

KNIGHTS ENHAM NURSERY AND INFANT SCHOOL
MINUTES OF THE
FULL GOVERNING BOARD MEETING
Wednesday 14th June 2017

Present: Louise Maratos (LM) Chair of Governors
 Elise Farzam (AHT) Acting Head Teacher
 Steven Hardstaff (SH) Vice Chair
 Mike Mitchell (MM)

In attendance: Jackie Kelly Clerk
 Sara Allen (CHT) Consultant Head Teacher

Apologies: Pat Wilce (PW)
 Michelle Foley (MF)

	ACTION
1. Welcome & introductions The Chair opened the meeting at 6pm and welcomed everyone. The meeting was confirmed as quorate as over 50% of the Board membership were present. Sara Allen, consultant head teacher, was in attendance to contribute as appropriate.	
2. Apologies for absence Apologies were received and accepted from PW and MF.	
3. Declaration of Pecuniary Interests All governors present declared verbally they had no pecuniary interests in this meeting.	
4. Headship – the way forward The Chair provided an update that had been received via email from Andy Heyes, the school improvement manager, regarding candidates to fulfil an interim headship role. There have not been any suitable candidates yet identified, but there may be a possibility of a part time option for 3 days a week. Governors expressed their disappointment there were no definite proposals. It was agreed that the Chair would write to Andy Heyes expressing concern over the lack of options particularly as the school is due an Ofsted inspection.	
5. Minutes of the last meeting of 24th May 2017 5.1. Minutes of the meeting held on 24 th May were agreed as true and accurate and were signed by the Chair. 5.2. There were no matters arising that were not on the agenda.	
6. Policies for review and ratification <u>Supporting pupils with medical conditions</u> Action: policy to be brought to the next meeting for ratification.	AHT
7. Governance improvement, roles and impact statement	

<p>7.1. The governor impact statement had been circulated at the last meeting for all governors to read. It was commented that it was a good, thorough document and it was agreed that it should be on the website. Action: LM to arrange for statement to be uploaded to the website.</p> <p>7.2. The governor's improvement/action plan should be reviewed to see what has been achieved and what can be taken forward into the next academic year. Action: LM to update governance action plan for discussion at the next meeting</p> <p>7.3. There is someone interested in becoming a governor. LM will invite them to the next meeting. Other opportunities for recruiting governors are being explored, for example, the new parent evening.</p> <p>7.4. Action: LM will meet with MM, as the most recently appointed governor, to review the governor induction policy for any lessons learnt.</p>	<p>LM</p> <p>LM</p> <p>LM / MM</p>
<p>8. Governor skills audit</p> <p>8.1. Following the update to the governor's competency framework, the recommended governor skills audit has been revised. Action: SH to circulate the revised skills audit for completion</p>	<p>SH</p>
<p>9. Governor visits</p> <p>9.1. MM sat in a meeting with AHT and the family partnership manager where children's attendance was discussed. The procedures in place have had an impact as attendance has improved. It is intended to raise the attendance target to 96%, in line with HCC. MM was very impressed with the work of the family partnership manager.</p> <p>9.2. Other visits as detailed on the governor monitoring schedule require completing. Action: governors to ensure they complete monitoring visits before the end of the summer term</p>	<p>All</p>
<p>10. Governor training feedback</p> <p>MM attended Developing Outstanding Governance at Portway Infant School. MM will soon be attending induction training delivered by HCC. LM has passed the first two parts of the Chairs development course with the third and final part this Friday. It has been an enjoyable course and she would recommend it for anyone wishing to develop as a Chair.</p>	
<p>11. Learning walk to assess impact of GB on school improvement</p> <p>Governors undertook a learning walk to assess the improvements made by recent building work and new fixtures and fittings. The improved entrance was well received. There is now better security, but it is still open and welcoming. The library is improved and now looks fun and inviting. The school library service has supplied books. The new interactive whiteboards in classes are working well. Class resources are consistent throughout the school and are neatly stored but easily accessible for the children. The installation of doors to divide rooms has made a big difference allowing children to focus on their own work. The new carpets are a welcome addition giving a cleaner and fresher look. There are now clearly defined learning areas. Wall displays have improved. The school environment is now more organised, there is a calmer atmosphere and the children are more settled. The school now meets the needs of the children with a positive impact</p>	

on behaviour, organisation and IT. There is a noticeable improvement in the atmosphere and environment since last September. Governors expressed gratitude and congratulations for everyone's hard work in achieving this.	
12. Date of next meeting The next meeting is scheduled for 19 th July 2017. The meeting finished at 7.05pm.	

ACTION SUMMARY

Agenda item	Person/s nominated	Actions from 14 th June 2017	Date to be completed
6	AHT	Supporting pupils with medical conditions policy to be brought to the next meeting for ratification	19/7/17
7.1	LM	Governor impact statement to be uploaded to the website	19/7/17
7.2	LM	Update governance action plan for discussion at the next meeting	19/7/17
7.4	LM / MM	LM will meet with MM to review the governor induction policy for any lessons learnt	19/7/17
8	SH	SH to circulate the revised skills audit for completion	19/7/17
9.2	All	Complete monitoring visits before the end of the summer term	End of summer term

Agenda item	Person/s nominated	Actions from 24 th May 2017	Date to be completed
9.1	FGB	Governors to read impact statement for discussion at the next FGB meeting	✓