



MINUTES OF A MEETING OF THE GOVERNING BODY OF  
CHARLTON KINGS INFANTS' SCHOOL HELD ON THURSDAY 13<sup>TH</sup> JULY 2017

**Present:** Mr J Atack (Chair of Governors)  
Mrs J Bagley (Vice Chair of Governors)  
Mrs T Bevan  
Mr D Burke  
Mrs H Crocker  
Mrs K James (Head teacher)  
Mr A Jones  
Mrs J Jones  
Mr W Partridge  
Mrs R Pritchard  
Mrs C Russell  
Dr H Schmidt  
Mrs V Storey

**In attendance:** Mrs K Marquess, Clerk

The chair welcomed everyone to the meeting.

Action

**13/07/01 Apologies**

Apologies were received and accepted from PE, FT, ST and HS for their absence.

**13/07/02 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.

**13/07/03 Chair's business**

- Succession planning – the chair asked for **NOMINATIONS FOR CHAIR OR VICE CHAIR TO BE MADE TO EITHER HIMSELF OR THE CLERK PRIOR TO THE NEXT MEETING**. Further the chair confirmed that he would be happy to remain in position for a further year if there were no other nominations.

**ALL**

The chair asked those present if **ANYONE IS INTERESTED IN TRAINING AS A PRESENTING OFFICER TO REPLACE TB TO CONTACT HIMSELF OR THE CLERK**.

**ALL**

- GGA meeting – the chair referred to the recent communications from Gloucestershire Governors Association (GGA). Discussion took place regarding the benefits of networking locally. It was agreed that representation at this meeting would be reviewed following the new governance structure when other closer alliances with GBs in a local cluster would be discussed.

- Update re strategy review workshops:

Governance structure – the chair briefly explained the new alignments. Following discussion it was unanimously agreed that the new structure be adopted. **IT WAS AGREED THAT GOVERNORS SHOULD MAKE CONTACT WITH THE RELEVANT STAFF PRIOR TO THE NEXT GB MEETING (THE CLERK OFFERED TO HELP ARRANGE MEETINGS)**. In addition it was further agreed that **GOVERNORS WOULD DRAFT THEIR ROLE DESCRIPTOR PRIOR TO THE SEPTEMBER MEETING. IT WAS AGREED THAT THE CHAIR/CLERK WOULD PROVIDE SIGNPOSTS FOR REFERENCE MATERIAL**.

**ALL  
Clerk  
ALL**

Linkage with other schools – the work stream chair briefly explained the findings of the

workshop and the strategic areas of improvement identified. **IT WAS PROPOSED THAT THE GROUP WOULD MEET AGAIN IN DECEMBER TO REVIEW THE SITUATION BUT IN THE MEANTIME THE GOVERNOR RESPONSIBLE FOR TRANSITION WOULD MONITOR THE SITUATION GOING FORWARD.** This proposal was agreed by those present.

**Action**  
**HSch/Clerk**  
**HSch/RP**

Staff structure and development – the chair referred to briefing delivered to all staff by ST in May outlining the background and reasons for change. The work stream have identified a need to look at the structure but consider it a longer term review to ensure the best outcome for the school, its students and staff.

- Update governor meetings with staff – the chair reported that the recent meetings were well received by the staff and governors. The chair proposed and it was agreed that **FUTURE MEETINGS SHOULD BE TIMETABLED TO ALLOW ADEQUATE TIME FOR THE STAFF TO RAISE ANY QUESTIONS THEY MAY HAVE.**
- GB Constitution – the clerk referred to the current Articles of Association regarding the current proportion of member and trustee governors. Following discussion it was agreed to retain the current balance and weighting of staff, member and parent governors.
- GB Headlines – **WP AGREED TO DRAFT THE HEADLINES IN READINESS FOR THE NEXT GB MEETING.** It was proposed that headlines would be shared with parents in a GB newsletter and published on the website.

**Clerk**

**WP**

#### **13/07/04 Minutes of previous meetings – 20.03.17**

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

#### **13/07/05 Matters carried forward, not covered elsewhere**

Parent Survey – the chair referred to the results of the recent survey which had been circulated to all governors prior to the meeting.

Risk Register – discussion took place regarding the current register and **IT WAS AGREED THAT THIS WOULD BE DISCUSSED FURTHER AT THE GB MEETING IN SEPTEMBER.** The chair confirmed that although **THE REGISTER WOULD FALL WITHIN THE REMIT OF THE HEALTH & SAFETY GOVERNORS** there would be other governors who should be involved. **THE CHAIR AGREED TO FORWARD A COPY OF A SAMPLE REGISTER TO THE HEALTH & SAFETY GOVERNORS.**

**Clerk**

**PE/CR**  
**Chair**

#### **13/07/06 Head teacher's report**

The chair complimented the HT on her excellent report which had been circulated prior to the meeting. The chair asked if any governor wished to raise any questions.

The HT briefly summarised the recent EYFS, Y1 Phonics and KS2 data. The HT explained how she proposed to report the data in future to enable the governors to see any issues or vulnerabilities, what is being done to address these and demonstrate evidence of the impact of that action in the outcomes.

The chair referred to the [questions he had raised prior to the meeting in his email dated 11 July regarding the report](#). The clerk confirmed that a copy of the email containing the responses from the HT had been circulated to all governors on 13<sup>th</sup> July.

[A governor asked if the targets set in the SIP had been achieved.](#) The HT confirmed that we are still adrift of where we want to be because the targets were ambitious.

The HT informed the governors that we are expecting an increase in Pupil Premium (PP) children next year which will have an impact on us financially in the short term.

The HT also referred to the improvement priorities which highlighted the need to monitor vulnerable pupils and groups and challenge more able children.

[A governor commented on the whole school attendance which he felt should be recorded as outstanding at 97.6%, the national benchmark being 95%.](#) The HT confirmed that following discussion with the staff it was agreed that the school as a whole should be congratulated on their attendance; the HT would include this in her letter to parents at the end of term. **A GOVERNOR ASKED IF IT WAS POSSIBLE TO SHOW HOW MANY SESSIONS WERE MISSED ON FUTURE REPORTS WHICH THE HT AGREED TO ACTION.** In addition the HT explained how attendance was currently being monitored.

**HT**

The HT referred to the recent School Improvement Partner (SIP) visit and briefly summarised his report and priorities for next year. There were no further questions or comments.

**13/07/07 Feedback from Head teacher Performance Management (HTPM)**

The chair confirmed that an interim session had taken place prior to the GB meeting and everything is on target and going well.

**13/07/08 Safeguarding**

The HT confirmed that a following up meeting had recently taken place following the initial safeguarding audit in February. The meeting confirmed that we were achieving commitment in most areas with a few minor areas still to be addressed. One area highlighted was the recommendation for governors to have a school email address for governor use rather than using an existing personal email. This matter is being addressed.

The HT referred to the DforE publication 'Keeping Children Safe in Education' and **REMINDED ALL GOVERNORS OF THE REQUIREMENT TO READ PART 1 OF THE DOCUMENT.** The HT confirmed that a **SHORT QUIZ WOULD TAKE PLACE AT THE NEXT GB MEETING TO DEMONSTRATE THEIR UNDERSTANDING.** [http://www.gscb.org.uk/media/1315/keeping\\_children\\_safe\\_in\\_education\\_sept\\_2016-67273.pdf](http://www.gscb.org.uk/media/1315/keeping_children_safe_in_education_sept_2016-67273.pdf)

**ALL  
HT/RP**

The HT confirmed that she has held a transition meeting with the HT of CKJS in her role as Designated Safeguarding Lead (DSL). In addition local nursery feeds have provided paperwork to support the new YR intake.

**13/07/09 SEND Report**

The chair thanked JJ for her report. Discussion took place regarding the recent award of 27.5 hours funding for a current Y1 child and the HT confirmed that we are pursuing an EHCP for a further 3 children who we believe meet the criteria. In addition the HT confirmed that she has allocated additional time for the SENDCO and has arranged for another staff member to shadow JJ for succession planning.

The governors unanimously wished to minute their appreciation to the HT and Y1 staff for what has been a tough year.

[A governor asked if the children with additional needs were distributed across all 3 classes.](#) JJ confirmed that they were spread across the year group and that the year group were boy heavy and it was unusual to get that level of children with complex behaviours in one year group.

The HT stated that she had received 2 resignations from TAs currently working with SEN children to take up positions elsewhere. The HT confirmed that a very experienced 1:1 TA has been appointed and she has moved other members of staff around to provide support for the other child.

The HT confirmed that we are looking at ELSA training (Emotional Literacy Support Assistant) aimed at teaching assistants in schools to enhance their ability to respond to the behavioural, emotional and social difficulties of children to ensure that the interventions planned for the next year are the best fit for the children.

## a. Curriculum (22.6.17)

The committee chair referred to the continuous provision presentation at the last meeting which everyone felt was extremely informative. A governor referred to another local school where an Ofsted inspection had recently taken place and the inspectors had spent a lot of time in YR looking at continuous provision. The HT confirmed that a visit is planned to this local school in early September.

In addition the HT spoke about the possibility of a network opportunity to facilitate meetings where continuous provision in schools could be discussed, where she felt it would be good to share best practice with others, particularly KS1. It would also be a good thing to do for the teaching school partnership. The HT had already spoken with DLB regarding setting up middle and senior leadership at primary level.

## b. ESC (8.06.17)

[A governor asked if the proposed rent increase had been actioned.](#) The committee chair confirmed that it had and would take effect from 1.9.17.

## c. Finance &amp; Operations (4.05.17 &amp; 27.06.17)

In the absence of the committee chair the chair asked if any governors wished to raise any questions.

The HT confirmed that the EFA budget return had been submitted since the last committee meeting which indicated a deficit budget of £32k. This budget was small compared to other schools and included £15k for the development of phase 1 of the outdoor provision adjacent to Kindergarten. The HT referred to the 3 quotations she had received and the preferred supplier, Pentagon, and the reasons behind that choice. In addition she confirmed that Pentagon would assist the school in applying for a bid towards the funding of Phase 2 and 3 of the outdoor development, which they felt should be successful. [A governor asked if the HT could make contact with a school who have used Pentagon previously.](#) The HT confirmed that she had contacted an organisation who had used the company twice for separate instalments 3-5 years ago and considered it a really good service.

Discussion took place regarding the level of reserves and the need to formulate a longer term plan to earmark a proportion of the reserves.

Discussion took place regarding the planned developments for the outdoor areas in 3 phases; Kindergarten was the main priority as the current outdoor space will be utilised by Year 1 from September following the introduction of continuous provision.

Recommendations to the governing body from committee(s)

## Finance &amp; Operations committee

- i. to accept the proposed budget – **ALL THOSE PRESENT AGREED WITH THE PROPOSED BUDGET.**
- ii. to accept the proposal from Pentagon regarding the development of the outdoor area - the chair asked those present if they were able to support the recommendation of the Finance & Operations committee to proceed with a quotation from Pentagon to develop the outdoor area adjacent to Kindergarten. **ALL THOSE PRESENT WERE IN AGREEMENT.**

HT

The HT confirmed that the PFA have presented the school with a cheque for £12k, £4.2k having been raised at the recent summer fete. It was unanimously agreed that the **CHAIR WOULD WRITE A LETTER OF THANKS TO THE PFA COMMITTEE ON BEHALF OF THE GOVERNORS.**

Chair

[The chair asked if the investment, originally discussed in November 2015, had finally been made.](#) **THE CHAIR REQUESTED CONFIRMATION OF SUCH PRIOR TO THE NEXT GB MEETING**

HT

### 13/07/11 Liaison governor updates

Action

- Eco governor update – the liaison governor provided a brief verbal update to those present which included an update of the Green Flag Award as well as the other initiatives undertaken during the academic year.
- PFA governor update – the liaison governor re-iterated the substantial amount raised by the PFA at the recent summer fete and the governors wished to minute their sincere appreciation for all the hard work and support shown by the chair of the PFA and the team.
- CKJS governor update – the HT referred to the report circulated prior to the meeting from NO. The HT referred to the planned joint teacher training day planned in November and proposed joint training for CKJS GB and CKIS GB in September on the use of the ASP (Analyse School Performance) and FFT (Fisher Family Trust) data.

### 13/07/12 Governor training/visit updates

- Governance training by SIP – the chair referred to the training provided by the SIP in May which was extremely useful.
- Monitoring and Challenge (JA/JB) – JB gave a brief overview of the training course which CR had previously attended. **IT WAS AGREED THAT THIS COURSE SHOULD BE RECOMMENDED TO ALL NEW GOVERNORS.**
- Monitoring of SG procedures; Monitoring of Single Central Record; Monitoring of SEND - RP referred to the monitoring forms circulated prior to the meeting.

Clerk

**IT WAS AGREED THAT THE CLERK WOULD CIRCULATE DETAILS OF CURRENT TRAINING COURSES AVAILABLE TO ALL GOVERNORS AND THAT GOVERNORS SHOULD EXAMINE WHICH COURSES WOULD ASSIST THEM IN THEIR NEW ALIGNMENT.**

Clerk  
ALL

The HT confirmed that she was hoping to arrange for the governors to visit other settings in September to observe continuous provision.

### 13/07/13 Policies for approval

The following policies had been circulated prior to the meeting for approval by the governors:

- Behaviour and Anti Bullying
- Children in Care
- Whistle-Blowing
- Complaints
- Accessibility Plan

**THERE BEING NO FURTHER QUESTIONS THE POLICIES WERE APPROVED BY THOSE PRESENT.**

### 13/07/14 Any other business

The chair asked if any suggestions had been posted in the governors suggestion box in reception; the clerk confirmed that there had been none. The HT confirmed that she had received comments from several parents stating that they had noticed improvements and how much the children loved coming to school which she felt was as a result of the work the GB is doing.

New governor applications – discussion took place regarding recruiting additional governors and in particular which skills the GB may be looking for. The skills highlighted were HR, technology and accountancy. The chair referred to an application received from Mr Waller who was a retired accountant. **IT WAS AGREED TO INVITE MR WALLER TO A MEETING IN SEPTEMBER WITH THE CHAIR/VICE-CHAIRS TO FURTHER DISCUSS HIS INTEREST IN JOINING THE GB.**

Clerk

**13/07/15 Date of next meeting**

**Action**

THE FIRST MEETING OF THE NEXT ACADEMIC YEAR WOULD BE A PLANNING MEETING AND WILL TAKE PLACE 6.15PM FOR 6.30PM THURSDAY 21ST SEPTEMBER.

**ALL**

There being no further business the meeting ended at 8.20pm.

..... (Chairman's signature)