

**BROOKLAND INFANT AND NURSERY SCHOOL  
GOVERNING BODY**

**Minutes of the Governing Body Meeting held on  
Thursday 28<sup>th</sup> September 2017 at 7pm**

<p><b>Present:</b> Sheila Farmer Alison Atkinson Steve Pearce Maxine Meadows Alison Worsley Tony Mizon Steve Bowman Sarah Small Kerry Thomas</p> <p><b>In Attendance:</b> Jane Allen Debs Marshall</p>	<p>Chair Headteacher</p> <p>Safeguarding Governor Vice Chair</p> <p>Clerk Deputy Head</p>
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<b>Summary of Actions</b>	
<p>➤ Strategy portfolio will meet at 7.30pm on Monday 9<sup>th</sup> October. To be discussed by Strategy portfolio group:</p> <ul style="list-style-type: none"><li>○ Vacancy for position of chair of governing body</li><li>○ review skills audit and training log, identify any gaps and decide on governing body free training sessions</li><li>○ Ofsted questions for governors - consider responses that governors have handed in and use this to inform training needs or information gaps</li><li>○ Use the information gathered from the above questionnaires to decide what subjects / issues should be included in the Head's report</li><li>○ a strategy with priorities for achieving the governing body vision. This needs to include key performance indicators against which governors can regularly monitor and review the strategy.</li><li>○ Continue to look at ways to raise governors profile</li></ul>	

<b>Summary of Actions</b>	
➤ The Headteacher's Performance Management would be carried out by Sheila, Steve Bowman, Steve Pearce and Alison Worsley.	Head's performance management
➤ Governors agreed to submit an Expression of Interest. Alison A will do this	Alison A
➤ Dave to be asked to look at boys attainment in Maths	Dave

Items Discussed	Decisions/Actions
<p><b>Item 1 - Apologies for Absence</b> Apologies for absence were received from Jamil, Dave and Sheryl.</p>	
<p><b>Item 2 - Declaration of Business Interest</b> There were no interests to declare. Annual update of Business Interests - Jane to email/post out to governors to re-sign</p>	Jane
<p><b>Item 3 - Annual Review of Governing Body Protocols</b> The protocols were approved for 2017/2018</p>	The Protocols document was approved
<p><b>Item 4 - Election of Chair of Governors</b> Sheila announced that she was resigning as a governor from end of December but was happy to remain as chair until then. There were no self-nominations for the chairs role. Governors were asked to think about whether they could take this role on and let Sheila know. Ideally it would be best if someone could shadow Sheila until she leaves. It was possible to have co-chairs if two people were willing to share the role. This would be discussed at the strategy portfolio meeting.  Question: What happens if no one is prepared to be chair? Response: Being prepared to be chair of governors is part of what should be expected if you are a governor.</p>	<p>Sheila to remain as Chair until Christmas</p> <p>Position of chair to be discussed at strategy portfolio meeting</p>
<p><b>Item 5 - Election of Vice-Chair of Governors</b> Alison Worsley was willing to stand again as Vice-Chair and was duly appointed for 2017/18.</p>	
<p><b>Item 6 - Notification of Items for Any Other Business</b> There were no notifications</p>	
<p><b>Item 7 - Approve and Receive Matters Arising from the last governing body minutes held on 13<sup>th</sup> July 2017</b> Any matters arising from these minutes had been included on the agenda for this meeting.</p>	
<p><b>Item 8 - Approve Terms of Reference for Committees</b> There were no proposed changes to the remaining committees - Resources, Pay, and the standing committees and no changes to their membership.  The Headteacher's Performance Management would be carried out by Sheila, Steve Bowman, Steve Pearce and Alison Worsley.</p>	Head's PM to be carried out by Sheila, Steve B, Steve P & Alison W

Items Discussed	Decisions/Actions
<p><b>Item 9 – Portfolio's and special interest governors</b>                      Kerry would remain as Governor Development Co-ord and Maxine would be the Safeguarding governor.</p> <p>Debs had prepared a grid of weeks when the portfolio visits could happen together with staff email addresses and the list of portfolios. It was proposed that governors sign up to their visits as soon as possible. Some governors did this during the meeting. Governors were requested to email the co-ordinator/teacher they would like to meet with and arrange a suitable date and time.</p> <p>Tony asked to move to Portfolio 2 (PE, English, art, music) - this was agreed.</p> <p>An extra portfolio was proposed to focus on strategy. Sheila, Alison W, Dave, Steve B would join this. This portfolio group needed to meet urgently to work on the strategy to implement the vision, the vacancy for chair of governors, the skills audit and training needs and the questionnaire on samples of Ofsted questions which should identify what governors would like Alison to report on.</p> <p>Question: regardless of amount of pupil premium do we still have to report on how it has been spent and the impact?                      Response: Yes</p> <p>Question: why have results not been good?                      Response: this will be explained later in the meeting.</p> <p>Governors need to be very strict and keep to their dates for portfolio visits. Alison W has created a proforma to fill in following the visit. Eventually it is hoped that all this information can be uploaded to Perspective.</p> <p>Strategy portfolio will meet at 7.30pm on Monday 9<sup>th</sup> October.</p>	<p>Kerry re-appointed as GDC                      Maxine re-appointed as Safeguarding governor</p> <p>Governors to email co-ordinators to arrange portfolio meetings</p> <p>Extra portfolio on strategy agreed</p> <p>Strategy portfolio will meet at 7.30pm on Monday 9<sup>th</sup> October.</p>
<p><b>Item 10 – Matters Arising from Headteacher's report</b>                      Alison thanked Tony for his work during his time at the school as he was leaving on Friday. Tony was remaining as a co-opted governor.</p> <p>Question: a query was raised about 2 staff on long term sick?                      Response: Jane said that one was going to be long term and probably for whole of Autumn Term and the other one was being monitored.</p>	

**Item 10 – Matters Arising from Headteacher's report (Cont'd)**

Question: Had the new Attendance Improvement Officer had an impact on attendance?

Response: She had only just been appointed so it was too soon to say. The school were strict on attendance and following-up absences with first day response being operated. We are also tackling persistent late children and are only approving a minimal amount of holidays for very special exceptional reasons.

MATS: Alison explained why she would like the governors to agree to submitting an 'Expression of Interest' form to join the HfL MAT. She had looked at the Schemes of Delegation which looked good. It would be very autonomous with the school retaining their own Headteacher and governing board. By submitting this form HfL would come out and present to governors. They are non-profit making and any profits are ploughed back into the business. The first wave of schools will join in December so we will be able to gauge from them how it is going; The MAT has been approved by the DfE.

Question: if the school joins a MAT is it reversible?

Response: No it is not.

Question: how would school be known?

Response: School would keep its name and still be independent. HfL will not interfere with running of the school unless there are problems.

Governors agreed to submitting an Expression of Interest.

Data: **KS1**

Better at Greater Depth in writing and maths which was a priority. Still need to get more children to greater depth.

Question: how did it compare to expected?

Response: would have expected more progress in Y1 however this was not monitored. Teachers stuck religiously to ITAF and therefore it was not picked up. The cohort had a lot of children with emotional needs and this lost staff time.

Governors agreed to submitting an Expression of Interest.  
Alison A will do this



<p><b>Item 10 – Matters Arising from Headteacher's report (Cont'd)</b>          Question: Should we do something earlier in Summer Term.          Response: Yes we now have pupil progress meetings in place at beginning of summer term.</p> <p>Over the summer every single book in Year 1 was moderated so that Year 2 have a secure base.</p> <p>Unfortunately in the summer term interventions were not happening as teaching assistants were often redirected elsewhere to plug staffing gaps. This will not be happening now.</p> <p>Phonics - phonics was slightly above national average.</p> <p>EYFS - EYFS was good and was above national average. There was a high cohort of PPG.</p>	
<p><b>Item 11 – Nursery Admissions Policy</b>          The Nursery Admissions Policy had been revised to reflect the new responsibilities for schools and the 30 hour provision.</p>	<p>This was approved</p>
<p><b>Item 12 – Reports from Committees</b>          The Pay Committee had met prior to the Governing Body meeting. They had approved the outcomes from the teachers' performance management reviews and had considered and approved the recommended 1% cost of living rise for teachers which was in line with the budget.</p>	
<p><b>Item 13 – Governing Body Training</b>          The skills audit had been updated along with the training grid. This will be looked at by the Strategy group.          Governors had been asked to look at and complete where possible the ofsted questionnaire - this will also be looked at by the Strategy group.</p>	<p>Strategy group</p> <p>Strategy group</p>
<p><b>Item 14 – Actions from Governing Body Self-Review</b>          The Strategy group will meet on Monday 9<sup>th</sup> October at 7.30pm at Sheila's. Sheila will let Dave know.</p>	

Items Discussed	Decision/Actions
<p><b>Item 14 - Actions from Governing Body Self-Review (Cont'd)</b></p> <p>The following items will be discussed / decided at this Strategy portfolio meeting:</p> <ul style="list-style-type: none"> <li>➤ Vacancy for position of chair of governors</li> <li>➤ review skills audit and training log, identify any gaps and decide on governing body free training sessions</li> <li>➤ Ofsted questions for governors - consider responses that governors have handed in and use this to inform training needs or information gaps</li> <li>➤ Use the information gathered from the above questionnaires to decide what subjects / issues should be included in the Head's report</li> <li>➤ a strategy with priorities for achieving the governing body vision. This needs to include key performance indicators against which governors can regularly monitor and review the strategy.</li> <li>➤ Continue to look at ways to raise governors profile</li> <li>➤</li> </ul>	<p>Strategy group to meet to discuss items outstanding from GB self-review and other items</p>
<p><b>Item 15 - Policies</b></p> <p>The Child Protection Policy had been reviewed and updated in line with Hertfordshire's model policy. The Behaviour, Bullying, Whistleblowing policies had also been updated.</p>	<p>all these policies were approved</p>