

# Wood End Infant School Governing Body

## Full Governing Body

Monday 22 February 2016 at 6PM

1	<p><b>Attendees:</b>                  Sally Abel Latif (SAL)                  Lara Al-Jarcheh (LAJ)                  John Arhin (JA)                  Janet Bettaccini (JB)                  Madhu Bhachu (MB)                  Jaber Jabbour (JJ)                  Matt Jeatt (MJ)                  Thanu Kurien (TP)                  Samina Masud (SM)                  Lucy Rodgers (LR)                  Jamila Bibi Sarwar (JBS)                  Lesley Tucker Douglas (LTD)</p>	<p><b>Actions:</b></p>
2	<p><b>Welcome</b></p>	
3	<p><b>Apologies for absence</b>                  Apologies were received from Said Binani (SB)</p>	
4	<p><b>Authorised / Unauthorised absence</b>                  The absence for SB was authorised.</p>	
5	<p><b>Declaration of Any Other Business</b>                  MJ: Confidential item.</p>	
6	<p><b>Declaration of Interest in Any Agenda Items</b>                  There were no declarations of interest in any agenda items.</p>	
7	<p><b>Governing Body Matters</b></p> <p>a) Review of the Instrument of Government</p> <ul style="list-style-type: none"> <li>• With the Term of Office for one Parent Governor ending on 5 March it was agreed appropriate to review the make-up of the Instrument of Government (IOG).</li> <li>• MJ proposed that we reduce the number of Parent Governors by 1 to 2 and that we increase the number of Co-opted Governors by 1 to 7.</li> <li>• It was pointed out that this would not preclude us from co-opting a parent as a co-opted Governor; the benefit was that we could elect based on skills.</li> <li>• <b>This was agreed unanimously.</b></li> <li>• <b><u>AON to prepare the new IOG for approval by the LA.</u></b></li> </ul> <p>b) Co-option of Partnership Governor</p> <ul style="list-style-type: none"> <li>• MJ proposed that LTD be elected as a Partnership Governor - LTD said that she would be happy to stand as a Partnership Governor.</li> <li>• A vote was taken and LTD was elected unanimously.</li> <li>• <b><u>AON to prepare the necessary paperwork for the LA.</u></b></li> </ul>	<p><b>AON</b></p> <p><b>AON</b></p>
8	<p><b>Headteacher's Report</b>                  LR's report had been pre circulated.  <u>Page 2</u></p> <ul style="list-style-type: none"> <li>• JB said that she was very pleased to see the linkages between Numbers and</li> </ul>	

Phonics.

Page 3

- LR advised that we are in a much better position this year compared to last year for Phonics in year 1 as a result of: more booster groups; direct teaching of underachieving pupils by Debra Squire; intensive staff training; closer monitoring of pupil progress and attainment teachers and SLT.

Page 4

- LR expressed caution about the attainment data as this is still evolving.
  - The Link Officer is visiting next week to look at our processes.
  - This may look very different next term.
  - MJ acknowledged that this is a National issue. MJ said that the important thing was that staff know about the progress of individuals and groups.
  - JJ asked if we have comparative data for other schools.
    - MB pointed out that this would not be available until the end of the academic year.
    - MB did however remind Governors that we are working with other schools.

Page 5

- Both Debra Squire and MB have been accredited as Specialist Leaders in Education through the Alliance.
  - **JB congratulated MB and asked MB to pass on her congratulations to Debra.**
- JB sought clarification of what IOE stood for - Institute of Education.
- JB also congratulated MB and LR on co-organising the DHT / AHT conference.
  - LR added that we had received congratulations from the LA (Julie Lewis) and that the feedback from participants was all positive.
- JB asked if the PE lessons and after school clubs provided by ELMS are inclusive.
  - LR confirmed that they were.
- MJ observed that the Ealing Primary Teaching School Alliance had been a very positive experience for the school.

MB

Page 6

- JB expressed thanks for Sharon Gorrie's report.
- The number of children with Education, Health and Care plans may increase to 4.
- LR pointed out that SG had gone above and beyond in getting 3 families supported by a Child in Need Plan.
  - LR however expressed her concern that this only happened because she contacted Judith Finlay, and that if she had not done this there was every possibility that nothing would have been done by Social Care.
  - **It was agreed that JB should follow up with Judith Finlay** on this; along the lines of "thank you for your support, however it was a shame that it took an email from LR and SG to yourself to get Social Care to do something.

JB

Page 7

- JJ asked what the year-end attendance figure was for 2014 / 2015.
  - **LR to advise.**
- MJ asked what the process was for dealing with Racist Incidents
  - LR advised that this is rare, but when does happen a member of the SLT, or the class teacher is appropriate, meets with both sets of parents to talk over the incident.
  - Parents are typically horrified / embarrassed.

LR

	<ul style="list-style-type: none"> <li>○ LR suggested that the level of racist incidents was particularly low given the diverse nature of the school.</li> </ul> <p>MJ stated that it was good that the Headteacher’s report is jointly authored.</p> <p>Analysis of the Staff Survey was also pre circulated:</p> <ul style="list-style-type: none"> <li>● LR advised that this was based on the Ofsted questions. <ul style="list-style-type: none"> <li>○ Responses were totally anonymous.</li> </ul> </li> <li>● Governors focused on the sheet “Responses from all Staff” <ul style="list-style-type: none"> <li>○ There were 5 areas where one person had recorded a score of Disagree Strongly.</li> <li>○ LR pointed out that this was not necessarily the same person.</li> <li>○ LR said that any issues had either been dealt with, or were being dealt with.</li> <li>○ SM pointed out that staff do not always have the overview of the school, so are not always happy with decisions that may affect them.</li> </ul> </li> <li>● MJ suggested that in future it may be a good idea to ask staff the additional question “what is the one thing that would make your life easier”.</li> </ul>	
9	<p><b>Agree the Minutes of the Full Governing Body meeting on 14 December 2015</b></p> <p>These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
10	<p><b>Matters arising from the meeting on 14 December 2015</b></p> <p>a) JB to write and thank GB for her presentation.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>b) Presentation on Target Tracker and Early Excellence.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>c) LR to check if we reference the use of QPR coaches on our website.</p> <ul style="list-style-type: none"> <li>● Closed - yes.</li> </ul> <p>d) AON to circulate the policy review schedule.</p> <ul style="list-style-type: none"> <li>● Closed</li> </ul> <p>e) Date when the Health and safety policy was updated to be added to the Safeguarding Audit.</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> <li>● LR / JP in the process of doing this.</li> </ul> <p>f) MB to establish why the English forecast is higher than Maths at Level 2B.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>g) Changes to the deeds carried forward.</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> <li>● The LA solicitors are redrafting the changes required.</li> </ul> <p>h) LR to seek advice from the LA re accessibility (ramps).</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> </ul> <p>i) Governors to review the Financial Administration Policy.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul>	<p><b>Carried forward</b></p> <p><b>Carried forward</b></p> <p><b>Carried forward</b></p>

	<p>j) Terms of Reference Resources Committee.</p> <ul style="list-style-type: none"> <li>• Closed - Agenda item 13.</li> </ul> <p>k) Terms of Reference Teaching and Learning Committee.</p> <ul style="list-style-type: none"> <li>• Closed - Agenda item 13.</li> </ul> <p>l) NGA Code of Practice to be reviewed at the next meeting.</p> <ul style="list-style-type: none"> <li>• Closed - Agenda item 13.</li> </ul> <p>m) Meeting dates for 2015 - 2016 to be recirculated.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	
11	<p><b>Minutes of the Resources Committee meeting on 8 February 2016 for noting</b></p> <ul style="list-style-type: none"> <li>• Meeting arranged to review the 2016 - 2017 budget - 11 March at 8:45AM. <ul style="list-style-type: none"> <li>• This meeting is open to all members of the Resources Committee.</li> </ul> </li> <li>• LR suggested that the budget was looking more positive than last year.</li> </ul>	
12	<p><b>Minutes of the Teaching &amp; Learning Committee meeting on 8 February 2016 for noting</b></p> <ul style="list-style-type: none"> <li>• JBS was elected as the Vice Chair of the Teaching and Learning Committee. <ul style="list-style-type: none"> <li>• In addition to her responsibilities as Vice Chair JBS will also have responsibility for SEND and Pupil Premium.</li> </ul> </li> <li>• JB reminded all Governors to look at the training courses available and to book any appropriate training.</li> </ul>	
13	<p><b>Policies / Documents for Review / Approval (approve by)</b> All policies had been pre circulated.</p> <p><u>Admissions Policy (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><u>Admissions Policy - Nursery (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><u>Attendance Policy (Teaching and Learning)</u></p> <ul style="list-style-type: none"> <li>• Approved, subject to including a reference to the fact that the qualifying percentage for Persistent Absence is now 90% (85%).</li> </ul> <p><u>Charging and Remissions Policy (Resources)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><u>Child Protection Policy (FGB)</u></p> <ul style="list-style-type: none"> <li>• <b>Carried forward.</b></li> <li>• Policy currently being redrafted to include references to Prevent.</li> <li>• MJ stressed the importance of all Governors being aware of this policy.</li> <li>• LR advised that SG will be attending Prevent training and could then do a training session for Governors.</li> </ul> <p><u>Dealing with Allegations of Abuse against Staff (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><u>Exclusion of Pupils (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	Carried forward

	<p><u>Governors Allowances (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> <li>• MJ took the opportunity to remind Governors and particularly parents that they are able to claim expenses for e.g. babysitting.</li> </ul> <p><u>Mission Statement / Vision (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><u>NGA Code of Practice (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> <li>• Governors felt that it would be a good idea to adopt this.</li> <li>• One change was proposed - the inclusion of the fact that we are a rights respecting school.</li> </ul> <p><u>School Behaviour Policy (Noting)</u></p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p><u>Schools Financial Value Standards (SFVS)</u></p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p><u>Terms of Reference - Resources Committee (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved subject to a change to the reference to the school profile.</li> <li>• Remove “school profile and” and replace with “the School Newsletter” <ul style="list-style-type: none"> <li>○ JP coordinates the school newsletter and she will prompt Governors when input is required.</li> </ul> </li> </ul> <p><u>Terms of Reference - Teaching and Learning Committee (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved subject to a change to the reference to the school profile.</li> <li>• Remove “school profile and” and replace with “the School Newsletter”</li> </ul> <p><u>Terms of Reference - Pay Committee (FGB)</u></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><b><u>AON to make the various changes referenced above.</u></b></p>	<p>Carried forward</p> <p>AON</p>
14	<p><b>Policies / Documents for Review / Approval at the next meeting</b></p> <p>Best Value Statement  Early Years Foundation Stage Policy  Freedom of Information Act Publication Scheme  Teachers Appraisal Policy  Teachers Pay Policy</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul>	
15	<p><b>Any Other Business as agreed above.</b></p> <p>MJ: Confidential item.</p> <ul style="list-style-type: none"> <li>• See separate confidential minutes.</li> </ul>	
16	<p><b>Date and Time of the next meeting</b></p> <p>Wednesday 27 April 2016 at 6PM for the purpose of ratifying the 2016 / 2017 budget.</p> <ul style="list-style-type: none"> <li>• To include a 30 minute training session based on the Andrew Dodge PowerPoint that was circulated recently. <ul style="list-style-type: none"> <li>○ AON to recirculate.</li> </ul> </li> <li>• TK gave apologies for this meeting.</li> </ul>	

	Tuesday 21 June 2016 at 6PM	
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