

Wood End Infant School Governing Body

Full Governing Body

Monday 5 December 2016

MINUTES

	<p>Attendees: 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)</p> <p>Also in attendance Sharon Letch (SL) Sandra Lavender</p>	<p>Actions:</p>				
1	<p>Welcome MJ welcomed Sandra Lavender who had been introduced by JB as a prospective Governor.</p> <p>JJ advised that he was standing down as a Governor as he has now moved to Doncaster where he is standing as the Mayor of Doncaster.</p> <ul style="list-style-type: none"> • MJ told JJ that he would always be welcome back. • MB thanked JJ for his support to her and the school “you will be missed”. 					
2	<p>Apologies for absence No apologies were received from: Sally Abel Latif (SAL) John Arhin (JA)</p> <p>All other Governors were in attendance.</p>					
3	<p>Authorised / Unauthorised absence The absences for SAL and JA were not authorised.</p>					
4	<p>Declaration of Any Other Business There were no declarations of other business.</p>					
5	<p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p>					
6	<p>Headteacher’s Report The Headteacher’s Report was pre circulated.</p> <table border="1" data-bbox="185 1872 1201 2016"> <thead> <tr> <th data-bbox="185 1872 325 1912">Page</th> <th data-bbox="325 1872 1201 1912">Topic / Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 1912 325 2016">1</td> <td data-bbox="325 1912 1201 2016"> <p><u>Judgement</u></p> <ul style="list-style-type: none"> • No change since September (Good overall). </td> </tr> </tbody> </table>	Page	Topic / Comments	1	<p><u>Judgement</u></p> <ul style="list-style-type: none"> • No change since September (Good overall). 	
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	<p>3</p> <p><u>Reception</u></p> <ul style="list-style-type: none"> The LA Early Years Adviser supports the changes we are making. <u>The LA Early Years Adviser report will go to the next Teaching and Learning Committee.</u> <p>4</p> <p><u>Attainment</u></p> <ul style="list-style-type: none"> Every Year Group has / will have a Raising Achievement Plan (Reception from January) which is intended to help the team identify what they need to do. <p>6</p> <p><u>Lesson Observations</u></p> <ul style="list-style-type: none"> Of 7 lesson observations 6 were good / outstanding. <p>9</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> An attendance plan is in place. We are having a real push on attendance. Teachers are aware of who the persistent absentees are in their class. <ul style="list-style-type: none"> We are looking to be creative in the way we support these children e.g. Breakfast Club. Attendance is monitored at SLT meetings. <p>9</p> <p><u>Parental Engagement and School Events</u></p> <ul style="list-style-type: none"> LAJ is engaging parents and trying to arrange speakers. MJ stressed that the involvement of Governors in School Events is a key goal. 15 parents have signed up for a 4 week health workshop which has been funded by the sports grant. MB said that lots of parents have come forward as volunteers. <ul style="list-style-type: none"> LTD asked why we were getting more volunteers. <ul style="list-style-type: none"> Because of the way that we now deal with parents; we are having more open conversations. We are more joined up now. MB confirmed that we are now seeking feedback on events. <p>• MJ asked MB to thank everyone who had contributed to the report.</p>	JB
7	<p>Governance Matters</p> <p>All documents were pre circulated.</p> <p>a) SDP 2015 - 2016 Governor Self Evaluation (for discussion)</p> <ul style="list-style-type: none"> Governors worked through the 5 actions: <p><u>ACTION 2 (Monitor SDP)</u></p> <ul style="list-style-type: none"> This is a fundamental part of FGB and Committee meetings. <p><u>ACTION 3 (Hold the Headteacher to account)</u></p> <ul style="list-style-type: none"> Governor challenge is recorded in minutes. Rated as outstanding as part of the external review (May 2016). <p><u>ACTION 4 (Pupil Premium)</u></p> <ul style="list-style-type: none"> The gap is decreasing. The report is on the website. The strategy is under constant review. 	

ACTION 5 (Radicalisation and Extremism)

- No reports of incidents.
- Governors have been trained.
- Staff have been trained
- Harrison's (caterers) are to be trained by the school.
- MB will include Radicalisation incidents in her Headteacher Report.
- Staff are all encouraged to attend training.
- Materials for pupils have been produced by the LA Prevent Unit.

- b) SDP 2016 - 2017 Governors Section (for discussion)
 - Comments have been received from JBS, LAJ and JB.
 - JB said that it would be helpful to have an update on times of events.
 - **MB to circulate updated dates / times.**
 - JB suggested trying to allocate the events to individual Governors.

- MJ questioned how we (school and Governors) engage with Faith Group Leaders.
 - Invite them to visit the school rather than necessarily going out to temples, Mosques, Churches etc.
- MJ observed that there had been 2 visits to Church for Christmas and Easter and that we had observed Diwali and Eid.
 - MJ went on to ask how we identify the other faith groups
 - MB stressed the importance of "educating" children from Nursery to Year 6, rather than all in one hit.
 - MB stressed that we really do focus on this with a 6 week programme "We are respectful".
- MJ questioned how well the Governing Body understands its community and suggested that we need to understand the local community better.
- JBS pointed out that the children need to understand that the mosques are not alien.
 - The local mosques are very accessible.
- MB asked Governors if they could develop the links with the Faith Leaders and ask them to come and talk to our children.
- MJ asked Governors to share what they know about the community so that we can build on our knowledge of the local community.
- JJ suggested that the best way for Governors to understand our community is to visit the school and attend events where they can then talk to parents.
- SB suggested that we arrange a forum for parents to interact with other parents and the governors.
 - MB suggested that Governors try and attend the coffee mornings which take place on a Wednesday mornings.

- MB suggested that the main problem we have with the local community is the drinking and rubbish outside of the school gates.
 - 2 of our Eastern European mothers have said that they will speak to the local shopkeepers to provide bins.

- MJ observed that we are a very diverse Governing Body, probably one of the most diverse in the Borough.

- Training logs and Governor visit logs are important evidence for Ofsted.
- It was agreed that Committee Chairs will consider skills gaps in their committees.
- MJ said that he was very keen that we form a task and finish group to review existing staff, parent and pupil surveys.

MB

	<ul style="list-style-type: none"> ○ What are we doing. ○ What could we do. ○ Preferably face to face rather than in paper. <ul style="list-style-type: none"> ● <u>JBS to investigate the possibility of hosting the local Ward Forum meeting at WEIS.</u> <p>c) ICE Pack - aggregated responses (for information)</p> <ul style="list-style-type: none"> ● Noted. ● MJ observed that this provides a good snap shot and should help us to understand what to ask and who to ask. <p>d) How to offer effective challenge (for information)</p> <ul style="list-style-type: none"> ● Noted. ● All Governors were encouraged to read this. <p>e) The role of the Chair of Governors (for information)</p> <ul style="list-style-type: none"> ● Noted. ● All Governors were also encouraged to read this. <p>f) Questions for Governors to ask linked to Achievement (for information)</p> <ul style="list-style-type: none"> ● Noted. 	JBS
8	<p>Agree the Minutes of the Full Governing Body meeting on 26 September 2016 These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
9	<p>Matters arising from the Full Governing Body meeting on 26 September 2016</p> <p>a) MB to update the SCR re Governor Attendance on Prevent Training:</p> <ul style="list-style-type: none"> ● JB, JBS, JJ, LAJ, LTD ● Closed. <p>b) MB / SM to thank the staff for everything that they did to get the school open after the flooding.</p> <ul style="list-style-type: none"> ● Closed. <p>c) Resources Committee to consider the insurance issues relating to the flood.</p> <ul style="list-style-type: none"> ● Closed. <p>d) The Teaching and Learning Committee to consider what we have lost and what we want to replace.</p> <ul style="list-style-type: none"> ● Closed. <p>e) MB to contact the LA to see if other schools had experienced similar issues that we can share experiences with.</p> <ul style="list-style-type: none"> ● Closed - none identified so far. <p>f) AON to ask Councillor Shital Manro to contact MB.</p> <ul style="list-style-type: none"> ● Closed. ● AON spoke to Councillor Shital Manro and asked him to respond to the request to contact MB. ● Despite this Councillor Shital Manro has failed to contact MB. ● <u>It was agreed that JB should write to Councillor Shital Manro and express the Governing Body's disappointment at his lack of response.</u> 	JB

<p>g) MB to contact the EFA.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • MB attended a funding meeting last week. <p>h) MJ to circulate a draft Governing Body section for the SDP.</p> <ul style="list-style-type: none"> • Closed - see agenda item 7. <p>i) SAL / LAJ to test the key priorities wording with a group of parents.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • LAJ to do this at one of the coffee mornings. <p>j) MB to speak to the website company about using Google Translate on the website.</p> <ul style="list-style-type: none"> • Closed. • We have buttons for 2 languages so far. <p>k) JB / SB to consider what additional skills their committees need.</p> <ul style="list-style-type: none"> • Closed. <p>l) Safeguarding Report to the next FGB.</p> <ul style="list-style-type: none"> • <u>SG to update Governors verbally at the next meeting.</u> <p>m) Resources Committee to identify a Governor to take responsibility for Pupil Premium / Sports Premium.</p> <ul style="list-style-type: none"> • Closed. <p>n) All Governors to complete the ICE Pack.</p> <ul style="list-style-type: none"> • Closed. <p>o) AON to collate the ICE pack responses.</p> <ul style="list-style-type: none"> • Closed. <p>p) AON to register all Governors with the NGA.</p> <ul style="list-style-type: none"> • Closed. <p>q) LAJ, SB, JJ and SM to book for Getting to grips with Governance.</p> <ul style="list-style-type: none"> • Closed. <p>r) MB to seek advice from the LA re accessibility (ramps).</p> <ul style="list-style-type: none"> • Closed. • MB confirmed that she had spoken to the LA. • The only issue is the corridor and MB is now waiting for the cost of a mobile ramp. • MJ said that when we receive the quote we should order the mobile ramp. <p>s) Each Committee to undertake at least one Governor visit per term.</p> <ul style="list-style-type: none"> • Closed. • Both committees have prepared Governor visit schedules. <p>t) Teaching and Learning Committee to review anecdotal evidence of Children's progress.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>u) AON to develop the Governor Room.</p>	<p>MB</p> <p>LAJ</p> <p>Agenda</p> <p>JB</p>
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	<ul style="list-style-type: none"> • They were very impressed by the way that the children behaved and how well dressed the children were. 	
15	<p>What have we achieved at this meeting (Standing agenda item)</p> <ul style="list-style-type: none"> • Learnt more about the community. • Met with parents (meeting before T&L Committee). • Learnt that the school do a lot to support parents and children. • We have a full and frank discussion about community engagement. 	
16	<p>Date and Time of the next meeting Monday 20 March 2017 at 6PM</p>	