

Chandag Infant School Local Governing Body Meeting 7th February 2018



Minutes

MEETING TITLE	Chandag Infant School LGB Meeting 3
DATE OF MEETING	7 th February 2018
MEMBERS PRESENT	Amanda Haskins (Chair) Annie Smart (Head Teacher) Helen Bancroft (Staff Governor) Andrew Muncer, Stuart McManus Lucy Bees (Clerk)
MEMBERS NOT PRESENT	Trish Nethercott, Catherine Phillips, Simon Butler
DATE OF NEXT MEETING	21 st March 2018

Executive Summary:

- **Governor recruitment was a big point for discussion with a number of resignations received**
- **The action research project 'Princesses, Dragons and Helicopter Stories' was well received by Governors**
- **New Admissions and Homework Policies were approved**

		Action
1.	Welcome and Apologies - Quorum	
	Apologies and absences were noted and agreed as above. Resignation from Claire Langley	
2.	Governance Issues	
	<ul style="list-style-type: none"> - Declaration of Business/Personal Interest - Governor monitoring and school visits since last meeting - Governor Visit forms - Governor training - Skills audit 	
	<p>2.1None declared</p> <p>2.2 AH has attended to interview for the School Office Administrator Role. SM has attended a link governor meeting with teaching staff for English. AM has conducted a H&S walk with AS and the H&S team. AH & TN have attended to shortlist for the Deputy Head post. AH, TN & AS to interview 8/2/18 and 9/2/18. Clarification is required as to whether Governor Visit forms need to be completed, or whether the record book that is already being completed is sufficient.</p> <p>2.3 Noted above</p>	LB

	<p>2.4 LB to invite SB & TN to attend 'Governance, how to improve your school' training. AH will attend 'Strategic Briefing for Chairs' on 22 March. AH suggested it may be useful for somebody to attend alongside her as she will be stepping down as Chair after this year. Nobody accepted. LB to invite govs not present with aim of another governor attending? 'Single Central Record Workshop' would normally be attended by CL but after receiving her resignation, it is noted that this should be the new Safeguarding Governor. AH will attend as Acting Safeguarding Governor until somebody new is recruited. LB to book a place with SH. HB will attend the 'SEND Ofsted Readiness' Training on 1/3/2018. LB to invite CP to attend also.</p> <p>2.5 Completed Skills Audit received from AS. SMc said he had completed previously, LB to check for this. Paper copies were handed out during the meeting, all to complete and return to Clerk asap. LB to send soft copy to AH to include in inductions pack sent to new Governors.</p>	<p>LB</p> <p>LB LB</p> <p>ALL LB</p>
3.	Update on Action Research Project from Helen Bancroft	
	<p>HB presented an informative presentation on the above which is based on the Trisha Lee book 'Princesses, Dragons and Helicopter Stories'</p> <p>The full presentation can be found on the GVO.</p> <p>It was confirmed that the outcomes and process of the Action Research will be shared with the SIT team at the WMAT.</p> <p>Whilst staff do like the approach of Helicopter stories, some of the wording has been amended slightly to better suit the age of the children. It was noted that the language used when engaging with children is very important at this age.</p> <p>It is a different approach than anything the teaching staff have done before so everybody is excited to see the results and Governors look forward to receiving feedback. The aim of the project is 'To raise the self-esteem and oracy competence of boys'.</p> <p>AS praises the children and staff for their hard work, in particular writing and spelling which was noted at EYFS moderation recently.</p> <p>HB confirmed it is a pleasure to teach it (helicopter stories) and that the staff are very much enjoying this new approach.</p> <p>Parents were invited to bring children along to a demo on the last inset day and all that were involved shared praise – including the older siblings of children who also took part.</p> <p>AH thanks HB for sharing and congratulates the school on this piece.</p>	<p>HB to send presentation to Clerk</p>
4.	Minutes of previous meeting 23rd November 2017 and Matters Arising	
	<p>It was noted that the any wording relating to 'Educational Psychiatrist' needs changing to 'Educational Psychologist' Thanks to HB for raising this.</p> <p>Governor recruitment AH confirms that she received a query from a potential new Governor (Claire) but has since had no response. AH to chase.</p>	<p>LB</p> <p>AH</p>

	<p>An application has also been received from Mr Damian Vicary. AH proposes that the board accept his application to become a new Parent Governor on the basis that he brings a new skill set to the Board and can potentially replace CL as Safe Guarding Governor. All agree. AH to arrange induction.</p> <p>AM arrives 5.50pm</p> <p>It is noted that there is currently no LA Governor after another resignation however this post does not need to be refilled.</p> <p>AH gives thanks to CL after receiving her resignation. Many thanks for her continued hard work and support and all the best for the future.</p> <p>With 3 resignations of late, AH confirms that as well as Mr Vicary, she has also received an enquiry from Mr Steve Lilley, another potential Parent Governor. She is hoping to fill all of these vacancies with the people who have enquired. AH to contact Mr Lilley again (original email sent 2/2/18)</p> <p>Site manager Defer to next meeting</p> <p>Website AM confirms that Governor section on website is active. AH to check to ensure compliant. Minutes to be listed on request from Clerk. AS to complete 'Website Compliance' excel sheet and return to WMAT by 5/3/18</p> <p>H&S Walk Completed by AM. All issues re-visited since the walk and most have been dealt with. The outstanding issues are;</p> <p>Path to Reception – need funding – as a temporary measure the school have put boarding to make an edge between the mud and the path so it's not a slip hazard any longer. Slabs by back door removed and concrete path in place. Pallets removed. H&S walk to take place again before Easter – AM to arrange a date.</p> <p>Sport funding Clarification needed as to how long funding will last – AS to investigate and confirm.</p> <p>Link governor feedback Defer to next meeting. Governors to submit typed notes to LB before next meeting?</p>	<p>AH</p> <p>AH</p> <p>AH</p> <p>LB</p> <p>AH</p> <p>AS</p> <p>AM</p> <p>AS</p> <p>LB</p> <p>AM</p>
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	<p>AM confirmed that he has received notes re History & Geography. No issues, he will arrange a meeting to follow up. AM to send notes to Clerk.</p> <p>Training SM has completed all mandatory training</p> <p>Check with SH re mandatory training and resend 3 links to all Governors for completion.</p> <p>AS requested that Governors provide their NI numbers to Claire to populate SSR for new DBS requirements. After noting all of the above, the previous minutes were agreed as a true record and signed.</p>	<p>LB/ALL</p> <p>ALL</p>
<p>5.</p>	<p>Chair of Governors verbal report</p>	
	<p>Governor day – 7th March Previously a full day but will follow the same format as last year to allow for better availability. Governors to confirm availability by 21st February. Only required to attend for the morning. AS confirms that the Infant Union Music Workshop will be taking place on the same day and may be of interest for Governors to see.</p> <p>Next AGC date confirmed – 6pm start time as 5.30pm not convenient.</p> <p>LB to confirm how many of each kind of Governor are required which will assist AH with Governor recruitment.</p> <p>It is announced that Claire Weeks has been officially appointed as School Administrative Officer – congratulations from the board. AH gives thanks to Claire for stepping up in the interim. Her hard work has been noted and is much appreciated.</p> <p>AH informs the board that after seeking advice from the WMAT, the school was advised that the salary being offered for the vacant Deputy Head post was not as competitive as that being offered by similar sized schools. A recommendation was made to increase the salary to attract a better calibre and a greater number of applicants. This increase brings the school in line with other schools within the MAT. The new pay range for Deputies is L4 - L8. In light of the increase in salary for the Deputy Head, there was a small increase required for the Head Teacher's ISR. Director of Primary (Matthew Cottrell) to confirm new ISR for school. Did that lead to a greater number of applications? Definitely, we are having to interview over 2 days as opposed to 1 to accommodate the greater number. Are they from the MAT? Some are. It was also noted that the later starting date of September 2018 would have helped to attract more applicants.</p>	<p>ALL</p> <p>LB</p>

	<p>SM needs to leave the meeting. With this in mind, AS & AH request for the board to approve the new Admissions policy for 2019/2020, and the Homework Policy. Governors were given the policies in advance to read and scrutinise, all accepted and approved with no challenges or amendments to be made.</p> <p>SM leaves the meeting 6.45pm. Thanks from AH for his input today.</p>	
6.	Head Teacher's Report including KPIs, baseline data and student targets	
	<p>Attendance figures very good – lots of sickness before Christmas so a huge improvement. AS confirmed that they are continually working with parents to encourage good attendance.</p> <p>Ofsted Data dashboard 2016/17– no areas for concern have been identified by the MAT.</p> <p>AS highlights that expected reserves of 26k will reduce by 20k due to EHC plan numbers dropping with children moving to juniors & funding being lost for 1 child following an annual review. Expected reserves now of 6k so prudent that reserves monitored monthly.</p> <p>New data drop on 19 Feb 18 so Autumn data being used is slightly dated. YTD looking good though. Higher than normal for writing but expected as those children were higher at the end of EYFS.</p> <p>AS noted that the support received from MC on the learning walk has been very beneficial. As an Ofsted Inspector, he is used to gathering information very quickly and that has been a skill that has been useful to learn.</p> <p>Did he give you good feedback?</p> <p>Yes, he will also be doing a book look in March alongside the English and Maths Leader.</p> <p>Staffing</p> <p>No issues to report</p> <p>Wifi</p> <p>Upgrade happening at Easter, agreed to use conversion grant.</p> <p>Can we use remainder for anything else?</p> <p>AS confirms this will easily be used for Buildings costs - astro turf for example.</p> <p>Fencing has come to a halt – MAT site manager who was getting and advising on quotes is not at work currently. No great risk but it needs to be budgeted for future. It was noted that it may not be possible for wait to his return so - AS to contact Kerry in his absence.</p> <p>PTA to possibly fund new path and surface in more permanent way.</p> <p>Reception Garden</p> <p>Application submitted for Tesco token scheme with the help of the PTA. Dave Cook said he might be able to secure sponsorship if not.</p>	AS

	<p>Cleaning contractors Work in progress, AS has met with the Managing Director so hoping to see an improvement. Will review at next meeting.</p>	
7.	Current Admission arrangements 2018-19	
	Noted above	
8.	Proposed Admission Policy 2019-20	
	<p>Noted above</p> <p>AH to email Tor Manuel from St Johns re supporting this process.</p> <p>AM agreed to sit on Governor panel alongside AH if required.</p>	
9.	Homework Policy	
	Agreed as above	
10.	Finance Update	
	<p>On track for predicted reserves.</p> <p>AS confirms that the school are currently spending to support a child prior to an agreement of an EHC plan. She confirms that they have made savings in other areas to fund this support in the interim but is confident that funding will be received. This may cause an overspend in the meantime however as the support was not budgeted for in September.</p> <p>AS confirms that no concerns have been raised by WMAT with regards the budget. The conversion grant covered some of the cost to join the MAT, and some other costs associated. AS to bring update on balance of this grant to next meeting?</p>	AS
11.	SCA (School Condition Allocation) Survey results	
	<p>All planned works for 2017 agreed other than; Lighting – should be cost neutral – loan required to do the work is paid off by reduced energy costs. Site manager for MAT not actioned to date. AS to request for support from Tim Howes so as not to miss the window of opportunity for the loan.</p> <p>Heating – pending examination of pipe work to clarify level of urgency. AS requested harder wearing carpet in Reception area and lino to replace carpets in class 1 and 2. Work will hopefully be completed during Easter holidays.</p> <p>Remaining carpets in classes 1 and 2 school will be cleaned over Half Term.</p> <p>AS expresses gratuity to WMAT for making funds available as budgets had already been agreed prior to the school joining the Trust.</p>	AS

12.	Any Other Business <ul style="list-style-type: none"> - Away Day planning including self-evaluation exercise - Curriculum Plan for 2018-19 - Staffing Structure for 2018-19 	
	<p>12.1 Clarification – what does this mean?</p> <p>12.2 Will plan in term 5/6</p> <p>12.3 Will address at a later date</p> <p>AS confirms that she will attend the Head Teachers conference on 8th& 9th March. She has promoted this within WMAT but to date only JM will attend alongside her. She hopes that others will join them.</p> <p>AS has agreed to move website to WMAT template. Mark Trenchard will be trained to manage updated in house. This will bring the school in line with other schools within the MAT.</p> <p>Is there much work involved in that? Transfer of info, changing formats and taking photos to build into website.</p> <p>Is there a cost implication to the school? Yes, the initial training will be billed – hence why we will manage in house moving forward.</p> <p>Will that come out of the Conversion Grant as well? Yes, we should have enough left to cover it.</p> <p>AS expresses further thanks to former Governor CL for her hard work. She will be missed.</p>	LB
13.	Date of next meeting – 21st March 2018	
	6pm start	AH

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1	Governor Visit forms - do they need to be completed or is the record book sufficient?	Clerk		
2	Invite SB & TN to attend 'Governance, how to improve your school' training.	Clerk	22 Feb	ASAP
3	Book AH on 'Single Central Record Workshop'	Clerk	28 Feb	ASAP
4	HB will attend the 'SEND Ofsted Readiness' Training on 1/3/2018. LB to invite CP to attend also.	Clerk	Update at next AGC	21 March
5	Skills Audit - SMc said he had completed previously, LB to check for this. Paper copies handed out during the meeting, all to complete and return to Clerk asap. LB to send soft copy to AH to include in inductions pack sent to new Governors.	ALL / Clerk	Update at next AGC	21 March

6	Action Research Project - HB to send presentation to Clerk	HB		ASAP
7	Previous Minutes - It was noted that the any wording relating to 'Educational Psychiatrist' needs changing to 'Educational Psychologist'	Clerk	Update at next AGC	21 March
8	Contact 'Claire' & Mr Lilley - potential new Governors	AH	Update at next AGC	21 March
9	Arrange induction for Damian Vicary	AH	Update at next AGC	21 March
10	Agenda point 'Site manager' Defer to next meeting	Clerk	Update at next AGC	21 March
11	Check Governor section on website to ensure compliant	AH	Update at next AGC	21 March
12	Complete 'Website Compliance' excel sheet and return to WMAT	AS		5 March
13	H&S walk to take place again before Easter – AM to arrange a date.	AM		
14	Sport funding - Clarification needed as to how long funding will last – AS to investigate and confirm.	AS		
15	Link governor feedback - Defer to next meeting Governors to submit typed notes to Clerk before next meeting	Clerk ALL	Update at next AGC	21 March
16	AM to arrange a meeting re History & Geography and send notes to Clerk	AM	Update at next AGC	21 March
17	Check with SH re mandatory training and resend 3 links to all Governors for completion	Clerk / ALL	Update at next AGC	21 March
18	Governors provide their NI numbers to Claire	ALL	Update at next AGC	21 March
19	Governor day – 7 th March Governors to confirm availability by 21 st February.	ALL	7 March	21 Feb
20	Confirm how many of each kind of Governor are required which will assist AH with Governor recruitment.	Clerk	Update at next AGC	21 March
21	Check if official wording is required to agree a new policy	Clerk	Update at next AGC	21 March
22	Fencing – contact Kerry	AS	Update at next AGC	21 March
23	Finance - bring update on balance of grants to next meeting	AS	Update at next AGC	21 March
24	Speak to Tim Howes re Loan for Lighting	AS	Update at next AGC	21 March
25	'Away Day planning including self-evaluation exercise' What does this mean?	Clerk	Update at next AGC	21 March
26	Confirm 6pm start for next meeting (21 March)	AH		ASAP

Signature (Chair of Governors) :

Date :