



Minutes

MEETING TITLE	Chandag Infant School AGC Meeting 1
DATE OF MEETING	Wednesday 26 th September 2018
MEMBERS PRESENT	Amanda Haskins (Chair) Annie Smart (Head Teacher) Helen Bancroft (departing Staff Governor) Catherine Phillips, Damian Vicary, Trish Nethercott, Andy Muncer, Carol Morris, Steve Lilley, Simon Butler, Kerrie Willington (Deputy Head) Claire Gurnsey (Staff Governor) Lucy Bees (Clerk)
MEMBERS NOT PRESENT	Stuart McManus
DATE OF NEXT MEETING	14 th November 2018

Executive Summary:

- Amanda Haskins is re-elected as Chair of Governors and the AGC welcomes two new staff Governors
- The Head Teacher shares End of Year outcomes v National data
- The AGC receive a presentation from the schools SENCo, Helen Bancroft

		Action
1.	Welcome and Apologies - Quorum	
	<p>AH welcomes everybody and advises the AGC that she has decided to stay on as COG until Christmas so that the school isn't left without an experienced Chair. AH leaves the room and the Board re-elect her without any objections. AH returns to the meeting and the AGC thank her for her continued support and hard work.</p> <p>Apologies were noted and agreed as above</p> <p>AH welcomes two potential new Governors, both need to be appointed tonight. Kerrie Willington (Deputy Head) and Claire Gurnsey will replace Anna Seal and Helen Bancroft as Staff Governors as ASe & HB have both resigned. HB has attended the meeting tonight to answer any questions relating to the papers that she has written and will present.</p> <p>The AGC agree to appoint KW & CG and thank to HB and ASe for their work as Governors.</p>	
2.	<p>Governance Issues</p> <ul style="list-style-type: none"> - Annual Declaration of Business/Personal Interest - Confirmation of Chair, election of Vice Chair - Assign key roles - Link governor roles and first meeting 	

	<ul style="list-style-type: none"> - Governor monitoring and school visits since last meeting - Governor training via NGA 	
	<p>No new declarations made at the meeting tonight. New forms signed by all for 2018/19.</p> <p>Election of Vice Chair – CP and DV both agreed to take on the role, providing it wasn't with a view to take over the role of COG when AH steps down after Christmas. AH nominates CP and CM seconds the vote to appoint CP as Vice Chair. WMAT to help us to find a suitable replacement COG asap. Is Co-Chair an option? Not sure. Governors to speak to Clerk or AS if this may be something that would be of interest to them and Clerk will follow up with WMAT. Clarity on what Co-Chair means please in order to decide.</p> <p>Key Roles and Responsibilities;</p> <p>Need to set a date for 'Pay and Performance Committee' Meeting – needs 3 people (AH and 2 others) CP happy to attend as VC in place of AH? AH to attend this meeting but CP to join committee so that when AH steps down there will still be 3 to attend meetings. Meet needed this term. AH, SB & SM? (LB to check as SM is not at the meeting tonight)</p> <p>Named Governors for 2018/19; Chair – Amanda Haskins Vice Chair – Catherine Phillips SEN, PP & LAC – Catherine Phillips Child Protection & Safeguarding – Amanda Haskins (until Christmas) and then Damian Vicary – Clerk to send DV links for relevant training</p> <p>Link Governors; English – SM (LB to check if that's still ok) Maths – PN Art & Design Tech – CM Science - DV RE, Geography & History - AM Equalities – CP Early years – PN PSHE - CM PE – SL ICT - SB Music – CM</p> <p>Thanks from AH to all for their continued commitment and work.</p> <p>AS to complete staff element of form with the above info and send to Clerk once governor info received from A Ha.</p> <p>Governors to agree dates to meet with subject leads. One meeting per</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AS</p> <p>All</p>

	<p>year.</p> <p>AH has attended many times to meet with AS. Governors have attended to support the new breakfast club. CP & AH attended in term 6 of last year for interviews.</p> <p>Safeguarding and GDPR covered by staff training.</p> <p>No training scheduled by the WMAT to complete. Clerk advises Governors about NGA training – LB to circulate info.</p>	Clerk
3.	Safeguarding training led by Designated Safeguarding Lead including national KCSIE updates	
	<p>Clarification needed – will somebody come to an AGC meeting to deliver? AS has not completed ‘train the trainer’ course so cannot deliver. Clerk to check with WMAT and add to next agenda to follow up.</p> <p>All Governors have read the updated KCSIE policy and have signed to confirm this. Signing sheet filed in AGC folder.</p>	Clerk
4.	Minutes of previous meeting and Matters Arising	
	<p>The minutes were agreed as an accurate and true record and signed by the Chair.</p> <p>Lighting sorted, fencing still not sorted. Using Kerry’s time for more pressing issues. On his radar. Check off at next agenda.</p> <p>LB to check about ASe presentation and upload to GVO (story squares)</p> <p>Site manager update - AS thinks Kerry is still temporarily in this role. Not seen a job description but he drops in here a lot and very responsive -. He’s doing the liaison with cleaning company now. No benefit seen yet. He’s going between TH and cleaning company. Add to next agenda for update.</p> <p>Website updated by MT, check against Governor records and send final list to Mark. He has time allocated on a Monday to do this.</p> <p>The possibility of the school renting out space to create an income will be discussed at the October Trust Board meeting, although we have already been advised that part or whole involvement by the WMAT Traded Company will be charged. Not sure of charges currently so not able to decide if it would be beneficial. Wait until outcome after October meeting to get costings. AS to update after that meeting.</p> <p>More clubs are taking place during the school day – organised by CW. It’s locking up outside of school hours that will incur possible cost and organisation.</p> <p>Can the WW caretaker not do it? They are already on the WW site until</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AS</p>

	<p>9pm to do that sort of thing? Potentially yes. It's likely that the charge from the WMAT will be more for liability and managing the process to ensure compliance, rather than physically attending to lock up etc. Need to know costs involved before making a decision about proceeding. Costs have been increased for external companies running clubs in the school day, up from £10 to £15 per hour. All have agreed to fee increase apart from one.</p> <p>Extra testing i.e. Pira, Puma and GAPS – ongoing, not done any yet and now not sure about when they will happen. AS to cover in Jan meeting – agenda point. Trying paper tests for autumn but we do have 5 free credits for online tests. The plan is to choose children to trial and see how they manage. This will help to determine with method to use moving forward. Online tests are good as information and score is collated automatically, but accuracy depends on what is being input.</p> <p>The AGC agree that it would be good for test questions to be set based on what the children have been taught to date. White Rose Curriculum guidance could be used for example. There is concern that children could be tested on things that they haven't been taught yet and that teachers will have to start teaching to the tests, rather than teaching to the curriculum.</p> <p>The AGC also agree that it would be good to have Governors invited to attend the Standards and Assessment, and Finance committee meetings if possible.</p> <p>Governors express concern again about not being involved in budget info/discussions as it has such a profound impact on teaching and therefore results. Governors object to the Finance update being taken off of AGC agendas. AS advises that as per the AGC Terms of Reference, budgets and finances will be dealt with by the WMAT and that AS & AH will only share headline information moving forward. AS advises that AA or TH can and will attend an AGC meeting if required to clarify the change in role for Governors</p> <p>Governors would like to arrange for this to happen and request for the Clerk to arrange it.</p> <p>KW attended the Director of Public Health awards with ASe and gives a brief overview of what happened.</p>	<p>Clerk</p> <p>Clerk</p>
5.	Head Teacher's Report including End of Year outcomes v National data and staffing update	
	AS shares Primary profile of data comparing the school to National and provides a handout for Governors to read.	

	<p>Foundation Stage profile - Big jump, best data ever for GLD - strong cohort but lots of hard work from staff. Well done and thank you from the AGC.</p> <p>KS1 above National for all – really pleased with jump in writing. National struggle which is felt in school. Great progress though.</p> <p>Teacher Assessments being moderated externally as always. AS explains how assessments are moderated. Each cohort has different strengths. Would be good to see what the difference is.</p> <p>CG and KW to share information about 'Insight', the new data tracking system at next meeting. Agenda point for Clerk.</p> <p>AS shares another handout relating to the SIP with details foci for the year and attainment.</p> <p>Tapestry replacing SPTO learning diaries in early years.</p> <p>AS summarises Key priorities for the year.</p> <p>Thanks to staff for strong data – identified gaps, working hard to close these gaps.</p> <p>Welcome Kerrie,DH and Y2, Jane in EYFS and Julie Y1, returned Permanent and FT.</p> <p>DPH award, Director of Public Health. Good achievement for school.</p> <p>WMAT conference – AS, JM, CH and CG leading workshops. Natasha and Nic leading discussions for leadership of TAs. Well done from AS & AH, gives the school a presence and shows strength in leading the way.</p> <p>The school have now hosted a few other schools to share best practice in Early Years. It was noted that other schools charge for this service. A lady from 'Keeping Early Years Unique' visited the school to see what our EYFS set up is. She said that she would love to work at the school.</p> <p>Kate Reynolds, WMAT Trust Chair has also visited the school. AS showed her around, the children told her the schools' values and said people are very kind in this school and that the learning is good. KR says she enjoyed her visit.</p>	<p>CG / KW Clerk</p>
<p>6.</p>	<p>Chair of Governors Verbal Report including Chairs' Forum</p>	
	<p>Nothing new to report currently. Next Chairs meeting to take place on 5th December 2018 at 4.30pm. AH will attend so asks Governors to inform her of anything that they wish to be raised. AH will share the Director of Public Health Award info with other Chairs.</p>	

7.	SIP – overview of priorities	
	Covered in HT's report	
8.	Year-end evaluation of impact of intervention and PP strategy	
	<p>HB shares a presentation which is available on the GVO.</p> <p>Working hard to get parents to sign up, free places at clubs being offered as an incentive, along with free book bags and sweatshirts – not making much progress in parents declaring that they are eligible.</p> <p>Are they self-identified then? Yes, parents have to self-identify</p> <p>Needs to be clear what the criteria is, perhaps some parents don't understand whether they qualify or not? It is discussed at home visits and we also have posters around school</p> <p>Children who are registered get good support, we have good data so can see a positive impact.</p> <p>We see a strong link between SEND children and PP children, not all though.</p> <p>Parent support advisor on referral if needed. She is having a tremendous impact in terms of attendance and lateness – she works in the home with parents.</p> <p>Could the WMAT support more? This is something we've purchased separately, not enough schools wanted to buy in so we did it on our own, using money previously delegated to the Behaviour Panel.</p> <p>We envisaged this to be a drop in style session but actually she works on referrals and this is working really well. We have sufficient evidence to support this.</p> <p>As an infant school we are not always aware of who is entitled to PP as all meals are free. Sometimes we only find out when a sibling goes to juniors as meals aren't free then.</p> <p>What is the drop off since free meals were introduced? We used to always have around 12 but now only around 5 so more than halving the number of children.</p> <p>Biggest impact seen from nurturing in one to one meetings with SENCO.</p> <p>Looks healthy for cohort? Yes, closing the gap</p>	Clerk

	<p>Anything learnt from pupils retrospectively identified? Not able to identify until they come forward, based on home circumstances and we are not always aware of that. Don't want to cause offence by asking.</p> <p>If we make it a conversation for all, that way it would just be standard? Make a tick list for example, we don't want the children to miss out. We talk about at new parents evening and at home visits. There is a tick list on admissions forms which get sent out electronically. We could introduce a box to check that everything has been read and that all documents have been understood.</p> <p>We must ensure that we tell parents its confidential and children are not treated differently as a result.</p> <p>AH to raise at Chairs meeting to see what other schools are doing, although it is noted that Chandag Infant School is currently the only Infant School in the Trust, all other schools are Primary or Secondary so may not have this problem as meals are charged after Y2.</p>	AH
9.	SEND Audit and Report	
	<p>HB shares another presentation which is available on the GVO – using WMAT template now. Info for website to signpost parents with any questions or queries about SEND in the school. On website since July. Parents can use to compare when looking at schools Is it also included in the pack for new parents? No, when parents look around schools they usually ask if it's relevant to them, they are then pointed in right direction. We could include it for children who have needs identified by pre-school.</p>	
10.	Review of risk register	
	Defer? Did not have time to discuss - to next agenda please	
11.	Equalities report and audit	
	<p>New report written by HB, needs to be read alongside many other documents which are listed within the report to get the full picture.</p> <p>HB to send Clerk final versions of all policies to replace as draft versions uploaded to GVO.</p> <p>First census next week, relying on home visits for info on new families.</p> <p>Parents receiving personal information forms – not straight forward and no GDPR statement. Form with personal info needs updating. HB to meet with CW to check.</p> <p>The AGC thank HB for giving her presentations today and for all of her</p>	<p>HB / Clerk</p> <p>HB / CW</p>

	<p>work with ASe as Staff Governors.</p> <p>It is noted that Governors are surprised by the breadth of languages spoken at school - very diverse. Lovely that it's celebrated and something to be proud of. We have been working hard to get the message across to families that it's ok to speak your first language at home and then English at school.</p> <p>Lovely to hear children coming home with new words that they've learned by celebrating the 'Language of the term'</p> <p>HB leaves the meeting at 18.40</p>	
12.	Travel Plan	
	<p>In order to build on the Director of Public Health award, we will be working to achieve the Bronze award for National school travel. Really good opportunity for community links. The aim is to get children walking to school.</p> <p>KW gives an overview and provides Governors with a handout written by ASe.</p> <p>Any governors willing to help and join the discussion group? PN happy to chat with ASe on behalf of AGC</p> <p>Need to think of creative ways to get parents and children engaged in the concept.</p> <p>Could we run this in conjunction with the Juniors? It may have a bigger impact together as siblings in other schools? Yes, that's something to take back to Anna, good idea.</p> <p>Link with numeracy – count steps when walking?</p> <p>Anywhere to put bikes and scooters if walking is not an option? Yes, we have a small area.</p> <p>We could do class competitions, create social media hashtags, perhaps have class pedometers? Award in assembly for most active class etc?</p> <p>Any further suggestions to be emailed to PN to take to Ase please.</p> <p>Thank you for suggestions today. Good starting point.</p>	PN to liaise with ASe
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> - Date for Pay Committee - WMAT Policies Child Protection, Health and Safety 	
	Pay committee meeting date – Mon 15 th October 8.30am. AS, AH & SB to attend.	

	<p>Policies all been refreshed – Safeguarding and H&S. Governors informed that they are there to read. AS & AM to discuss H&S one. Somebody will be required to take over from AH and HB H&S committee members – KW to attend and takeover from HB. SB to check availability.</p> <p>AS confirms that the school has received a Healthy pupils grant although there is a strict remit for spend.</p> <p>The plan is to use it to purchase a defibrillator and replace the existing dining room tables with new ones which include built in chairs. We will then need a store to be built to store adult chairs as we will be able to get rid of the small children’s chairs.</p> <p>Will the grant cover all of this? It will certainly make a start, we plan to use funds from the breakfast café and the PTA are taking the lead for sponsorship.</p> <p>Second place in Tesco token scheme, £2k awarded which will contribute towards the new surface for our reception area. £440 received from Waitrose that has gone towards the Small World play area.</p> <p>Are you aware of the ongoing costs for the defibrillator? Yes, we are aware and are investigating.</p> <p>Where is the closest defibrillator currently? Wellsway School – not within a 2 minute walk.</p> <p>The meeting closed at 20.07</p>	
14.	Date of next meeting	
	<p>14th November 2018 Apologies in advance from CM</p>	

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1.	WMAT to find a suitable replacement COG, Clerk to provide update about Co-Chair	Clerk	14/11/2018	
2.	Check that SM is still happy to be on the Pay and Performance Committee and confirm his availability for a meeting on 15 th October at 8.30am. Also check re English as Link subject	Clerk		ASAP
3.	Send DV links for Safeguarding Training	Clerk		Ongoing
4.	Complete form with new named Governor info and send to Clerk	AS		ASAP
5.	Agree Link Governor meeting dates and send notes to clerk after meetings	All		Ongoing
6.	Send all Governors info re NGA training	Clerk		ASAP
7.	Check with WMAT re Safeguarding training and	Clerk	14/11/2018	ASAP

	add to next agenda			
8.	Agenda point for next meeting - Site manager update, Fencing update, 'Insight' presentation from CG and KW	Clerk	14/11/2018	
9.	Upload AS & HB's presentations to GVO (HB to send final versions to replace drafts)	Clerk		ASAP
10.	Check Governor info on website and send any updates to MT	Clerk		ASAP
11.	Update from AS re renting out space for income – WMAT charges	AS	14/11/2018	
12.	Agenda point for January – Extra Testing update	Clerk	23/01/2019	
13.	Arrange for AA or TH to attend to discuss updated terms of reference	Clerk	14/11/2018	
14.	CG and KW to share information about 'Insight' at next meeting	CG / KW	14/11/2018	
15.	AH to raise PP challenges at Chairs forum	AH	Dec 18	
16.	PN to liaise with A Se re ideas to encourage walking to school	PN		
17.	HB & CW to review forms being sent to new parents for GDPR compliance	HB / CW		ASAP

Signature (Chair of Governors) :

Date :