

**Minutes of the Full Governing Body Meeting  
held on Thursday 29 November 2018 at 17.30**

**Present :**

Mr J Bailey (EHT)	Executive Head Teacher
Mr C Chuter (CC)	Co-opted Governor
Mr R Day (RD)	Co-opted Governor ( <i>joined meeting at 17.41</i> )
Mrs B Fullick (BF)	Co-opted Governor
Mr K Goodman (KG/Chair)	Co-opted Governor
Mrs K Kyriacou (KK)	Co-opted Governor
Mrs L Matcham (LM)	Co-opted Governor ( <i>joined meeting at 17.39</i> )
Mrs C North (CN)	Co-opted Governor
Mr K Symes (KS)	Parent Governor
Mrs S Whorlow (SWH)	Staff Governor
Mrs S Williams (SWi)	Co-opted Governor

**In attendance :**

Mrs C Glendinning (Clerk)	Local Authority Clerk
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**Apologies:**

Ms A Cripps (AC)	Co-opted Governor
Mr A Papanicolaou (AP)	Co-opted Governor
Mr R Ryan (RR)	Local Authority Governor
Mr B Young (BY)	Co-opted Governor
Mrs M Zealand (MZ)	Co-opted Governor

**Summary of Action Points**

Item	Action	Who	Status
3.b	Meet to discuss Google visit form	Chair, EHT, KS	
3.b	Send out electronic diary dates	Clerk	
3.b	Review GB structure, Feb/Mar 2019	EHT, Chair, Com chairs	
6	Schools Partnership Programme report to governors	EHT	
7.a	Update and send out Monitoring Plan	Clerk, EHT	
7.b	Check what privacy notices are necessary to comply with GDPR	EHT	
8.a	Parent governor election information to EHT	Clerk	
8.a	Chair of Governors email address	EHT	
9	School entrance codes to governors	Chair	
9	Confirm process for renewing terms of office for co-opted governors	Clerk	

Approved by FGB:      Signed by Chair: .....

# The Federation of Northern Infant School & Northern Junior School

## 1. Welcome and Apologies

Action

The Chair opened the meeting and welcomed everyone at 17.31. With nine governors present, the meeting was quorate.

Apologies were received and accepted from AC, AP, RR, BY and MZ.

The Chair informed governors that Lucy Goodman has resigned from the Governing Body as other commitments are preventing her from attending meetings regularly.

Governors thanked Lucy for all the hard work she has done for the GB.

The Chair stated that, with Lucy's resignation, a new DTG would be needed.

## 2. Declaration of Pecuniary Interests

No pecuniary interests were declared in relation to this meeting.

## 3. Minutes of the previous meeting: 20 Sept 2018

### a. Approval and accuracy

Governors confirmed that the minutes were a true and accurate record and these were signed by the Chair.

### b. Actions and matters arising

**Item 4b – Arrange training in using Google docs:** The Chair, EHT and KS will meet to update the form before training is arranged.

**Item 4.b – Arrange Whole GB training on monitoring:** This training will take place at NIS, 6 Dec 2018 at 18.00.

Meet to review Google form (Chair, EHT, KS)

17.39 LM joined the meeting.

**Item 4.b – Review Governor Visit Policy on I&S agenda:** On agenda.

**Item 4.b – Send out electronic diary dates:** To be done.

Send out electronic diary dates (Clerk)

**Item 6.a – Review monitoring and GB structure Feb/Mar 2019:**

Ongoing item.

**Item 6.a – Set dates for committee meetings:** completed

**Item 6.a – Email Clerk with monitoring preferences:** On agenda.

**Item 6.a – Monitoring plan and policy on I&S agenda:** Completed

**Item 6.c – Arrange date for pay committee to meet:** Completed.

Review GB structure (Govs)

17.41 BD joined the meeting.

**Item 7.i/j – Send Policies to Pay and HT Perf Review committees:** Completed.

**Item 8 – Remove 'Meeting summary' from future agendas:**

Completed.

Approved by FGB: Signed by Chair: .....

Date: ...31/1/9.....

4. **Committee Reports/Minutes**

**a. Resources Committee – 15 Nov 2018**

KS, Chair of Resources Committee, reported that the Resources Committee had reviewed the revised budgets in detail and that the revised deficits for both schools are smaller than the original deficits. He explained that, although there had been pay rises, this had been offset by money from the LA, and that the schools had made other savings. He thanked staff for all their hard work in putting this budget together.

KS reported that the projections in the 3-year plans do show future deficits but that these are based on estimates of the worst-case scenario. The school currently has a surplus and this will be used as necessary, keeping a careful view of the future.

KS reported that the capital budget at NIS is £12 overspent because of unforeseen playground repairs. This will be carried over to next year.

KS stressed the importance of having trained governors on the Resources Committee and explained that members of the Resources Committee have agreed to complete the relevant resources training, if they have not done so within the last three years. One committee member will do the advanced training.

The Clerk reminded governors that it is equally important for those on the Improvements and Standards Committee to have up-to-date training.

KS reported that the Resources Committee will be looking at: the cost to the school of residential trips; what the Maths Challenge money raised should be spent on; Sports funding.

KS informed governors that, in future, the Resources Committee will receive budget reporting from the school in slightly less detail, at CRF code level, although a link governor will still be involved in budget discussions at the more detailed level.

KS stated that the Resources Committee recommended that the GB approve the budgets for both schools.

5. **Approve Revised Budget Plans**

The revised 2018-19 budget for Northern Infant School was approved by the Governing Body and signed by EHT and the Chair. The figures are:

<b>Total Expenditure of</b>	<b>£851,157</b>
(eight hundred and fifty-one thousand, one hundred and fifty-seven pounds)	
<b>And an income of</b>	<b>£827,251</b>
(eight hundred and twenty-seven thousand, two hundred and fifty-one pounds)	
<b>Leaving an in-year deficit of</b>	<b>(£23,906)</b>
(twenty-three thousand, nine hundred and six pounds)	
<b>Surplus brought forward</b>	<b>£140,930</b>

Approved by FGB:      Signed by Chair: .....

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(One hundred and forty thousand, nine hundred and thirty pounds)

**Surplus carried forward** **£117,024**

(one hundred and seventeen thousand and twenty-four pounds)

The revised 2018-19 budget for Northern Junior School was approved by the Governing Body and signed by EHT and the Chair. The figures are:

**Total Expenditure of** **£928,638**

(nine hundred and twenty-eight thousand, six hundred and thirty-eight pounds)

**And an income of** **£862,388**

(eight hundred and sixty-two thousand, three hundred and eighty-eight pounds)

**Leaving an in-year deficit of** **(£66,250)**

(sixty-six thousand, two hundred and fifty pounds)

**Surplus brought forward** **£202,157**

(two hundred and two thousand, one hundred and fifty-seven pounds)

**Surplus carried forward** **£135,907**

(one hundred and thirty-five thousand, nine hundred and seven pounds)

### 6. Executive Head Teacher's Report

EHT referred to his written report, which had been circulated prior to the meeting.

#### **Context**

EHT reported that the number on roll had increased by 4. He stated that YR prospective parents' tours had been well attended (27 and 32) with a further 10 people still to visit. This is promising for numbers next year.

EHT stated that the number of Free School Meals/Ever 6 children had decreased at NJS as there had been a high proportion in the previous Y6.

EHT reported that there had been 7 sessions of exclusions relating to one child. The child had come to Northern after being permanently excluded from another school. EHT explained that a risk assessment has been done, and a behaviour management plan put in place.

EHT reported that there had been one racist incident at the school. EHT has discussed this with the parents and written a report.

EHT informed governors that there is one Looked-after Child (LAC) at NJS. EHT also reported on post-LAC, adopted children, of which there are two.

EHT reported that attendance is 96.6% at NIS and 96.7% at NJS. There is very little discrepancy between Pupil Premium and non-Pupil Premium.

#### **Staffing**

EHT reported that one member of staff is leaving at the end of term and will be replaced by a teacher on a temporary contract. A permanent teacher will be recruited for September 2019.

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EHT will also be advertising a 1:1 support assistant position to work with a child at NJS.

## Monitoring

EHT reported on maths learning walks that he and AC had carried out in October. Detailed feedback for these is provided in EHT's written report.

EHT stated that, at NJS, the strengths they found included: use of visual representations; effective learning support; a good level of challenge; good behaviour. Suggested areas for development identified were: asking children to represent the problem pictorially before solving; use of concrete resources; linking across domains; intelligent task design across tasks.

EHT reported that at NIS, the strengths found included: fun activities; clear routines and expectations; rich environment offering a lot of maths in context. Suggested areas for development identified were: use of the visualiser; using the ten-frame to recognise groups.

EHT gave feedback on writing observations and explained that he had looked for commonality. This is outlined in detail in his report. EHT reported that areas for development included; ensuring that pupils do not just focus on spelling, grammar and punctuation but see these as a vehicle for written expression; focusing on form, audience, purpose and viewpoint. EHT explained that it is important for children's writing to have a proper purpose. He explained that teachers should also be decontextualizing writing so that children can see the key features of instructions, for example, rather than identifying the writing task only with what is being made.

## Professional Development

EHT reported that the school had been visited by Lyndon Strong, a head teacher, and a group of senior leaders as part of the Schools Partnership Programme review. The group conducted a learning walk with a focus on improving progress for high attainers in maths. They will feed back recommendations and the improvement champions will lead the staff meeting on 28 November 2018 to coach staff in ways to address the recommendations. EHT will send the report to governors.

Schools Partnership report to govs (EHT)

## Governor question: What are improvement champions?

EHT explained that these are experienced teachers who coach staff on how to implement recommendations following learning walks and monitoring visits conducted by EHT and Heads of School.

## Junior School new build

EHT reported that this is now complete and the rooms are in use.

## Supporting School Leaders to reduce workload

EHT shared a report from the Teacher Workload Advisor Group, 'Making Data Work', by Professor Becky Allen. He reported that the recommendations of the report are controversial and critical about how data is currently used. Ofsted and the DfE have committed to the

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recommendations of the report. EHT recommended that governors read the report as it has repercussions for governance.

## **Achievement data**

EHT reported that teacher assessments are being put onto the Hampshire Assessment Model (HAM). He explained that teachers are being released during the day for this work.

EHT offered to put on training for governors on Analysis School Performance (ASP) Inspection Data Summary Report (ISDR) and Fisher Family Trust (FFT) live, which compares data of similar schools. He reported that the latest data is now live. This data is good for looking at trends.

EHT reported that the only progress figure below national was maths at KS2, which was the focus of the partnership visit. He explained that the schools progress figures for FSM and non-FSM are compared to national non-FSM data.

A governor noted that both non-FSM and FSM progress for combined Reading, Writing, Maths, was better than national.

EHT stated that there are less FSM pupils at the school than last year, which has slightly skewed the data.

Governors congratulated the school on making such good progress over the last four years.

## **7. Policy Reviews**

### **a. Governor Monitoring Policy**

The draft policy had been circulated to governors prior to the meeting.

The Clerk asked whether the policy would be called 'Governor Monitoring Policy' or 'Governors in School Policy' as specified on the draft policy.

Governors agreed that the policy only relates to governor monitoring visits and so will be updated to 'Governor Monitoring Policy'.

The Chair explained that the policy sets out what a good monitoring visit looks like and what governors should seek to avoid.

Governors approved the policy.

The Governor Monitoring Plan was reviewed and updated. KS will be link governor for Art/DT/ICT, BD will be link governor for English and BY will be link governor for Safeguarding.

The Chair reported that he would be coming in to do his first monitoring visit related to KP1 – Leadership, on 14 Dec 2018. He asked governors to liaise with the appropriate member of staff, as indicated on the

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Monitoring Plan, and book meetings using the milestones chart.  
Governors will feedback on their visits at FGB meetings.

The Clerk will update the Monitoring Plan and send this to EHT.

Update and  
send out Mon  
Plan (Clerk,  
EHT)

## b. Staff Privacy Notice – GDPR

A governor queried the need for a Staff Privacy Notice as this may be covered in their contracts of employment.

The Clerk stated that privacy notices may be needed for other groups whose information is held at the school, such as governors and parents.

GDPR  
guidance on  
Privacy  
Notices (EHT)

EHT will ask Ann Pickersgill to check the GDPR guidance on this.

## 8. Governing Body Matters

### a. Governor admin

The Chair explained that, following Lucy Goodman's resignation from the GB, the process for electing a new parent governor will need to be started.

Parent gov  
election info  
to EHT (Clerk)

The Clerk will send EHT information on this process.

The Chair asked he could have a school email address. He stated that this should be for the Chair of Governors rather than being specific to him. EHT will arrange this.

Arrange CoG  
email address  
(EHT)

### b. Governor monitoring

Discussed under item 7.a.

### c. Governor training/Whole GB training

The Chair re-iterated that members of committees should complete the relevant training for that committee.

The Chair asked for a volunteer to take on the role of DTG. As no volunteers came forward, he will speak to governors individually.

The Chair reminded governors that the Whole GB training will take place next week, 6 Dec 2018 at 18.00 at NIS.

## 9. Any other business (*Item 10 on agenda*)

A governor reminded members of the Improvements and Standards Committee that the next meeting would be on Thursday 20 Dec 2018 at 17.30. The meeting will be held at NJS.

School  
entrance  
codes to  
govs (Chair)

A governor asked for codes for the school entrances could be sent out to all governors.

The Chair reported that there are several governors whose end dates are close.

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The Clerk confirmed that there are five co-opted governors whose term of office ends in March 2019. She will confirm the process for renewing these for governors who would like to continue to serve on the GB.

Confirm  
process for  
co-opted  
govs (Clerk)

10. **Items for next agenda** (*Item 9 on agenda*)  
None identified.

11. **Date of next meeting: Thursday 31 January 2019 at 17.30**

The meeting closed at 18.59.