

Wood End Infant School Governing Body

Full Governing Body

Wednesday 27 April 2016

	<p><b>Attendees:</b>                      Sally Abel Latif (SAL)                      Lara Al-Jarcheh (LAJ)                      John Arhin (JA)                      Madhu Bhachu (MB)                      Said Binani (SB)                      Jaber Jabbour (JJ)                      Matt Jeatt (MJ)                      Samina Masud (SM)                      Lucy Rodgers (LR)                      Jamila Bibi Sarwar (JBS)</p> <p><b>Also in attendance</b>                      Jackie Pusey (JP)                      Sharon Gorey (SG)</p>	<p><b>Actions:</b></p>
1	<p><b>Welcome</b>                      MJ welcomed SG who was attending as an observer.</p>	
2	<p><b>Apologies for absence</b>                      Apologies were received from:                      Janet Bettaccini (JB)                      Thanu Kurien (TK)                      Lesley Tucker Douglas (LTD)</p> <p>All other Governors were in attendance.</p>	
3	<p><b>Authorised / Unauthorised absence</b>                      The absences for JB, TK and LTD were all authorised.</p>	
4	<p><b>Declaration of Any Other Business</b>                      There were no items 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>Training: Governor Roles and Responsibilities</b>                      MJ took Governors through the presentation prepared by Andrew Dodge “Welcome to new Governors”.</p> <ul style="list-style-type: none"> <li>• Asking questions is very important - Governors need to understand the issues to be able to hold the school to account effectively.</li> <li>• Governors must not get involved in the day to day operation of the school.</li> <li>• Important to arrange visits with the Headteacher.                             <ul style="list-style-type: none"> <li>○ Also need to ensure that the scope and reporting back are agreed.</li> </ul> </li> <li>• It is also important to visit the school and observe the ethos / values of the school.</li> <li>• We have our annual external review scheduled for 12 May.</li> <li>• There is no such thing as a stupid question.</li> <li>• MJ proposed that we summarise at the end of each meeting what we have</li> </ul>	

	<p>achieved.</p> <ul style="list-style-type: none"> <li>○ <b><u>To be a standing agenda item.</u></b></li> <li>● All decisions made in committee / FGB is the decision of the GB.</li> <li>● JB is VERY focused on SEND.</li> <li>● MJ suggested including probing questions at the end of the agenda as a prompt. <ul style="list-style-type: none"> <li>○ <b><u>To be a standing agenda item.</u></b></li> </ul> </li> <li>● AON to recirculate the Governor Visit Protocol.</li> <li>● It is important for Governors to attend appropriate training. <ul style="list-style-type: none"> <li>○ <b><u>New Governors were asked to sign up for the “Getting to Grips with Governance” course</u></b> (for new and nearly new Governors).</li> </ul> </li> </ul> <p>MJ pointed out that Andrew Dodge uses examples of our agendas / committee structure as a model of good practice.</p>	<p>Agenda</p> <p>Agenda</p> <p>LAJ, SB, JJ, SM, TK</p>
7	<p><b>Finance</b></p> <p>a) Minutes of the Resources Committee meeting on 12 April 2016.</p> <ul style="list-style-type: none"> <li>● Noted.</li> <li>● JJ added: <ul style="list-style-type: none"> <li>○ It has been a much more efficient process this year.</li> <li>○ We had a lot less options to consider this year.</li> <li>○ The overall budget is lower this year as we have fewer children on roll.</li> <li>○ There was great support from the school in preparing the budget.</li> <li>○ We reviewed the budget on a line by line basis.</li> </ul> </li> <li>● MJ then added that the additional Pension and NI costs which were not funded by the LA have had a major impact on the budget.</li> </ul> <p>b) Budget outturn 2015 - 2016</p> <p>c) Proposed budget 2016 - 2017</p> <p>JP took Governors through the proposed 2016 / 2017 budget.</p> <ul style="list-style-type: none"> <li>● Utilities <ul style="list-style-type: none"> <li>○ Includes an increase of 2%.</li> </ul> </li> <li>● Computers <ul style="list-style-type: none"> <li>○ 4 office PC's were replaced last year.</li> <li>○ We will need to replace some staff laptops.</li> </ul> </li> <li>● Place2Be <ul style="list-style-type: none"> <li>○ Place2Be has had a significant impact.</li> </ul> </li> <li>● Equipment <ul style="list-style-type: none"> <li>○ Lots was replaced last year e.g. Reception / Playground equipment.</li> </ul> </li> <li>● Materials (non education) <ul style="list-style-type: none"> <li>○ Relates to cleaning materials and First Aid.</li> </ul> </li> <li>● External Services - admin <ul style="list-style-type: none"> <li>○ Relates to web hosting, interpreters etc.</li> </ul> </li> <li>● Private Fund <ul style="list-style-type: none"> <li>○ Is now closed.</li> </ul> </li> <li>● Visits <ul style="list-style-type: none"> <li>○ Any request for support is referred to the Headteacher.</li> </ul> </li> <li>● Salaries - Teaching Staff <ul style="list-style-type: none"> <li>○ Are net of leavers.</li> </ul> </li> <li>● Breakfast Club <ul style="list-style-type: none"> <li>○ Income is c. £3K.</li> </ul> </li> <li>● Greenwood <ul style="list-style-type: none"> <li>○ Now have their own utility sources - hence no charge back this year.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• PTA <ul style="list-style-type: none"> <li>○ The PTA membership is transient and needs support from the school i.e. JT's successor.</li> <li>○ JP suggested that we should look at the structure of the PTA.</li> <li>○ Income from fundraising is no longer included in the core budget i.e. it is not used to pay for day to day expenses.</li> <li>○ Fundraising income should be for one off items e.g. LearnPads.</li> </ul> </li> <li>• SB asked how much was raised from other income e.g. donations / fundraising (PTA). <ul style="list-style-type: none"> <li>○ ??</li> <li>○ LR advised that we consult with the fundraisers to agree how the money they have raised is spent.</li> <li>○ JP said that we are reliant on volunteers for fundraising.</li> <li>○ LR suggested that in future it would be best to provide a breakdown of "other income" to improve awareness.</li> </ul> </li> <li>• JP stated that we have capacity to increase numbers under Extended School.</li> <li>• Maternity / Sickness cover insurance has not been included this year.</li> <li>• JP advised that we will need a new office copier - the current one is now 9 years old.</li> <li>• MJ queried the reduction in Maintenance. <ul style="list-style-type: none"> <li>○ 2015/2016 included major works to the nursery / kitchen etc.</li> <li>○ The new caretaker is happy to take on some of the maintenance.</li> </ul> </li> <li>• We are advertising for an interim DHT; the advert goes out on Friday locally.</li> <li>• JA asked if the reduction in TA's have an impact. <ul style="list-style-type: none"> <li>○ Yes.</li> </ul> </li> <li>• JBS asked if a volunteer would help with the viability of the Gardening Club. <ul style="list-style-type: none"> <li>○ By way of background PM was running the gardening club but now that her hours have been reduced this is not feasible.</li> <li>○ It was suggested that this could become an after school club.</li> <li>○ JBS said that she would be happy to volunteer.</li> <li>○ <b><u>JP said that she would speak to PM.</u></b></li> </ul> </li> <li>• LR advised that 2 requests for interim SEN funding had been refused within 48 hours of asking. <ul style="list-style-type: none"> <li>○ As a result we cannot support these children as much as they need.</li> <li>○ MJ stated that we tend to assess children and then apply for an EHCP and that by the time it is agreed as they are ready to move to Wood End Academy or another school.</li> <li>○ JP pointed out that an EHCP application is very time consuming.</li> </ul> </li> <li>• MJ explained how the High Needs Funding works in response to a question from SB asking if we could use "other income" to support SEND children. <ul style="list-style-type: none"> <li>○ MJ stressed that this type of short term solution would not help a child in the long run.</li> </ul> </li> <li>• LAJ questioned whether we could perhaps have an ARP.</li> <li>• MJ then thanked JJ for the clarity of his earlier report.</li> </ul> <p><b>MJ proposed that the budget be adopted as set out in the papers that were pre circulated in the sum of £2,130,983. A vote was taken and the unanimous decision was to adopt the budget.</b></p>	JP
8	<p><b>Agree the Minutes of the Full Governing Body meeting on 22 February 2016</b></p> <p>a) Open Minutes</p> <ul style="list-style-type: none"> <li>• These were agreed as a true and accurate record of the meeting and were signed MJ.</li> </ul>	

	<p>b) Confidential Minutes</p> <ul style="list-style-type: none"> <li>• These were agreed as a true and accurate record of the meeting and were signed by MJ.</li> </ul>	
9	<p><b>Matters arising from the Full Governing Body meeting on 22 February 2016</b></p> <p>a) AON to prepare the new IOG.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>b) AON to prepare the paperwork for the election of LTD.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) MB to pass on congratulations to Debra Squire re accreditations as a Specialist Leader in Education.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>d) JB to follow up with Judith Finlay re issues with Social Care.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• JB wrote to Judith Finlay but has not received a reply.</li> <li>• <b><u>It was agreed that JB should now escalate this to Councillor Binda Rai.</u></b></li> </ul> <p>e) LR to advise JJ of the 2014 - 2015 attendance figure.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>f) LR / JP to add the date when the Health and Safety Policy was updated to the Safeguarding Audit.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>g) LR to update on possible changes to the Deeds.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• LR is taking this forward.</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) Child Protection Policy - carried forward.</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 10.</li> </ul> <p>j) School Financial Value Standards Return - carried forward.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>k) AON to update the Terms of Reference.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>JB reported that she had written to Gill Borg to thank her for the Child Protection and Safeguarding training at the previous meeting.</p>	<p>JB</p> <p>LR</p> <p>LR</p> <p>LR</p>
10	<p><b>Policies / Documents for Review / Approval at the next meeting</b></p> <p>All policies / documents were pre circulated.</p> <p>Best Value Statement</p> <p>Child Protection Policy</p> <p>Early Years Foundation Stage Policy</p>	

	<p>Freedom of Information Act Publication Scheme</p> <p>Teachers Appraisal Policy</p> <p>Teachers Pay Policy</p>	
11	<p><b>Any Other Business as agreed above.</b></p> <p><u>Summer Fair</u></p> <ul style="list-style-type: none"> <li>• LR reminded Governors about the summer fair on Saturday 2 July.</li> </ul> <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> <li>• JBS, JB and LAJ attended ST's retirement assembly, <ul style="list-style-type: none"> <li>○ The children were very well behaved.</li> </ul> </li> <li>• JBS and JB undertook a SEN visit with SG <ul style="list-style-type: none"> <li>○ LR stated that SG is EXCEPTIONAL.</li> <li>○ <b><u>AON to circulate JB's report.</u></b></li> <li>○ MJ stated that the SENDCO role is very difficult and has increased significantly over the last 2 / 3 years; probably doubled and possibly more.</li> <li>○ MJ added that we are very lucky to have SG and all of the additional work that she takes on.</li> <li>○ MB added that the team working with SG are all fantastic.</li> </ul> </li> <li>• JBS is to arrange a follow up visit re Place2Be.</li> </ul> <p><u>Jacquie Twiggins Retirement</u></p> <ul style="list-style-type: none"> <li>• JB suggested that <b><u>MJ should write to JT on behalf of the Governing Body thanking her for her time as a Governor and the tremendous job she has done supporting us in Finance.</u></b></li> </ul>	MJ
12	<p><b>Date and Time of the next meeting</b></p> <p>Tuesday 21 June 2016 at 6PM</p> <p><b><u>AON to circulate the 2016 / 2017 meeting dates.</u></b></p>	AON

Meeting Closed at 8:05PM