

Chandag Infant School Local Governing Body Meeting 22nd November 2017



Minutes

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| MEETING TITLE | Full Governing Body meeting 1 |
| DATE OF MEETING | 22 nd November 2017 |
| MEMBERS PRESENT | Amanda Haskins (Chair), Trish Nethercott, Andrew Muncer, Stuart Mcmanus, Annie Smart (Headteacher), Anna Seal (staff governor), Annette Halliwell (Clerk) |
| MEMBERS NOT PRESENT | Claire Langley, Simon Butler, Catherine Philips |
| IN ATTENDANCE | Tim Spratt - Vice Chair, WMAT Trust Board |
| DATE OF NEXT MEETING | 31 st January 2018 21 st March 2018 23 rd May 2018 27 th June 2018 All starting at 6.30pm at the school |

| | | Action |
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| 1. | Welcome | |
| | Apologies and absences were noted and agreed as above. Tim Spratt was introduced to the group | |
| 2. | Declaration of Pecuniary Interest | |
| | Forms for the current academic year were completed and no pecuniary interests were declared at this meeting. | |
| 3. | Tim Spratt – WMAT Trustee – governance discussion | |
| | <p>TS introduced himself to the group and explained his reasons for attending and outlined the points he wished to convey</p> <ul style="list-style-type: none"> The most important message to get across is that the value of governors in a WMAT academy has not and will not diminish in importance because you are part of a MAT. Some roles will change, some areas will move to the Trust for example; legal, financial and administrative. <p><i>Andrew Muncer joined the meeting</i></p> | |

- **TS** sought to reassure the group providing background on his role at Oasis as it went through the academisation process, he has been through this as a governor and appreciates the concerns that can arise
- There is still a responsibility for SEND, safeguarding, PP, and in **TS**'s view a really important responsibility for an ambassadorial role with parents and carers
- Most important groups are parents, staff and pupils - need LGB to properly support all groups, trustees can't do this by themselves
- **TS** talked about the chairs forum, this will be a coming together at regular points to discuss matters affecting one or another school – the trust board expect feedback from this group – the board wants to know what is going on in our schools. Morale for example, attendance, head or governing boards aspirations. It may be that chair chooses to have a chat with **TS** or another trustee, this will be welcome. Do not need to save up all issues for the chairs forum. Obviously, this applies to appropriate issues of importance.

TS invited questions now or through the **clerk** or **AS**.

- The supporting papers have been very carefully thought through – an open forum at IKB drove change to the final documentation – this shows that trustees there were indeed listening
- **AH** and **AS** don't feel that it should be a Headteacher that leads the chairs group – **TS** agreed – governor or trustee is critical friend to head/principal/CEO - role in chairs group must be independent. **TS** will feed this back to sub committee
- **AH** we need a degree of separation, thinks this has been changed in the SoD - only other comment around curriculum - changes to area where trust board sets curriculum policy - concern as infant school is that it would be hard to have a universal curriculum **TS** - you need to see this from a very broad position - more about consistency - we are composed of secondary, primary and infants - need to dispense with word 'transition' - better word would be 'consistency' of education - this is the thinking behind this point. **AH** we would still be able to create the curriculum we want to deliver with an umbrella overview of the curriculum? **TS** – yes. **AH** this answers my question. **TS** – this provides one of our selling points - consistency not transition. **AH** - makes it seem very exiting - this is what we want for our children.
- **TS** - if you have any questions - please do pass these through **AH**. **AS** – asked **ASe** if staff feel there has been a difference **ASe** - Quite relieved that there does not seem to be much difference – there are issues around budgets and time taken to access resources. Hope is that this is an adjustment process.
- **TS** reassured the group that every effort will be made to

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| | <p>resolve this - wants to know if this continues. Don't be slow in coming forward, can't fix if we don't know its broken.</p> <ul style="list-style-type: none"> • TS - aware that big issue is need for new deputy head - hope that with MAT behind you, you might be more successful. TS - hope that where you have gap - get on to MAT HR and ask for help. AS they are one of the more supportive teams we have dealt with. • AS – checked that the Board would have a monitoring role rather than an implementation role re the Collective Worship Policy, as this needs to encompass both church and community schools and be jointly created through MELT.AH happy that this will be covered at school level under a trust wide policy <p>AH asked if all were happy to ratify the scheme of delegation and terms of reference</p> <p>All agreed</p> <p>AS lots of good feedback around the conference - AH can't wait for the next one</p> | |
| 4. | Minutes of the previous meeting and matters arising | |
| | <ul style="list-style-type: none"> • FGB 27th September – the minutes were accepted as true record and signed <p>Matters Arising:</p> <ul style="list-style-type: none"> • Recruitment of New Governors – Helen Bancroft has passed details of a lady who might be interested - may be a parent that is interested as well • AS to send out a closing date and info around election if more than two candidates. This to be Friday 1st December. AH hope to get them on board before Christmas <p>Governor training</p> <ul style="list-style-type: none"> • Judy Foster providing date - once this is given AHa will carry out training and check SCR • AH would like to find out about training for governors - AS - did not get a refund on SLA with BaNES so should still be able to access training through Governor Services at BaNES until end of march <p>Update on Campus Manager - AS</p> <ul style="list-style-type: none"> • AS - Kerry has always worked at WW - now has expanded role - is available for certain duties with WW, Chandag Juniors and Infants – this is so that Mike Perrin can be MAT premises | <p>AS</p> <p>ASe</p> |

manger - **AS** has asked Tim Howes for a job description for Kerry so that she knows what she can ask for. Kerry has asked to meet with **AS**, she needs clarity before meeting with him

Feedback on possible upgrade on lighting - AS

- **AS** – various companies have been round to look at this and a case is being made for an eco-friendly saving which will be approved for a grant. The saving needs to balance out over 8 years with the cost of the job – Mike Perrin has been taking the lead on this and **AS** is waiting to hear back from him. **ASe** - now? **AS** - this year hopefully

Impact of EHC review - HB

- **AS** - Helen has been to a training session on re-banding and thinks that it is better now - six bands - doesn't think that any of our children would have a negative reduction in their allowance - will be looked at in reviews. Staff working with these children know that their job is dependent on this. This is to be reviewed at meeting following this becoming final (spring)
- **Business Continuity Plan** supplied by WMAT? –**AS** has worked with WMAT format and this is in place - only difference was it didn't have named people, roles would be allocated at the time, depends what day this occurs
- **Website** - Trish - not able to find governors page - **AH** may be because Helen was on it - **AS** - it is there now. Still needs changing
- **Attendees at meetings** - **AH** will review this document and send to Catherine. **AS** - could Sue Holdaway look at governor's files when she is back to make sure they are up to date
- Pay committee 11th October and 7th November – this was to ratify pay awards, second one was to review **AS's** pay - any questions? None – all agreed **AH** signed minutes
- Finance, Buildings and Personnel 17th May, 27th September - Simon butler to be asked for May minutes - **AH** to ask him
- All happy to sign off September minutes – **SM** signed these off
- **AH** sent email to Chairs of old committees to inform **AH** of any agenda points carrying forward to make sure they are covered
- H&S walk happening on Monday
- 25 September standards and curriculum committee meeting minutes approved and signed

Clerk

HB

Clerk

AH

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| 5. | Chair's Report - verbal to include feedback from Lockdown process and update on increased Sports funding | |
| | <ul style="list-style-type: none"> • Lockdown report - AH was in attendance for the run through - no panic, no fuss - whistle is used and sleeping lions is the game - which class can be the quietest - Claire takes all registers - all under tables in own classrooms SM - what do the children think? - AS - they think they are playing sleeping lions - no negative language around terrorism etc. process is now recorded - successful exercise. Children were not afraid - de brief took place in staff training - some good learning that came out of this was that not every teacher had taken a register - good learning for next time 1minutes and 15 seconds from whistle blowing to last door locked, happened at playtime. AH really impressive. Lunch time would be a challenge but will try this next time. Staff will not always be told in advance. AH congratulations to the staff on this • Update on sports funding - 16k rather than 8k AS investigating ways of using that funding - forest school can be encompassed in this as well as healthy schools project – funds can be used as long as a physical outcome can be evidenced - Juniors are interested in forest school providing an opportunity for joint funding. Sarah Stone to be trained in order to provide this. AS would like to have an outdoor classroom set up – has access to an advisor running forest schools as Bathampton, looking at how this could be achieved. Tesco have offered for Chandag Infants to be part of the token scheme, will look at accessing this - want to continue the work Sarah Stone does with disadvantaged and high achieving pupils - keen on buying 'real PE' Sarah Stone costing this and price of forest school training. AH do we get this funding every year? AS not had confirmation on this as yet | |
| 6. | Headteacher's Report and SIP | |
| | <ul style="list-style-type: none"> • Attendance 95.8 for term 1 - reason being sickness bug swept through the school. AS has gone through attendance and apart from one unauthorised holiday all is genuine sickness. Only have 2 PP attendance for this group was 98.2. SEN was 96.7 for 19 children. Attendance below 90 is considered persistent absence arriving after 09.15 is coded as unauthorised. We have a family who has now agreed to support, this should help to improve the situation • New pupil on roll - back up to 180, now full • Admissions policy - had changed but were told by BaNES that they cannot do this - can change in September 2019. | |

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| | <p>Approval possible in April 2019 but cannot implement until September 2019 - old information still on website - AH do we still need to be responsible for this AS yes - governor panel of three to be included in this in January</p> <ul style="list-style-type: none"> • AS - hoping to work with Dave Cook (new trading manager) to promote the school • AS demonstrated ASP for the group. Impossible to make comparisons - more about measuring whether or not the gap closes over the period of time in school. AH as heads would you want your data shared with other WMAT schools? AS what I would like to see is Ofsted dashboard, wants to see if this has any further analysis. Have been approached by outside companies who have seen the data - must have been sold by government • Major figure driving SIP is gap between girls and boys results in Writing, much better in Maths. AH whole aim of Ofsted is to be more robust - does not feel that new ASP supports this. PN - on inspection much more time will be spent talking to staff and children- AH unscrupulous head could whitewash these figures. This is annual data - this is instead of Raise online - need to look at Ofsted dashboard at next meeting - item for next agenda • Observations have been going on in school - looking at kind of feedback we give children - have seen very good examples of this • 38 'incidents' since start of term - higher than in past - there are 4 pupils that the majority of these are attributable to - are putting measures in place to deal with this internally and externally. All being supported, and parents are on board with this. SM - what is an 'incident'? AS - a hit, kick, pinch - physical incident - behaviour panel monitor this number to see if intervention is working • SM – what is 'spy talk'? AS this is a way to keep noise down in the dining hall, speaking more quietly - working well, don't want to say silence as we want them to be sociable - need to learn difference between inside and playground - AS is keeping on top of this and feels that the children are better at this this year • Bristol standard - ASe - a lot of work for the early years team - not achieved by many schools - it is ongoing once you achieve the standard - helpful to keep standards high - helps the team to reflect on their practice. They identify their next steps and how they will get there. Letter from EY consultant confirmed achievement and was very complimentary about the work done by the team. This letter was shared with the governors. | <p>AS</p> <p>Clerk</p> |
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| | <p>This is evidence provided by teachers and TA's lots of evidence of theory going into practice. Will be an annual review to ensure standard is being upheld</p> <ul style="list-style-type: none"> • Wi Fi - will be around 2.5k as part of our top slice we have the services of Richard May - head of IT at WMAT he is working with us in an advisory capacity, he will also seek quotes - he has recommended the best option and what has been proposed to Kirstie Harding is that we use some of our conversion grant to rectify this issue. Not going to replace server as down the line there is a MAT server that we can access - would have to give Apollo notice - have said to Richard we need an offer of what the curriculum support would be from WMAT, currently rely on remote support. PN - been happy at Saltford with WMAT support AS - good to hear. AH governing body have been asked to give approval for conversion money to be spent on this - all agreed • Fencing – AS wants to put more in between Infant school and Wellsway - need to add mesh in some areas and repair gap where shed was removed. Need to gravel and flatten on area and increase lighting to the rear of the school. AH everyone in agreement? All agreed. AS will go around with Mike Perring and prioritise work - damage to verge will be sorted by company that was responsible - damage was caught on camera | AS |
| 7. | Budget | |
| | <ul style="list-style-type: none"> • AS - gave out a summary paper, would like to point out revised reserves of 26,580 if we keep to all set budgets this is what we should have surplus - problem is if child is seen by educational psychiatrist and needs support - we would need to spend around 6k before we are allowed any top up funding, going to straight away go into this money. This has been calculated on income for SEND on rate we were getting in July - had 8 then now have 3 won't get same level of income. Concerns have been raised with Kirstie Harding - she is happy to meet with AS termly and keep a close eye on this. AS will take her up on this. AS has been asked not to spend this money without a business case being made to MAT - would not be frittered away - can see how quickly this would be eaten up without any real spending taking place. • Teaching has been an underspend as no deputy head in place - from January want to have acting deputy head so this figure will increase. Going to take another look at staffing figures - will know SEND income per month in December - will go above average spend and Kirstie Harding has advised applying for emergency funding - evidence for high level of need - acting now and swiftly as we have parental support | |

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| | <ul style="list-style-type: none"> In other expenditure, in EO that is money to behaviour panel and catering costs - confidential - thought is not to pay into behaviour panel and go more for a pay as you go. Matthew Cottrell and Tim Howes are looking into this. AS - not going to recreate panel but have some shared services i.e. educational psychiatrist, better access. Were hit badly last year going from 2 plans to 8 - we are giving the children what they need and that has to come first - will keep group updated on this Budget has been approved by the Trust Board | |
| 8. | RAP | |
| | <ul style="list-style-type: none"> AS – want to look at next term - a lot of actions have been completed - have ragged the SIP - RAP agenda item for next meeting | Clerk |
| 9. | Feedback on continuation of REAL project | |
| | <ul style="list-style-type: none"> TN gave a short explanation of the project and fed back on a presentation attended - we are still doing this but not paying into it - basically it is about ‘mark making’ – a way of engaging parents before the children come into school - AH do you look for children that might need extra support? AS - you are building relationships with families which will help immensely once the children start school. Hoping to involve 3-4 Playgroup in this. Need preschools to buy in to this - which is why a nursery here would be so amazing AH thanked TN for her work with this | |
| 10. | Risk Register | AH |
| | Defer to next meeting | Clerk |
| 11. | Scheme of Delegation | |
| | Covered under previous item | |
| 12. | Link Governors Meeting - Feedback | |
| | <ul style="list-style-type: none"> AH - met with ASe to look at science, will pass notes to new clerk, meeting was really informative - ASe showed lots of what is happening in science and AH thanked ASe for the meeting. Notes to be circulated The IKB visit was so inspiring and a fantastic opportunity that the children are still talking about TN - my meeting with CP was really positive - good to see early years go from strength to strength could see where we | AH Clerk |

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| | <p>started and where we are now - money is still an issue - funding takes time to process - AS looking at this, quotes are in for surface as well as climbing frame</p> <ul style="list-style-type: none"> TN - lots of fundraising exercises came out of this meeting. A very language rich environment. SM - still needs to arrange his visit - will endeavour to do this. TN to meet with CP and Jenna. AM met with Karen re RE (Emma not available to discuss Hist/Geog, a good session. Went through work, still early days for Karen but talked through British Values etc. evidence was kept. AS we are moving towards an electronic portfolio – this will provide evidence of rising standards in all subjects AH please formalise your notes and pass to AH for circulation. Review at next meeting – to be put on agenda | All Clerk |
| 13. | Completion of On-line Mandatory Courses | |
| | <ul style="list-style-type: none"> Certificates to be handed in. Jo Sammons has circulated a link - SM has done all three of them - AH has done one - FGM, CSE and Prevent. AS has been doing some training with SMSA as some Ofsted inspectors are asking questions of these staff around noticing signs of sexual exploitation etc - we must consider that anything is possible, and training is important Deadline for completion of training will be next meeting on 31st January | |
| 10. | Any Other Business | |
| | <ul style="list-style-type: none"> Chair of old sub Committee to review any matters arising and send in to be included on next agenda Card to Emma - AH For the Minutes – confirm Jo's resignation as Clerk and minute thanks from the LGB The H&S walk will go ahead | ?? AH |

Action Record – Exclusions Basis

| | Action | By Whom | Meeting Date | Due Date |
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Signature (Chair of Governors) :

Date :