

WOOD END INFANT SCHOOL
GOVERNING BOARD MEETING 25 MARCH 2019 (Spring Term 2)
MINUTES

	AGENDA ITEM	COMMENTS
	Attendees	Madhu Bhachu (MB) Andrew Hamilton (AH) Jay Hirani (JH) Matt Jeatt (MJ) Sandra Lavender (SL) Beth Parker (BP) Lesley Tucker – Douglas (LTD)
	Apologies for Absence	Lara Al-Jarcheh (LAJ) Councillor Amarjit Jammu (AJ) The absences for LAJ and AJ were both authorised. LTD had to leave at 18:55.
1.	Declarations of interest.	There were no declarations of interest in any agenda items.
2.	Notification of Any Other Business	There were no declarations of any other business.
3.	Membership of the Governing Board	We currently have the following vacancies: <ul style="list-style-type: none"> • Parent Governor x 2 <ul style="list-style-type: none"> ○ AON to draft advert. • Staff Governor x 1 <ul style="list-style-type: none"> ○ AON to draft advert. • Co-opted Governor x 1 • Partnership Governor x 2 <ul style="list-style-type: none"> ○ Not to be filled at this stage.
4.	Agree the Minutes of the meeting of 28/01/2019	The minutes were agreed as a true and accurate record of the meeting and were signed by MJ.
5.	Matters arising from the meeting on 28/01/2019	a) Governors to provide ideas to mark Janet’s time as a Governor at WEIS. <ul style="list-style-type: none"> • Closed. • MJ advised that he had made a donation to ShelterBox of £200. • MJ also suggested perhaps change the name of the library from Burglar Bill to Janet’s Room.

- b) Revert the Adjudicator re changes to the Number on Roll.
- Closed.
 - There have been various exchanges with the adjudicator, including a 26-paragraph letter!
 - The adjudicator has not accepted the reduction from 120 to 60.
 - Notwithstanding the above we remain a *de facto* 2 form entry school as previously communicated with and understood by Gary Redhead and the LA.
- c) Schools Financial Value Standards return.
- Closed.
 - This has been reviewed by MJ, AH and JH.
 - It was approved and signed by MJ.
- d) NGA Code of Practice to be sent to all Governors.
- Closed.
- e) Parent Survey to be reviewed at FGB.
- The survey which used the same questions as last time is still underway.
 - There have been quite a few either Neither Agree or Disagree. These are mainly from Nursery Parents who say that they do not know.
 - **MB to send the output to AON for the Governor Room.**
- f) Presentation on the ALP class at the March meeting.
- Closed.
 - No longer relevant.
- g) AON to circulate a template for Governor Visit Reports.
- Closed.
 - Also available in the Governor room.
- h) LTD to circulate her Safeguarding Visit Report.
- **Carried forward.**
- i) AH to provide LTD with a template for a Safeguarding Audit.
- Closed.
 - It was however agreed that we need a full external Safeguarding Audit in preparation for the Link Officer Visit
 - **MB to arrange Safeguarding Audit.**
- j) Governor Visits to be completed by 11 March:

		<ul style="list-style-type: none"> ○ Standards – Completed. ○ Inclusion – Completed. ○ Safeguarding Audit – See above. ○ Health & Safety Audit – Carried forward – MB, LTD, AJ and David. <p>k) JH to summarise the 4 options re structure.</p> <ul style="list-style-type: none"> ● Closed. <p>l) MJ to set up a Governance Task & Finish Group.</p> <ul style="list-style-type: none"> ● Carried forward. <p>m) MB / JP to start preparing the budget.</p> <ul style="list-style-type: none"> ● Closed – see later. <p>n) AON to circulate a proforma for the meeting review.</p> <ul style="list-style-type: none"> ● Closed.
6.	Governor Visit Report – Standards	<p>SL and BP visited on 14 March.</p> <ul style="list-style-type: none"> ● SL and BP met with Sharon and Lucy. ● In depth discussion looking at Teacher judgement and how they are reviewed by the SLT. ● In the summer term we will be moderating with the cluster. ● We do half termly benchmarking of reading. ● All 17 EYFS areas have been reviewed: <ul style="list-style-type: none"> ○ Teachers from other schools. ○ LA Visit. ○ Additionally we have visited and supported other schools. ● The SEND / EHCP process was reviewed. ● Looked at the differentiated homework. ● Detailed review of reading “The Reading Revolution”: <ul style="list-style-type: none"> ○ Tuesday - KS1 ○ Wednesday – Reception ○ Thursday – Nursery <ul style="list-style-type: none"> ▪ All well attended. ● Looked at Pupil Premium / SEND. ● We visited the nurture class. <p>This was a good visit where we were able to cover everything.</p> <p>Governors were keen to see the impact on reading at a future meeting.</p> <ul style="list-style-type: none"> ● Agenda.

		<p>Governors asked how the teachers responded?</p> <ul style="list-style-type: none"> The teachers were very knowledgeable and answered all of our questions. <p>MB to send the Reading Report to AON to upload to the Governor Room.</p>
7.	Governor Visit Report – Inclusion	<p>The SEND Peer Review which was undertaken by 2 x SENCO and 1 X Headteacher took place on 8 March.</p> <ul style="list-style-type: none"> MB to forward the report to AON to upload to the Governor Room. Verbal feedback included: <ul style="list-style-type: none"> Staff are committed to the school. Focus is on the child as a whole. Children have realistic aspirations. The school has good relationships with families. The nurture classes are now split between year 1 and year 2. <ul style="list-style-type: none"> It is now a much calmer environment than previously. During the learning walk Governors observed how themed topics are used e.g. <ul style="list-style-type: none"> Jack and the Beanstalk for growth / counting. Counting Bears LTD asked about feedback from parents. <ul style="list-style-type: none"> Positive / thank you. Really positive feedback. The transition from year 2 to year 3 is managed well. <p>MJ asked if the visit confirmed that Governors were focused on the right areas, and that Governors are receiving the correct information?</p> <ul style="list-style-type: none"> Yes. <p>MJ suggested that the next visit focuses on Pupil Premium and the interventions.</p>
8.	Policies for review and/or adoption	<p>Child Protection & Safeguarding Policy.</p> <ul style="list-style-type: none"> This has been the subject of a major rewrite. This was approved subject to any comments being received from Governors by 29 March.
9.	Head Teacher’s report	<p>Link Officer Report - February.</p> <ul style="list-style-type: none"> We were classified as good. The DHT and AHT have developed as strong leaders – Key Priority 1. We are ready for the new curriculum. We are on track for the New Ofsted Framework – Key Priority 2. The review days help us to understand the overall picture:

- Early Years: Tim / Sharon
- Year 1: Tim / MB
- Year 2: MB / External Advisor

- Teaching is NOT RI.
- Early Years has been maintained / improved – Key Priority 4.
- **MB to send to AON to upload to the Governor Room.**

Securing Good

- Are there any barriers to Securing Good?
 - None
 - Hazel could see changes in 1 particular Teacher.

There have been 2 referrals to Social services.

- Both were from the nurture classes.

We are now using CPOMS.

- As we had some concerns regarding CPOMS we are initially using the Pink Forms and then inputting to CPOMS.
- LTD has seen CPOMS.

We have one Looked after Child in Year 2.

A child who was only doing one hour per day in school has now been moved to an Alternative Provision.

LTD observed that persistent absence is below national and asked what we did to achieve this?

- Good curriculum.
- Working with parents.
- Working closely with specific families.

Governors asked MB if she had any concerns?

- MB said that she had concerns about one Teacher who has a challenging class. They were off sick before Christmas.
 - Their teaching is not RI.
 - They are receiving support.
- AH suggested that there are 2 types of concerns:
 - Staff who will respond to support.
 - Staff who cannot respond to support.
- MB said that we will need to consider future support after the next review days.

		<p>LTD asked if anything was in place to support the girls in “RED”?</p> <ul style="list-style-type: none"> • They are making great progress. • They are being supported to the best that they can. <p>MB pointed out that we do try taking children out of the nurture classes into mainstream; some do not respond well.</p>
10.	Post Ofsted Progress - Update	See separate confidential minutes.
11.	Governor Visit Report – Finance	See separate Confidential minutes.
12.	Schools Financial Values Standard	As referenced earlier this has been approved and was signed by MJ.
13.	Budget planning, resource projections and options	See separate Confidential minutes.
14.	Long term strategic plan - Update and Next Steps	See separate confidential minutes.
15.	Directors Report	The Directors’ Report is available in the Governor Room.
16.	Governor training;	Carried forward.
17.	Review of the meeting	Carried forward.
18.	Individual Governor Tasks	Carried forward.
19.	Any Other Business	There were no items of other business.
20.	Date, time and venue of next meeting	2 May 2019 at 16:30.