

KNIGHTS ENHAM NURSERY AND INFANT SCHOOL
MINUTES OF THE
FULL GOVERNING BOARD MEETING
Wednesday 19th July 2017

Present: Louise Maratos (LM) Chair of Governors
 Elise Farzam (AHT) Acting Head Teacher
 Michelle Foley (MF)
 Mike Mitchell (MM)
 Pat Wilce (PW)

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

Apologies: Steven Hardstaff (SH) Vice Chair

	ACTION
1. Welcome & introductions The Chair opened the meeting at 5.30pm and welcomed everyone. Sara Allen, consultant head teacher, was in attendance to contribute as appropriate.	
2. Apologies for absence Apologies were received and accepted from SH.	
3. Declaration of Pecuniary Interests All governors present declared verbally they had no pecuniary interests in the meeting.	
4. Minutes of the last meeting of 14th June 2017 4.1. Minutes of the meeting held on 14 th June were agreed as true and accurate and were signed by the Chair. 4.2. Matters arising, not on the agenda: Item 7.1, 14/6/17: the governor impact statement has been uploaded to the website. Item 7.4, 14/6/17: LM and MM met to review the induction policy. The outcome was to ensure that all new governors have their own named mentor. Item 8, 14/6/17: the governor skills audit has been circulated. The analysis will be an item for discussion at the next meeting.	
5. Headship – the way forward The Chair has met with Sarah Jones, who is currently the Acting Headteacher of Roman Way Primary School to discuss a secondment as Acting Interim Executive Headteacher. She is an experienced headteacher and infant practitioner, with a clear vision for the school. It is proposed that she spends three days at Knights Enham, Tuesday, Wednesday and Thursday, but there is flexibility on the days depending on operational requirements. All agreed to Sarah Jones as Acting Interim Executive Headteacher, initially for the autumn term and to be reviewed as appropriate.	

6. Acting headteacher report

The written report was circulated prior to the meeting and is attached to the minutes. It was commented that the two statements from both acting and consultant head teachers were a happy reflection of how they have both worked together.

6.1. Governor question: many aspects of the report are very positive, including maths and behaviour but writing is not as strong. What will the action be for writing?

Writing will be a focus for autumn term 1 and 2. Books have been looked at and there is a big difference between last year and this year, with indications that last year's assessments were not a true reflection of the standard. Expectations are higher this year and assessment is more accurate. However, it is pleasing to note that this year there are children working at greater depth whereas last year there were none. There will be support from HIAS as well as ongoing support from Portway Infant School.

6.2. Attendance is currently 95.15%, which is an increase from last year's 94.6%. The hard work of the family partnership manager has shown a positive impact.

6.3. Governor question: Early Years Foundation Stage (EYFS) Good Level of Development (GLD) for this year states 58.3%, but it is not clear how this compares to last year?

Last year 63% of children achieved GLD, so this year's results are lower than last year. It was expected they would be below the national results. An improvement is expected in year 1 and 2.

It was suggested that in future stating the numbers of pupils involved would be helpful to give some context to the percentages.

6.4. Data taken from Perspective Lite was circulated (attached to the minutes). There has been an increase of 8% in phonics achievement in year 1 which is pleasing. The data is not yet verified but provides an indication of areas to focus on next term.

Governors thanked AHT and CHT for a clear and helpful report.

6.5. Three quotes have been obtained for outside equipment from the following companies:

1. Fawns – £21,276 – this involves several options including taking up the wooden decking that is rotten, a new Trim Trail and new bench for the nursery
2. Schoolscapes – £15,900 – using Durabond Matting and providing something different to the Trim Trail
3. Playforce – £24,317 – play equipment; the quote also stated the option of using fake grass instead of Durabond matting to reduce the price by £2000

The preferred design was provided by Schoolscapes but they are not HCC approved. Playforce will be asked to quote for the same design provided by Schoolscapes to see if the price can be matched.

The GB agreed the funding for this project will consist of £2000 obtained for the Trim Trail, £3000 from the PTA, £5500 from the premises allocation in the budget and £10,000 from the carry forward money in the budget, totalling £20,500 to be spent on the project.

<p>7. Policies for review and ratification</p> <p>7.1. <u>Admissions for two year olds</u></p> <p>7.2. <u>Breakfast Club</u> – Governor question: is there any evidence to show learning has improved for those attending breakfast club?</p> <p>There is nothing definitive but information will be reviewed to see if there is anything that can be measured e.g. behaviour logs or attendance. It was suggested that governors conduct pupil conferencing with breakfast club children and attend a school lunch.</p> <p>Governor question: in the breakfast policy it states that fire practice is in accordance with the school's practice and procedures. Is a log kept of timings for fire drills?</p> <p>There is a log of fire drills. The school is on the third version of fire evacuation procedures as HCC update their guidance. New maglocks have been fitted as a result of the outcome of fire drills and procedures. Last week's drill was an improvement in time. Drills are always assessed in terms of what went well and what didn't. There will be a practice fire drill in September to 'walk' the children through the process so they know what to do.</p> <p>7.3. <u>Charging and remissions</u></p> <p>7.4. <u>Data protection</u></p> <p>7.5. <u>First Aid</u> – AHT is listed as a first aider, but this will need to be changed when AHT is on maternity leave. The number of trained first aid staff has increased and this needs to be reflected in the policy.</p> <p>7.6. <u>Governor allowances</u></p> <p>7.7. <u>Nursery admissions</u></p> <p>7.8. <u>Staff absence</u></p> <p>7.9. <u>Supporting pupils with a medical condition</u></p> <p>Governor question: do we have a hot weather policy?</p> <p>There is a hot weather plan which provides guidance on what to do; including having regular water breaks, staying in the shade, keeping blinds down and windows open, staying indoors between 11am and 3pm. Cooling fans have been bought for the classrooms.</p> <p>All agreed to approve the above policies and they were signed by the Chair.</p>	
<p>8. Governance improvement plan</p> <p>Last year's whole governing board training session was about governor self-evaluation. All the action points from that session have been completed. To inform GB development needs for the next year 2017/18, further governor self-evaluation was completed based on the All Party Parliamentary Group's "Twenty questions for school Governing Bodies to ask themselves". As a result there were the following suggested actions:</p> <ul style="list-style-type: none"> • Review training needs of governors • Choose appropriate WGB training session for this year • All governors on recruitment panel ideally to have undergone safer recruitment training • Check with governor services when training has to be renewed • Ensure all training attended/undergone is recorded e.g. in the minutes • Have another governor recruitment drive and explore ways of recruiting • Add a question to the parent survey asking how effective the GB is 	

<ul style="list-style-type: none"> • Have a shared lunch with staff • Parents to be reminded of existence of Parent View • Conduct a staff questionnaire • Conduct a 360 degree review of Chairs performance 	
<p>9. Governor skills audit</p> <p>All governors have completed the audit. The analysis will be discussed at the next meeting.</p> <p>Action: analysis of skills audit an item for the next meeting</p>	SH
<p>10. Governor visits</p> <p>10.1. LM visited to review the last fire evacuation and the new fire evacuation plan. It was confirmed the school has an Emergency Evacuation and Lock Down procedure in place. Thanks were expressed for all the hard work done by the school business manager. All the risk assessments that can be completed through Evolve have been and all others will be completed in due course.</p> <p>10.2. MF and PW completed a safeguarding visit and a written report will be circulated.</p> <p>10.3. LM met with the maths subject leader. Book scrutinies were conducted and pictorial resources looked at, together with examples of what 'expected' and 'greater depth' looked like.</p>	
<p>11. Elect Chair and Vice Chair</p> <p>Louise Maratos was nominated as Chair of Governors. All agreed and she was duly elected for a term of one year.</p> <p>Steve Hardstaff was nominated as Vice Chair of Governors. All agreed and he was duly elected for a term of one year.</p>	
<p>12. Assess impact of GB on school improvement</p> <p>The GB completed a self-evaluation, the results of which will form an action plan for next year for self-improvement of the GB.</p>	
<p>13. Date of next meeting</p> <p>The next meeting is scheduled for 13th September to start at 5.30pm.</p> <p>Meeting dates for the rest of the new academic year are to be confirmed.</p> <p>The Chair expressed many thanks to Sara Allen for her amazing support through the year.</p> <p>A big thank you was also given to Elise Farzam for her very hard work as Acting Headteacher.</p> <p>The Chair also thanked governors for their work and support through the year.</p> <p>The meeting finished at 7.45pm.</p>	

ACTION SUMMARY

Agenda item	Person nominated	Actions from 19th July 2017	Date to be completed
9	SH	Analysis of skills audit to be an item for the next meeting	13/9/17

Agenda item	Person nominated	Actions from 16th June 2017	Date to be completed
6	AHT	Supporting pupils with medical conditions policy to be brought forward to the next meeting for ratification	✓
7.1	LM	Governor impact statement to be uploaded to the website	✓
7.2	LM	Update governance action plan for discussion at the next meeting	✓
7.4	LM / MM	LM will meet with MM to review the governor induction policy for any lessons learnt	✓
8	SH	SH to circulate the revised skills audit for completion	✓
9.2	All	Complete monitoring visits before the end of the summer term	✓