



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
MONDAY 15th July 2019 AT 6.00pm**

Present: S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, J. Tate, E. Marks (associate), S. Kaye, S. Hibbert, C. Wilson, F. Shah, A. Kingsley, B. Hemp*

Apologies: Y. White

Absent:

In attendance:

Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	There were apologies from Yi White. Governors accepted these apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website. A. Kingsley declared an interest in ReallySchool – a free assessment programme supplied to the school and also an interest in Hampton Academies Trust.	
3	Minutes of the last meeting (14th May 2019)	
3.1	The minutes were agreed and signed as a true and accurate record of the meeting.	
4	Matters arising from the minutes/Action tracker	
4.1	Item 4.2 - YW will sign the pecuniary interest form in September with the rest of the governors.	
4.2	Item 4.5 – Some governors had attended a committee meeting for which they are not a member. Action: Governors to attend a committee meeting for which they are not a member.	All
4.3	Item 4.6 -J. Tate's maths visit has been postponed until next term.	
4.4	Item 4. 9 – The Clerk had notified Tina which policies are due for Autumn Term 2019.	
4.5	Item 4.10 – The Clerk had informed the Local Authority of the reappointments.	
4.6	Item 4.13 – Complete.	
4.7	Item 9.1 – The 2019-20 budget forecast had been agreed by the Full Governing Body via email.	
4.8	Item 11.3 – Complete. See item 11.2.	
4.9	Item 13.1 - Clerk confirmed that Looked after Call is when the external company ring the school every Friday to check on the weekly attendance figure for any Looked After Children. The school can give them access to MIS if needed and they then pull the information across.	
4.10	Item 14.1 - Governors spoke to the Administration team and Rainbow team. Action: Governors to speak to lunchtime supervisors next academic year.	All
5	Academisation – update	
5.1	This was discussed as a confidential minute.	
6	Headteacher's report	
6.1	The report was circulated to governors prior to the meeting. The Headteacher highlighted that the impact of leavers is now detailed in the	

report. A governor asked if one of the leavers moved due to [REDACTED] so needed to move to a different carer. With regards to moves that were due to parental choice, a governor asked if there were any particular common reasons for this. The Headteacher said there were no particular issues, it was just a case of parents wanting both children in the same school. There were legitimate reasons for all moves.

The Headteacher informed governors that two EHCP meetings had been attended for children in the new EYFS cohort. A governor asked if these children have recently been given EHCPs. The Headteacher explained that one child is [REDACTED] but the parental choice was mainstream school so admission cannot be argued. Governors queried this and the Headteacher assured governors that the school's concerns have been logged with the Local Authority who have said that as it is the parental choice, the school has to put things in place to accommodate the child's needs. Governors asked what kind of support the child needs. The Headteacher explained that the child has [REDACTED]

[REDACTED] The SENDCO had met with Mum to discuss whether we could meet needs and we have logged our concerns with LA. Governors offered their support with this matter and asked to be kept updated.

The Headteacher said that numbers for English as an Additional Language pupils (EAL) is now just over half of the school. Attendance is good but there is still a problem with late arrivals. An accident had been reported to the Finance and Resources committee but it was not a result of a health and safety issue.

6.2 The Headteacher said that the phonics observations had gone well. The [REDACTED] 'requires improvement' observations were not too much of a concern as one had good elements and it is not the usual practice of [REDACTED] – next steps have been planned. The impact of training by Phonics Lead (E.Marks) was evident in lessons and this was really positive. A governor enquired as to when the [REDACTED] lessons will be revisited. The Headteacher said that in the new term, the Phonics Lead will do some team teaching [REDACTED] and offer support. A governor questioned whether [REDACTED] are in the same year group. The Headteacher confirmed that they are.

EOY data summary –

*Ben Hemp arrived at this point (6.30pm).

A governor asked whether the Year 1 targets were over ambitious or whether the benchmarks used aren't reflective of the cohort. The Headteacher said that the SLT have recognised that the target setting process needs to be even more rigorous that it is currently. Targets, when set, were realistic, but we cannot factor in external factors such as mobility and staff changes. The end of year moderation process was strong with both English and Maths Subject Leaders attending the Year 1 session.

A governor asked if the gaps were expected. The Headteacher said that in - year data suggested we would be closer to end of year targets. A governor asked if it is due to the quality of assessment at that part of the year. The Headteacher said that it is the movement of children that has affected it. The Chair of the Strategic Committee said that the movement in Year 1 has had an impact and this was thoroughly discussed at Strategic Development committee. E. Marks said that she is really proud of the Year 1 teachers as Year 1 progress is amazing.

	<p>The Headteacher said that phonics results were hampered by movement of children. Governors said that in future years teachers must allow a bit of movement in setting the targets and review mid-year. It was noted that phonics had improved since last year. There was lots of discussion about target setting for the future and governors suggested a balance of aspirational and realistic target setting. The Chair asked if teachers feel they have to set really aspirational targets. The Headteacher explained that teachers set their own targets based on their knowledge of the children and are supported by Learning and Teaching Managers. She does not feel staff feel they have to set high targets, but we are all ambitious for our children. The Headteacher also acknowledged that when staff are new to a year group, they need additional support with this process.</p>	
6.3	<p>A governor asked what is happening with the SEND teaching assistant role. The Headteacher said that she would be carrying on with agency for the moment rather than advertising the role.</p> <p>In response to a governor question, the Headteacher explained that support staff absence figures are high due to 1 long term sickness.</p> <p>Governors expressed their thanks to all staff, particularly SLT and subject leaders, for the amount of progress that has been made this year.</p>	
7	School Development Plan – Summer term 2019	
7.1	The Headteacher will be evaluating the School Development Plan with leaders over the summer holiday. Action: Clerk to add SDP to the Autumn agenda.	Clerk
8	Committee reports	
8.1	<p><u>Finance and Resources</u></p> <p>A. Kingsley gave feedback from the Finance and Resources Committee meeting. He confirmed that the budget is in a good place and reserves are healthy. More investment will be put into Forest Schools. The Committee agreed to having a new catering provider (ABM) which will provide better quality food and provision for the children.</p>	
8.2	<p><u>Strategic Development</u></p> <p>J. Tate gave feedback on discussions at the Strategic Development Committee. Action: J. Tate to sign the previous minutes.</p>	JT/Clerk
8.3	<p><u>Headteacher's Performance Management Committee – arrangements for Autumn Term 2019</u></p> <p>It was agreed that F. Shah, Y. White and J. Tate would be on the committee. Governors agreed to having Malcolm Massey as the School Improvement Partner advising this committee. Action: Headteacher to set a date for the Headteacher Performance Management meeting.</p> <p>Action: Another governor to start shadowing on this committee for following year. Clerk to add to next agenda.</p>	Head Clerk
9	SEF - Personal Development, Behaviour and Welfare, and Leadership and Management	
9.1	<p><u>Personal Development, Behaviour and Welfare</u></p> <p>There had been an increase in Parent View responses thanks to J. Tate's encouragement to them on Governor Day.</p> <p>A governor asked if there is safeguarding data that can be used as evidence in the safeguarding section. G. Mansell said she doesn't see any advantages in using data for safeguarding, it is usually more anecdotal quotes that are used as evidence. A governor asked that if there were any safeguarding cases prepared in case Ofsted come in. The Headteacher said that the school uses My Concern and so could print the relevant case studies easily. Governors recommended that a few case studies are identified now ready for an Ofsted visit.</p> <p>A governor questioned why the Headteacher is not grading PDBW as an</p>	

	<p>outstanding area. The Headteacher said that she would now need to look at the new Ofsted framework to see what the judgment might be for this area. Governors suggested that reasons why this area is not outstanding should be stated, if it remains as a 'Good' judgement.</p>	
9.2	<p><u>Leadership and Management</u> Leadership and management is good with elements of outstanding. With regards to radicalisation and extremism, a governor said that Ofsted want to know that all staff can pick up on Prevent. Action: Chair to send some extra wording about governors to the Headteacher to add to the SEF. Again, governors suggested adding that this area is not outstanding yet and give reasons.</p>	Chair
10	New Ofsted Framework and impact	
10.1	<p>The Headteacher informed governors that SLT, teachers and support staff have had meetings about the curriculum changes. The new Curriculum Statement was shared with Governors. The statement was developed with teachers and then SLT worked on it. It has now been shared with Teaching Assistants.</p> <p>A governor queried how the school will communicate this intent to parents. The Headteacher said that this information will go on the school website.</p>	
11	Governor Development	
11.1	<p><u>Reappointments</u> C. Wilson had been reappointed as parent governor. Action: Clerk to inform Governor Services of C. Wilson's reappointment.</p>	Clerk
11.2	<p><u>Governor training – identify/report back on individual and whole Governing Body training</u> Governor training was decided at Governor Day. The Chair had suggested that at least one governor should attend the governor termly briefings: 1st October briefing – A. Kingsley and S. Hartropp will attend.</p> <p>Other training was agreed: Ofsted and Governing Body (17th Oct)– B. Hemp will attend; Safeguarding – G. Mansell will attend; Taking the Chair – J. Tate will attend; Use of PP funding – F. Shah to attend; SMSC – S. Kaye will attend; Phonics (10th March) – F. Shah, B. Hemp, S. Hartropp, A. Kingsley and S. Kaye. Asking questions – J. Tate; Governor briefing (28th Jan) – S. Hartropp, J. Tate and A. Kingsley; Governors role in holding to account (January) – J. Tate; Asking the right questions (Feb) - G. Mansell, J. Tate, S. Hibbert; Annual governor conference – S. Hartropp; Education in CIC (10th June) – B. Hemp.</p> <p>The Chair encouraged everyone to have a look at the e-learning available on governorsforschools.org.uk</p> <p>Action: Clerk to book all the training mentioned above.</p>	Clerk
11.3	<p><u>Governor development plan</u> A new plan will be produced for next year. Action: Chair to produce a new Governor Development Plan for next year.</p>	Chair
11.4	<p><u>Governor Services Clerking SLA 2019 – 2020</u> Governors agreed to carrying on with the Clerking SLA for 2019-20.</p>	
12	Governing Body Monitoring	
12.1	<p><u>Governor monitoring calendar</u> Action: Chair to update the Governor Monitoring calendar over the holidays.</p>	Chair
12.2	<p><u>Governor day feedback and visit report</u> The governor day feedback was sent to governors prior to the meeting. During the health and safety walk on Governor Day, governors suggested refurbishing the Year 1 cloakroom and quotes will be obtained for this.</p>	

	With regards to outside one of the Year 2 entrances, J. Tate noted that it is a bit tight in that area, particularly when it's raining as it is difficult to take children in and talk to teachers. The Headteacher said she will look into it but the school will be losing 30 children soon so this may no longer be an issue.	
12.3	<u>Monitoring visit reports</u> S. Hartropp had observed the Key Stage 1 SATS reading paper test. F. Shah and S. Hartropp had conducted a Pupil Premium visit. S. Kaye, F. Shah and G. Mansell supported the Year 2 Lego day.	
13	Policies	
13.1	<u>Data Protection policy</u> The policy was sent to governors prior to the meeting. A governor asked if the school has any biometric systems in school as it is mentioned in the policy. The Headteacher confirmed that there aren't any biometric systems. Action: Clerk to amend the policy accordingly. A governor asked the Data Protection Officer (A. Kingsley) how he monitors the policy. A. Kingsley said that he checks the register to see if any breaches have been recorded and if there are no breaches then we are not monitoring it correctly. He explained that he gets an alert when there has been a breach. The policy was agreed subject to the amendment.	
14	Any other business	
14.1	The Chair said that she received some positive feedback from the exit interview that she conducted. The employee said that there was a lovely atmosphere and a supportive team and he/she would recommend working at Dogsthorpe Infants. The Chair also passed on comments she had received from member of SLT with regard to the governors. They said all staff were really grateful for the support, and challenge, governors gave to the school, and for their regular and helpful visits, especially as this seemed to be above and beyond that which other schools received from their governing bodies. They also commented that they trusted completely any decisions governors might make on behalf of the school, knowing that they would be taken in the best interests of all members of the Dogsthorpe Infant School family. Governors were very pleased to hear these comments, and very appreciative of them. They all said how very much they enjoy coming into school and being part of it.	
15	Confirm dates of next meetings	
15.1	<u>2019-20 FGB dates:</u> Monday 23.9.19 Wednesday 4.12.19 Wednesday 11.3.20 Monday 11.5.20 Wednesday 15.7.20	
15.2	11 th Nov – Strategic Dev committee.	

The meeting finished at 7.36pm.

Agreed as true and accurate record of the meeting.

Signed:
Chair of the Full Governing Body

Date:

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
4.2	Governors to attend a committee meeting for which they are not a member.	All	
4.10	Governors to speak to lunchtime supervisors next academic year.	All	
7.1	Clerk to add SDP to the Autumn agenda.	Clerk	
8.2	J. Tate to sign the previous minutes.	JT	
8.3	Headteacher to set a date for the Headteacher Performance Management meeting. Another governor to start shadowing on this committee for following year. Clerk to add to next agenda.	Head Clerk	 Y
9.2	Chair to send some extra wording about governors to the Headteacher to add to the SEF.	Chair	
11.1	Clerk to inform Governor Services of C. Wilson's reappointment.	Clerk	Y
11.2	Clerk to book all the training mentioned above.	Clerk	Y – Gov Services awaiting change to booking system before they make these bookings
11.3	Chair to produce a new Governor Development Plan for next year.	Chair	
12.1	Chair to update the Governor Monitoring calendar over the holidays.	Chair	
13.1	Clerk to amend the Data Protection policy accordingly.	Clerk	Y