

Wood End Infant School Governing Body

Full Governing Body Minutes

Monday 13 November 2017

	<p>Attendees: Sally Abel Latif (SAL) 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 (SL)</p>	<p>Actions:</p>
1	<p>Welcome MJ welcomed everyone and checked that all Governors had been able to access the Governor Room and download the papers for the meeting.</p> <ul style="list-style-type: none"> • Everyone confirmed that they had been able to access the papers. • MJ added that so far as Ofsted is concerned the Governor Room will be seen as a positive in terms of the use of technology and Governors having ready access to all information. 	
2	<p>Apologies for absence No apologies were received from: Lara Al-Jarcheh (LAJ) John Arhin (JA)</p>	
3	<p>Authorised / Unauthorised absence The absences for LAJ and JA were not authorised.</p>	
4	<p>Declaration of Any Other Business MB: Start times for Full Governing Body meetings.</p>	
5	<p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p>	
6	<p>Update on the Prevent Duty MB provided the following update on Prevent:</p> <ul style="list-style-type: none"> • All staff have received Prevent Training: <ul style="list-style-type: none"> ○ Teachers – Group session. ○ TAs / SMSAs – On-line. <ul style="list-style-type: none"> ▪ MB suggested that the on-line training was more effective. ▪ <u>MB to send the link for this training to Governors.</u> • The LA have provided a briefing paper for staff. <ul style="list-style-type: none"> ○ <u>MB to place in the Governor Room (Key Documents).</u> • MB added that Mubina Asaria from the Prevent Team has a wealth of knowledge and provides a lot of support. • The focus for us is not necessarily our children but their siblings / home. 	<p>MB</p> <p>MB</p>

	<ul style="list-style-type: none"> • At the recent Safeguarding Audit, the SMSAs could talk fluently about Prevent. • 1 potential incident was passed forward to the Prevent Team, this was reviewed and no action was required. • JBS suggested that the Iman’s etc. need to provide more clarity for schools and the community. • JB suggested that parents need to be aware of the potential ICT issues. <ul style="list-style-type: none"> ○ MB confirmed that all parents had been sent a link to online resources which should help them to understand the ICT issues that their children could face. • MJ stressed that we need to be very clear about the various religions represented in school and our responsibilities. <ul style="list-style-type: none"> ○ It is not for us to judge but to refer if appropriate. • MJ also pointed out that as a Rights Respecting School we already have a Framework to follow. • MJ added that we need to be aware of any changes in behaviour. <ul style="list-style-type: none"> ○ Teachers have a huge responsibility for this. 	
7	<p>Headteacher’s Report</p> <p>a) Attendance</p> <ul style="list-style-type: none"> ○ KS1: 97% ○ Reception: 96% ○ Nursery: 93% <p>b) 3 Form Entry</p> <ul style="list-style-type: none"> ○ This was discussed extensively in both the Teaching & Learning and Resources Committees. ○ MB is now establishing the process / timescale ○ It was agreed that the planned admission number (PAN) should be reduced to 90. <p>c) Fluency Duty</p> <ul style="list-style-type: none"> ○ MB advised that she had just received the guidance for this new Duty. <ul style="list-style-type: none"> ○ All employees are required to have a certain level of English. ○ Outlines of the levels of fluency for specific jobs have been provided. ○ We are required to “check” all staff by the end of December. ○ MJ asked if this had ever been an issue at WEIS. <ul style="list-style-type: none"> ▪ MB suggested that this may be an issue for 1 or 2 members of staff. ○ MB was asked about the implications if there was an issue with a member of staff. <ul style="list-style-type: none"> ▪ This has not been defined. ○ The Guidance says that we need to add a paragraph to the Complaints Policy (details provided). <ul style="list-style-type: none"> ▪ MJ stressed that we need to careful about not discriminating. ▪ It was also agreed that we should also add this wording to the Grievance Policy and the Recruitment & Selection Policy. ○ <u>MB to update the above policies.</u> <p>d) Lettings – Way Forward</p> <p>The potential of letting parts of the school was discussed at the recent Resources Committee meeting.</p>	MB

<ul style="list-style-type: none"> ○ Any lettings would be for Community use. ○ We would initially only let the Hall and the Grounds. ○ Any letting would not go beyond 6PM. ○ No alcohol would be permitted on site. ○ The lettings policy which was circulated at the meeting has been prepared by Jackie Pusey. <ul style="list-style-type: none"> ○ JB suggested that we should possibly need to refer to a “lease” or “licence” rather than letting? ○ <u>JB will provide a copy of an alternative lettings procedure.</u> <p>MJ proposed that the Resources Committee review and approve the lettings policy. SL also offered to contribute to this review.</p> <ul style="list-style-type: none"> ○ <u>LTD to arrange for the Policy to be reviewed and approved by 24/11/2017.</u> <p>e) Staff Wellbeing</p> <p>Whilst the initial focus was on “lone working” the discussion went on to consider the wider Staff Wellbeing issues.</p> <ul style="list-style-type: none"> ○ MB explained that there are times when she, and other members of staff, need to work when the school is closed. ○ Governors expressed concerns about individuals being in school alone and agreed that if this was to be agreed there would need to be a detailed Risk Assessment. ○ MB pointed out that this has been the established procedure for Key Holders for a long time. ○ MJ stated: <ul style="list-style-type: none"> ○ We need to look very carefully at this proposal. ○ Working alone can put staff at risk. ○ We need to ensure that any Risk Assessment shows how we would mitigate the risks. ○ Would our insurance cover be valid? <ul style="list-style-type: none"> ▪ <u>MB to check with the Insurers.</u> ○ I am concerned about people needing more time to do their day job. ○ JB added that safeguards need to be in place. <p>In the short term the following was agreed:</p> <ul style="list-style-type: none"> ○ No lone working. ○ A minimum of 2 people to be on site, and that these are Keyholders. ○ <u>MB to agree a procedure that needs to be followed.</u> <p>f) Safeguarding</p> <ul style="list-style-type: none"> ○ MB reported that 30 “Pink Slips” (initial referral forms) had been completed since September. ○ In terms of data: <ul style="list-style-type: none"> ○ We have 3 x LAC. ○ We have 0 x PLAC ○ We have 2 children with “Team around The Family” support. <p>g) Update: Pupil Premium</p> <ul style="list-style-type: none"> ○ MB circulated the Pupil Premium Strategy / Report. <ul style="list-style-type: none"> ○ MB confirmed that the report is on the website. ○ MB also circulated the Autumn PPG Data. <p>h) Update: Sports Premium</p> <ul style="list-style-type: none"> ○ MB circulated the Sports Premium Plan. 	<p>JB</p> <p>LTD</p> <p>MB</p> <p>MB</p>
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	<p>i) Breakdown of the ethnic mix of Staff and the Languages Spoken</p> <ul style="list-style-type: none"> ○ MB advised that whilst we have access to the Ethnic Mix, we do not have access to languages spoken. <ul style="list-style-type: none"> ○ JB pointed out that this information would be very useful for Safeguarding. <p>j) Term Dates 2018 – 2019</p> <ul style="list-style-type: none"> ○ The suggested Term Dates for 2018 – 2019 were circulated. ○ MB confirmed that the suggested dates were in line with Wood End Academy. ○ MB also advised that children are allowed one day for Religious Observance. ○ The suggested meeting dates were agreed. 	
8	<p>Preparation for Ofsted</p> <p>a) Briefing Paper for Governors</p> <ul style="list-style-type: none"> ○ This was pre-circulated. ○ <u>MJ encouraged all Governors to study this document.</u> ○ A few changes were agreed at the meeting. ○ <u>AON to update and place the updated document in the Governor Room.</u> <p>b) Understanding School Data / Statistics</p> <ul style="list-style-type: none"> ○ This was pre-circulated. ○ MB advised that the DfE have now published the latest data which includes a glossary. ○ It was suggested that this detailed document could be promoted to other schools. <p>c) Leadership Plan</p> <ul style="list-style-type: none"> ○ The Leadership Plan was pre-circulated. ○ It was agreed that there should be a Governor section which should be incorporated into the main document. ○ <u>MJ and JB will develop the Governor section.</u> 	<p>All</p> <p>AON</p> <p>MJ / JB</p>
9	<p>Governance Matters</p> <p>a) Academisation Update</p> <ul style="list-style-type: none"> ○ It was agreed that whilst we need to consider this from time to time, there was no pressure at this stage. <ul style="list-style-type: none"> ○ It is on our radar and is regularly discussed. <p>b) Allocation of responsibilities – Leadership Plan</p> <ul style="list-style-type: none"> ○ <u>Carried forward.</u> <p>c) Governors with Term of Office Ending this Year</p> <ul style="list-style-type: none"> ○ SAL: 06/07/2018 ○ JB: 31/08/2018 ○ MJ: 31/08/2018 ○ JA: 31/08/2018 <p>d) Governing Body Vacancies</p> <ul style="list-style-type: none"> ○ Co-opted x 2 ○ Partnership x 2 <p>e) Governors Skills Analysis</p>	<p>Agenda</p>

	<ul style="list-style-type: none"> ○ <u>Carried forward.</u> 	Agenda
10	<p>Agree the Minutes of the Full Governing Body meeting on 11 September 2017 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 11 September 2017</p> <ul style="list-style-type: none"> a) Governors to agree allocation of responsibilities for aspects of the SDP. <ul style="list-style-type: none"> ○ Closed – See agenda item 9 (b). b) MB to circulate the calendar of events for 2017 – 2018. <ul style="list-style-type: none"> ○ Closed. c) MB to provide a breakdown of the ethnic mix of staff and languages spoken. <ul style="list-style-type: none"> ○ Closed – See agenda item 7 (i). d) JP to close the Private account and transfer the balance to the main account. <ul style="list-style-type: none"> ○ <u>Carried forward.</u> ○ MJ advised that he is liaising with JP. ○ The Santander account is to be closed and the balance transferred to the main school account. e) MB to circulate the notes / slides from the recent Safeguarding training. <ul style="list-style-type: none"> ○ Closed. f) Governors to advise LTD of any ideas for sponsorship. <ul style="list-style-type: none"> ○ Closed. ○ LTD is arranging a meeting of the fundraising committee (LTD, JP, JBS, SAL). g) MB to invite Steve Pound to visit the school. <ul style="list-style-type: none"> ○ <u>Carried forward.</u> h) MB to include a Process Map in the Pay Policy. <ul style="list-style-type: none"> ○ Closed. ○ MB advised that staff now understand the process and that a process map is no longer required. i) Governors to complete and return the signed Acceptable Use Agreements. <ul style="list-style-type: none"> ○ Closed. ○ MB confirmed that Sharon Gorrie has all of the signed forms. 	<p>Agenda</p> <p>Agenda</p>
12	<p>Minutes of the Resources Committee meeting on 2 November 2017</p> <ul style="list-style-type: none"> ○ Noted. ○ LTD referenced the potential collaboration with TalkTalk. ○ The committee also agreed the allocation of some of the surplus (from the Santander account) as detailed in the minutes. 	
13	<p>Minutes of the Teaching & Learning Committee meeting on 2 November 2017</p> <ul style="list-style-type: none"> ○ Noted. ○ JB pointed out that the earlier start time (2PM) means that the committee will be able to invite children to present e.g. School Council. ○ We will be submitting a good news item for inclusion in the next edition of the Directors' Report – this will focus on the SEND parent support groups run by LAJ. 	

	<ul style="list-style-type: none"> ○ We made significant progress last year and JB wished to record the committees thanks to staff. 	
14	<p>Verbal feedback from the Pay Committee meeting on 2 November 2017</p> <p>LTD advised that the Committee met to consider the Headteacher's recommendations for Pay Progression.</p> <ul style="list-style-type: none"> ○ This was a very productive meeting. ○ The committee sampled paperwork to ensure that due process had been followed. 	
15	<p>Policies / Documents for Approval</p> <p>a) Admissions Policy (Nursery)</p> <ul style="list-style-type: none"> ○ The policy was circulated at the meeting. ○ MB advised that we no longer do home visits for Nursery pupils and instead have meetings with parents in school. ○ The policy was approved. ○ <u>MB to send the policy to AON so that he can add the face sheet.</u> <p>b) Procedures for Responding to Allegations of Abuse by Teachers and Other School Staff.</p> <ul style="list-style-type: none"> ○ This was pre-circulated. ○ This is an updated LA model policy. ○ Approved. <p>c) Written Statement of Behaviour Principles</p> <ul style="list-style-type: none"> ○ This was pre-circulated. ○ The policy had been reviewed in depth at the last T&L Committee. ○ Approved. <p>6 staff recently attended a Team Teach training session at Springhallow, the intention is that these 6 will then pass this training on to other staff.</p>	MB
16	<p>Governor Visits</p> <p>The updated Teaching and Learning Visit schedule was pre-circulated.</p> <ul style="list-style-type: none"> ○ It was agreed that this provided an excellent overview of all visits. ○ The original intention was to have separate schedules for Resources and Teaching & Learning. <ul style="list-style-type: none"> ○ It was agreed that it would be better to extend this to cover both committees. ○ <u>LTD to liaise with JB.</u> 	LTD
17	<p>Any Other Business as agreed above.</p> <p><u>Start Times for FGB meetings.</u></p> <p>MB asked if it would be possible for the start times of FGB meetings could be brought forward to 5PM or 5:30PM (Staff Wellbeing).</p> <p>Governors agreed that we would move to a 5:30PM start effective from the next meeting.</p> <p><u>Gatekeeping</u></p> <p><u>MJ suggested that all Governors should sign up to receive the weekly Gatekeeping updates.</u></p> <p><u>Staff Audit</u></p> <ul style="list-style-type: none"> ○ MB advised that 100% of staff feel respected. ○ Staff were provided with immediate feedback at a staff feedback. 	All

	<p><u>Feedback from Parents</u> SAL reported that she had been told by Parents that MB was very approachable. <u>Disability Register</u> MJ stated that we need to make sure that all children are recorded.</p>	
18	<p>What have we achieved at this meeting (Standing agenda item)</p> <ul style="list-style-type: none"> • Agreed to start future meetings at 5:30PM (Staff Wellbeing). • Received a detailed update on Prevent. • Received an update on the proposed move to 3 Form entry. • Agreed a way forward for introducing Lettings. • Agreed Term Dates for 2018 – 2019. • Received the briefing papers in preparation for Ofsted. • Approved policies. 	
19	<p>Date and Time of the next meeting Monday 12 March 2018 at 5:30PM</p>	

Meeting closed at 20:05