



MINUTES OF A MEETING OF THE GOVERNING BODY OF
CHARLTON KINGS INFANTS' SCHOOL HELD ON MONDAY 20TH MARCH 2017

Present: Mr J Atack (Chair)
Mrs J Bagley (Jt Vice Chair)
Mrs T Bevan
Mr D Burke
Mrs H Crocker
Mrs H Eggelton
Mr P Engelbrecht
Mrs K James (Head teacher)
Mr A Jones
Mrs J Jones
Mrs M Main
Mr W Partridge
Mrs R Pritchard
Mrs C Russell
Mrs V Storey
Mr S Thomas
Mrs F Tyler

In attendance: Mrs K Marquess, Clerk

The chair welcomed everyone to the meeting.

Action

20/03/01 Apologies

Apologies were received and accepted from HSc and HS for their absence from the meeting and HC/FT for lateness.

20/03/02 Register of governors, contact details and register of interests

This was signed. The chairman reminded all governors to pass any change in contact details to the clerk for updating. There were no additional interests to be declared.

20/03/03 Chair's business

- a. Appointment of SIP – the chair referred to the minutes of the extraordinary curriculum committee where the appointment had been discussed together with the work undertaken to date.
- b. Teaching and Learning Audit – to be covered under item 6. Head teacher's report.
- c. Annual meeting with staff – discussion took place regarding the annual 'informal' meeting between governors and staff. It was agreed that 3 meetings be held this year; 1 with teachers and 2 with support staff. It was agreed that the HT and chair would liaise with the clerk to arrange.
- d. GB skills audit – **THE CHAIR REMINDED THOSE GOVERNORS WHO HAD NOT UPDATED THEIR FORMS TO DO SO ASAP.**
- e. NGA membership – the chair confirmed that this had been purchased and the **CLERK WOULD CIRCULATE DETAILS TO ALL GOVERNORS.**
- f. Fisher Family Trust (FFT) – discussion took place regarding the information available via FFT as an alternative to RAISEonline. The HT felt that the governors' main focus should be the data available on the Ofsted data dashboard. The FFT allows us to analyse data in more detail and provides a clearer understanding of what was going on with a particular cohort.

ALL

Clerk

FT arrived at the meeting

The chair welcomed FT to the meeting and congratulated her on the birth of her baby boy.

- g. Succession planning – the chair confirmed that a staff governor had tendered their resignation as they had secured alternative employment. The chair, on behalf of the GB, thanked the staff governor for their contribution to the GB and wished them luck in their new role.

Action

In addition the chair confirmed that a parent governor had requested leave of absence from their duties until the next academic year. All those present unanimously agreed to accept this request. In view of these changes the chair requested that **HSC JOIN THE ESC AND THE PAY PANEL AND PE JOIN THE STAFF & PAY APPEALS PANEL.**

Clerk

HC arrived at the meeting

20/03/04 Minutes of previous meetings – 23.11.16

The minutes were approved by all those present and signed as a true and accurate record of the meeting by the chair.

20/03/05 Matters carried forward, not covered elsewhere

MAT - The HT confirmed that she had recently met with the local cluster HTs and discussed current school community thinking around MATs. The HT reported that she had also met with the SIP who had recommended a consultant who could visit and discuss MAT options with cluster HTs and chairs regarding MATs and future opportunities.

A member governor shared the current thoughts of a local senior school with the governors.

The governors recognised that this is an important subject and the need to engage further on local MAT developments.

Planning provisions for OT equipment – the HT confirmed that previous issues with storage of mobility aids had been resolved. The clerk confirmed that the F&O committee will address future environmental changes to accommodate the child currently in YR as they move through year groups.

The chair asked if the parents are happy with the school provision. The SENDCo confirmed that they were delighted.

Learning Walk – **IT WAS AGREED THAT HC WOULD ATTEND THE ESC LW ON 22.3.17.**

HC

20/03/06 Head teacher's report

The HT referred to her report which had been circulated prior to the meeting.

HE left the meeting

A governor complimented the new format, in particular the headlines front page which provided a useful key snapshot. The HT confirmed that following a recent appeal we now have 91 children in Y2, 90 in Y1 and 89 in YR.

The HT referred to the attendance data which highlighted 8 sessions of unauthorised absences out of a total of 57,671 in the period 16/12/16 to date. This has been a result of the HT's decision not to allow pupils to be taken out of school for anything other than exceptional circumstances.

HE returned to the meeting

The HT referred to the recent findings following the safeguarding audit and the actions taken to date. The HT stressed the importance of safeguarding and child protection to be a regular feature at every GB meeting. In addition there are several areas which also need to be included in the report, ie reporting of accidents, racial incidents as well as parental complaints.

Another main focus of the new HT report is Pupil Premium and the HT confirmed that this is an area Ofsted will focus on and therefore the governors should be aware of what we are doing and the impact it is having on these children.

[A governor questioned the ambitious targets for Y2.](#) The HT confirmed that these targets are based on the results from the end of EYFS and reflect the expected progress. Further the HT outlined the measures currently in place to help to achieve these targets. The HT also confirmed that during a recent visit the SIP felt that a tremendous amount of work had been achieved since January which had been really effective.

The HT also outlined the learning behaviours which are currently being trialled in each year group to develop the children's resilience and challenge.

[The chair asked the HT how the Y2 maths groups were being taught;](#) the HT clarified the current arrangements.

School Improvement Plan (SIP) and SEF – the HT referred to the SIP and confirmed that the GB strategic planning meetings and resulting developments will form part of this document. These documents will be discussed further at the curriculum committee meeting on 30th March.

Discussion took place regarding the future development of the outdoor provision. The HT briefed the governors regarding proposed plans to reconfigure the classrooms as well as the outdoor areas.

The chair thanked the HT for her comprehensive report.

Ofsted questionnaire – the HT confirmed that she would like to issue a questionnaire to all parents to ascertain if their children feel safe at our school and if parents are happy with the current attainment levels. Following discussion it was agreed to set up an online questionnaire to be issued to all parents after the Easter break.

Discussion took place regarding Ofsted inspection of safeguarding procedures. The HT confirmed that NO had arranged an internet safety afternoon this week for all children, in addition the HT confirmed that she is liaising with CKJS regarding a joint internet safety awareness session for parents.

20/03/07 Safeguarding Audit

The HT confirmed that an audit was recently carried out by Georgina Summers, Assistant Safeguarding Development Officer from Gloucestershire Safeguarding Children Board. A number of key actions were needed to be put in place and the HT confirmed that KM had written an action plan which she has been working through. The chair, on behalf of the GB, thanked KM for her efforts.

The Child Protection governor emphasised the essential nature of the governors' role in keeping children safe and referred to the legislation and guidance available to make sure that this is carried out effectively. In addition, as governors, she emphasised the importance of challenge. It was agreed that the governors would undertake a simple quiz at the forthcoming training session with the SIP to demonstrate their understanding.

The HT confirmed that she has now attended the multi agency training and is qualified to be the nominated Designated Safeguarding Lead (DSL).

20/03/08 SEND report

The SENDCo referred to her report which had been circulated prior to the meeting.

Lengthy discussion took place regarding the current behaviours of a Y1 child. Several TAC meetings have taken place involving the parents and professionals. A new 1:1 TA is due to commence work with the Y1 child this week who has experience of working with similar children with complex needs. The HT confirmed that adequate measures are in place and the children

are safe. Everything possible is being done for the child.

[A governor asked about the impact of this behaviour on the staff](#). The SENDCo confirmed that a daily risk assessment is carried out.

The child protection governor asked [if we have a risk assessment in place in terms of positive handling](#); the HT confirmed that we did.

[A governor asked if the child had ever hurt themselves whilst at school?](#) The SENDCo confirmed that they hadn't. The HT confirmed that she is providing emotional support with the relevant staff on a daily basis.

[A governor asked if the child's education had progressed](#); the SENDCo confirmed that there were areas in which progress had been made.

The chair, on behalf of the governors, wished to acknowledge their thanks to members of staff.

The chair thanked the SENDCo for her report.

20/03/09 Reports on committee meeting minutes

- a. Curriculum (22.02.17) – the committee chair asked if there were any questions arising from the last minutes. There were none.
- b. Extended Services (2.3.17) – the committee chair summarised the minutes from the recent meeting, highlighting in particular the increase in lease fees, the intention to update current lease agreements, the introduction of gym parties on a Saturday afternoon and the introduction of hot meals to Kindergarten.
- c. Finance & Operations (2.3.17) – the committee chair asked if there were any questions arising from the last minutes. There were none.

Recommendations to the governing body from committee(s)

None.

20/03/10 Liaison governor updates

- a. Eco governor update – the liaison governor reported that the eco committee had recently raised £130 from a second hand book sale on World Book Day. The HT confirmed that she had met with LF regarding the Eco renewal and agreed that LF would take a day out of class to make the application.
- b. PFA liaison update – the liaison governor reported that the new buddy bench has been installed into Y1/Y2 playground. In addition during Health Week recipes were generated by each class and will be published in a recipe book which will go on sale to parents. The PFA Race Night has been postponed to 13th May.
- c. CKJS liaison update – the governors referred to the report circulated prior to the meeting. There were no questions arising.

20/03/11 Governor training/visit update

SEND visit reports – 20.1.17 & 3.3.16

An Inclusion Governor briefly summarised the reports from the two recent meetings.

RAISEonline training – 7.02.17

The chair confirmed that this training session provided valuable information to enable governors to understand the data in a lot more detail.

	Safeguarding – 8.02.17	Action
	Several governors attended renewal update training.	
	TRAINING SESSION PLANNED WITH SIP 6-8PM ON 11TH MAY TO COVER CHALLENGE AND OFSTED UPDATES.	ALL
20/03/12	Policies for approval	
	The following policies had been circulated to all governors prior to the meeting:	
	Code of Conduct for Staff - this policy was unanimously approved by the governors and signed by the chair.	
	Admissions 2018 - this policy was unanimously approved by the governors and signed by the chair.	
	Attendance – subject to 2 minor amendments this policy was unanimously approved by the governors and signed by the chair.	
	Safeguarding and Child Protection Policy and Procedures Booklet - this policy was unanimously approved by the governors and signed by the chair.	
	THE CLERK TO PUBLISH THE UPDATED POLICIES ON THE WEBSITE.	Clerk
20/03/13	Communication	
	<u>Newsletter</u>	
	The chair suggested that, in view of recent activity, the GB produce a newsletter at the end of April – THE CHAIR TO DRAFT AND EMAIL TO ALL FOR COMMENT.	Chair
	<u>Post Box</u>	
	The chair suggested that the governors consider introducing a post box system to encourage open communication with parents and staff. Following discussion it was agreed that this should be introduced and that any communication distributed to the relevant committee to action. CHAIR/CLERK TO ACTION.	Chair/Clerk
	IT WAS AGREED THAT A PHOTOGRAPH BE TAKEN OF ALL THE GOVERNORS FOR THE WELCOME BOARD AT THE PLANNED TRAINING SESSION ON 11TH MAY.	Clerk
20/03/14	Strategy Review workstreams	
	Risk Register – the chair referred to the current draft document and confirmed that HE WOULD PROVIDE A DATE IN MAY TO THOSE WHO REGISTERED AN INTEREST TO FINALISE THE REGISTER.	Chair/JB/KJ/HSc/WP
	Following the GB strategy review meeting the chair referred to the 3 identified workstreams and those who had elected to join each:	
	1. Staff development structure and challenge KJ KM HC FT ST HSc JA JB AM	
	2. Governance development structure and challenge compliance KJ KM RP AJ JJ CR HSc LJ JA	
	3. Linkage with other schools DB WP VS PE KJ KM NO TB JA	

Action

It was agreed that the **CLERK WOULD EMAIL EACH OF THE 3 GROUPS TO ARRANGE A MEETING LATE APRIL/EARLY MAY.**

Clerk

The chair requested that each group work within a reasonable timeframe and although it would be useful if the governance restructure could be effective from September he requested that each group work both with urgency but sensibly to get it right first time.

20/03/15 Any other business

There being no further business the meeting ended at 9.05pm

..... (Chairman's signature)