

Minutes

MEETING TITLE	Chandag Infant School AGC Meeting 5
DATE OF MEETING	Wednesday 23 rd May 2018
MEMBERS PRESENT	Amanda Haskins (Chair) Annie Smart (Head Teacher) Anna Seal (Staff Governor) Catherine Phillips, Damian Vicary, Stuart McManus, Trish Nethercott, Andy Muncer Lucy Bees (Clerk)
MEMBERS NOT PRESENT	Carol Morris (apologies), Steve Lilley (apologies), Simon Butler
DATE OF NEXT MEETING	Wednesday 27 th June 2018

Executive Summary:

- A new Marking Policy was scrutinised and agreed by the Board.
- Succession planning required as COG resigning at the end of this academic year.
- Outcomes were discussed from the research study 'Story Squares'

		Action
1.	Welcome and Apologies - Quorum	
	Apologies and absences were noted and agreed as above	
	AH to contact SB as no apologies received	AH
2.	Governance Issues	
	<ul style="list-style-type: none"> - Declaration of Business/Personal Interest - Governor monitoring and school visits since last meeting - Governor training attended and feedback 	
	No new declarations made	
	AH has attended several times for interviews and has also conducted the SCR check - it has also been checked by HR who are happy with it. TN has attended for interviews, DV has attended for Traditional Dance and class assembly.	
	HB attended rearranged SEND training. Chairs forum cancelled, rearranged for 4 th June, AH will attend.	
3.	Minutes from previous Meeting & Matters arising	
	It was discussed and agreed by all that Governor visit forms will be completed for M&E days, not for general visits and catch up meetings. Governors to complete sign in book to check in and out on all occasions.	

	<p>LB to check with CW re Trish's envelope of trainings certs and skills audit etc.</p> <p>Check Governor file for SB skills audit and signed declaration of interest's form as they're missing according to WMAT records.</p> <p>Site manager update for September agenda</p> <p>Governors to send Link Gov meeting notes to clerk – email reminder to all</p> <p>LB to send AH Governor audit doc re Governor titles</p> <p>Update re fencing and lighting – point for next agenda</p> <p>Ofsted results re data – action for September meeting when SEF updated</p> <p>Feedback from AH re chairs forum on 4th June – point for next agenda</p> <p>Agenda point for September meeting - E&D report etc, HB to present</p> <p>Next meeting agenda point – staff and pupil survey data</p> <p>The minutes were agreed as an accurate and true record and signed by the Chair</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AH / AS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
4.	<p>Chair of Governors verbal report including;</p> <ul style="list-style-type: none"> - Chairs' Forum - Trust Board Meeting Executive Summary - Formal Ratification of New Governors 	
	<p>Chairs forum postponed, re scheduled for 4th June, feedback at next AGC.</p> <p>Thanks to Governors that have attended for interviews.</p> <p>Thanks to CP and AM for their work on the Risk Register.</p> <p>AH gives overview of Trust Board Exec summary – it was highlighted that there needs to be a bit more information and less jargon. It is a pointless exercise if it is not understood. AH to raise at Chair's forum.</p> <p>Formal ratification of Carol Morris – no objections, personal statement read aloud and all happy to agree her appointment.</p>	
5.	<p>Head Teacher's Report & Outcomes from Lesson Study Research Project</p>	
	<p>Very successful inset day on 'Real PE'. All staff using this for Games and Gym now.</p>	

	<p>Waitrose green token scheme for ‘small world project’ – put in a bid to be chosen and were selected. Great news. Tesco bid submitted as requested by end of January, decision in June – waiting to hear.</p> <p>ASe provides an overview of study outcomes re ‘Story Squares’ The study took place over 3 weeks and focused on 6 boys. ASe to send updated presentation to Clerk to upload to GVO. It was noted that the study has also impacted high achievers. Successful to date so will continue to the end of the year, benefits already beginning to show. Will conclude 29th June and outcomes will be shared with staff next term.</p> <p>How many stories do you get in 20 minutes? Usually between 3 and 5. We take those 3-5 down, then act them out and see how time goes.</p> <p>Governors to receive feedback at September meeting? It’s important that every child gets a turn. Yes, it’s not just the 3-5 children whose story is taken down, all can get involved in acting etc.</p> <p>Popular with whole school so will continue</p> <p>Will share with WMAT, date tbc.</p> <p>Thanks to ASe for presentation</p>	<p>ASe / Clerk</p>
<p>6.</p>	<p>Finance Update</p>	
	<p>On track for predicted reserves for 2017/18 through very prudent spending and close monitoring of the monthly Management Accounts. Extra H&S spends for flooded astro which reached very unsafe water levels and improvements to slippery paving surfaces where staff exit the building at the end of the day.</p> <p>Budget for 2018/19 shows significant increases to services recharged to the MAT. As an example, HR and IT have doubled and the 4% Top Slice has increased without warning to 5%. No information has been shared prior to this with Head teachers. Very concerning as no reserves means this will have big impact on our budget next year. Governors express extreme concern and dissatisfaction re this, the school has never been in deficit budget, always worked really hard to ensure only essential spend. More clarity needed as to why recharges have been increased from what was previously agreed.</p> <p>AS & AH to meet with TH & AA, update at next meeting</p>	<p>AS / AH</p>
<p>7.</p>	<p>Succession planning for new COG</p>	
	<p>AH resigning at the end of this year, she has been a huge support over the years. Does anybody wish to understand more about becoming COG or possibly Co-Chair? Contact AS if interested.</p>	

	<p>LB to contact non attendees. It was discussed about the time commitment being a major factor that may deter Governors from stepping up. AS happy to discuss this and new way of working inc time commitment could be looked at afresh with interested parties. Governors asked to consider sharing the role please.</p> <p>Do we have a succession plan for Governors? 2 Governors with Children due to leave. Governors can stay on and be re-elected as Co-Opted Governors if they wish.</p> <p>Thanks to CP for work on website, will be updated when new website takes effect – term start dates and governor titles need updating.</p>	<p>Clerk</p> <p>AS / CP</p>
8.	Sports Grant allocation of money	
	<p>Doubled compared to previous figures, for this year and next year. Document provided to explain spend; Forest school - children love it! No complaints about change in venue (Jrs to infants) but children do like to go to juniors. Top up PE equipment that needed replenishing. Recipe development day at SBL about reducing sugar – all school cooks involved, ASe attended on behalf of Chandag Infant School. This is already impacting on new menus and children are able to articulate why sugar should be reduced in our diet.</p> <p>In order to get this extra funding, do you have to evidence half hour movement every day? No, but we are doing half hour a day movement. School uses Go Noodle, plus daily jog and mindfulness walks, brain gym etc.</p> <p>Purchased Real PE, summary provided for Governors to read. Did you buy that? Can we not share between schools?</p>	
9.	Staffing/Personnel	
	<p>2 part-time teaching posts being advertised as 2 teachers resigned. Who will act as Maths lead now as those 2 teachers covered that subject? Once classes are agreed for September we will look at it - staff have been asked for their preferences and new Deputy Head can lead on any subject. Update at next AGC.</p>	
10.	Six monthly check of SCR by designated governor	
	<p>Checked by AH and also by HR. CW working to get rid of old DBS under new GDPR guidelines. 1 missing address highlighted red but CW working to complete it. Other than that it was all in order, all Governor info present and correct.</p>	
11.	Equality & Diversity Report	
	As above, to be done for September.	HB

	Include in September agenda.	Clerk
12.	Policies	
	<p>New marking policy to be agreed – Governors given copy of tracked changes to view. All staff agreed, no comments or objections.</p> <p>Is all work marked, even verbal? Yes, 'V' mark is for verbal</p> <p>Policy is devised to match age range and circumstances at school</p> <p>Why separate guidelines for maths? Language and wording needs to be consistent throughout. Not using symbols so much, next steps not top tips. Ticking and dotting not done in English.</p> <p>Any other curriculum areas that need separating? No, can use English policy for all other areas.</p> <p>All agreed and approved.</p>	
13.	Risk Register	
	<p>CP & AM supported draft, red points after meeting with WMAT finance</p> <p>Staffing costs – experienced but costly staff, when succession planning this is taken into account</p> <p>Lottery funding scheme - PTA to explore. Equivalent to buying a ticket to win up to 25k. £60 set up fee. School gets 40% of what people give after £25k. Ran across PTA's.</p> <p>Traded service team - role to increase income. No lettings outside of school currently. Need to maximise opportunity during school holidays where possible. Need them to seek grants for us.</p> <p>Can they provide guidance on getting smarter at this? AS asked for guidance from them and they are keen to help.</p> <p>What happens to income generated? AS to explore.</p> <p>CW contacted Saltford re clubs setting up here, currently trying to set up meetings.</p> <p>Holiday clubs? AS to explore options for income</p> <p>Pupil premium challenge - risk of parents not completing necessary paperwork so funding not being received. Currently looking at how to encourage more parents to do this – maybe discuss at home visits, they might be willing to share more information in private. Free uniform may also help encourage parents.</p> <p>Top risks to share with WMAT; - Deficit budget for 2018/19 and beyond</p>	<p>AS</p> <p>AS</p>

	<ul style="list-style-type: none"> - Cost to maintain aging buildings and grounds may exceed budget (need specifics from SCA survey results) - Falling numbers of parents disclosing that they are eligible for PP funding 	
14.	Any Other Business	
	<p>TN leaves at 8.05pm</p> <p>H&S Walk due? Legally required to complete 3 per year, all have been completed. Thanks to AM. Minutes from last walk sent to H&S company, they have responded with some questions about what is being included. H&S briefing training in June – will understand more after that re what should be included. Governor needed for interview, date not confirmed yet. External advert. AH volunteered - Shortlisting with AS at 4.30pm on 12th June and interview the following week on Thurs 21st June all day. Thanks to AH.</p> <p>Notified by BANES that there will be no Educational Psychology support apart from statutory on EHC available from September, no longer a service so cannot buy in. Does the statutory have to stay with BANES? It may be attractive for a new supplier to do it all? AS to investigate.</p> <p>Governors all invited to attend new breakfast café, starting Friday 8th June. Will require numbers for first week but after that you can just turn up. 8am – 8.45am. If costings are right and we break even, then it will continue.</p> <p>The meeting finished at 8.20pm</p>	AS
15.	Date of next meeting	
	27 th June 2018	

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1.	Contact SB as no apologies received	AH		ASAP
2.	Check with CW re Trish's envelope of trainings certs and skills audit etc	Clerk		ASAP
3.	Check Governor file for SB skills audit and signed declaration of interest's form – contact if missing	Clerk		ASAP
4.	September agenda – Site manager update, Ofsted results re data, E&D Report etc - HB to present	Clerk		September meeting

5.	Send Link Gov meeting notes to clerk – email reminder to all	Clerk / All		ASAP
6.	Send AH Gov Audit doc	Clerk		ASAP
7.	Next agenda – Update re fencing & lighting, feedback from AH re Chair’s Forum, Staff & Pupil survey data	Clerk	27 th June	
8.	Send presentation to Clerk to upload to GVO	ASe / Clerk		ASAP
9.	Contact non attendees re COG role	Clerk		ASAP
10.	Update Governor term start dates and governor titles when new website is operational	CP / AS		Ongoing
11.	Explore options re letting school premises outside of school hours	AS		ASAP
12.	Does statutory Educational Psychology support need to be provided by BANES? Explore new options	AS		ASAP
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Signature (Chair of Governors) :

Date :