

**Chandag Infant School Academy
Governance Committee Meeting
Wednesday 13th March 2019
1-3pm at Wellsway Sports Centre**



**Chandag
Infant School**

Minutes

MEETING TITLE	Chandag Infant School AGC Meeting 4
DATE OF MEETING	Wednesday 13 th March 2019
MEMBERS PRESENT	Catherine Phillips (CP) – Vice Chair Annie Smart (AS) - Headteacher Stuart McManus (SM) Andy Muncer (AM) Carol Morris (CM) Steve Lilley (SM) Tasha Mitella - Clerk
MEMBERS NOT PRESENT	Damian Vicary (DV), Kerrie Willington (KW), Claire Gurnsey (CG), Simon Butler (SB)
DATE OF NEXT MEETING	Wednesday 15 th May 2019

Executive Summary:

- Reports from Link Governor meetings are needed and discussion on this will be added to the next meeting agenda. All governors to send Tasha their reports following their meetings last term or this please.
- Discussion took place about the Growth Mindset Workshop and feedback was overwhelmingly positive about how the school is working to make the educational journey more engaging for children
- Safeguarding briefing item can now be removed from the agenda as this is in hand and AS will provide updates on any changes
- Headteacher's report covering PP funding, school performance, subscription school figures for Chandag, update on youths involved in the school garden crime and consultation document on ending the day earlier
- Discussed the safeguarding audit action plan's new items (hate crime violence, neglect and domestic abuse) and the new SCARF system for PSHE
- Reviewed position of lack of Chair on the AGC
- Risk register shared and discussed – financial situation is the key risk and this was debated and discussed amongst Governors

		Action
1.	Welcome and apologies - quorum	
	<p>CP chaired the meeting as vice chair. CP welcomed everybody and members introduced themselves.</p> <p>Apologies were noted and agreed as above. The meeting was quorate.</p>	
2.	Governance issues and declarations of interest	
	<ul style="list-style-type: none"> - Governor Training - Declaration of Business/Personal Interest - Governor monitoring and school visits since last meeting 	
2.1.	Governor training was discussed and the Headteacher stated that safeguarding training undertaken within the last three years is current. It was noted that CM needs to complete safeguarding training and she will arrange to complete this via the online module. It was also noted that DV now has a level 1 qualification in safeguarding which he has completed since the last meeting. DV confirmed he has checked the Single Central record online this term and signed electronically (6 monthly check).	CM
2.2	Declarations were made by CP and SL as both Governors have children at the school. While there is a potentially a conflict of interest, as long as Governors are transparent about this there should not be an issue.	
2.3	<p>Link Governor sessions have taken place with SL, CP and AM. SM and CM are currently setting one up. This item to be added to the agenda by the Clerk for the next meeting.</p> <p>Growth Mindset Parent and Governor Workshop and Visual Literacy Classroom visits</p> <p>Governors decided to discuss the workshop and classroom visits at this stage that took place the morning of 13th March.</p> <ul style="list-style-type: none"> • CP said that it went well and was good to see teachers engaging the children in new and imaginative ways (such as the secret Y2 writers club) • CM stated how enthusiastic teachers are helping to motivate the children in different ways and how teaching ‘in the moment’ is a real positive in Early Years • Discussion around how the national curriculum hasn’t changed, but it is the school journey that is important. Assessment is out of the school’s control but can make getting there much better and more fun and engaging for the children • Discussed the fact that PHSE and all Foundation Subjects will be looked at more in the future by OFSTED and that growth mindset is a key part of the children’s wellbeing • General comments on how well behaved the children were 	Clerk

3.	Minutes of the previous meeting and matters arising																																					
	<p>The minutes from the previous meeting were agreed as an accurate and true record of the meeting. The minutes were not signed, Clerk to ensure this takes place retrospectively.</p> <p>Matters arising</p> <ul style="list-style-type: none"> CP, SL and SM met with the School Council from Reception to Y2 and governors were very impressed with how well the children represented the school and the views of their peers. The children raised that they are frustrated they have to share whiteboard markers and asked that this was raised at the AGC meeting. (AS informed that an order has been raised for these. CP suggested that consideration be given by the PTA on whether they could give a nominal amount of perhaps £20 allocation to each class for Council members to decide how to spend in future. The AGC would welcome any further comments from the School Council in future. As stated in the below actions list WMAT no longer arranges safer recruitment training. The Headteacher will discuss this with the finance department. <p>Previous actions list - updated</p> <table border="1" data-bbox="300 981 1254 1982"> <thead> <tr> <th></th> <th>Action</th> <th>By Whom</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Complete GDPR training – SM still to sort this</td> <td>SM</td> <td>23 Jan</td> </tr> <tr> <td>2.</td> <td>Chair of AGC information to CP - Completed</td> <td>Clerk</td> <td>23 Jan</td> </tr> <tr> <td>3.</td> <td>Safer recruitment training for DV via finance - School to arrange no longer WMAT central office. Cost £30 for NSPCC safer recruitment training. Link is:- https://learning.nspcc.org.uk/training/advanced/safer-recruitment-training/?utm_source=google&utm_medium=ppc&utm_campaign=brand&utm_content=ppc-learning-paid-brand-Feb19&gclid=CK-EhKD1_uACFYKfHqodomEP6g&gclid=ds</td> <td>Clerk</td> <td>23 Jan</td> </tr> <tr> <td>4.</td> <td>Safeguarding briefing to next agenda – Remove from actions list as all have had this and if there is anything new the Headteacher will report in AGC meetings</td> <td>Clerk</td> <td>23 Jan</td> </tr> <tr> <td>5.</td> <td>Chairs Forum Meeting dates to AGC - 25th April, 26th June at 4.30 pm</td> <td>Clerk</td> <td>23 Jan</td> </tr> <tr> <td>6.</td> <td>Vision & Values statement update – item to left on the tracker. The Headteacher said this may be related to the Trust updating the statement</td> <td>Chair</td> <td>23 Jan</td> </tr> <tr> <td>7.</td> <td>School day consultation docs to share with AGC - Agenda item 4</td> <td>AS</td> <td>23 Jan</td> </tr> <tr> <td>8.</td> <td>Clerk to liaise with potential Link governors suggested by AS – add to agenda for next meeting</td> <td>Clerk/AS</td> <td>23 Jan</td> </tr> </tbody> </table>		Action	By Whom	Meeting Date	1.	Complete GDPR training – SM still to sort this	SM	23 Jan	2.	Chair of AGC information to CP - Completed	Clerk	23 Jan	3.	Safer recruitment training for DV via finance - School to arrange no longer WMAT central office. Cost £30 for NSPCC safer recruitment training. Link is:- https://learning.nspcc.org.uk/training/advanced/safer-recruitment-training/?utm_source=google&utm_medium=ppc&utm_campaign=brand&utm_content=ppc-learning-paid-brand-Feb19&gclid=CK-EhKD1_uACFYKfHqodomEP6g&gclid=ds	Clerk	23 Jan	4.	Safeguarding briefing to next agenda – Remove from actions list as all have had this and if there is anything new the Headteacher will report in AGC meetings	Clerk	23 Jan	5.	Chairs Forum Meeting dates to AGC - 25th April, 26th June at 4.30 pm	Clerk	23 Jan	6.	Vision & Values statement update – item to left on the tracker. The Headteacher said this may be related to the Trust updating the statement	Chair	23 Jan	7.	School day consultation docs to share with AGC - Agenda item 4	AS	23 Jan	8.	Clerk to liaise with potential Link governors suggested by AS – add to agenda for next meeting	Clerk/AS	23 Jan	<p>Clerk</p> <p>AS</p>
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9.	Liaise with Tim Dunning re collaborative moderation – attempted to arrange this on 3rd April, but CJS unable to attend, will aim to meet in Term 5	AS	23 Jan		ASAP
10.	SEF to next agenda	Clerk	23 Jan		13 Mar
11.	Chairs Forum dates to AGC – Remove from actions list	Clerk	23 Jan		ASAP
12.	Most Able policy to next agenda – being drafted this week, add to next agenda	Clerk	23 Jan		13 Mar
13.	Link governor meeting date/time to non-attending governors – CM setting up – to be done by the next meeting	Clerk	23 Jan		ASAP
14.	Governor day date to be checked with non-attending governors and Chair’s PA - information circulated, remove from list	Clerk	23 Jan		ASAP

4. Headteacher’s Report inc KPI’s

The report was circulated before the meeting and comments or questions were invited by the Headteacher

The Headteacher explained that children on Services PP receive funding of £300 each per year, primarily for pastoral support. AS estimates the school will lose £29,000 income when High Needs pupils move to Juniors. Staffing will be adjusted accordingly.

AS reviewed the school performance targets and stated that in her report these are targets, not where the school is at. Reception has 3 assessments in the year in October, February and June. Data is currently being collected for Y1 and 2 and figures will be shared next meeting.

In EYFS, the Headteacher stated that writing is the lowest area and we need to look at the lowest attaining boys and how the school can support them to make good progress.

The Governors asked about Tapestry and AS explained this is the new quicker way of monitoring and analysing all 17 areas of learning across EYFS. Children are grouped and those who are at risk of not reaching development targets are known and interventions are being made. Children who may exceed targets are also identified and there are seven children in this group.

The Headteacher stated we are on track for 80% of pupils to achieve goals in EYFS and attainment is where it is supposed to be at this point in the year. The weakest for boys is writing and the weakest area for girls is making relationships. Girls only make up 1/3 of the cohort so this could be why. SL queried how these relationship goals are measured and AS read the statement of how these are measured and what girls have to do to reach the development target.

It was stated that Chandag is still oversubscribed for Reception 2019 and there are currently 177 on the roll. As the school was at 179 pupils for the

October census, funding will remain at 179 for 2019-2020 year. AS has not yet reviewed the gender mix of the upcoming intake as this will be done following acceptances.

SM asked if other schools in the local area are oversubscribed however this has not been shared yet.

An update was also provided on the youths who were held accountable for breaking into the reception garden. Normally the police would ask the youths for community service time in the place where they have caused the damage, however it has been decided that this was not suitable on this occasion. Other penalties have been applied. One of the youths did write an apology and AS has shared this with the children.

Governors briefly discussed the Thrive training undertaken by Helen and this is a positive step forward as she is a member of staff, is on site and can build relationships across the school.

AS

Governors also discussed who will take on the link subject roles early years and maths. AS is going to speak to SB about taking on Maths and SL volunteered to take Early Years. SL to contact Cat Hayes to arrange a meeting.

The Headteacher finally discussed the consultation document regarding ending the school day early. Appears to be unanimously in favour with only 15.2% against it (151 responses). At the time of the meeting there were two days left of the consultation as it closed on Friday 15th March. (now realise this is incorrect, closes 22.3.19)

CP stated that the perception amongst some parents is that this is a 'done deal' and reiterated the school must ensure strong evidence is demonstrated. Governors discussed the various issues surrounding this change such as:

- How after school clubs (Wraparound care) would be affected (at the time of the meeting they had not shared their views and AS awaiting a meeting about this with the business manager of the trust)
- Will need to get bells as currently don't have these, so that prompt release of children is commonplace
- Safeguarding issues – around more children moving/cars trying to park
- Concern after school care providers would not manage pickups between the schools (Wellsway: 3.05pm, Infants would be 3:10, Juniors 3:15)

Appears to be overwhelming support for this so far, although agreed that AS should separate out all the views from the consultation to make it clear which groups support the change and which groups do not (e.g. parents / governors / teachers, etc).

AS

SL suggested a trial period. A further meeting specifically about the consultation was suggested. Also discussed a wider view from the council in terms of managing traffic problems.

	<p>A trial period starting in September – December was discussed.</p> <p>The Headteacher will send out the final document and separate the voting figures out as next steps and then make a decision with governors at the next meeting in May.</p>	
5.	Safeguarding Audit Action Plan	
	<p>The Headteacher stated that we must have a Safeguarding Audit Action Plan and this has been previously shared with CP. She showed it to all Governors and explained there is always something new on the annual document to be shared.</p> <p>Current new items are to train staff on hate crime violence, neglect and domestic abuse.</p> <p>Also discussed SCARF online system which provides resources to support the school staff with PSHE work. Previous system called SEAL is outdated and does not encompass self care, relationships and is missing the PHSE element. PTA has agreed £400 to support this. May require additional funding from parents to cover the cost of a 'life bus.' Involves training which can be done on September inset days. Staff in favour of the purchase.</p>	AS
6.	Chair's update	CP
	<p>Currently do not have a Chair of Chandag Infant School AGC.</p> <p>While Kate is prepared to continue there is now a conflict of interest as she is a Trustee.</p> <p>CP advised the rest of the Governors that she has looked into taking on the role. She explained that in her opinion, the expectations of the role have not moved with the new structures supporting schools, i.e. MAT responsibilities. Whilst CP would have liked to support the school this role, it is not realistic with such high expectations and a full time career. CP happy to continue to chair meetings and be available for challenge and support with the Headteacher in the interim until a Chair is identified.</p> <p>Ongoing item for the agenda.</p>	Clerk
7.	Policies – Teaching and Learning, Most Able (G&T) policy, WMAT Online Safety Policy to share with Governors	
	<p>The Headteacher reminded Governors to read the Online Safety policy. It is a very long document however all should be familiar with it. It is a WMAT policy and covers using social media in a responsible way.</p> <p>It was asked about whether there is an online policy for parents to sign on behalf of their child. AS suggested this could be signed by parents as part of the home/school agreement each September.</p>	All

	It was agreed that all Governors in attendance at the meeting have seen the policy and are happy with this.	
8.	Risk Register	
	<p>Scores were adjusted on the risk register and finance is the main concern. Next week AS will meet with the new finance person and manager to discuss the forecasted budget. At the moment here is a deficit budget for next year.</p> <p>Discussion will be focussed on how the Headteacher can save money as she has been asked to save 10K for this year. Ideas are:</p> <ul style="list-style-type: none"> • PTA to supply more basic classroom items/supplies • School has received a large gas rebate and hopes for another • Greater uptake of school lunch which receives funding – there has been a 4k difference since promoting this 	
9.	Any other business	
	<p>General discussion by governors about the high standards of the lunch following the growth mindset workshop and in general. CM said this is because the meals are now cooked on site. It was noted that the uptake of school dinners is good and not many children bring in packed lunches. CP mentioned that some children bring in packed lunches to sit with their friends and that this could be addressed to bring figures higher.</p>	
10.	Date of next meeting	
	Wednesday 15 th May 2019 at 6:00pm	

The meeting closed at – 14:35

Action Record

	Action	By Whom	Meeting Date	Due Date
1.	Compete GDPR training	SM	13 March	ASAP
2.	Safer recruitment training for DV – needs to be arranged by school (no longer up to the Trust). To be discussed with Finance	AS	13 March	ASAP
3.	Vision & Values statement update	Clerk to check with Kate Reynolds	13 March	ASAP
4.	Update the school day consultation docs, separate out voting figures and circulate to governors. Decide on whether additional meeting is needed (agreed to decide at next meeting)	AS	13 March	ASAP
5.	Communication to be put together for parents regarding shorter school day	AS	13 March	15 May

6.	Clerk to add Link Governors as an agenda item for the next meeting	Clerk/AS	13 March	15 May
7.	Governors to send Link Governor reports to Clerk prior to the meeting	All governors		Before 15 May
8.	Liaise with Tim Dunning re collaborative moderation aim to meeting in Term 5	AS	13 March	15 May
9.	SEF to next agenda	Clerk	13 March	15 May
10.	Most Able policy to next agenda – being drafted this week, add to next agenda	Clerk	13 March	15 May
11.	Link governor meeting date/time to non-attending governors – Update by CM??	CM	13 March	15 May
12.	School day time change – make decision about whether this will be trialled first or made permanent	All	13 March	15 May
13.	Minutes from meeting not signed – Clerk to ensure this happens retrospectively and are filed	Clerk	13 March	ASAP
14.	Requirement for a Governor to take on the link subject roles for maths. AS is going to speak to SB about taking this on.	AS	13 March	ASAP

Signature (Chair of Governors) :

Date :