

Wood End Infant School Governing Body

Full Governing Body Minutes

Tuesday 8 May 2018

	<p>Attendees: Sally Abel Latif (SAL) Janet Bettaccini (JB) – Vice Chair of Governors Madhu Bhachu (MB) - Headteacher Matt Jeatt (MJ) – Chair of Governors Sandra Lavender (SL) Samina Masud (SM) Lesley Tucker Douglas (LTD)</p> <p>Also in attendance Harry James (HJ) – National Leader of Governance Jackie Pusey (JP) – School Business Manager</p>	<p>Actions:</p>
<p>1</p>	<p>Welcome</p> <p>a) Harry James</p> <ul style="list-style-type: none"> • MJ took the opportunity to introduce HJ who is a National Leader of Governance. • HJ has been asked by the LA to undertake a review of Governance. <p>b) Update Jamila Bibi – Sarwar</p> <ul style="list-style-type: none"> • MJ reported that JBS had stood down as a Governor. 	
<p>2</p>	<p>Apologies for absence</p> <p>Apologies were received from: Sharon Letch (SLe) – Deputy Headteacher</p> <p>No apologies were received from: Lara Al-Jarcheh (LAJ)</p>	
<p>3</p>	<p>Authorised / Unauthorised absence</p> <p>The absence for SL was authorised.</p> <p>The absence for LAJ was not authorised.</p>	
<p>4</p>	<p>Declaration of Any Other Business</p> <p>There were no declarations of other business.</p>	
<p>5</p>	<p>Declaration of Interest in Any Agenda Items</p> <p>There were no declarations of interest in any agenda items.</p>	
<p>6</p>	<p>External Review of Governance</p> <p>HJ stressed that he was here to help and that we will be working together.</p> <ul style="list-style-type: none"> • HJ is an NLG for the South of England. • As an NLG HJ provides support for schools. • HJ is an assessor for Governor Mark. • HJ is the chair of an IEB at Dormers Wells Infant School. • HJ is also the chair of a MAT in Petersham. <p>HJ stressed that the input to Governors Self Review Document will remain</p>	

	<p>confidential.</p> <ul style="list-style-type: none"> • HJ will now be analysing the feedback. <p>HJ explained that he already had a lot of background papers and that he will be observing committees.</p> <ul style="list-style-type: none"> • HJ will then develop an action plan and reviewing the position again in 3 / 4 months. <p>HJ stressed that if Governors have any questions that they should feel free to e-mail him.</p> <p>MJ asked if the process will include a 360-degree review of the CoG?</p> <ul style="list-style-type: none"> • Yes. <p>SAL asked HJ if he was a representative of the LA?</p> <ul style="list-style-type: none"> • No. <p>MJ pointed out that we are now part of the LA Securing Good Programme.</p>	
7	<p>Finance</p> <p>a) Outturn 2017 – 2018</p> <ul style="list-style-type: none"> • We ended 2017 – 2018 with a deficit of £55K which was considerably less than originally projected (£102.5K). <ul style="list-style-type: none"> ○ In the main this was attributable to some staff leaving earlier than anticipated. <p>b) Proposed budget 2018 – 2019</p> <p>LTD opened the discussion by assuring Governors that there had been a lot of preparatory work and that MB / JP had done a lot to bring this budget forward.</p> <ul style="list-style-type: none"> • MJ pointed out that there had been a good level of collaboration between the school, the LA and Governors. • JP advised that despite all of the uncertainty we have managed to maintain morale. <ul style="list-style-type: none"> ○ SM added that the staff do believe that what MB is saying is the truth. • JP then took Governors through the 2018 / 2019 budget presentation which was circulated at the meeting. • Slide 5 <ul style="list-style-type: none"> ○ It was pointed out that 70% of our teachers are M6 and above. • Slide 10 <ul style="list-style-type: none"> ○ The projected Number on Roll for September is 274. ○ We will have 11 full time places in nursery. ○ Reception will be 2 Form. <ul style="list-style-type: none"> ▪ We have 57 1st choices from the 1st round of offers. ○ Years 1 and 2 will be 3 form. • Slide 12 <ul style="list-style-type: none"> ○ We have had an external Finance Review which LTD and JB attended. • Slide 13 <ul style="list-style-type: none"> ○ We have reduced teaching posts by 4.6 – the challenge was 3.6. ○ Whilst the reduction in SMSA's is cost neutral this year we make savings next year. • Slide 14 <ul style="list-style-type: none"> ○ JB asked how much teaching time the SENDCo will have? <ul style="list-style-type: none"> ▪ None. ▪ The new SENDCo will be upskilling teachers. ○ MB / SM updated Governors on the ALP Class. 	

	<ul style="list-style-type: none"> ▪ Some of these children were the focus of Ofsted. ▪ SM pointed out that we can get to these children before they “explode”. ▪ MB pointed out that these children will go back into class when ready. ▪ MJ pointed out that we are very vulnerable to late diagnosis in an Infant School. <ul style="list-style-type: none"> ○ JB reminded Governors that LAJ had set up a SEN Parent Support Group. ○ <u>MJ asked for a presentation on the ALP class at the Autumn meeting.</u> <ul style="list-style-type: none"> ● Slide 15 <ul style="list-style-type: none"> ○ Nursery has been capped at 64 (was 52) ○ The new SENDCo may be able to generate additional High Needs funding. ● Slide 19 <ul style="list-style-type: none"> ○ We have allocated budget for promoting the school this year: <ul style="list-style-type: none"> ▪ Housing developments ▪ Local Nurseries <p>A vote was taken, and it was agreed unanimously to adopt the budget as presented.</p> <ul style="list-style-type: none"> ● MJ took the opportunity to thank JP for everything that she had done to prepare the budget. <p>MJ observed that we have managed to achieve significant change without having significant impact on children and staff.</p> <ul style="list-style-type: none"> ● MJ added that we may have to look at this again next year. ● This is not a situation that is unique to our school – it is common across Ealing. <p>MJ asked SAL if she was aware of any feedback from parents?</p> <ul style="list-style-type: none"> ● No. ● JB added that she had been outside talking to parents at the end of the day and that with one exception they have been very positive ● JB also pointed out that it was apparent that some parents do not speak English which can be a challenge for children reading at home. 	<p>Agenda</p>
<p>8</p>	<p>Governance Matters</p> <p>a) Update on Governing Board Vacancies.</p> <ul style="list-style-type: none"> ● MJ advised that 2 prospective Governors had been invited to visit the school next Tuesday at 09:30 i.e. before the T&L committee meeting. <ul style="list-style-type: none"> ○ One works in Finance with KPMG. ○ One works in IT / data analysis. ● MJ added that we also had a couple of other prospective Governors. ● We currently have 6 vacancies: <ul style="list-style-type: none"> ○ 2 x Partnership ○ 1 x LA ○ 3 x Co-opted <p>b) Governors Skills Analysis.</p> <ul style="list-style-type: none"> ● <u>Any outstanding forms to be returned by next Monday (14 May).</u> <p>c) Designated Governor for GDRP.</p> <ul style="list-style-type: none"> ● JP advised that 38 schools had signed up with Judicium who will act as their DPO and undertake an audit. 	<p>All</p>

	<ul style="list-style-type: none"> It was suggested that one of our prospective Governors may be able to take this on? 	
9	<p>Agree the Minutes of the Full Governing Body meeting on 12 March 2018</p> <p>These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
10	<p>Matters Arising from the Full Governing Board meeting on 12 March 2018</p> <p>a) MB to allocate school contacts for each of the Key Priorities:</p> <ul style="list-style-type: none"> Improve the effectiveness of Leadership at all levels <ul style="list-style-type: none"> Governor MJ School MB Improve the quality of Teaching, Learning and Assessment <ul style="list-style-type: none"> Governor JB School SLe Raise the attendance of Groups of pupils <ul style="list-style-type: none"> Governor LTD School JP Improve the quality of early years provision <ul style="list-style-type: none"> Governor SL School SLe <p>b) AON to liaise with JB and LTD to finalise the Ofsted Tracking Report</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) MJ / JB to write to JA, thanking him for his support</p> <ul style="list-style-type: none"> Closed. <p>f) MB to follow up with the parent who attended the Post Ofsted meeting to see if they are interested in becoming a Governor</p> <ul style="list-style-type: none"> Closed. <p>g) AON to circulate the NGA Skills Audit for completion by all Governors</p> <ul style="list-style-type: none"> Closed. <p>h) AON to register all Governors for the weekly Gatekeeping updates</p> <ul style="list-style-type: none"> Closed. <p>i) Minutes of the Resources Committee meeting on 26/02/2018 carried forward.</p> <ul style="list-style-type: none"> Closed. <p>j) Additional meeting to be arranged to populate the Resources section of the Ofsted tracking report</p> <ul style="list-style-type: none"> Closed. <p>k) Minutes of the Teaching and Learning Committee on 22/02/2018 carried forward</p> <ul style="list-style-type: none"> Closed. <p>l) Additional meeting to be arranged to finalise the Teaching and Learning section of the Ofsted tracking report</p> <ul style="list-style-type: none"> Closed. <p>m) AON to make the agreed changes to the Child Protection Policy</p> <ul style="list-style-type: none"> Closed. <p>n) SL to circulate her PPR visit report</p> <ul style="list-style-type: none"> <u>Carried forward.</u> <p>o) MJ to write to Sharon Gorrie on behalf of the GB (Retirement)</p> <ul style="list-style-type: none"> <u>Carried forward.</u> 	<p>MB</p> <p>Agenda</p> <p>SL</p> <p>MJ</p>

11	<p>Responses to Observations Raised in the Ofsted Inspection Report</p> <p>The Ofsted Tracking report had been pre-circulated.</p> <ul style="list-style-type: none"> • JB said that it was very useful to have everything recorded in one document with clear actions. 	
12	<p>Policies / Documents for Approval</p> <p>a) School Vision</p> <ul style="list-style-type: none"> • Approved. 	
13	<p>Any Other Business as agreed above.</p> <p><u>Audit Assistance Survey</u></p> <ul style="list-style-type: none"> • MB advised that the LA had completed the annual Audit Assistance survey last week and that we were 100% compliant. • It was suggested that we could “sell” David’s services to other schools that need support and guidance. <ul style="list-style-type: none"> ○ This could generate additional income. ○ Could we do this through the Ealing Learning Partnership? ○ LTD will raise with Steve Dunham. <p><u>Scheme of Delegation</u></p> <ul style="list-style-type: none"> • JP advised that there were no changes proposed. • Approved. 	
14	<p>What have we achieved at this meeting (Standing agenda item)</p> <ul style="list-style-type: none"> • Agreed the budget for 2018 – 2019. • Secured an understanding of where we will be in September in terms of Number on Roll. • Agreed to develop a 3-year plan. • Gained an understanding of how the review of Governance will work. 	
15	<p>Date and Time of the next meeting</p> <p>Tuesday 17 July 2018 at 5:30PM</p>	

Meeting closed at 19:15.