

**BROOKLAND INFANT AND NURSERY SCHOOL  
GOVERNING BODY**

**Minutes of the Governing Body Meeting held on  
Thursday 13<sup>th</sup> July 2017 at 7pm**

<p><b>Present:</b> Sheila Farmer Alison Atkinson Steve Pearce Tony Mizon Sheryl Wall Alison Worsley Dave Smith Sarah Small</p> <p><b>In Attendance:</b> Debs Marshall Jane Allen</p>	<p>Chair/ Early Years Governor Headteacher ICT Governor Safeguarding Governor</p> <p>Vice Chair</p> <p>Deputy Head Clerk</p>
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<b>Summary of Actions</b>	
<ul style="list-style-type: none"> <li>➤ The governing body's free training session to be decided at the next GB mtg</li> <li>➤ Jane will update the website with the vision statement</li> <li>➤ Further information on the action plan to redress the lower than expected KS1 results following the HIP visit will be available for governors in September</li> <li>➤ Alison A to discuss format and content of curriculum letters to parents with SLT in Sept</li> <li>➤ Alison to look at setting dates and communicating dates further in advance</li> <li>➤ After school provision for the Early Years will continue to be discussed with Lotties</li> <li>➤ All governors are welcome to attend the annual update on safeguarding which will incorporate PREVENT to be held on Friday 1<sup>st</sup> September 9am-11pm - Jane will email governors</li> <li>➤ Skills audit to be updated and to go on Sept agenda</li> <li>➤ Arrange meeting to develop strategy for implementing vision</li> </ul>	<p>Agenda for Autumn GB mtg</p> <p>Jane</p> <p>Alison A</p> <p>Alison A</p> <p>Alison A</p> <p>Alison A /Debs/Jane</p> <p>Jane</p> <p>Agenda for Autumn GB mtg</p> <p>Agenda for Autumn GB mtg</p>

Summary of Actions	
<ul style="list-style-type: none"> <li>➤ Raise profile of governors - suggestions:               <ul style="list-style-type: none"> <li>○ Analyse recent parent questionnaires</li> <li>○ Governors to provide Jane with a short profile of themselves and photo for a noticeboard/website</li> <li>○ Ensure representation of the governing body at key events such as parent evenings</li> <li>○ Explore ways to report to parents</li> </ul> </li> </ul>	<p>Agenda for Autumn GB mtg All governors asap</p>
<ul style="list-style-type: none"> <li>➤ Staff questionnaire to be looked at again next year with a view to sending out a different one</li> </ul>	<p>GB agenda</p>
<ul style="list-style-type: none"> <li>➤ It was agreed that Sheryl will remain as an associate governor</li> </ul>	
<ul style="list-style-type: none"> <li>➤ New portfolio system to be implemented. Governors need to commit to a termly visit for their portfolio area, write a report and to read reports from other portfolio areas before gb mtgs</li> </ul>	<p>All governors</p>
<ul style="list-style-type: none"> <li>➤ Alison A will inform staff of new system</li> </ul>	<p>Alison A</p>
<ul style="list-style-type: none"> <li>➤ Alison W to do a proforma (findings/actions/impact)</li> </ul>	<p>Alison W</p>
<ul style="list-style-type: none"> <li>➤ Alison A to look at how the Perspective system will work for governors</li> </ul>	<p>Alison A</p>
<ul style="list-style-type: none"> <li>➤ The 6 portfolios are:               <ul style="list-style-type: none"> <li>○ Faculty portfolio: geography, history, science, RE: Steve Pearce</li> <li>○ Faculty Portfolio: PE, music, art, English: Jamil, Kerry</li> <li>○ Faculty Portfolio: PSHE, Maths, computing, D&amp;T: Dave</li> <li>○ Safeguarding, Attendance and Behaviour: Sarah, Tony, Maxine</li> <li>○ Assessment, Achievement: Alison W, Steve Bowman</li> <li>○ EYFS, SEND, Admissions, Transition: Sheila, Sheryl and new staff governor</li> </ul> </li> </ul>	

Items Discussed	Decisions/Actions
<p><b>Item 1 - Apologies for Absence</b>                      Apologies for absence were received from Steve Bowman, Kerry Thomas, Tony Mizon, Maxine Meadows and Jamil Walcott.</p>	<p>These absences were approved</p>
<p><b>Item 2 - Minutes and Matters Arising from the last meetings held on 16<sup>th</sup> March, 11<sup>th</sup> May and 17<sup>th</sup> May</b>                      The minutes were approved.</p> <p>The meeting about the Portfolio system took place and will be discussed later in this meeting.</p> <p>The free training session is still to be decided.</p> <p>Vision statement had been set.</p>	<p>The minutes were approved.</p> <p>The free training session to be decided at the next GB mtg</p> <p>Jane will now update the website with the vision statement</p>
<p><b>Item 3 - Declaration of Business Interest</b>                      There were no interests to declare.</p>	
<p><b>Item 4 - Items for Any Other Business</b>                      There were none</p>	
<p><b>Item 5 - Reports from Committees</b>  <u>Children's Committee Report</u>                      The minutes of the last meeting held on 8<sup>th</sup> June were not available in time for the meeting.</p> <p><u>Resources Committee Report</u>                      The minutes of the last meeting held on 8<sup>th</sup> June had been sent to governors. There were no matters arising.</p> <p><u>Reports from Special Interest Governors</u>                      There were no reports from special interest governors.</p>	
<p><b>Item 6 - Headteacher's Report</b>                      Alison's written report had been sent to governors prior to the meeting. Alison highlighted the following:</p> <p><u>Staffing Update:</u>                      The SENDco role had been advertised but it had not been filled. Ann Wood-Walsh will be able to manage the LSAs in the short term and we could buy in support to deal with the paperwork until we are able to appoint.</p> <p>The new teachers, Faye Bezant and Banu Barissal have been very pro-active and have attended relevant transition days and training.</p>	

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<p><b>Item 6 – Headteacher’s Report (Cont’d)</b>  Tom Pritchard will be delivering and leading Forest School and PE/Sports from September. He will be covering PPA/leadership/non-contact time. This should reduce our agency supply spending and give us a better quality of provision.</p> <p>Question: What type of contract will this be on?  Response: On a temporary contract as all new contracts are at the moment.</p> <p>HIP Visit: this took place on Tuesday. The KS1 SATs results were not as good as we were hoping or expecting. We have already put an action plan in place and will be monitoring closely. Carol (our HIP) was very helpful in giving us areas for investigation and what needs to be done now ready for September. Some of our results are not good in comparison to national as national results have gone up but ours haven't.</p> <p>It has been difficult working with the ITAF (Interim Teacher Assessment Framework) to plug gaps in achievement. We need to find ways of identifying gaps and closing them.</p> <p>We need to determine whether it is teaching or assessment and we need to prove the impact of our action plan. Small changes can have a big impact.</p> <p>Communication – generally this has been an issue this year which is being addressed. Comments from governors were that the curriculum letters were not necessarily helpful for parents – they contain too much information. Home learning could be clearer. Alison will discuss this with SLT.</p> <p>Weekly newsletter is proving too often to sustain and will reduce to monthly/half termly. Parent governors said it would be helpful if dates were communicated further in advance. The star of the week and attendance data were good.</p> <p>Attendance – our overall attendance level for the year was good. There are obvious problems in infant schools with younger children being more liable to childhood illnesses. The majority of our children want to come to school.</p>	<p>Further information for governors will be available in September</p> <p>Curriculum letters to parents to be discussed with SLT</p> <p>Alison to look at setting dates and communicating dates further in advance</p>

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<p><b>Item 6 – Headteacher’s Report (Cont’d)</b>                      Behaviour Policy – this is being reviewed and updated. Ros Daniels has been coming in to school to ‘team teach’ and support teachers with behaviour strategies.</p> <p>Before &amp; After School provision – this is being run by the Junior School at present. Governors reported that the provision was a bit chaotic and timings were not necessarily helpful.</p> <p>Question: Could sport after school clubs be run for longer and be more of them?                      Response: No not in their present format and only 20/30 children can attend them. After School clubs are set-up differently to extra-curricular activity sports clubs. Extra-curricular sports clubs are run through the PE/Sports Premium grant and we are looking into having more of them.</p> <p>The school is in discussion with Lotties about before and after school provision for Early Years children. This will continue to be discussed in the Autumn with a view to having something in place by September 2018.</p> <p>Question: is the school well-resourced with books?                      Response: books are always prioritised in the budget but can always do with more.</p> <p>Safeguarding &amp; PREVENT training – an annual update session on safeguarding incorporating PREVENT training is being held at the school on Friday 1<sup>st</sup> September – all governors are welcome to attend.</p>	<p>After school provision for the Early Years will continue to be discussed with Lotties</p> <p>All governors are welcome to attend the annual update on safeguarding which will incorporate PREVENT</p>
<p><b>Item 7 – Skills Audit &amp; Governing Body Self Review</b>                      Unfortunately Kerry was unable to attend the meeting and therefore the skills audit was not available. This item will be deferred until the September agenda.</p> <p>The governing body self-review document was considered and updated. The vision statement had now been created but a strategy with priorities for achieving the vision now needed to be done. This needed to include key performance indicators against which governors can regularly monitor and review the strategy. Dave offered to help with developing the KPIs. Meeting to be arranged for Autumn term.</p>	<p>Skills audit to go on Sept agenda</p> <p>Arrange meeting to develop strategy</p>

Items Discussed	Decision/Actions
<p><b>Item 7 - Skills Audit &amp; Governing Body Self Review (Cont'd)</b></p> <p>Recent parent questionnaires to be analysed by governors. Need to find ways to raise the profile of governors. Ensure representation of the governing body at key events such as parent evenings. Governor noticeboard? Governor profiles &amp; photos on website? It was suggested that governors could attend special assemblies and provide parents with a drink and biscuit afterwards.</p> <p>Also explore ways to for governing body to report to parents - more information on website/app? Currently the latest minutes of the governing body are posted on the website.</p>	<p>Analyse recent parent questionnaires Raise profile of governors</p> <p>Governors to provide Jane with a short profile of themselves and photo.</p> <p>Explore ways to for governing body to report to parents</p>
<p><b>Item 8 - Report from Chair of Governors</b></p> <p>Sheila thanked governors for their support - the governing body was working closely together now. Sheila said that Sarah had been very supportive to her when dealing with a recent complaint from parents.</p> <p>Sheila had attended Celebration Evening which had been lovely, with very positive comments from parents.</p> <p>The recent staff questionnaire carried out by the governing body had been based on the Ofsted one. There were 41 responses which was very good and Sheila will create an email to be sent to staff thanking them for taking the time to complete them. There were a few questions with high numbers of 'no responses' but it was pointed out that some staff groups may not have understood some of the questions. It was important to address the results of this questionnaire and perhaps carrying out another questionnaire next term that is more specific.</p>	<p>This will be looked at again next year</p>

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<p><b>Item 8 - Report from Chair of Governors</b>                      Children's behaviour and internal communication came out as the main low scoring areas. Communication is being addressed by an action plan. Teaching staff are attending STEPS behaviour training this term and support staff are attending this training on the Inset day in September.</p> <p>It was sad that as Sheryl was leaving this was her last governing body meeting however Sheryl offered to remain on the governing body as an associate governor. This offer was accepted.</p>	<p>It was agreed that Sheryl will remain as an associate governor</p>
<p><b>Item 9 - Portfolio</b>                      A working party had met to consider setting up a portfolio system to replace our current system of governors each taking a subject area.</p> <p>6 portfolio areas were suggested and it is proposed that each portfolio arranges a visit once per term with a 1 to 2 page write up using the portfolio proforma. The Headteacher's report would include a section on the impact of portfolio and would provide an opportunity for questions.</p> <p>It was agreed to implement the new portfolio system and it was accepted that this new system will require governors to commit to a termly visit in school time and responsibility to read reports from other portfolio areas before governing body meetings.</p> <p>Alison A will inform staff of new system.                      Alison W to do a proforma (findings/actions/impact).</p> <p>Reports would be uploaded to Perspective.</p> <p>Question: does Perspective email alerts when new reports are uploaded?                      Response: Not sure - Alison A will look into this.</p>	<p>New portfolio system to be implemented. Governors need to commit to a termly visit for their portfolio area, write a report and to read reports from other portfolio areas before gb mtgs                      Alison A will inform staff of new system.                      Alison W to do a proforma (findings/actions/impact).</p> <p>Alison A to look at how the Perspective system will work for governors</p>

Items Discussed	Decision/Actions
<p><b>Item 9 - Portfolio (Con't)</b> The 6 portfolios are: Faculty portfolio: geography, history, science, RE: Steve Pearce Faculty Portfolio: PE, music, art, English: Jamil, Kerry Faculty Portfolio: PSHE, Maths, computing, D&amp;T: Dave Safeguarding, Attendance and Behaviour: Sarah, Tony, Maxine Assessment, Achievement: Alison W, Steve Bowman EYFS, SEND, Admissions, Transition: Sheila, Sheryl and new staff governor</p>	<p>These were agreed</p>