

Minutes

MEETING TITLE	Chandag Infant School AGC Meeting 4
DATE OF MEETING	Wednesday 21 st March 2018
MEMBERS PRESENT	Amanda Haskins (Chair) Annie Smart (Head Teacher) Helen Bancroft (Staff Governor) Andy Muncer, Catherine Phillips, Damian Vicary, Stuart McManus, Carol Morris (Attendee) Lucy Bees (Clerk)
MEMBERS NOT PRESENT	Trish Nethercott, Simon Butler
DATE OF NEXT MEETING	Wednesday 23 rd May 2018

Executive Summary:

- The school has attracted new governors to fill vacant positions
- Admissions ranking exercise has taken place and the school remains a popular choice within the community
- Positive school performance update

		Action
1.	Safeguarding Governor SCR check	
	Defer until after Easter holiday – not managed to meet to discuss	AH/ AS
	Claire to send DBS application for Catherine, Damian and Steve Set up school email address, GVO welcome and permissions and email group for Steve Lilley	AS / CW
2.	Welcome and Apologies - Quorum	
	Apologies and absences were noted and agreed as above	
	In attendance – Carol Morris	
	AH to speak to SB re whether or not he can continue as a Governor	AH
	Welcome Carol Morris – introductions from all	
3.	Governance Issues	
	- Declaration of Business/Personal Interest	
	- Governor monitoring and school visits since last meeting	
	- Governor Visit forms	
	- Governor training	
	- Skills audit	

	<p>No new declarations made</p> <p>AH has attended several times for various tasks and catch ups with AS Governors attended a Governors Morning</p> <p>Chat to CW re Governor Visit Forms</p> <p>AH completed SCR & Safeguarding training and mandatory training, Damian has completed all mandatory training AH requests for somebody to attend strategic briefing for chairs alongside her on 22nd March – CP will attend future but not enough notice</p> <p>HB to attend SEND training- rearranged</p> <p>12th April – BANES wellbeing Toolkit, Karen Evans attending, anyone to attend with her? Gov's to let Clerk know if they want to attend. 3pm</p> <p>AH to email Clerk skills audit LB to chase Trish and SB as well</p> <p>Check Damian permissions on GVO</p>	<p>AH</p> <p>AH Clerk</p> <p>Clerk</p>
4.	Minutes from previous meeting & Matters arising	
	<p>The minutes were agreed as an accurate and true record</p> <p>Damian buddied up with Andy as a new Governor</p> <p>WMAT site manager left, currently no replacement – access to Kerry, can he give school any hours to do jobs? Unsure so clarifying with Tim Howes.</p> <p>Thank you to CP for work on website</p> <p>HSE Walk to happen Thursday 12th April - AM, AH, RAY (Caretaker) HB &CW</p> <p>Sports funding continuing for another year at least.</p> <p>Link Gov feedback needed from AH, received from AM and CP</p> <p>Governors to provide NI number to CW, LB to email non attendees</p> <p>Look at Governor titles and ratify at next meeting - parent or co-opted?</p> <p>Fencing – quote received too expensive. Kerry to follow up with more quotes</p> <p>7K left from 25K from conversion grant, some will be spent on hosting new website – not paying Wellsway to build the new one as staff will manage at a lower cost.</p>	<p>AS</p> <p>AH</p> <p>Clerk</p> <p>AH</p> <p>AS</p>

	<p>Area flooding in playground, paid to have it successfully drained, priority as it was dangerous, fenced off but dangerous for children. Paving improved for end of day leaving What's left will be spent on buildings and maintenance and an upgrade to WIFI. Not much left but good value from funds spent.</p> <p>Tim Howes looking into loan re lighting, chase – concern that deadline would have been missed</p> <p>Heating pipes have been looked at, report gone to MAT so unsure of exactly what will happen Carpets in reception classes being replaced with lino</p> <p>AH to write up about Governor day and LB upload that to fulfil away day for MAT</p> <p>Clerk advises about the potential of sharing the away day with another school</p>	<p>CW / AS</p> <p>AH / Clerk</p>
5.	Chairs verbal report	
	<p>3 governors attended to take part in ranking exercise – AH, SM and AM. Clear guidance received and checked – 1 query raised Not sure if it's 1st, 2nd or 3rd choice, good exercise and great to see popularity of school within community. Thank you to those that attended. Completed by school and Governors checked. Really keen to maintain high profile as new school being built. Lots of media required from WMAT</p> <p>Pupil written review of science dome which was published in the Keynsham Voice. Credit Claire weeks, juggling lots of work but always mindful and proactive for media interest</p> <p>Governor morning, really productive – clear focus from AS re feedback initiative of story squares – aim to get more boys to standard in writing & oracy. Can they tell a story? Can't write until you can tell. AH & AS provide overview for those that weren't present in the last AGC. Really see the impact already for the children taking part – clearly see the progress that has been made. AS says writing outcomes very impressive. Phonics also a focus for the morning. HB did music workshop, attendees from 5 other schools. Children really engaged & enriched from opportunity. Infant union of school – special and esteemed group to be part of. 6 in BANES – 1 workshop per term for able children in that subject to work together. Making friends and gaining confidence by going to other schools. Children really enjoy hosting other schools and children. Really enjoyable for staff to work with people as focused on that subject.</p>	

	Code of conduct form signed and KCSIE 2016 signed by all present	
6.	Head Teachers Report	
	<p>Attendance looking really positive – SEND and non-SEND As checking reasons and details for any pupils below 90% Scarlet fever and slap cheek on the increase</p> <p>As highlights not matching targets, y2 confident they will meet but this time of year not enough evidence – no concern. 85% on track for good level in reception, highest figure ever, testament to method of teaching in reception</p> <p>Booster groups T5 in writing for y2 to help to get to standard, not greater depth</p> <p>Maths focus last year, on track to maintain this year</p> <p>Conducted Deputy Head interviews, appointed really strong candidate, look forward to her starting in Sept – from AH, lucky to secure her.</p> <p>Research project happening after Easter, update at next AGC.</p> <p>Thank you to Anna Seal who successfully secured healthy outcomes award Measurable data, children who understand about sugar content and what we should be eating. Increased 55%. Pledges made by staff and parents. Rainbow scale assessment identified low self-esteem and sense of wellbeing, wanted to increase 10% successful also. Sarah stone working with certain children developing physical involvement, increased confidence, nurture groups with TA's.</p> <p>Do children and parents understand about any extra support? Yes, if anything extra is happening they will definitely be informed Then they can build on that in their own environment</p> <p>PELT providing templates for HT's reports so they can be fed back to Trust Board. Welcomed by AS</p> <p>Staffing – is there sufficient support without dep head? At the moment, good structures in place, support greatly appreciated</p> <p>Facebook and Twitter – do parents tick to say ok for photos? Safeguarding – are children checked to see whether they can go online? These questions were asked in relation to the Photographer on the Governor day It was difficult for the photographer to know who could and couldn't be photographed so they were advised to photograph all, and then send all photos to AS to be filtered. Is that for fb and twitter too?</p>	

	<p>No, only Claire can post and she has a spreadsheet that is checked before any uploads</p> <p>Governor photo for fb or twitter? No objections, would be good but need to think about how and when. Take group photo at next AGC? Reply to Claire to tell her what the plan is as she instigated this.</p> <p>Staffing update next term – changes but until confirmed can't discuss</p> <p>Parent comment, is there a Wellsway nurse available? Some parents have started to see her and then she has been off sick regularly so continuity has been lost. HB says yes, available and accessible if we need them - Virgin Health can provide cover. Parents should go to HB and she can coordinate.</p>	
7.	Finance Update	
	<p>Budget not in deficit but reserves have gone down - lots of changes inc adopting MAT budget mid-year £2500 BEMIS Bill from last year - arrived late and has now been paid MAT underestimated cleaning costs by £2500 and this has eaten into reserves. AS continuing to monitor cleaning - some improvements but still being monitored, particularly safety issues, mopping floors without signage etc. Using WMAT cleaners now. AS met with CEO of cleaning company, weren't getting consistency. Feedback at next AGC.</p> <p>How are other schools finding them? Same</p> <p>Supporting 2 children with TAs, not budgeted for - will come out of staffing budget and be an overspend in this area but is necessary for teaching to continue for other children. Long process but it has been approved by WMAT and supported by MC who is always helpful and understanding.</p> <p>Will WMAT fund from their reserves? If you're going to spend your reserves you have to make a case for it</p> <p>Lots of new costs inc Pension deficit, this not had to be paid before, apprenticelevy which will have cost implications – new costs, compliance checks not repeated</p> <p>Apprenticeship levy covers 1 day at college and you pay the rest for wages</p> <p>Could do with MAT leading on extra funding available as budgets are much tighter</p>	

	<p>Any big savings now we are part of WMAT? Haven't seen them this year? Just building next Year's budget. Should see savings from energy</p> <p>We must protect vulnerable groups, we must have enough money to support them We have done with MCs help.</p> <p>Staff insurance premium, high this year but not as high as it has been. That should come down, just getting quotes.</p> <p>Risk register - still don't have, small working group to create that. Example from TH, AS requests help from a couple of people. CP will help and AM, will look to re write.</p> <p>PELT decision for Sept - Extra tests - impact on children? Standardised books/ tests for all schools – 3 times per year, have always felt secure in teacher assessment but different schools doing it differently, needs to be standardised. Heads looking at cost and giving feedback. AS needs to cost and come back to board to discuss – concerned about cost, time and workload. AS to feedback to discuss at next AGC – agenda point</p> <p>Financial aspect and over testing children? It must be meaningful to the school, not just to provide figures to trustees If it's useful to monitor then a productive exercise, feedback from schools already doing it would be good. Concern about results not looking like progress as tests later in year are harder.</p> <p>Is the purpose to compare between WMAT schools, or just track in school? Bit of both</p>	Clerk
8.	<p>SDP Review and SEF</p> <p>RAG'd for easy viewing, lots yellow as part way through year so ongoing Karen Evans taking lead with wellbeing</p> <p>SEF – shorter and bullet pointed with help from MC. Currently end of last year data, updated as and when. Follows OFSTED criteria.</p> <p>MC's opinion is that Management and Leadership can only be Outstanding if data is Outstanding - is that really the case? Results don't mean good team or not? Look at next data drop and asses</p>	AS
9.	<p>Equality and Diversity Report</p> <p>Don't have report, still haven't received example – defer to summer term</p>	Clerk

10.	Staff Survey Outcomes	
	<p>9/30 staff, middle of nativity and staff thought wrong survey Next one encouraged for 100% completion HB gives overview with presentation – results from school and MAT Interesting to see how MAT questions develop as people learn Not very transparent as numbered scores but staff not aware of what numbers mean so unclear what their intent was when they answered Interesting to see how it changes Could do with comparing MAT to MAT to see if problems are across the board Questions need to be more accurate – which team, year group etc</p> <p>AH to bring up at chairs committee re scoring Inform AH when next Chairs committee is for MAT</p> <p>Wellbeing team to form action plan using data – quick wins, longer term changes? Team meeting about it. Feedback any updates</p> <p>Parent survey going out next term, feedback via presentation at next AGC. Pupil and parent results</p>	<p>AH Clerk</p> <p>AS</p>
11.	Policies	
	None to review	
12.	Recording of SCR check	
	Defer	Clerk
13.	Date of next meeting	
	<p>Wednesday 23rd May 2018</p> <p>AOB</p> <p>NEW GOVERNOR STEVE LILLEY – AH to check parent and co-opted numbers and advise him on his position. Good experience, all agreed although noted that opening line of application was about supporting child. Must be here for whole school not just for your child. Ratified appointment as governor.</p> <p>SAFEGUARDING AUDIT –BANES LSCB all have seen and understood, AH to sign electronically or physically. All governors ratified its approval</p> <p>The meeting closed at 8.15pm</p>	<p>AH</p> <p>AH</p>

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1.	Complete SCR check	AH / AS		ASAP
2.	Complete admin and DBS requirements for new Governors	AH / CW		ASAP
3.	Contact SB to see whether or not he can continue as a Governor	AH		ASAP
4.	Chat to CW re Governor Visit forms and ensure they are being completed	AH		ASAP
5.	Complete skills audit and send to Clerk	AH/TN/SB		ASAP
6.	Check with TH re site manager	AS	23 May	
7.	Send Link Gov feedback to Clerk	AH		ASAP
8.	Governors to provide NI number to CW, LB to email non attendees	ALL / Clerk		ASAP
9.	Look at Governor titles and ratify at next meeting - parent or co-opted?	AH	23 May	
10.	Follow up re quotes for Fencing	AS	23 May	
11.	Chase TH re loan for lighting	AS / CW		ASAP
12.	Write up about Governor day and clerk to upload	AH		ASAP
13.	Agenda point for next meeting – Extra Testing	Clerk	23 May	
14.	MC's opinion is that Management and Leadership can only be Outstanding if data is Outstanding - is that really the case? Results don't mean good team or not? Look at next data drop and asses	AS	23 May	
15.	Equality and Diversity Report & SCR check– defer to next agenda	Clerk	23 May	
16.	Raise scoring issues for staff survey at Chair's meeting	AH	12 April	
17.	Wellbeing team to meet form action plan	AS		ASAP
18.	NEW GOVERNOR STEVE LILLEY – check parent and co-opted numbers and advise him on his position	AH		ASAP
19.	Sign SAFEGUARDING AUDIT – BANES LSCB	AH		ASAP

Signature (Chair of Governors) :

Date :