

Wood End Infant School Governing Body

Full Governing Body MINUTES

Tuesday 17 July 2018

| | <p>Attendees: Lara Al-Jarcheh (LAJ) Janet Bettaccini (JB) Madhu Bhachu (MB) Jayin Hirani (JH) Matt Jeatt (MJ) Sandra Lavender (SL) Samina Masud (SM) Beth Parker (BP) Lesley Tucker Douglas (LTD)</p> <p>Also in attendance Sharon Letch (SLe)</p> | <p>Actions:</p> |
|---|--|------------------------|
| 1 | <p>Welcome</p> | |
| 2 | <p>Apologies for absence None</p> | |
| 3 | <p>Authorised / Unauthorised absence N/A</p> | |
| 4 | <p>Declaration of Any Other Business MB: Painting. MB: Solar Panels.</p> | |
| 5 | <p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p> | |
| 6 | <p>Governance Matters</p> <p>a) Co-option of Andrew Hamilton (AH).</p> <ul style="list-style-type: none"> • MB explained that AH had undertaken the recent Finance review. • When asked if he would be interested in becoming a Governor he said that he was. • AH has a strong background in Finance. • A vote was taken, and AH was elected unanimously. • <u>AON to prepare the welcome pack etc.</u> <p>b) Re-election of Co-opted Governors: The Term of Office for MB and JB are due for review by 31 August.</p> <ul style="list-style-type: none"> • Janet Bettaccini <ul style="list-style-type: none"> ○ JB confirmed that she would be happy to stand again. ○ A vote was taken and JB was re-elected unanimously. ○ <u>AON to update LA records etc.</u> ○ JB said that when we elect the Vice Chair in September she would prefer not to stand. • Matt Jeatt <ul style="list-style-type: none"> ○ MJ confirmed that he would be happy to stand again. | <p>AON</p> <p>AON</p> |

| | | |
|---|---|--------------------------------------|
| | <ul style="list-style-type: none"> ○ A vote was taken, and MJ was re-elected unanimously. ○ <u>AON to update LA records etc.</u> <p>c) Governor Vacancies</p> <ul style="list-style-type: none"> ● 1 x Local Authority <ul style="list-style-type: none"> ○ MJ reminded Governors that it was now our decision as to whether to elect a Local Authority Governor. ○ JB and MB met with Councillor Amarjit Jannu who has expressed an interest in becoming a Governor. ○ <u>MB / JB to follow up with Councillor Jannu and invite her to the next FGB.</u> ● 1 x Parent <ul style="list-style-type: none"> ○ The term of office for Sally Abel Latif has ended and she has said that she does not intend to stand again. ○ <u>AON to prepare the paperwork for a parent governor election in September.</u> ○ We will initially invite prospective parent Governors to meet with MJ and MB so that we can explain the commitment / responsibilities. ● 2 x Partnership <p>d) Meeting Dates 2018 – 2019</p> <ul style="list-style-type: none"> ● The proposed meeting dates for 2018 – 2019 were pre-circulated. ● The meeting scheduled for 10 September will now have a strategic focus (see below). ● An additional FGB meeting is to be scheduled in for late September. <p>MJ stressed that the 2 committees need to talk to each other on a regular basis and the scheduling of the committee meetings for 2018 – 2019 will allow a 30-minute slot between the Resources Committee (11AM) and the Teaching & Learning Committee (1PM).</p> <p>e) Governors Strategic Plan See below.</p> | <p>AON</p> <p>MB / JB</p> <p>AON</p> |
| 7 | <p>Feedback: Securing Good Meeting</p> <p>MB / MJ provided the following feedback:</p> <ul style="list-style-type: none"> ● A positive meeting. ● The minutes have been received and circulated to Governors. ● The LA are comfortable that we are making progress. ● We have half termly meetings. ● The Link Officer will in future visit before the Securing Good meeting. ● The LA have set 3 objectives. | |
| 8 | <p>Feedback: Review of Governance</p> <p>MJ provided feedback on the Review of Governance:</p> <ul style="list-style-type: none"> ● Harry James (HJ) attended meetings of both the FGB and Teaching & Learning committee. ● HJ undertook a survey of Governors. ● HJ will be supporting us for 12 months from the date of the report. ● HJ will probably re-visit in 3 / 4 months. ● HJ undertook a 360-degree review of the Chair. ● HJ is drafting a Governor Development Plan. ● The report runs to 39 pages, including exemplars. <ul style="list-style-type: none"> ○ <u>MJ to forward the report and exemplars to AON so that these can be added to the Governor Room.</u> | <p>MJ / AON</p> |

- The report was commissioned by the LA.
 - It is for the school to pay – the cost of the program is £1.5K.
- MJ stressed that feedback is based on a small number of responses.
- MJ also stressed that the report also shows where we are doing things well.

HJ has made the following suggestions:

- We have a 3 / 5-year plan:
 - Involve more stakeholders:
 - Parents
 - Pupils
 - Staff
 - Community (external)
 - How??
- More challenges aimed at the School Development Plan.
- Improve the overseeing of the financial position.
 - HJ acknowledged that we have reviewed / taken account of issues.
- 10-year view of the financial position:
 - Buildings
 - Local developments e.g. housing development.
- SDP to be fully costed before sign-off.
- Effective Governance:
 - We need to recruit high quality Governors.
- Self-review.
 - We should be reviewing The Chair on a regular basis.
- Succession planning.

MJ stressed that responsibility sits with the Chair.

- A key issue has been that we have not had enough Governors.
- We need more CPD both existing and new Governors.
- We are doing a lot, but not necessarily in the best way.
- We need to demonstrate the commitment that our Governors have.

MJ then focused on Governor visits:

- From September the committees need to direct the Governor visits.
 - Who should be looking at what and when.
 - All visits to be agreed with the Headteacher.
 - All Governors need to undertake more visits.

AON to register the new Governors for EGFL.

All Governors will be required to sign up to our Code of Practice for Governors.

HJ has provided an exemplar although we will need to personalise this for WEIS by adding:

- The Nolan Principles.
- Expectations of attendance at meetings.
- Expectations for Governor visits.

Whilst it is important to undertake staff surveys we must ensure that we do not “over survey” our staff.

- The results of the survey need to feed into the FGB as well as the Headteacher / SLT.

Our FGB admin meeting in September needs to be more forensic e.g. we need to critique the Terms of Reference for FGB and committees, rather than simply relying on the previous version.

AON

Agenda

| | | |
|----|---|--------------------------------------|
| | <p>MJ acknowledged that whilst he may have dropped the ball recently, we have been doing lots of the things that we needed to be doing.</p> <p>MJ then summarised the actions that we need to take:</p> <ul style="list-style-type: none"> • Develop a Governor Strategic Plan – ideally one page. • Work closely with HJ to implement new processes / systems. • Review the performance of the Chair. <ul style="list-style-type: none"> ○ I will be here in September to drive through the changes. • Additional training / CPD for Governors. • New Governors can focus on the future and NOT the past. • All Governors need to take on board the information that they are provided with. • Governors need to take ownership of a different style of Governance. • Visits must be scheduled and not be ad-hoc. <ul style="list-style-type: none"> ○ These can be recorded with the GB meeting schedule. • Prioritisation • Visit reports to be completed and agreed within one week of the visit. <p>As referenced above the focus of the meeting on 10 September will be more strategic and will run from 1PM to 5PM.</p> <ul style="list-style-type: none"> • It was agreed that it would be beneficial to have a facilitator? <ul style="list-style-type: none"> ○ <u>MB to approach Therese McNulty.</u> <p>Governors need to have easy access to all documents e.g.:</p> <ul style="list-style-type: none"> • Securing Good Report • SDP • Link Officer Reports • Ofsted Tracker • Review of Governance <ul style="list-style-type: none"> ○ <u>AON to set up individual folders for each set of documents in the Governor Room.</u> <p>Changes were proposed to the structure of GB meetings:</p> <ul style="list-style-type: none"> • All Governors to feedback on what they have done since the last meeting and what they will be doing before the next meeting. • Each Governor to agree one action that they will complete before the next meeting. • Each Governor to provide feedback on the GB meetings. <p><u>AON / MB to propose a date for the additional FGB meeting in September.</u></p> <p>MB advised that we have an “evidence file” with all of the feedback that we have received from the community.</p> <ul style="list-style-type: none"> • MJ stressed that Governors need to know both where this information is kept and what feedback we have received. | <p>MB</p> <p>AON</p> <p>AON / MB</p> |
| 9 | <p>Ofsted Tracker</p> <p>It was agreed that we need to simplify the tracker, focusing now on the actions that we need to take.</p> <ul style="list-style-type: none"> • AON to update the Tracker following each meeting. | |
| 10 | <p>Headteacher’s Report</p> <p><u>DATA</u></p> <p>MB pointed out that all data is currently provisional:</p> <ul style="list-style-type: none"> • Despite Year 2 being a challenging cohort this year they performed better | |

than anticipated.

- Our SEND children's attainment was better than last year.
- The average child in our school does better than National.
- MB pointed out that whilst we still have a gender gap:
 - We have 18 more boys than girls.
 - 14 boys have Special Needs.
- Phonics at 87% is both above last year and above National.
- GLD is only 1% below National.

STAFFING

One Teacher was late resigning and we agreed that we would accept this if we could find a replacement.

- We have been lucky to find a good replacement.

One additional SMSA will be leaving.

One TA is reducing their hours from 1.0 to 0.8.

BUDGET

In addition to being able to make savings to wipe out the Licenced Deficit we have made additional savings of £9.5K.

SUMMER FAIR

A total of £1.8K was raised at the summer fair.

ATTENDANCE

- KS1 attendance is 96.5% which is slightly above National.
- Early Years have met their LA Targets.
- Groups:
 - White British 95.5% - There were 2 cases of Scarlet Fever.
 - PPG 94% - There was 1 case of Scarlet Fever.
 - SEND 95%.

LINK OFFICER VISIT

- The report was received today.
- The Link Officer acknowledged that we are now ready to stand alone without support from a Local Headteacher (Sarah Wilson – Perivale Primary School).

PEER REVIEW

MB said that she had requested a Peer Review in Autumn 1.

ALP (was known as Tiger Class)

MB proposed that we should "re-brand" the ALP due to "parent perception" that the ALP relates to SEND.

- Whilst children in the ALP Classes may have "SEND needs" they do not meet the SEND criteria.
- The ALP in 2017 – 2018 was a mixed Year 1 / Year 2 class.
 - 2017 – 2018 was a pilot year with 13 year 1 / year 2 children.
 - The children did not however mix which is why we are changing the model for 2018 – 2019 (see below).
 - Parents were concerned that the year 2 children would be doing the year 1 curriculum.
- In 2018 – 2019 there will be separate year 1 and year 2 classes with their own classrooms / base rooms.
 - MB pointed out that this was always the intention.
 - There will be 13 children in year 1 and 13 children in year 2.

| | | |
|----|--|---|
| | <ul style="list-style-type: none"> ○ SM will be overseeing the 2 classes and delivering the core subjects. There will be a TA in each class. <p>MJ made it very clear that we need to change people’s perceptions and not change the words that we use.</p> <ul style="list-style-type: none"> ● MB added that some parents do not understand that their children have additional needs. ● MB said that in her opinion with only 3 days to the end of term is not the time to be changing perceptions. ● LAJ said that she agreed with MJ. ● MB added that parents need to understand what we are doing for their children. ● LAJ asked if parents know that their children are in these classes from September? <ul style="list-style-type: none"> ○ Yes. ○ Additional resource. ● MB said to Governors that if they become aware of comments from parents about “special needs classes” that they explain that these are NOT special needs classes. <p>JB asked if we should be changing the name of the SEND Support Group?</p> <p>MB summed up by saying that there had been a strong challenge by Governors.</p> <p>MB gave a brief update on the results of the recent parent survey which is based on the Ofsted survey.</p> <ul style="list-style-type: none"> ● All ratings were up on last year. ● MJ asked if there were other questions that we wanted to ask parents? <ul style="list-style-type: none"> ○ <u>The survey to be reviewed at the second FGB in the autumn.</u> | Agenda |
| 11 | <p>Agree the Minutes of the Full Governing Body meeting on 8 May 2018</p> <p>These were agreed as a true and accurate record of the meeting, subject to minor changes. MJ signed the minutes.</p> | |
| 12 | <p>Matters arising from the Full Governing Body meeting on 8 May 2018</p> <p>a) Presentation on the ALP class at the Autumn meeting.</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> ● This was discussed at length today. ● Governors to receive an update in the autumn term. <p>b) Outstanding skills analysis forms to be returned by next Monday (14 May).</p> <ul style="list-style-type: none"> ● Closed. <p>c) MB to arrange for JB and SL to have access to the ASP data for Early Years</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> <p>d) Designated Governor for GDRP to be identified</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> <p>e) SL to circulate her PPR visit report</p> <ul style="list-style-type: none"> ● Closed. <p>f) MJ to write to Sharon Gorrie on behalf of the GB (Retirement)</p> <ul style="list-style-type: none"> ● <u>Carried forward.</u> | <p>Agenda</p> <p>MB</p> <p>Agenda</p> <p>MJ</p> |
| 13 | <p>Minutes of the Resources Committee meetings on</p> <p>a) 26/02/2018</p> | |

| | | |
|----|--|--------|
| | <p>b) 05/07/2018</p> <p>Both sets of minutes were pre-circulated.</p> <p>The virement for £69,963 which had been reviewed at the Resources Committee meeting on 5 July 2018 was tabled for approval.</p> <ul style="list-style-type: none"> • APPROVED. | |
| 14 | <p>Minutes of the Teaching & Learning Committee meetings on:</p> <p>a) 22/02/2018</p> <p>b) 15/05/2018</p> <p>c) 05/07/2018</p> <p>All 3 sets of minutes were pre-circulated.</p> | |
| 15 | <p>Policies / Documents for Approval</p> <p>a) Appraisal Policy</p> <ul style="list-style-type: none"> • Approved. <p>b) Capability Policy</p> <ul style="list-style-type: none"> • Approved. <p>c) Pay Policy</p> <ul style="list-style-type: none"> • Approved. • To be updated with the new salary bands when published. <p>d) Financial Administration Policy</p> <ul style="list-style-type: none"> • <u>Carried forward</u> – to be updated to include BACS payments. <p>e) Managing Redundancies in Schools</p> <ul style="list-style-type: none"> • Approved. | Agenda |
| 16 | <p>Governor Visits</p> <p>JB: Meeting with SENDCo</p> <ul style="list-style-type: none"> • The report was pre-circulated. <p>JB: Safeguarding</p> <ul style="list-style-type: none"> • The report was circulated at the meeting. • JB pointed out that the DfE recommendation is that we have 2 contacts for each child. <ul style="list-style-type: none"> ○ MB confirmed that we already do this. | |
| 17 | <p>Correspondence to the Chair of Governors</p> <p>Report: Review of Governance – see above.</p> | |
| 18 | <p>Any Other Business as agreed above.</p> <p><u>MB: Painting.</u></p> <ul style="list-style-type: none"> • MB recommended that we arrange for the classroom doors to be painted over the summer holidays, pointing out that the paint is chipped, and the doors look shabby. • 2 quotes have been obtained and MB proposed accepting the quote for £6K. • MJ asked if it would be possible for the site manager to undertake the painting; it was agreed that with the other jobs that the site manager has to do over the summer this was not practical. • It was agreed that MB should go ahead with the repainting. | |

| | | |
|----|---|--|
| | <u>MB: Solar Panels.</u> <ul style="list-style-type: none"> • They will be starting to install the Solar Panels next Tuesday. | |
| 19 | What have we achieved at this meeting (Standing agenda item) <ul style="list-style-type: none"> • We have demonstrated challenge of the Headteacher / SLT. • We have addressed the Governance review. • We debated our SEND provision including the allocation of reducing additional funding. • Debated additional support for non-SEND pupils. • We have extended the size of the GB. | |
| 20 | Date and Time of the next meeting Monday 10 September 2018 from 1PM to 5PM | |

Meeting closed at 20:10