

# Wood End Infant School Governing Body

## Full Governing Body Minutes

Monday 20 March 2017

	<p><b>Attendees:</b>                      Sally Abel Latif (SAL)                      Lara Al-Jarcheh (LAJ)                      John Arhin (JA)                      Janet Bettaccini (JB)                      Madhu Bhachu (MB)                      Matt Jeatt (MJ)                      Jamila Bibi Sarwar (JBS)                      Lesley Tucker Douglas (LTD)</p> <p><b>Also in attendance</b>                      Sharon Letch (SL)                      Sharon Gorrie (SG) - Agenda items 1 to 6(a)</p>	<p><b>Actions:</b></p>
1	<p><b>Welcome</b>                      MJ advised that he had been approached by MB about the substantive post of Headteacher.</p> <ul style="list-style-type: none"> <li>• MJ reported that in response to this and with the agreement of the Local Authority a recruitment panel was convened (MJ, JB, LAJ) to interview MB for the post of Headteacher.                             <ul style="list-style-type: none"> <li>○ MB was the only candidate.</li> </ul> </li> <li>• The recommendation of the Recruitment Panel is to appoint MB as the substantive Headteacher; this now needs to be ratified by the Full Governing Body.</li> <li>• A vote was taken and it was agreed, unanimously, to appoint MB.</li> </ul> <p>MJ took the opportunity on behalf of the Governing Body to thank MB for everything that she has done to move the school forward since LR left and to congratulate her on her appointment as Headteacher.</p>	
2	<p><b>Apologies for absence</b>                      Apologies were received from:                      Said Binani (SB)                      Samina Masud (SM)</p> <p>All other Governors were in attendance.</p>	
3	<p><b>Authorised / Unauthorised absence</b>                      The absences for SB and SM were both authorised.</p>	
4	<p><b>Declaration of Any Other Business</b>                      There were no declarations of other business.</p>	
5	<p><b>Declaration of Interest in Any Agenda Items</b>                      There were no declarations of interest in any agenda items.</p>	
6	<p><b>Headteacher's Update</b>  <b>a) Safeguarding Update</b></p>	

SG provided a Safeguarding update.

- Child Protection plans - 0
- Children in Need - 0
- There was one referral one week ago which may lead to a “Child in Need”.
  
- There have been issues with children playing inappropriate online games.
  - A letter has been sent to parents. The concern is that parents do not understand the issues.
    - We plan to organise a workshop for parents in the summer term.
  - Children tell us that they are scared.
  - LTD asked if we have told the Academy - Yes
  
- We have produced a Child Protection checklist for staff.
  - This is now much more visible in the staff room.
  - Staff have been reminded that anyone can make a referral.
- We have also produced a separate Child Protection checklist for Senior Leadership.
  
- LTD what would happen if a parent had concerns and wanted advice.
  - Parents can access tailored information via our website.
  - There are also posters around the school re ECIRS.
  
- JB suggested that the “Pink Form” is included in the pack that staff take with them on trips in case a child makes a disclosure while on a trip.
  
- SG and SL are now Fire Wardens.
  - Everyone was out in 3 minutes at the last fire drill.

**JB WISHED TO ACKNOWLEDGE THE WORK THAT SG DOES.**

**b) Spring Achievement Data**

- This report had been circulated well ahead of the meeting to (1) update Governors on progress and (2) allow Governors time to study the data.
- **It was agreed that in future the Headteacher’s Report would be circulated with the papers for the committee meetings** thereby allowing the committees to consider their areas of responsibility and for the **committee chairs to present a verbal summary.**
  
- LTD requested some background on the 3 children referenced under Reception (Page 7).
  - MB confirmed that these 3 children each have differentiated interventions.
  - MB added that some children have individual plans.

**c) Staffing Update - See also Confidential minutes**

- One Year 2 Teacher is leaving after Easter.
- One Teaching Assistant (Nursery) is also leaving after Easter.
  - There is no need to replace either as we can cover with additional SMSA hours.
- At this stage we do not know who else may leave - staff have until end May to resign.
  - MB confirmed that she is talking to staff to establish who may be thinking about leaving.

MB

JB / SB

	<p><b>d) <u>Other comments</u></b></p> <ul style="list-style-type: none"> <li>• We currently have 66 applications for Reception.</li> <li>• Nursery is full.</li> <li>• MJ stated that LAJ's work with parents has been exceptional and well received. <ul style="list-style-type: none"> <li>○ There has been a good turnout for parent workshops.</li> <li>○ MB added that we will be doing joint workshops with the Academy.</li> </ul> </li> <li>• JB said that there had been huge delays in turnaround from Carmelita House (CAMHS). <ul style="list-style-type: none"> <li>○ 12 months delay in someone being seen.</li> <li>○ LTD asked what the reason for the delay was. <ul style="list-style-type: none"> <li>▪ Capacity.</li> </ul> </li> <li>○ MJ said that it would be helpful to a brief synopsis of referrals: <ul style="list-style-type: none"> <li>▪ Referred to XX on XX - No response</li> <li>▪ Referred to XX on XX - Received this response</li> </ul> </li> <li>○ <b><u>MJ to provide a suitable proforma.</u></b></li> </ul> </li> </ul> <p><b>e) <u>Self Evaluation - March 2017</u></b></p> <ul style="list-style-type: none"> <li>• The SEF was pre circulated.</li> <li>• MB confirmed that the SEF had been to both committees.</li> <li>• MB pointed out that whilst attendance has been an issue: <ul style="list-style-type: none"> <li>○ We are now tracking each child.</li> <li>○ We have developed an attendance action plan.</li> <li>○ We have one set of twins that have been re-homed far away which impacts on our attendance figures.</li> <li>○ SAL asked if authorised absences are included in the attendance figures - No.</li> </ul> </li> </ul>	<p><b>MJ</b></p>
<p><b>7</b></p>	<p><b>Governance Matters</b></p> <p>a) Governing Body Vacancies</p> <ul style="list-style-type: none"> <li>• MJ proposed that we co-opt Sandra Lavender (SL) as a Governor. <ul style="list-style-type: none"> <li>○ SL attended the last meeting of the FGB.</li> <li>○ SL was introduced by JB.</li> <li>○ SL has Early Years experience.</li> <li>○ A vote was taken and this was agreed unanimously.</li> <li>○ <b><u>JB to provide AON with the contact details for SL.</u></b></li> <li>○ <b><u>AON to send welcome letter and update various records.</u></b></li> </ul> </li> <li>• Current Vacancies <ul style="list-style-type: none"> <li>○ 1 x Co-opted <ul style="list-style-type: none"> <li>▪ MB has received an approach from a High School Teacher who is currently on Maternity Leave.</li> </ul> </li> <li>○ 2 x Partnership <ul style="list-style-type: none"> <li>▪ Recruit from the community (fits with the SDP). <ul style="list-style-type: none"> <li>• Housing Association</li> <li>• Residents Association (advertise in Newsletter) <ul style="list-style-type: none"> <li>○ North Greenford Residents Association</li> </ul> </li> <li>• Local Businesses <ul style="list-style-type: none"> <li>○ Ferrero</li> <li>○ Brompton Bikes</li> <li>○ Tata</li> </ul> </li> <li>• Police (PCSO)</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p><b>JB AON</b></p>

	<ul style="list-style-type: none"> <li>• Local “churches”</li> <li>▪ Required skills include: <ul style="list-style-type: none"> <li>• Finance</li> <li>• Marketing</li> <li>• Fund Raising</li> </ul> </li> <li>• <b><u>AON to prepare a draft advert / cover letter for MB and MJ to send to the above</u></b></li> </ul> <p>b) Demonstration - Governor Room</p> <ul style="list-style-type: none"> <li>• AON provided a demonstration of the new Governor Room.</li> <li>• <b><u>AON to finalise the Governor Room and issue Governor Logins.</u></b></li> </ul>	<p>AON</p> <p>AON</p>
8	<p><b>Agree the Minutes of the Full Governing Body meeting on 5 December 2016</b>  These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
9	<p><b>Matters arising from the Full Governing Body meeting on 5 December 2016</b></p> <p>a) LA Early Years Adviser Report to the next T&amp;L Committee</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>b) MB to circulate updated dates / times for school events</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) JBS to investigate the possibility of hosting Ward Forum Meetings at WEIS</p> <ul style="list-style-type: none"> <li>• <b><u>Carried Forward.</u></b></li> <li>• JBS said that she would follow up with the LA.</li> <li>• Parents are asking why the Ward Forum meeting is not being held at WEIS.</li> <li>• JBS suggested that as we have made no progress we raise the issue with Steve Pound MP. <ul style="list-style-type: none"> <li>○ <b><u>MB to invite Steve Pound to visit the school.</u></b></li> </ul> </li> </ul> <p>d) JB to write to Councillor Shital Manro</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Following the letter to SM he came to the school but unfortunately MB was not in school.</li> <li>• We have tried to follow up but there has been no response.</li> </ul> <p>e) MB to contact the EFA</p> <ul style="list-style-type: none"> <li>• Closed - there are no options for support.</li> </ul> <p>f) SAL / LAJ to test the key priorities with a group of parents</p> <ul style="list-style-type: none"> <li>• Closed - the Key Priorities were updated in response to parent feedback.</li> </ul> <p>g) SG to update Governors at the next meeting - Safeguarding</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 6 (a).</li> </ul> <p>h) T&amp;L Committee to review the anecdotal evidence of Children’s progress</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>i) AON to develop the Governor Room</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 7 (b)</li> </ul> <p>j) MB to include a process map in the revised pay policy</p> <ul style="list-style-type: none"> <li>• <b><u>Carried Forward.</u></b></li> </ul>	<p>JBS</p> <p>MB</p> <p>MB</p>

	<p>k) Financial Administration Policy carried forward</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>l) Finance Handbook carried forward</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	
10	<p><b>Minutes of the Resources Committee on 27 February 2017 for noting</b></p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul>	
11	<p><b>Minutes of the Teaching and Learning Committee on 27 February 2017 for noting</b></p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul>	
12	<p><b>Policies / Documents for Approval</b> All Policies / Documents were pre circulated.</p> <p>a) Admissions Policy and Procedures 2017 - 2018</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>b) Exclusion Procedures</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>c) Governor Allowances &amp; Expenses Policy</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>d) Procedures for schools responding to allegations of abuse by teachers and other school staff</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>e) SEND Policy</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>f) Supporting Pupils with Medical Conditions Policy</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>g) Terms of Reference - Pay Committee</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>h) Terms of Reference - Resources Committee</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>i) Terms of Reference - Teaching &amp; Learning Committee</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul>	
13	<p><b>Directors' Report to Governors - Spring Term 2017</b> Noted.</p>	
14	<p><b>Governor Visits</b></p> <ul style="list-style-type: none"> <li>• LTD will be attending a coffee morning.</li> <li>• LTD will be arranging a follow up Pupil Premium visit to look at the progress of groups.</li> <li>• JBS / LAJ attended a briefing for parents on strategies to help children with SEND. <ul style="list-style-type: none"> <li>○ Governor Visit Report was circulated at the meeting.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• JBS and JB spoke to parents before the Teaching and Learning Committee meeting.</li> </ul>	
15	<p><b>Any Other Business as agreed above.</b> There were no items of other business.</p>	
16	<p><b>What have we achieved at this meeting (Standing agenda item)</b></p> <ul style="list-style-type: none"> <li>• Agreed a way forward re developing Community Links (Governor Vacancies).</li> <li>• Seen that Pupil Premium / Sports Premium are being well spent.</li> <li>• We have seen how active Governors are in school.</li> <li>• Governor involvement in SEND / workshops.</li> </ul>	
17	<p><b>Date and Time of the next meeting</b> Monday 8 May 2017 at 6PM - Budget setting / training</p>	