

# Wood End Infant School Governing Body

## Full Governing Body - Minutes

Tuesday 11 July 2017 at 6PM

	<p><b>Attendees:</b>                      Sally Abel Latif (SAL)                      Lara Al-Jarcheh (LAJ)                      John Arhin (JA)                      Janet Bettaccini (JB)                      Madhu Bhachu (MB)                      Matt Jeatt (MJ)                      Sandra Lavender (SL)                      Samina Masud (SM)                      Jamila Bibi Sarwar (JBS)                      Lesley Tucker Douglas (LTD)</p> <p><b>Also in attendance</b>                      Sharon Letch (SL)                      Sharon Gorrie (SG) – Agenda items 1 – 6</p>	<p><b>Actions:</b></p>
1	<p><b>Welcome</b></p>	
2	<p><b>Apologies for absence</b>                      Apologies were received from Said Binani (SB).</p> <p>All other Governors were in attendance.</p>	
3	<p><b>Authorised / Unauthorised absence</b>                      The absence for SB was 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 Report</b>                      The Headteacher’s Report was pre-circulated.                      MB reported that the Link Officer visited last week and was very complimentary about the school and the progress that has been made.</p> <p>MJ suggested that EYFS had improved more rapidly than other areas.</p> <p><u>Attendance</u>                      MB advised that attendance has been impacted by 2 families.</p> <ul style="list-style-type: none"> <li>• 1 family has now relocated.</li> <li>• 1 family has been referred to Social Services.</li> </ul> <p>MB reported that families are now happy to bring children in late rather than say we have missed the start time and then keep them at home for the day.</p> <p>MB added that we are now logging all of the “lates” and meeting with parents at</p>	

the appropriate point.

MJ suggested that there should be awards for parents of children with Special Needs who are getting their children to school on time 85% of the time.

- MB said that she would look at a celebration assembly next year.

MB reported that there had had been no **complaints** requiring escalation to FGB this year.

MB advised that there is an issue with the cost of **school photographs**. We use the same supplier as Woodlands Academy and there is a significant price difference for the same photograph.

- WEIS £13
- WA £11

MB is following up.

MB provided feedback on the **Summer Fayre**.

- There has been fantastic feedback from parents.
- There was a great community vibe.
- The fayre went on longer than planned and staff were happy to stay on.
- Staff stayed on afterwards and “socialised”.
  - Well done us.
- MB thanked everyone who supported.
- We raised £2K which was slightly more than last year.

**MJ asked MB to pass on Governors thanks to all staff involved.**

We have provided **Phonics training** for Woodlands Academy.

MB then provided an update on **Health and Safety / Premises**

- Roofing work is scheduled for the summer holidays.
- A Safeguarding Audit, including Health and Safety has been scheduled for 18 September.
- The kitchen has been inspected and we were awarded a 5-star rating.
- Lockdown and Bomb threat procedures are in place.
  - We are investigating a new sound system with speakers around the school and grounds which will enable us to use different signals for different types of events.
  - The most vulnerable times are early morning and afternoon.
    - MJ stated that staff visibility at the exit points is important.

MJ thanked MB for a very strong report which had been authored by a number of people. The report also demonstrated the extraordinary progress that has been achieved this year.

a) Summary SEF

The updated SEF (June 2017) was pre-circulated.

- MB pointed out that things “could” change in September as a result of staff changes etc.
- JB stated that we can now rely on the information provided; historically we could not really rely on the data that we were presented with.

b) End of Year provisional data

Provisional data for Year 2, Year 1 Phonics and EYFS was pre-circulated.

- MJ said that he was very proud of the results despite all of the changes we

MB

have experienced this year.

c) Safeguarding

SG gave an update on Safeguarding at WEIS.

- 7 families have been referred to Social Care.
  - 1 case is ongoing, and has been since February.
- The “Pink Form” has been updated.
  - Staff have been reminded that this must be completed with the child’s words.
  - It is important for staff to describe the injury; bruise etc as we are not allowed to take photos.
- The Blue Forms have proved very successful.
  - Lots of Blue Forms do not lead to Pink Forms.
- One family is in a really difficult situation so we have given them an additional 2 sets of uniform to save them having to worry about washing every day.
- There have been 2 malicious calls this year; 2 different families.
  - Calls to the NSPCC.
  - Calls to ECIRS (number is on the school website).
  - We have supported the families and they trust us.
  - We get notified by Social Care although in these cases we get notified by the family before we are contacted by Social Care.
- MJ asked if the paperwork relates to Social care involvement.
  - SG confirmed that there is a detailed chronology.
  - SG added that Tom Galvin stated that our paperwork is excellent.
  - MJ pointed out that this level of information is important.
- The whole staff take Safeguarding seriously.
- JB pointed out that we always see a summary of all cases (anonymised).
  - MJ stressed that all Governors must take responsibility – not just JB.
- SG and DN are currently looking at site security requirements both for term time and holiday time.
  
- SG explained that she had recently had concerns about a child who was 7 years old, whose habits had changed and who was going back to Africa for the summer.
  - SG confirmed that:
    - She had spoken with the sibling.
    - She had spoken to staff.
      - One member of staff had suggested that it could be FGM.
    - She had spoken to the mother.
    - Gathered all available information.
  - MJ stressed that even on the off chance it must be reported.
    - SG pointed out that we have to gather all of the information before we can report it.
  
- SG then gave an update on the Medical Room.
  - We have introduced a monitoring cycle.
    - Medicines are checked regularly.
    - Shared responsibilities; 1-person is responsible for Nursery.
    - Because children are too young to tell us they are having an asthma attack etc.
      - There are pictures of all children with allergies in the medical room and staff room. These include details of their allergies.
      - At lunchtime children with allergies have different

	<p>coloured bands.</p> <ul style="list-style-type: none"> <li>○ Basic first aid training has been arranged for all staff. <ul style="list-style-type: none"> <li>▪ This will be run by St John's / Red Cross.</li> </ul> </li> <li>○ MJ said that this training will need to be age appropriate.</li> </ul> <ul style="list-style-type: none"> <li>● JB said that she was concerned that a child rejected for an EHCP because we are already providing what they need. <ul style="list-style-type: none"> <li>○ MJ pointed out that there has to be an educational element.</li> <li>○ <b><u>MJ asked for a summary so that he could review the case.</u></b></li> </ul> </li> <li>● Safeguarding training has been scheduled for 4 September. <ul style="list-style-type: none"> <li>○ <b><u>MJ stated that Governors must attend if at all possible.</u></b></li> </ul> </li> </ul> <p>In closing Governors thanked SG for her presentation and her dedication to this role.</p>	<p><b>MB</b></p> <p><b>All</b></p>
7	<p><b>Governance Matters</b></p> <p>a) Governing Body Vacancies</p> <p>b) Committee Membership 2017 – 2018</p> <ul style="list-style-type: none"> <li>● Teaching and Learning. <ul style="list-style-type: none"> <li>○ It was proposed that JB continue as committee chair.</li> <li>○ Agreed.</li> </ul> </li> <li>● Resources <ul style="list-style-type: none"> <li>○ It was proposed that SB continue as committee chair.</li> </ul> </li> </ul> <p><b><u>If any Governor wishes to change committee they should tell MJ.</u></b></p>	<p><b>All</b></p>
8	<p><b>Agree the Minutes of the Full Governing Body meeting on 8 May 2017</b></p> <p>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 8 May 2017</b></p> <p>a) AON to draft a letter to go to the LA with the budget submission.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>b) LTD, SM and JBS to look at Sponsorship / Funding opportunities.</p> <ul style="list-style-type: none"> <li>● Closed.</li> <li>● There has been an initial meeting and a follow up meeting will be arranged.</li> <li>● The PTA will be involved.</li> <li>● <b><u>MJ asked Governors to advise LTD if they had ideas for sponsorship / fundraising.</u></b></li> </ul> <p>c) Headteacher's Report to be circulated with Committee papers in future.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>d) Committee Chairs to present a verbal summary at FGB.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>e) MJ to provide a proforma to track referrals to CAMHS.</p> <ul style="list-style-type: none"> <li>● Closed.</li> <li>● The waiting time is now 2 years. <ul style="list-style-type: none"> <li>○ The CCG say no, it is only 8 weeks.</li> <li>○ SG provided data to dispute this.</li> <li>○ MJ said that SG will be following up with the CCG.</li> </ul> </li> </ul>	<p><b>All</b></p>

	<ul style="list-style-type: none"> <li>• MJ said that he had been approached by CAMHS to provide training for parents on the waiting list.</li> </ul> <p>f) AON to draft a letter for MJ / MB to send to community groups.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>g) MB to invite Steve Pound to visit the school.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>h) MB to include a process map in the Pay Policy.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>i) JB to draft a letter from MJ to Judith Finlay re speed of processing SEND Referrals.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• JB has drafted the letter.</li> <li>• MJ has still to send the letter to Judith Finlay.</li> </ul> <p>j) MB to log comments from parents re above.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>k) MJ to liaise with SG re an appropriate way forward for SEND referrals (speed).</p> <ul style="list-style-type: none"> <li>• Closed – see agenda item 6.</li> <li>• JB said that this is a regular concern at the SEN meetings that LAJ runs.</li> <li>• MB said that we cannot keep waiting, we must get on and do things.</li> <li>• MJ asked LAJ to keep parents informed of what we are doing for their children as parents do not know what we are doing.</li> </ul>	<p>AON</p> <p>MB</p> <p>MB</p> <p>MJ</p>
10	<p><b>Minutes of the Resources Committee on 12 June 2017 for noting</b></p> <ul style="list-style-type: none"> <li>• The minutes were pre-circulated.</li> <li>• Noted.</li> <li>• MJ updated Governors on progress with establishing the balance on the Private Fund. <ul style="list-style-type: none"> <li>○ We have spent 4 months so far trying to resolve this.</li> <li>○ Santander do not want to talk to us.</li> <li>○ A resolution was passed at the last Resources Committee meeting to change the signatories on the Private Fund. This has subsequently been delivered to Santander.</li> <li>○ <b><u>MJ asked AON to go through the old minutes to identify references to the Private Fund and to establish if Governors had asked for this to be closed.</u></b></li> </ul> </li> </ul>	<p>AON</p>
11	<p><b>Minutes of the Teaching and Learning Committee on 12 June 2017 for noting</b></p> <ul style="list-style-type: none"> <li>• The minutes were pre-circulated.</li> <li>• Noted.</li> <li>• MJ reported that he had received very positive from parents about the sessions that LAJ is running.</li> </ul>	
12	<p><b>Policies / Documents for Approval</b></p> <p>All policies were pre-circulated.</p> <p>a) Capability Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>b) Emergency Management and Business Continuity</p>	

	<ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>c) Teacher Appraisal Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>d) Teacher Pay Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>e) Whistleblowing</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	
14	<p><b>Governor Visits</b></p> <p>JB circulated the updated Teaching and Learning Governor Visit Schedule.</p>	
15	<p><b>Any Other Business as agreed above.</b></p> <p><u>Ofsted</u></p> <ul style="list-style-type: none"> <li>• MB said that the documents circulated with the agenda will provide a good grounding for our next Ofsted inspection.</li> </ul> <p><u>Acceptable Use Agreement</u></p> <ul style="list-style-type: none"> <li>• <b><u>It was agreed that MB would circulate the Acceptable Use Agreement electronically and that Governors would print, sign and return it to school before the end of term.</u></b></li> </ul>	<p><b>MB</b> <b>All</b></p>
16	<p><b>What have we achieved at this meeting (Standing agenda item)</b></p> <ul style="list-style-type: none"> <li>• Reviewed the SEF.</li> <li>• Received the Headteacher's Report.</li> <li>• Discussed the SDP.</li> <li>• Received an update on the Private Account.</li> <li>• Received a detailed presentation / update on Safeguarding.</li> <li>• Approved 5 policies.</li> </ul>	
17	<p><b>Date and Time of the next meeting</b></p> <p>Monday 11 September at 6PM.</p>	
	<p><b>Closing comments</b></p> <ul style="list-style-type: none"> <li>• MJ thanked all Governors for their support in 2016 / 2017.</li> <li>• MJ thanked MB for everything that she has done in her first year as Headteacher; MB has had to manage lots of change.</li> <li>• MJ also thanked SL for her support in her first year.</li> <li>• Finally, MJ stated that all staff are to be commended for this year especially the robust assessment and the moderation. <b><u>MB to thank all staff on behalf of the Governing Body.</u></b></li> </ul>	<p><b>MB</b></p>

Meeting closed at 19:45