJ</li> </ul> </li> </ul>	

- LAJ
- MB
- MJ
- SM

c) Review Meeting times

- It was agreed that the time of the Teaching and Learning be moved forward to 3PM; this would allow for the committee to receive presentations from pupils and staff.
  - It was also agreed that this will give Governors to network with parents at 3:30PM
- It was also agreed that the Resources Committee at 5:45PM for a prompt start at 6PM.

d) Governor Vacancies

- We currently have the following vacancies:
  - Partnership Governor x 2
  - Co-opted Governor x 1
- **MJ asked the Committee Chairs to consider at their next meeting what additional skills their committees need.**

MJ

e) Annual Work Plan

- MJ said that he and AON will be developing an annual work plan for each committee and the FGB.

f) Committee Responsibilities

- Each committee to meet at least once a term.
  - Resources will probably require an additional meeting to review the budget.
- Each Committee to elect a Chair (and Vice Chair) at their first meeting.
- Each Committee to review the Terms of Reference at their first meeting.
- Going forward MJ would like to see committees more “self directional”.
- MJ would also like to see both committees engage key stakeholders.
- Governor visits to be planned in committee.

g) Connecting with Stakeholders

- Parents
  - Governors should connect more directly with parents.
- The Wider Community
  - Faith Leaders
  - Businesses e.g. Waitrose
  - Sponsorship
    - MB said that she had e-mailed a number of businesses about sponsorship although there had been no responses.
    - It was agreed that Governors would follow up on these e-mails if MB provided by the contact details.

h) Governor Responsibilities

MJ said that he would like to see both a lead for each of the following areas together with a shadow.

- Safeguarding:
  - JB / SAL
  - MB asked to put on record that JB has done an excellent job as

	<p>Safeguarding Governor.</p> <ul style="list-style-type: none"> <li>○ <b><u>JB said that a Safeguarding Report will be presented to the next FGB.</u></b></li> </ul> <ul style="list-style-type: none"> <li>• SEND: <ul style="list-style-type: none"> <li>○ JBS / LAJ</li> </ul> </li> <li>• Pupil Premium / Sports Premium: <ul style="list-style-type: none"> <li>○ <b><u>To be agreed within the Resources Committee.</u></b></li> </ul> </li> <li>• Health and Safety: <ul style="list-style-type: none"> <li>○ SB / LTD</li> </ul> </li> <li>• Data: <ul style="list-style-type: none"> <li>○ JB has historically had responsibility for data.</li> <li>○ It was agreed that in future should be handled by each committee.</li> </ul> </li> </ul> <p>MB reported that staff had been very appreciative of Governor involvement in the strategy morning.</p>	<p>Agenda</p> <p>LTD</p>
11	<p><b>Agree the Minutes of the Full Governing Body meeting on 21 June 2016</b></p> <p>These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
12	<p><b>Matters arising from the Full Governing Body meeting on 21 June 2016</b></p> <p>a) MB to provide SL with meeting dates for 2016-2017.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>b) AON to resend the access instructions for The Key.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) ICE document to be sent to Governors.</p> <ul style="list-style-type: none"> <li>• Only 2 responses have been received so far.</li> <li>• MJ stressed that it is important for all Governors to complete this as it will help us to understand what Governors do not know and then plan appropriate training.</li> <li>• <b><u>MJ asked all Governors to complete the ICE packs by 3 October.</u></b></li> </ul> <p>d) MJ to check if we are members of the NGA.</p> <ul style="list-style-type: none"> <li>• MJ confirmed that WEIS is a member of the NGA.</li> <li>• <b><u>AON to register all Governors with the NGA.</u></b></li> </ul> <p>e) LAJ, SB, JJ, SM to sign up for “Getting to grips with Governance”.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>f) AON to circulate details of Ealing CPD online.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>g) MB (LR) to seek advice from the LA re accessibility (ramps).</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>h) Minutes of the Resources Committee for noting.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 15.</li> </ul> <p>i) Minutes of the Teaching and Learning Committee for noting.</p>	<p>All</p> <p>AON</p> <p>LAJ, SB, JJ, SM</p> <p>MB</p>

	<ul style="list-style-type: none"> <li>• Closed - see agenda item 16.</li> </ul> <p>j) All Governors to read the Child Protection Policy.</p> <ul style="list-style-type: none"> <li>• Closed - MJ stressed the importance of this document.</li> </ul> <p>k) Emergency Management and Business Continuity Policy to be updated (order).</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>l) MB (LR) to establish who needs to sign the amendments to the deeds.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 17.</li> </ul> <p>m) MB (LR) to arrange a slot for the GB in the next school newsletter.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• MJ said that he would like to see different Governors to contribute each time.</li> </ul>	
13	<p><b>Agree the Minutes of the Full Governing Body meeting on 6 September 2016</b></p> <p>These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
14	<p><b>Matters arising from the Full Governing Body meeting on 6 September 2016</b></p> <p>a) MB to arrange for school newsletters to be sent to Governors.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>b) All Governors to read sections 1 &amp; 2 of Keeping Children Safe in Education.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) AON to prepare signature sheet for above.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• All Governors present signed to confirm that they had read this.</li> <li>• The confirmations are held by MB.</li> </ul> <p>d) Governors are invited to attend Prevent training on 26 September at 15:45.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 1.</li> </ul> <p>e) All Governors to complete the ICE Pack.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward - see agenda item 12 (c).</u></b></li> </ul> <p>f) AON to collate responses.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>g) Allocate actions:</p> <ol style="list-style-type: none"> <li>1. The Vision statement is to be circulated to the Governing Body. <ul style="list-style-type: none"> <li>• Closed - see agenda item 9.</li> </ul> </li> <li>2. To review the committee structure / membership. <ul style="list-style-type: none"> <li>• Closed - see agenda item 10a and 10b.</li> </ul> </li> <li>3. Each committee to undertake at least one Governor visit per term. <ul style="list-style-type: none"> <li>• <b><u>JB and LTD to arrange in committees.</u></b></li> </ul> </li> <li>4. At least one Governor to visit the school each half term. <ul style="list-style-type: none"> <li>• Closed - as above.</li> </ul> </li> <li>5. The timing of meetings to be reviewed. <ul style="list-style-type: none"> <li>• Closed - see agenda item 10c.</li> </ul> </li> </ol>	<p>AON</p> <p>JB, LTD</p>

	<p>6. Anecdotal evidence of Children’s progress to be presented to Governors - possibly a couple of children.</p> <ul style="list-style-type: none"> <li>• <b><u>JB - Teaching and Learning Committee.</u></b></li> </ul> <p>7. Papers to be provided in advance of meetings rather than at the meeting.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>8. GB work plan to be prepared for the FGB, Resources and Teaching &amp; Learning Committees.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 10e.</li> </ul> <p>9. Mark the agenda to show if items are for Action, Discussion or Information.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>10. Could we have a lead person for each area / topic who could summarise the document at meetings.</p> <p>11. Governor Room to be developed.</p> <p><b><u>AON Ongoing.</u></b></p> <p>12. List of acronyms / jargon to be prepared and then included in the new Governor Room.</p> <ul style="list-style-type: none"> <li>• <b><u>JB to prepare and forward to AON.</u></b></li> </ul> <p>13. We need a clear understanding / definition of “British Values”. (JJ had suggested that Ofsted has a definition of British Values and that we should use their definition.</p> <ul style="list-style-type: none"> <li>• JJ confirmed that the Ofsted definition is on the school website.</li> </ul> <p>14. Process Map to be included in the Pay Policy.</p> <ul style="list-style-type: none"> <li>• <b><u>MB to include in the review of the Pay Policy.</u></b></li> </ul> <p>15. MB to provide an update on Pupil Premium and Sports Premium for the next FGB.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 8.</li> </ul> <p>16. MB to check if a Governor training session on Prevent has been arranged for the next FGB.</p> <ul style="list-style-type: none"> <li>• Closed - not covered, Governors were invited to the whole school training - see agenda item 1.</li> </ul> <p>17. MB to ensure that Governors are aware of the dates / times for school activities / meetings (open evenings etc.) so that Governors can attend.</p> <ul style="list-style-type: none"> <li>• Details of Events and Parent Information Meetings are included in Appendix 1.</li> </ul> <p>18. Fill Governor vacancies.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 10d.</li> </ul> <p>19. Governor Visit schedule.</p> <ul style="list-style-type: none"> <li>• <b><u>JB and LTD to arrange in committees.</u></b></li> </ul>	<p>JB</p> <p>AON</p> <p>JB</p> <p>MB</p> <p>JB, LTD</p>
15	<p><b>Minutes of the Resources Committee on 6 June 2016 for noting</b> Noted.</p>	

16	<b>Minutes of the Teaching and Learning Committee on 21 June 2016 for noting</b> Noted.	
17	<p><b>Policies / Documents for approval</b></p> <p>a) Child Protection Policy</p> <ul style="list-style-type: none"> <li>• JJ questioned whether there should be direct telephone numbers rather than the school switchboard. <ul style="list-style-type: none"> <li>○ MB said that there would be a faster response via the switchboard rather than direct lines as staff may be teaching etc. and unable to answer the phone.</li> </ul> </li> <li>• JJ also asked about the position for staff volunteers. <ul style="list-style-type: none"> <li>○ This is covered in the “Responding to Allegations of Abuse against Staff” Policy</li> </ul> </li> <li>• JJ the questioned whether we should include that this is our “priority”. After a lengthy debate it was agreed that this is covered in the policy on page 3.</li> <li>• JJ went on to suggest that we should also be considering our wider responsibilities to parents and the community.</li> <li>• All Governors present signed the confirmation that they had read sections 1 and 2 of the KCSIE document. The confirmations are held by the Headteacher.</li> <li>• <b>Approved</b></li> </ul> <p>b) Variation to the Deeds</p> <ul style="list-style-type: none"> <li>• The documents received from the LA were signed by MJ and witnessed by LTD.</li> </ul>	
17	<b>Governor Visits - for reporting</b> MJ, LTD, LAJ and JB all visited during the flood.	
18	<p><b>Any Other Business as agreed above.</b> <b><u>AON to provide hard copies of papers SAL.</u></b></p> <p>JB said that the school had teamed up with the Rotary Club of Hanwell and Northfields to support the Rotary End Polio Now campaign.</p> <ul style="list-style-type: none"> <li>• At no cost to the school, we will receive 5,000 crocuses to plant; plus help to plant them.</li> <li>• This is another good example of our external focus.</li> </ul>	<b>AON</b>
19	<p><b>What have we achieved at this meeting (Standing agenda item)</b></p> <ul style="list-style-type: none"> <li>• Reduced JB’s responsibilities - shared or reallocated.</li> <li>• Undertook a detailed review of all issues related to the flooding.</li> <li>• Elected the CoG and VCoG.</li> <li>• Wide ranging and robust discussions on a number of topics.</li> </ul>	
20	<b>Date and Time of the next meeting</b> Monday 5 December 2016 at 6PM	

Meeting closed at 20:55

## **Appendix 1**

### **Events**

<b>Date</b>	<b>Event</b>
20 October	International Afternoon
9 December	Winter Fayre
15 December	Nativity Concert - Reception Classes
16 December	Nativity Concert - Reception Classes
20 December	Carol Concert
21 December	Carol Concert
30 March	Spring Concert - Year 1 Classes
31 March	Spring Concert - Year 1 Classes
8 July	Summer Fayre
18 July	Year 2 Leavers Disco
20 July	Year 2 Leavers Assembly

### **Parent Information Meetings**

<b>Date</b>	<b>Event</b>
29 September	Parent Staff Association Meeting
15 November	Parent Consultations
16 November	Parent Consultations
17 January	KS1 Phonics Screening Meeting for Parents
24 January	Year 2 Assessment Meeting for Parents
7 March	Parent Consultation
8 March	Parent Consultation
14 June	Welcome Meeting for new Nursery Parents
21 June	Welcome Meeting for new Reception Parents
11 July	Parent Consultations
12 July	Parent Consultations