

Wood End Infant School Governing Body

Full Governing Body

Monday 11 September 2017 at 6PM

	<p>Attendees: Sally Abel Latif (SAL) Lara Al-Jarcheh (LAJ) John Arhin (JA) Janet Bettaccini (JB) Madhu Bhachu (MB) Matt Jeatt (MJ) Sandra Lavender (SLa) Samina Masud (SM) Jamila Bibi Sarwar (JBS) Lesley Tucker Douglas (LTD)</p> <p>Also in attendance Sharon Letch (SLe) Jackie Pusey (JP)</p>	<p>Actions:</p>
<p>1</p>	<p>Welcome MJ advised that:</p> <ul style="list-style-type: none"> • The focus of this meeting is the start of year admin. • Said Binani (SB) has had to stand down as a co-opted Governor as he would be relocating to Birmingham with his job. 	
<p>2</p>	<p>Apologies for absence N/A: All Governors were in attendance.</p>	
<p>3</p>	<p>Authorised / Unauthorised absence N/A.</p>	
<p>4</p>	<p>Declaration of Any Other Business There were no declarations of other business.</p>	
<p>5</p>	<p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p>	
<p>6</p>	<p>Headteacher's Verbal Update <u>School Development Plan</u> The focus for this year will be "bottom up" planning this year Staff > SLT > Governors.</p> <ul style="list-style-type: none"> • There will be individual targets for each half term which will be subject to half termly reviews. • MB stressed that the SDP will be a "living" document. • Whilst the Teaching and Learning targets will be included in the SDP, there will be a need for a separate plan for the Resources Committee. • JB asked about evidence of progress. <ul style="list-style-type: none"> ○ Governors will have information in the SDP as it is updated half termly. ○ Governors will also be able to look for / ask for evidence as part of their visits. 	

- Governors will need to agree responsibilities for aspects of the SDP.
 - **To be reviewed at the next FGB.**

2017 Final Assessment Report – Nursery

- The report was pre-circulated.

2017 Final Assessment Report – KS1

- The report was pre-circulated.
- This is based on data from Ealing.
 - Year 2 were above the National Average.
 - Both Girls and Boys were also above the National Average.
- We are in the top 25% for reading in Ealing.
- We have moved up 26 places for writing in Ealing.
- We have moved up 30 places for maths in Ealing.
 - MJ stressed that these results are exceptional given the number of changes during the year.
 - MB added that the staff have done really well.
 - MJ asked MB to thank all staff on behalf of the Governing Body.
- The Pupil Premium Plan has been prepared and will be reviewed in committees.

Specialist Learning Environment (SLE)

This has been discussed with SENCOs and will be trialled next week.

- C. 15 children will benefit from the unit; we will be deciding which children later this week.
- MJ stressed that communication with parents will be critical.
 - MJ asked LAJ to explain the SLE to parents at her next monthly meeting.

Art Room

An art room has been established in classroom 8.

- During the trial children will get one hour every 2 weeks
- This will be run by a TA with talent in this area.

Calendar of Events

MB will be circulating a calendar of events for 2017 – 2018.

- **MB to circulate.**

Ward Forum

The local Ward Forum meeting will be held at WEIS next week.

- It was suggested that MB try and get an opportunity to speak to the attendees and introduce the school.

International Afternoon

The International Afternoon is scheduled for Friday 22 September at 3:30PM.

- The whole of next week will have an International focus.
- This has been arranged earlier in the year this year.
- Last year's event had a really good atmosphere.
- This is a good opportunity for parents to network.
- There will be no entry fee this year however there will be a donation box.
 - Hopefully this will make it a more social event.
 - This was never intended to be a fundraising event.
- Parent Governors were asked to speak to other parents asking them to

Agenda

MB

	<p>help if possible.</p> <p><u>MJ asked MB to provide a breakdown of the ethnic mix of staff and the languages spoken</u></p> <p><u>Halal Meat</u> Harrisons are finalising matters to introduce Halal Meat.</p> <ul style="list-style-type: none"> • A letter will be going out to parents shortly. • There will be both Halal and non-Halal options. <p><u>Financial Position</u> MJ reminded Governors that whilst we have confirmed that there were funds in the account with Santander our finances are still very tight and that the funds from the Santander account will not solve our short / long term needs.</p> <p>a) Update on Summer Works</p> <ul style="list-style-type: none"> • The roof works are ongoing as they were more complicated than anticipated. The LA have confirmed that it is OK to allow children on site while the works are in progress. <p>b) Update on discussions with Santander Bank re Private Account</p> <ul style="list-style-type: none"> • We have finally received confirmation from Santander that the account is still open. They have also confirmed the balance which is in line with our understanding. • We will now need to decide what to do with these monies. • <u>JP will now be arranging to close the Private Account and transfer the balance to the main school account.</u> • MJ took the opportunity to thank JP for all the work that she has done to resolve this situation. • We have been through all the old minutes to locate all previous correspondence about the Private Fund. <p>c) Safeguarding</p> <ul style="list-style-type: none"> • Whole school training was held last week; this was very good, and personalised for WEIS. <ul style="list-style-type: none"> ○ <u>MB to circulate the notes / slides.</u> • The Safeguarding Audit is scheduled for next Monday, a main area of focus will be to identify any “even better if’s”. • Door codes were changed at the start of the academic year. 	<p>MB</p> <p>JP</p> <p>MB</p>
7	<p>Preparation for Ofsted MB reminded Governors that WEIS is at the top of the list and that we could get the call at any time now.</p>	
8	<p>Governance Matters</p> <p>a) Demonstration – Governor Room</p> <ul style="list-style-type: none"> • AON provided a demonstration of the new Governor Room. <p>b) Governing Body Vacancies</p> <ul style="list-style-type: none"> • We currently have 4 vacancies: <ul style="list-style-type: none"> ○ 2 x Co-opted. ○ 2 x Partnership. <p>c) Committee Membership 2017 – 2018</p> <ul style="list-style-type: none"> • Resources Committee 	

	<ul style="list-style-type: none"> ○ No changes to the membership other than the resignation of SB. ○ LTD was elected unanimously as the Committee Chair. ○ JA was elected unanimously as the Committee Vice Chair. <ul style="list-style-type: none"> ● Teaching and Learning Committee <ul style="list-style-type: none"> ○ No changes to the membership. ○ JB was elected unanimously as the Committee Chair. ○ LAJ was elected unanimously as the Committee Vice Chair. <p>d) Governing Body Planner</p> <ul style="list-style-type: none"> ● The new Governing Body Annual planner was pre-circulated. ● <u>Governors were asked to check the dates and advise AON of any clashes in their diaries.</u> ● MB pointed out that this was our best guess for the year ahead. ● <u>Committees are asked to review and identify any changes.</u> 	
9	<p>Agree the Minutes of the Full Governing Body meeting on 11 July 2017</p> <p>a) Open</p> <ul style="list-style-type: none"> ● These were agreed as a true and accurate record of the meeting and were signed by MJ. <p>b) Confidential</p> <ul style="list-style-type: none"> ● These were agreed as a true and accurate record of the confidential discussions and were signed by MJ. 	
10	<p>Matters arising from the Full Governing Body meeting on 11 July 2017</p> <p>a) MB to thank all staff who supported the summer Fayre.</p> <ul style="list-style-type: none"> ● Closed. <p>b) MB to provide MJ with a summary relating to the child that was rejected for an EHCP.</p> <ul style="list-style-type: none"> ● Closed. <p>c) All Governors to attend the Safeguarding Training on 4 September if possible.</p> <ul style="list-style-type: none"> ● A number of Governors were able to attend. ● With immediate effect, the “Pink Form” MUST be handed to Sharon and if she is not available SG or MB. <p>d) Governors to advise MJ if they wish to change Committees.</p> <ul style="list-style-type: none"> ● Closed. <p>e) Governors to advise LTD if they had ideas for Sponsorship / Fundraising.</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> ● Meeting to be arranged; the focus will be on grants. <p>f) AON to draft a letter for MB / MJ to send to Community Groups.</p> <ul style="list-style-type: none"> ● Closed. <p>g) MB to invite Steve Pound to visit the school.</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> <p>h) MB to include a Process Map in the Pay Policy.</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> 	<p>Agenda</p> <p>MB</p> <p>LTD</p>

	<ul style="list-style-type: none"> • To be reviewed by the Resources Committee. <p>i) MJ to send letter (drafted by JB) to Judith Finlay re SEND Referrals.</p> <ul style="list-style-type: none"> • Closed. • MJ reported that this issue had now been referred to the SEND Referral Board. • The issue with CAMHS referrals has also been referred to the CCG. <ul style="list-style-type: none"> ○ MJ asked LAJ to update parents at the next monthly meeting. <p>j) AON to go through the old minutes re “closure of the Private account”.</p> <ul style="list-style-type: none"> • Closed. <p>k) MB to circulate the Acceptable User Agreement for Governors to sign and return.</p> <ul style="list-style-type: none"> • Closed. <p>l) Governors to sign and return the above before the end of term.</p> <ul style="list-style-type: none"> • <u>AON to check if all have been received.</u> <p>m) MB to thank all staff for everything that they have done this year.</p> <ul style="list-style-type: none"> • Closed. 	AON
11	<p>Governor Visits</p> <p>JB: attended the end of year presentation.</p> <p>Various: attended the Whole School safeguarding training.</p>	
12	<p>Any Other Business as agreed above.</p> <p>There were no items of other business.</p>	
13	<p>What have we achieved at this meeting (Standing agenda item)</p> <ul style="list-style-type: none"> • We have agreed changes in response to SB’s resignation. • Reviewed Committee Membership. • Elected Committee Chairs and Vice Chairs. • Governor Room completed and presented to Governors. • Agreed the Governing Body Annual Planner. 	
14	<p>Date and Time of the next meeting</p> <p>Monday 13 November 2017 at 6PM</p>	