

Wood End Infant School Governing Body

Full Governing Body Minutes

Monday 12 March 2018 at 6PM

	<p>Attendees: Sally Abel Latif (SAL) Lara Al-Jarcheh (LAJ) 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>Also in attendance Sharon Letch (SLe)</p>	<p>Actions:</p>
1	<p>Welcome MJ opened the meeting by stating that our priority is to address the Ofsted Report.</p> <p>MJ also took the opportunity to apologise for not updating Governors earlier.</p>	
2	<p>Apologies for absence N/A – All Governors were in attendance.</p>	
3	<p>Authorised / Unauthorised absence N/A</p>	
4	<p>Declaration of Any Other Business Governor Recruitment Event.</p>	
5	<p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p>	
6	<p>Ofsted 2017 MJ advised that he had met with parents the morning after the report was published.</p> <ul style="list-style-type: none"> • There was also a second meeting. • Attendance was very low. • Parents that did attend were very supportive. <p>MJ added that there will be termly update meetings for parents.</p> <p>SM pointed out that there had not been any comments at the recent parents evening.</p> <p>MB said that the feedback that she had received from parents had been very supportive of the school.</p> <ul style="list-style-type: none"> • Parents have said that they wanted to complain to Ofsted on our behalf. <p>JBS said that she had received a call from Councillor Sumner saying that parents want to talk.</p> <ul style="list-style-type: none"> • JBS told him to give them her e-mail address and that she would forward their e-mails to MJ. 	

- a) Feedback from the Local Authority
 - There was concern that the Inspection Team would not look at our data.
 - Noted that various plans are being prepared.
- b) Support being provided by the Local Authority
 - We have our second Securing Good meeting tomorrow.
 - We now have a new Link Officer.
 - They have already undertaken a Learning Walk.
 - They have interviewed Leaders.
 - Provided very positive feedback.
 - They have advised that we document everything that we are doing.

It was agreed that SM should stay for the following discussion.

- MJ stressed that the following must remain confidential.
- MJ asked SM if she recognised this situation.
 - All staff are looking at their own teaching practice.
 - Everyone wants to raise their game
 - Staff always felt that they could all go to everyone for help.
 - This has not stopped.
 - Teachers are feeling the pain.
- MB pointed out that staff “do not know what they do not know”.
- MB advised that the Teachers Standards were re-circulated.
- MB confirmed that all staff are aware of her concerns.
- c) Way forward:
 - Monitoring of Key Priorities
 - Details of the 4 Key Priorities were pre-circulated.
 - Improve the effectiveness of Leadership at all levels
 - MJ will take the lead on this priority.
 - Improve the quality of Teaching, Learning and assessment
 - JB will take the lead on this priority.
 - Raise the Attendance of Groups of Pupils
 - LTD will take the lead on this priority.
 - Improve the Quality of early Years Provision
 - SL will take the lead on this priority.
 - The lead Governors will be required to undertake half termly reviews.
 - These visits will be recoded on a Governor Visit Report form which will feed into the Ofsted Tracking Report.
 - **MB will allocate school contacts for each of the Key Priorities.**
 - Post Ofsted Action Plan
 - This was pre-circulated.
 - This focuses on how the school is being run.
 - Progress Tracking Report – Ofsted Actions
 - The draft Progress Tracking Report was pre-circulated.
 - This will help us to demonstrate to Ofsted how Governors are responding to the various issues raised.
 - It was pointed out that there had been 23 areas (of 68) where either no

MB

	<ul style="list-style-type: none"> ○ action was required or where there had been positive comments. ○ <u>AON to liaise with JB and LTD to populate the remaining areas.</u> 	AON – JB / LTD
7	<p>Headteacher’s Report</p> <p>MB circulated a copy of the “Monitoring Report for Schools in the Securing Good Programme”.</p> <ul style="list-style-type: none"> ● This is required for the regular meetings with the LA. ● It was agreed that rather than duplicate effort this report would be used as the basis of reporting to the Governing Board. ● MB will now be meeting with Leaders on a weekly basis to review impact; these reviews used to be less frequent. ● There are now weekly meetings with the SLT / MLT; these used to be every 2 weeks. ● It was pointed out that Governors were relying too much on what they were being told. ● <u>MB to arrange for SL to have access to ASP data for Early Years.</u> ● MB reported that staff have taken on board the importance of improving the quality of teaching and learning. ● The external review of Pupil Premium has been booked for 24 May. ● JB expressed concern about the quality of teaching in Nursey and questioned why this had not been picked up in external reviews. <ul style="list-style-type: none"> ○ They did not look at Nursery. ● MB said that she was really worried about the quality of teaching in Year 1; this was strong last year, and we are trying to unpick the issues. ● MB pointed out that we have some very experienced / expensive Teachers who are not performing at the level that they should be. ● MB said that whilst children are getting a good education, we need more. ● It was suggested that Governors should be given questions to ask. <ul style="list-style-type: none"> ○ This was not considered appropriate. ○ Governors should be coming to meetings with their own questions. ○ Governors should be informing themselves. ● Middle Leaders will be asked to present to all Governors (not one) at the start of each FGB meeting. <ul style="list-style-type: none"> ○ Maximum 15 minutes, to include <ul style="list-style-type: none"> ▪ What works well? ▪ What do we need to do? ● Committees should target specific visits. <ul style="list-style-type: none"> ○ More Governors need to take responsibility for visits. <p>a) 3 Form Entry</p> <ul style="list-style-type: none"> ● We have agreed with the LA that we will move to 3 Form Entry on an informal basis. <p>b) Safeguarding</p> <ul style="list-style-type: none"> ● SLe will now be the Designated Teacher. <p>c) Update: Pupil Premium</p> <ul style="list-style-type: none"> ● It was agreed that there should be a designated Governor for Pupil Premium. <ul style="list-style-type: none"> ○ LTD said that she would be happy to continue with this. ● External review scheduled for May. <p>d) Update: Sports Premium</p> <ul style="list-style-type: none"> ● Sports Premium will be c. £17K. <p>e) EAL</p> <ul style="list-style-type: none"> ● It was agreed that we should have a designated Governor for EAL. 	MB

	<p>f) GDPR</p> <ul style="list-style-type: none"> • MB questioned whether we should outsource the Data Controller role? <ul style="list-style-type: none"> • Yes. • We have had a GDPR audit recently. • It was proposed that there should be a designated Governor for GDPR; they would audit any documentation in liaison with JP. <ul style="list-style-type: none"> • <u>Designated Governor to be identified.</u> 	Agenda
9	<p>Governance Matters</p> <p>a) Governing Body Vacancies.</p> <ul style="list-style-type: none"> • MJ reported that John Arhin had resigned from the Governing Board yesterday. <ul style="list-style-type: none"> ○ The reason for JA's resignation was a lack of support from his employers. ○ <u>MJ / JB will write formally to thank JA for his support over the years.</u> • We now have the following vacancies: <ul style="list-style-type: none"> ○ Partnership Governor x 2 ○ Co-opted Governor x 3 • MJ pointed out that 1 parent attended the post Ofsted meeting for parents. <ul style="list-style-type: none"> ○ They had read the report line by line. ○ They came prepared with questions. ○ <u>MB to follow up and see if they would be interested in becoming a Governor.</u> • MJ stressed that we need to be seen to fill the vacancies. • MJ will be attending the SGOSS Governor Recruitment on Wednesday evening. • JB suggested that we may need to consider the timing of meetings? <ul style="list-style-type: none"> ○ MB stressed that we need people that want to be a Governor. ○ It was agreed that we need to interview any prospective Governor to ensure that they are aware of the commitment. <p>b) Governors Skills Analysis.</p> <ul style="list-style-type: none"> • <u>AON to circulate the NGA Skills Audit for completion by all Governors.</u> <p>c) Allocation of responsibilities – Leadership Plan.</p> <ul style="list-style-type: none"> • See agenda item 6(c). 	<p>MJ / JB</p> <p>MB</p> <p>AON</p>
10	<p>Agree the Minutes of the Full Governing Body meeting on 13 November 2017</p> <p>These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
11	<p>Matters arising from the Full Governing Body meeting on 13 November 2017</p> <p>a) MB to send Governors the link for on-line Prevent training.</p> <ul style="list-style-type: none"> • Closed. • JB & SL have completed. <p>b) MB to upload the LA briefing paper on Prevent in the Governor Room.</p> <ul style="list-style-type: none"> • Closed. <p>c) MB to update the Complaints, Grievance and Recruitment & Selection policies re Fluency Duty.</p> <ul style="list-style-type: none"> • Closed. <p>d) JB to provide a copy of an alternative Lettings Procedure.</p>	

	<ul style="list-style-type: none"> • Closed. e) LTD to arrange for the Lettings Policy to be approved. <ul style="list-style-type: none"> • Closed. f) MB to check if our insurance covers lone workers? <ul style="list-style-type: none"> • Closed. • Yes, it would be covered. g) MB to agree a procedure for lone working. <ul style="list-style-type: none"> • Closed. h) All Governors to study the Ofsted briefing document. <ul style="list-style-type: none"> • Closed. i) AON to update the above paper and upload to the Governor Room. <ul style="list-style-type: none"> • Closed. j) MJ and JB to develop the Governor Section of the Leadership Plan. <ul style="list-style-type: none"> • Closed. • This has been superseded. k) Allocation of responsibilities – Leadership Plan. <ul style="list-style-type: none"> • Closed. • See agenda items 6(c) and 9(c). l) Governor Skills Analysis. <ul style="list-style-type: none"> • Closed. • See agenda item 9(b). m) JP to close the Private Account. <ul style="list-style-type: none"> • Closed. n) MB to invite Steve Pound to visit the school. <ul style="list-style-type: none"> • Closed. • To be reconsidered in the future. o) Admissions Policy (Nursery) <ul style="list-style-type: none"> • Closed. • See agenda item 15(b). p) LTD to liaise with JB re adding Resources Committee visit reports to the schedule. <ul style="list-style-type: none"> • Closed. q) All Governors to sign up for the weekly Gatekeeping updates. <ul style="list-style-type: none"> • <u>Carried forward.</u> • AON to register all governors. 	AON
12	<p>Minutes of the Resources Committee meeting on 26/02/2018</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • <u>Additional meeting to be arranged to populate the Resources Section of the paper “Responses to Observations Raised in the Ofsted Inspection Report – December 2017”.</u> 	Agenda LTD

13	<p>Minutes of the Teaching & Learning Committee meeting on 22/02/2018</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • <u>Additional meeting to be arranged to populate the Teaching and Learning Section of the paper “Responses to Observations Raised in the Ofsted Inspection Report – December 2017”.</u> 	Agenda JB
15	<p>Policies / Documents for Approval All policies / documents were pre-circulated.</p> <p>a) Admissions Policy</p> <ul style="list-style-type: none"> • Approved. <p>b) Admissions Policy (Nursery)</p> <ul style="list-style-type: none"> • Approved. <p>c) Child Protection Policy</p> <ul style="list-style-type: none"> • MB pointed out that there had only been minor changes. • This was approved subject to the following changes: <ul style="list-style-type: none"> ○ Page 7 (paragraph 2): Add JP to be trained up. ○ Page 10: Add SLe has been trained as the CLA Lead. ○ Page 12: 2 sentences are duplicated. • <u>AON to make the above changes.</u> <p>d) Disciplinary Procedures</p> <ul style="list-style-type: none"> • This is an LA Model Policy. • Approved. <p>e) Exclusion of Pupils</p> <ul style="list-style-type: none"> • This is an LA Model Policy. • Approved. <p>f) Governor Allowances</p> <ul style="list-style-type: none"> • Approved. <p>g) Lettings Policy</p> <ul style="list-style-type: none"> • Approved. <p>h) Medical Capability Procedure</p> <ul style="list-style-type: none"> • This is an LA Model Policy. • Approved. <p>i) Model Procedures for dealing with allegations of abuse against staff</p> <ul style="list-style-type: none"> • This is an LA Model Policy. • Approved. <p>j) Recruitment and Selection Guidelines</p> <ul style="list-style-type: none"> • This is an LA Model Policy. • Approved. <p>k) Terms of Reference Pay Committee</p> <ul style="list-style-type: none"> • Approved. <p>l) Terms of Reference Resources Committee</p> <ul style="list-style-type: none"> • Approved. 	AON

	m) Terms of Reference Teaching and Learning Committee <ul style="list-style-type: none"> • Approved. 	
16	Governor Visits <u>SL's PPR visit report to follow.</u>	SL
17	Any Other Business as agreed above. MB advised that Sharon Gorrie's leaving assembly will be on 29 March. <ul style="list-style-type: none"> • All Governors are invited to attend. • <u>MJ will write to SG on behalf of the Governing Board.</u> 	MJ
18	What have we achieved at this meeting (Standing agenda item) <ul style="list-style-type: none"> • Made rigorous plans for monitoring Ofsted actions. • We had an honest and open discussion about the Ofsted inspection. • We reviewed / approved 13 policies. • We agreed that committees would hold additional meetings to populate the Ofsted tracking report. 	
19	Date and Time of the next meeting Tuesday 8 May 2018 at 5:30PM to review / ratify the 2018 – 2019 budget.	

Meeting closed at