



Minutes

MEETING TITLE	Chandag Infant School AGC Meeting 2
DATE OF MEETING	Wednesday 14 th November 2018
MEMBERS PRESENT	Amanda Haskins (AH) – Chair, Annie Smart (AS) – Head Teacher, Kerrie Willington (KW) – Deputy Head & Staff Governor, Claire Gurnsey (CG) – Staff Governor, Catherine Phillips (CP), Damian Vicary (DV), Lucy Bees (LB) – Clerk
MEMBERS NOT PRESENT	Carol Morris (CM), Trish Nethercott (PN), Stuart McManus (SM), Andy Muncer (AM), Steve Lilley (SL), Simon Butler (SB)
DATE OF NEXT MEETING	Wednesday 23 rd January 2019

Executive Summary:

- Recommendations were made and agreed by the Board regarding Staff Pay and the Head Teachers appraisal
- A new Behaviour Policy was scrutinised and agreed
- Staff Governors shared information about 'Precision Teaching'

		Action
1.	Welcome and Apologies - Quorum	
	Apologies were received and accepted for CM, PN and SM.	
	All Governors to send apologies to the Clerk or Chair if they are unable to attend a future meeting please.	ALL
2.	Governance Issues	
	<ul style="list-style-type: none"> - Declarations of Business/Personal Interest - Governor monitoring and school visits since last meeting 	
	<p>No new declarations were made at the meeting</p> <p>The Chair & DV visited to meet with School Council. Both praised the children for the way that they shared the thoughts of their class surveys with regards to behaviour and safety at our school. Results to be included in the latest SEF. Clerk has filed a copy of the feedback in the Governor file.</p> <p>Governors attended the school fireworks display, thanks to the staff and PTA for organising.</p> <p>The Health & Safety Committee carried out a H&S Walk on 2/10/18 – notes in meeting pack.</p>	

3.	Minutes of previous meeting and Matters Arising	
	<p>The minutes were agreed as a true and accurate record and signed by the Chair.</p> <p>Governors were advised to contact the Head Teacher or WMAT DCEO if they would like to become Chair or know anybody who might be suitable. Clerk to keep AGC updated.</p> <p>The Chair requested for DV to receive SCR training as he will carry out all future checks. Clerk to contact Judy Foster (HR) to arrange.</p> <p>DV was also asked to complete the 'Safer Recruitment' training module that Annie and Kerrie are doing this term. Wellsway MAT Finance to purchase at £30. Clerk to request this from Lou Stevens please.</p> <p>Head Teacher to deliver safeguarding briefing in meeting 4. DV to attend the next Level 1 Safeguarding, Child Protection training course – Clerk to confirm dates.</p> <p>Defer agenda point 12 'Insight presentation' – agenda point for next meeting.</p> <p>Website update from Clerk at next meeting – who should update and write content? Could new Chair take responsibility or another volunteer? Clerk to ask for volunteer at next meeting.</p> <p>Lettings - No feedback from WMAT Trading Co re costs for their services so school will manage themselves. Currently looking at potential access and liability issues. Possible holiday club and Zumba class. Thanks to CW for coordinating and due diligence.</p>	<p>Clerk</p> <p>DV</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
4.	Pay Committee Meeting Report	
	<p>All staff Governors left the room for this discussion.</p> <p>Governors agreed with all of the recommendations made by the Head Teacher. The recommendations were scrutinised by the Pay Committee during a meeting on 15 October 2018. Notes taken and stored as confidential.</p>	
5.	Head Teachers Report inc Site Manager update & Fencing update	
	<p>Fencing completed and paid for.</p> <p>Attendance Target 96% Figures for T1 97.5% FSM attendance 92.7% – 2 out of 4 pupils. Unauthorised holiday and authorised sickness. Has been looked into and relevant action has been taken. SEND 97.4%</p> <p>Governors questioned whether the length of term impacts these figures and are advised that it can. Yet to see any sickness bugs and not in holiday season yet so figures looking good.</p>	

	<p>The Head Teacher praised the school as the only Infant/Primary School to be developing middle leaders – staff attending WMAT training. She also highlighted to Governors that staff from the school led workshops at the WMAT Conference, raising the profile of the school. It is noted that workshops were led by support staff and not just teaching staff.</p> <p>Governors asked whether any feedback had been received on these sessions and were advised that questionnaires had not been completed by all attendees yet.</p> <p>Julie May attended ‘Supporting Children with Autism’ at Fosse Way School and will be recognised as an ‘Autism Champion’ once she has attended all of the sessions. Julie will then provide staff training.</p> <p>The Head Teacher shared the following documents;</p> <ul style="list-style-type: none"> - Safeguarding Audit Action plan update - Governors scrutinised and signed it off. - Impact of Sports Premium allocation for 2017/18 - thanks to Sarah Stone and Louise Husband in finance. <p>Governors discussed the possibility of changing the times of the school day, based on the following reasons;</p> <ul style="list-style-type: none"> - Children are being disrupted at the end of the day by students from surrounding schools finishing before them and coming to peer through windows etc whilst waiting for siblings. - The same students are causing a potential H&S risk as they shouldn’t be onsite during the school day. - The majority of the behavioural issues that are seen in school take place during the last part of the long lunch break. <p>Governors agreed that they would be happy to propose an earlier end time of 3.10pm, providing the process that needs to be followed is a consultation, and not a listening period. This would be done by reducing the lunch break by 15 minutes.</p> <p>Governors questioned whether reducing the time for lunch would allow enough time for lunchtime staff to carry out their duties. They were assured that the new tables which are being purchased using the sugar tax funding will speed up the process of packing tables and chairs away. AS to discuss with Kitchen Staff and Senior SMSA.</p> <p>Final comments from Governors were that this decision must be made based on the education and welfare of the children. Governor’s request for the Head to share consultation documentation with them in the first instance.</p>	<p>AS</p> <p>AS</p>
6.	Chair of Governors Verbal Report inc Chairs’ Forum	
	<p>No update from Chairs’ forum – next meeting 5th December 18. The Chair requested for the Vice Chair or SM to attend on her behalf. Vice Chair cannot attend. Clerk to email SM to ask if he could attend instead. Clerk to send future meeting dates to Vice Chair, also to check with WMAT if it’s ok for SM to attend.</p>	<p>Clerk Clerk</p>

	<p>The Chair provided feedback from a meeting with WMAT DCEO re financial controlling and informed Governors that a new, experienced Financial Controller will be starting in January 2019. Although WMAT will control finances for the school, Louise Husband will update the Head regularly on any available money to spend. Both the Chair and the Head felt reassured by this meeting.</p> <p>Governors accepted the above but maintain that there has still been an increase in costs with no explanation, warning or consultation and are concerned that the same thing could happen again.</p> <p>Governors felt the communication surrounding this matter had been poor.</p> <p>Governor's requested for The Head Teacher to confirm that costs will not increase again and also provide further information as to why costs have increased this year. Head Teacher to speak to Business Director and feedback at next meeting.</p> <p>Governors were also keen to understand the direction of WMAT – is the priority to grow the Trust, or to drive value for existing Academies? Clerk to arrange for WMAT Exec to attend January meeting to share Vision and Values.</p>	<p>AS</p> <p>Clerk</p>
7.	SIP & RAP	
	Waiting for feedback from WMAT DCEO, defer to next agenda.	Clerk
8.	Head Teachers Appraisal	
	<p>The Head Teacher left the room for this discussion and SB & AM joined the discussion by telephone.</p> <p>The Chair provided an overview of the meeting she had with the WMAT DCEO with regard to the HT's appraisal and pay review. Governors agreed with the recommendation made by the Chair and the DCEO.</p>	
9.	SCR Check T1	
	<p>Completed on 15 October 2018 with no queries or concerns. Externally audited also with no issues raised.</p> <p>Safeguarding report seen and agreed for T1 by Safeguarding Governor.</p>	
10.	Risk Register	
	<p>The Head Teacher advised that she had been instructed by Tim Howes (TH) WMAT Business Director, to remove any Financial risks as they will be covered by WMAT.</p> <p>Governor's requested that the risk owner is changed from School to Trust, rather than risks being removed. The Head agrees to maintain the document in that way moving forward.</p> <p>Governors questioned why PP funding continues to be an issue. DV agreed to work with HB to try and improve the process for parents self-identifying – HB to send DV all existing papers that are sent to new parents and criteria to qualify for PP.</p>	HB via AS

11.	Precision Teaching	
	<p>CG shared information about what Precision Teaching is, how it is delivered and the benefits of using this method of teaching.</p> <p>Results show 4 out of the 5 children in T1 for Maths were able to count to 10 by the end which is what the objective was.</p> <p>Focus for T2 is writing and staff have highlighted 9 children that will participate this term.</p> <p>Governors questioned whether or not children in other year groups would benefit from this method of teaching, and also whether progress had been maintained by those pupils from T1. They also ask whether there is a process in place for identifying any children that have additional needs as a result of these assessments. CG reassures Governors that Precision Teaching is happening up to and including Y2 and that progress has been evidenced by observations. Baseline assessments are done on entry and EYFS are working closely with Inclusion. Starting the process early for identification and to enable intervention.</p> <p>Reading buddies from Y2 have also been introduced to support readers in EYFS. Building confidence for Y2 students and improves interest and enjoyment for EYFS.</p> <p>KW then briefly talked Governors through a presentation on 'Growth Mindset', highlighting that focus isn't just on talent but effort as well. Encouraging the children to believe that they can do anything they put their mind to. Parent Governors commented that they had noticed a change in mindset at home.</p> <p>Governors praised and thanked the staff involved.</p>	
12.	'Insight' Presentation from Staff Governors	
	Defer to next agenda.	Clerk
13.	Policy Agreement – Behaviour, SEND & SEND Audit	
	<p>All papers were circulated in advance of the meeting. Governors acknowledged the SEND Audit and agreed the new Behaviour Policy with no comments or concerns.</p> <p>SEND policy will become new WMAT policy so not ready for approval yet.</p>	
14.	AOB	
	<p>Link Governor Meeting dates; DV to arrange with Emma Richardson directly as she only works on Friday. DV to email the school and it will be forwarded on.</p> <p>Jan 31st2019 from 4-5pm is proposed and agreed by Governors at the meeting. Clerk to email non attendees to check their availability.</p>	<p>DV</p> <p>Clerk</p>

	The meeting closed at 20.09	
15.	Date of next meeting	
	Wednesday 23 rd January 2019	

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1.	Arrange SCR training for DV	Clerk		ASAP
2.	WMAT Finance to purchase ‘Safer Recruitment’ training, DV to complete	Clerk / DV		ASAP
3.	Agenda points; Safeguarding Briefing (T4) Insight Presentation, SIP & RAP, SEF updates			23/1/19
4.	Update AGC re website updates	Clerk		23/1/19
5.	Send Chair’s Forum dates to Vice Chair and confirm availability for SM	Clerk		ASAP
6.	Confirm re cost increases with WMAT Business Director	AS		23/1/19
7.	Arrange delivery of WMAT Vision & Values	AS via DCEO		ASAP
8.	Send DV new parent paperwork and PP eligibility criteria	HB via AS		ASAP
9.	Arrange Link Gov Meeting date with ER	DV		ASAP
10.	Confirm Governor availability for Link Gov meeting - Jan 31 st from 4-5pm	Clerk	31/1/19	ASAP

Signature (Chair of Governors) :

Date :