

**KNIGHTS ENHAM NURSERY AND INFANT SCHOOL**  
**MINUTES OF THE**  
**FULL GOVERNING BOARD MEETING**  
**Wednesday 18<sup>th</sup> October 2017**

<b>Present:</b>	Louise Maratos (LM)	Chair of Governors
	Michelle Foley (MF)	
	Steven Hardstaff (SH)	Vice Chair
	Mike Mitchell (MM)	Left meeting 7.05pm
<b>In attendance:</b>	Jackie Kelly	Clerk
	Sarah Jones (IEHT)	Interim Executive Head Teacher
	Kelly Ryder	
<b>Apologies:</b>	Elise Farzam (EF)	Maternity Leave
	Kristie Newham (KN)	
	Pat Wilce (PW)	

	<b>ACTION</b>
<b>1. Welcome &amp; introductions</b> The Chair opened the meeting at 5.35pm and welcomed everyone. Sarah Jones, interim executive head teacher, was in attendance to contribute as appropriate. Kelly Ryder was in attendance to observe as a prospective governor.	
<b>2. Apologies for absence</b> Apologies were received and accepted from EF, KN and PW.	
<b>3. Declaration of Pecuniary Interests</b> All governors present declared verbally they had no pecuniary interests in the meeting.	
<b>4. Minutes of the last meeting of 13<sup>th</sup> September 2017 and 26<sup>th</sup> September 2017</b> <b>4.1.</b> Minutes of the meetings held on 13 <sup>th</sup> September and 26 <sup>th</sup> September were agreed as true and accurate and were signed by the Chair. <b>4.2.</b> There were no matters arising, not on the agenda, for either set of minutes.	
<b>5. Headteacher Report</b> <b>5.1.</b> IEHT circulated her report prior to the meeting and it is attached to the minutes. Learning walks had been conducted and there are action plans in place for areas for improvement. <b>Governor question: the system for those children who are absent from school with no phone call to the school has changed. Is that something that Ofsted recommends?</b> One of the questions that schools have to ask themselves is “how does the school know if the child is safe if the parent doesn’t ring the school?” When the child does not turn up for school, the parents are phoned and asked to ring the	

school within 10 minutes or Children's Services or the police will be contacted. The pupils are the schools responsibility during school hours it is imperative we know they are safe as quickly as possible. This has had the impact that parents who don't usually phone, are now phoning in. It was suggested that an explanation in the newsletter for the reason why there has been a change to the system would be helpful for parents. IEHT will arrange for information to be sent to parents.

**Governor question: the report states that IEHT has seen children being challenged in lessons, is there evidence to support this?**

There is evidence in planning and books, but evidence needs to be more explicit. The school's maths support Rebecca Reynolds has been into school to provide guidance on how better to offer opportunities for all pupils to be challenged in every lesson.

**Governor question: is challenge in maths improving?**

This time of year stretch and challenge should be seen in maths. There has been a staff meeting to ensure teachers know their children well and discuss how they are being stretched and challenged. Evidence of this should be in books and in the planning. Teachers subject knowledge needs to be more robust so Roman Way and Portway have staff who are county moderators are providing targeted support including guidance on how children achieve greater depth.

**5.2.** The pupil premium strategy and the sports premium strategy are now both on the school website. The sports premium has increased and some of this money will be spent on outside equipment for the playground to promote a life long love of being active in pupils.

At the end of the summer term, governors approved £20,000 to be spent on outside equipment and an update was requested on progress.

**Action: EHT to obtain update on progress**

**5.3. Governor question: one of the areas for improvement was that LSA's must not stay with one group for the whole lesson; does this include 1:1 LSA's?**

The statement refers to general LSA's, but not all 1:1 LSA's will work with one child on their own. Teachers must ensure that LSA's set up a group and leave them to work independently and then move on to help other children before returning to check on progress.

**5.4 Governor question: We know from the data that GLD, phonics and greater depth writing are priorities for this school. What is your plan to improve these areas? How will we close the gap from GLD in Y1?**

A RAP has been created that is very robust in terms of monitoring teaching and learning and pupil progress. The new monitoring schedule involves the team leaders more to enable much more monitoring to happen each week. We have started with very clear starting points for our learners and agreed on where we want our learners to be at the end of the year. We now have weekly progress meetings about PPG progress, SEN/EAL progress and weekly meetings about progress for all our pupils not on track. IEHT has introduced weekly bespoke teacher targets and development which she monitors. IEHT has ensured more release time for the maths and English lead so their monitoring is more robust and regular. We need to ensure that pupils in Y1 who did not get GLD are

EHT

<p>targeted to make rapid progress. This is mostly around writing and is another reason why writing is a focus this term. Monitoring will be robust and weekly of these target pupils. These new initiatives should ensure that gaps are diminished rapidly and that practice that is not good enough is supported in a timely way. This will be through coaching and modelling. The RAP works alongside the SIP and dovetails into the monitoring schedule. Governors will visit the school to see how this all works together for maximum impact.</p> <p><b>5.5.</b> Attendance continues to improve. The Family Support Worker, Sally Loader, was thanked for her hard work in this area. Her impact is evident.</p> <p><b>Governor question: are the 8 incidents in the behaviour log for the same child?</b></p> <p>They are for different children except one child who had 2 incidents, but they were all low level incidents.</p> <p><b>5.6.</b> As a result of the change to the funding formula, the school continues to find ways to manage the £98,000 loss to the 2017/18 budget. As a result the cumulative surplus will decrease. However, there is still the intention to build an outside building for extra provision, if possible.</p> <p>EHT was thanked for her report.</p>	
<p><b>6. Confirm meeting dates for the year</b></p> <p>Meeting dates for the rest of the academic year were confirmed as:</p> <p>29<sup>th</sup> November 2017</p> <p>24<sup>th</sup> January 2018</p> <p>22<sup>nd</sup> March 2018</p> <p>17<sup>th</sup> May 2018</p> <p>4<sup>th</sup> July 2018</p>	
<p><b>7. Review terms of reference for pay committee</b></p> <p>It was agreed to adopt Hampshire's model terms of reference for the pay committee.</p> <p><b>Action: clerk to circulate HCC model terms of reference</b></p>	Clerk
<p><b>8. Agree membership for pay committee / panels</b></p> <p>The membership of the pay committee was confirmed as SH, LM and MF. The next pay committee meeting was arranged for Monday 30<sup>th</sup> October at 2pm.</p>	
<p><b>9. General Data Protection Regulations (GDPR)</b></p> <p>A document from the Information Commissioner's Office (ICO) 'Preparing for the General Data Protection Regulations (GDPR)' was circulated and is attached to the minutes. By May of 2018, all organisations will need to be GDPR compliant. The document from the ICO details 12 steps to be taken.</p> <p><b>Action: GDPR to be an agenda item at each meeting until the school is compliant with requirements</b></p>	Clerk
<p><b>10. Policies for review and ratification</b></p> <p><b>10.1. Behaviour management &amp; bullying</b> – to include details about Thrive</p> <p><b>10.2. Attendance</b> – the call time to be changed to 9am.</p> <p><b>10.3. School admissions policy 2018/19</b></p> <p>All agreed to approve the above policies, subject to minor amendments and they will be signed by the Chair.</p>	
<p><b>11. Governor skills audit</b></p> <p>All governors have completed the audit. The analysis will be discussed as part of</p>	

governance improvement at the next meeting. <b>Action: analysis of skills audit an item for the next meeting</b>	SH
<b>12. Governor visits</b> <b>12.1.</b> MM attended pupil conferencing. This will be repeated termly. <b>12.2.</b> MF attended the school harvest festival which the children enjoyed. <b>12.3.</b> Governor monitoring visits were planned as: <u>Writing</u> – to look at working walls and how writing is scaffolded; look at books and understand the journey the school is on. <b>Action: EHT to deliver a presentation on writing at the next FGB meeting</b> MM and MF will conduct a visit before the end of term on writing and also meet the new English co-ordinator. <u>Maths</u> – LM and SH will conduct maths monitoring and meet the new maths co-ordinator. <u>Safeguarding</u> – the Single Central Record should be checked to ensure details of the new staff are included. SH to conduct a safeguarding visit. <u>Pupil premium</u> – LM and MF will monitor the pupil premium and how it is spent; to ensure the school is tracking those children and making sure they are getting the right provision. Data drop timings have changed to the same as the Hampshire Assessment Model (HAM), which is the end of November, February, April and July. <u>LLP visit</u> – this year will be 23 <sup>rd</sup> November. LM will attend for feedback. <u>Collection policy</u> – MF and PW will complete follow up monitoring at after school clubs. <u>Website compliance</u> – LM is currently completing an audit of the website to ensure compliance with statutory guidance	EHT
<b>13. Governor re-appointment / recruitment</b> <b>13.1.</b> The terms of office for MF and SH both end on 26 <sup>th</sup> November 2017. They both indicated they are happy to continue as governors and therefore the FGB agreed to re-appoint them as co-opted governors for a term of 4 years. <b>13.2.</b> An informal interview will be conducted with Kelly Ryder outside of the meeting with the intention of appointing Kelly at the next meeting. <i>MM left the meeting at 7.05pm.</i>	
<b>14. Assess impact of GB on school improvement</b> <b>14.1.</b> The governing body are clear on school priorities and how these will be achieved. After scrutinising the SIP/RAP and monitoring schedule they will then be able to challenge and hold the IEHT to account. Governors are now aware of their responsibilities regarding GDPR and are working towards being compliant. A governor visit schedule until the end of term has been compiled. Governors have been re-appointed for new terms of office. <b>14.2.</b> The issue of parents walking across the grass was raised and whether it was possible to put a path across the grass as it is getting very muddy and congested. This issue will be looked into.	
<b>15. Date of next meeting</b> The next meeting is scheduled for 29 <sup>th</sup> November 2017 to start at 6pm.  The meeting finished at 7.15pm.	

**ACTION SUMMARY**

<b>Agenda item</b>	<b>Person/s nominated</b>	<b>Actions from 18<sup>th</sup> October 2017</b>	<b>Date to be completed</b>
5.2	EHT	EHT to obtain update on progress on agreed expenditure for outside equipment	29/11/17
7	Clerk	Clerk to circulate HCC model terms of reference for pay committee	30/10/17
9	Clerk	GDPR to be an agenda item at each meeting until the school is compliant with requirements	2017/18
12.3	EHT	EHT to deliver a presentation on writing at the next FGB meeting	29/11/17

<b>Agenda item</b>	<b>Person/s nominated</b>	<b>Actions from 13<sup>th</sup> September 2017</b>	<b>Date to be completed</b>
5.2	Clerk	Clerk to email link to online HCC Governors Good Practice Guide	✓
6	FGB	FGB meeting dates to be confirmed at the next meeting	✓
7	FGB	Terms of reference for the pay committee and panels will be discussed at the next meeting	✓
8	FGB	Agree membership of pay committee / panels at the next meeting	✓

<b>Agenda item</b>	<b>Person nominated</b>	<b>Actions from 19<sup>th</sup> July 2017</b>	<b>Date to be completed</b>
9	SH	Analysis of skills audit to be an item for the next meeting	13/9/17 revised to 18/10/17