

# The Federation of Northern Infant School & Northern Junior School

## Minutes of the Full Governing Body Meeting held on Thursday 3 October 2019 at 17.30

**Present :**

Mr J Bailey (EHT)	Executive Head Teacher
Mr C Chuter (CC)	Co-opted Governor ( <i>left meeting from 17.34 to 17.35</i> )
Mrs C Clarke (CCI)	Parent Governor
Ms A Cripps (AC)	Co-opted Governor
Mr R Day (RD)	Co-opted Governor ( <i>arrived at 18.15</i> )
Mrs B Fullick (BF)	Co-opted Governor
Mrs K Kyriacou (KK)	Co-opted Governor
Mrs L Matcham (LM)	Co-opted Governor ( <i>arrived at 17.33</i> )
Mrs C North (CN)	Co-opted Governor
Mr A Papanicolaou (AP/Chair)	Co-opted Governor ( <i>left meeting from 17.32 to 17.33</i> )
Mr R Ryan (RR)	Local Authority Governor
Mr K Symes (KS)	Parent Governor
Mrs S Whorlow (SWH)	Staff Governor
Mrs S Williams (SWi)	Co-opted Governor
Mr B Young (BY)	Co-opted Governor
Mrs M Zealand (MZ)	Co-opted Governor

**In attendance :**

Mrs C Glendinning (Clerk)	Local Authority Clerk
---------------------------	-----------------------

**Apologies:**

**Summary of Action Points**

Item	Action	Who	Status
4b	Arrange Whole GB training on Ofsted and curriculum	Chair	
4b	Single Equality Statement on November FGB agenda	Clerk	
5	Investigate staff survey	EHT, RR	
5	Amend wording in SIP, 5.6 and 5.7 to remove the phrase 'diminish the difference'	EHT	
5	Detailed monitoring plan with timings for next FGB meeting	EHT	
5	Volunteer for monitoring areas on plan	Governors	
6b	Focus group to report back on number and timing of FGB meetings under the new model	Chair	
6c iv	Review FGB ToR on next FGB agenda	Clerk	

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

# The Federation of Northern Infant School & Northern Junior School

## 1. Welcome and Apologies

Action

AP opened the meeting at 17.30 and welcomed everyone. With fourteen governors present, the meeting was quorate.

## 2. Elect Chair and Vice Chair of Governors

AP explained that, while he was willing to self-nominate for the role of Chair of Governors, he had capacity issues and would not be as available during the working day as previous Chairs had been.

There were no other self-nominations for this role.

*17.32 AP left the meeting*

Governors elected AP as Chair of Governors.

*17.33 AP re-joined the meeting. LM joined the meeting.*

CC self-nominated to continue in the role of Vice Chair of Governors. There were no other self-nominations.

*17.34 CC left the meeting.*

Governors elected CC as Vice Chair of Governors.

*17.35 CC re-joined the meeting.*

## 3. Declaration of Pecuniary Interests

No pecuniary interests were declared in relation to this meeting. Governors were asked to complete the annual Pecuniary Interest Form.

## 4. Minutes of the previous meeting: 18 July 2019

### a. Approval and accuracy

**Governor question: Are all DBS checks complete?**

EHT confirmed that all governors have been DBS checked. However, DBS checks over three years old have been re-applied for and one of these is outstanding. EHT reminded COG to bring in documents in order to fill current gap in SCR.

A governor identified that on page 7, paragraph 5, in the sentence 'The statutory guidance is that there should be a minimum of six meetings a year...', 'six' should be changed to 'three'.

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

### b. Actions and matters arising

**Item 4 – Send out Governor subject link list:** Completed.

**Item 5.d – Arrange Whole Governor Training:** still to be done. The Chair will check with Governor Services what training on the new Ofsted Framework is available. EHT offered to run training on this that would be tailored to the Federation.

Arrange  
Whole GB  
training  
(Chair)

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

**Item 7.b – Single Equality Statement on Oct FGB agenda:** EHT explained that work is still being done on this and that it should be carried forward to the November FGB agenda.

Single  
Equality Stmt  
on Nov  
agenda  
(Clerk)

**5. EHT Report – Strategic Plan**

EHT's written report had been sent out prior to the meeting. He drew Governors' attention to the following points:

**Context**

EHT advised that the number on roll has increased by 8 to 361, 164 at NIS and 197 at NJS. He reported that Y1 has 45 so there are two small classes. Y6 is oversubscribed by 2. These children were given places because there was space in other years for their siblings. A child from out of catchment was refused a place in Y6 and was unsuccessful at appeal. As Y5 is undersubscribed, it is important to ensure that Y5/6 classes do not go over 30.

EHT reported that there have been no exclusions since July 2019.

**Final Statutory Data 2019**

EHT shared the final data, including national and KS2 progress scores.

EHT informed governors that all the average scale scores were above national for the first time in three years. Previously, maths was below.

EHT explained that five readers had missed achieving in the Reading test and that this had brought down the overall combined percentage as these children had achieved ARE in reading and maths

EHT stated that HAM Teacher Assessment for writing had been consistent although the dip in Y3 had not been clawed back as much as had been hoped. The End of Year percentage for Y3 was 54%. Work is being done to improve transition from Y2 to Y3. Y3 are being monitored and supported.

EHT explained that the HAM data is different to the test results as they are measured in different ways. This year pupils will complete standardised reading and maths tests to give teachers a clearer picture of where they are. The HAM Secure is a wide range with some children close to GDS and others only just in this range. Work is being done to find the gaps and put support in place to prevent children from just missing out. He reported that the End of Year data for Y1 is very strong for Reading at 80%. Y2 is also good at 78%.

EHT explained that, in maths, there is no clear pattern of difference between boys and girls or pupil-premium and non-pupil-premium.

**Governor question: Will the school continue to use HAM?**

EHT stated that they will as assessment and planning are closely tied in with this model and it is a good way to show progression. However, it is important to build in the standardised tests to give a second picture. Ofsted will not be looking at internal data in future and it is test data that is

# The Federation of Northern Infant School & Northern Junior School

published. EHT stated that he will bring IDSR data to a future meeting as it has yet to be released

**Governor question: As Ofsted want to spend more time talking to pupils and staff, will the school have any input on which children they talk to?**

EHT stated that this will vary. Sometimes inspectors will ask to see specific children from a list of, for example, pupil premium pupils, other times they will ask staff to send children and their books.

## Overview of the new Strategic Plan

EHT clarified the new categories from the new Ofsted Framework. He explained that the SLT, including subject leaders, are in the process of putting in tasks and actions around each objective. The document provided to governors at this meeting is an overview.

EHT went through the Key Objectives (KO) and made the following points:

KO 1.6 – There have been changes to the YR to Y1 transition and now work in Y1 is more like YR. As explained earlier, the Y2 and Y3 teams are working together to improve the transition from Y2 to Y3.

KO 1.8 – The focus on staff well-being and workload is new in this framework and it is essential that governors become involved in supporting staff workload including challenge SLT on this point.

Investigate staff survey (EHT, RR)

**Governor question: The GB sent out a survey to staff on well-being, with guidance from HCC, a few years ago. Should this be repeated?**

EHT stated that this would be a good idea.

KO 2.4 – Work on spelling and transcription is critical to ensure achievement in writing.

KO 4.4 – The Mental Health Lead is developing well-being and mental health provision and is working with a group of children using a talking approach, which allows the children to take the lead.

KO 5.2 - Gaps in phonics in KS2 are being addressed and Y3 teachers are receiving training on this.

KO 5.4 - The maths link governor has been working with staff to compare data to national. A new fractions progression policy is addressing one problem area identified.

**Governor question: On KO 2.1, what does consistently good or outstanding look like and is this terminology still used?**

EHT clarified that observations have moved away from the old grading model.

**Governor question: On KO 2.6, what is being done to ensure accuracy and consistency in Teacher Assessment?**

# The Federation of Northern Infant School & Northern Junior School

EHT stated that the key to this will be increased moderation both internal and external.

Governor question: On KO 5.6 and 5.7, should the wording be changed from 'diminish the difference' as the difference could be diminished by reducing achievement by girls/non-vulnerable groups, which is not desirable?

EHT agreed that the wording should be changed to 'improve outcomes for'. The aim is to close the gap by ensuring that all pupils make progress.

Amend wording of 5.6 and 5.7 (EHT)

## Governor Link Monitoring Plan

EHT explained that one of the ways to achieve objective 2.1, improving consistency of teaching across the school, is by building in governor monitoring.

EHT shared the updated Link Governor Monitoring Plan. He explained that more detail on dates and timing of visits will be added once the structure of the GB has been clarified. He will report back on this at the next FGB meeting. There are still some gaps and EHT asked governors to put their names forward for these roles.

Detailed Link Plan for next FGB (EHT)

Gov link roles (Govs)

## Staffing

EHT congratulated AC on her appointment as Head Teacher at Brockhurst Infant and Junior School.

Governors thanked AC for all that she has done for Northern Federation and congratulated her on her new post.

EHT reported that he and the School Business Manager had investigated whether there would be any financial benefits in changing the leadership structure to have one Executive Deputy Head across both schools rather than two Heads of Schools. They concluded that there would be a saving. However, the current structure works well. EHT stated that the two Heads of School structure was in place when the schools were one-and-a-half form entry. As the schools are predominately now two-form entry, the current structure would still be required. He reported that the post has been advertised and that there has been a lot of interest.

*18.15 BD joined the meeting.*

EHT explained that the advertised post is non-class-based but includes cover teaching, for PPA and staff absence. Therefore, an opportunity to make a further saving in the supply budget. The interviews will take place on 22 and 23 October 2019. EHT asked for a governor to assist with this.

Governors agreed that it makes sense financially to continue with the current leadership model.

## 6. Governing Body Matters a. **Structure of GB**

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

## The Federation of Northern Infant School & Northern Junior School

EHT reported that a group of governors had met to discuss the structure of the GB and asked KS to share the presentation summing up this discussion with governors.

KS clarified that the purpose of the presentation was to: describe the two available options, highlighting the pros and cons of each; and enable the GB to hold an informed vote.

KS explained Option 1, continue with committees, and Option 2, move to FGB only model. The presentation had been circulated to governors before the meeting.

The Chair thanked KS for his work in presenting the options.

A governor explained that he had done some research on the no-committee model and made the following points: he agreed that it had been difficult to ensure good attendance from non-staff governors at the Improvement and Standards Committee but stressed the need to continue to hold leaders to account; the three other local primary schools all operate with at least two committees; the minimum number of meetings a year is three but good practice suggests more than six a year; if there were six meetings a year, this would mean only twelve hours and, with all governors attending, individual governors would have little time and opportunity to contribute; the Chair and Vice Chair of Governors could have a lot of influence; it is doubtful whether a no-committee model would reduce the demands on governors' time.

A governor expressed a preference for the committee structure and made the following points: a lot of governors work during the day and would find it more difficult to take part in monitoring than attending committee meetings; having only full FGB meetings will reduce the opportunity to oversee in depth and will make it more difficult for all governors to speak; the current committee system is working; it is critical for governors to be accountable and responsible.

A governor stated that, for the committee system to work, it may be necessary to look at how the meetings are structured and linked to monitoring visits. He did agree that it is difficult to ask governors to come into school more often.

EHT raised the point that the current system is not working well because committee meetings are poorly attended and it is difficult sometimes to ensure that they are quorate.

Governors agreed to have a secret ballot where each governor would vote for either Option 1 – Continue with Committee Meetings, or Option 2 – Move to FGB-only Model

A secret ballot was carried out by the Clerk.

Option 2 was voted in by 11 votes to 5.

## The Federation of Northern Infant School & Northern Junior School

Governors agreed that the decision would be reviewed in a year's time.

A governor stressed the need to ensure that monitoring visits are properly recorded.

**Governor question: If all governors completing visits and monitoring forms report back at FGB meetings, won't this take a long time?**

EHT explained that the monitoring visit forms will be looked at and the main points summarised for FGB.

A governor stated that there needs to be feedback from the member of staff involved in the visit so that governors can see that there has been an impact.

A governor proposed that a focus group of governors should get together to look at the impact of moving to an FGB-only model and work out how it can be done to ensure accountability.

### **b. Set dates for 2019-2020 meetings**

EHT shared a document setting out proposed dates for FGB meetings.

The Chair reported that he had severe concerns over the limited time available to focus on standards as another meeting with a standards focus was not planned until the end of January 2020.

A governor made the point that, when the vote on the structure had been taken, there had been no specification of the number of meetings required for an FGB-only model. He felt that there should be more than the six meetings put forward by EHT as standards should be discussed regularly and governors should be well-informed on this in preparation for Ofsted. He expressed concern that governors would not be able to demonstrate that they are accountable and responsible.

EHT stated that the two governors linked to maths and English at the school had been in for monitoring visits and would be able to discuss this with inspectors, should there be an Ofsted visit. Through monitoring in this way, governors are able to keep up to date and challenge leaders in relation to standards well in advance of January

The CoG expressed that he was concerned that only having 6 meetings per year would seriously compromise the ability to focus on the Quality of Education, a key focus for Ofsted. He proposed that a group of governors would come together to look at ways that further meetings could be established and that he would send a choice out to governors prior to the next meeting. He made it clear that, should governors choose to have no further meetings above the 6, that he would not be able to continue in the role of Chair of Governors as this would compromise both the ability to be in a position to understand the school fully, and to hold the school to account for the Quality of Education.

F

# The Federation of Northern Infant School & Northern Junior School

A governor clarified that, while FGB meetings are identified as having a particular focus, this does not mean that standards would not be discussed at a Resources focussed meeting.

Governors agreed that a focus group should meet before the next FGB meeting to discuss how many FGB meetings would be needed and the timings for these. It was agreed that the date of the next FGB meeting would be 21 November 2019.

Focus group to discuss monitoring and future meetings (Chair)

## c. Governance manuals and TOR

### i. Confirm adoption of MOPP

Governors adopted the Manual of Personnel Practice and any in-year revisions issued.

### ii. Confirm adoption of MFP&P/Scheme of Financial Management

Governors adopted the Manual of Financial and Practice and Procedures and Scheme of Financial Management.

### iii. Instrument of Governance

Governors read the Instrument of Governance.

### iv. Review Terms of Reference for FGB

This will need to be updated to reflect the new structure and will be reviewed at the next FGB once this has been finalised.

Review FGB ToR on next FGB agenda (Clerk)

### v. Governor Code of Conduct

Governors approved the Code of Conduct.

## d. Governor Membership and Roles

### i. Confirm governor membership of committees

Membership of the following committees was agreed as:

Pay Committee – RR, KS and BY

Head Teacher Performance Review – RR, CC and BD

### ii. Governor roles

The following governors were appointed:

Development and Training Governor (DTG) – MZ

SEN Governor – LM

Child Protection and Safeguarding Governor – BY

Health & Safety Governor – RR

Forum Representative - SWi

### iii. Governor responsibilities

Governor responsibilities will be part of the Monitoring Plan.

## e. Governor Training

The Chair will speak to Governor Services about Whole GB training.

## 7. Policy Review

### a. Child Protection Policy

The Child Protection and Safeguarding Governor explained that he had reviewed this policy, which is an LA policy updated this year.

**Governor question: What updates have there been?**

It has been updated: to clarify the system for keeping records at both schools; to state that DBS registration must be repeated every three years; a section on peer abuse has been added by the LA.

Governors approved the Child Protection Policy.

**b. Safeguarding Policy**

The Child Protection and Safeguarding Governor explained that he had also reviewed this policy. The policy is an LA policy and has been updated this year. He clarified that the updates made by the LA relate to 'upskirting', gaming and 'county lines'.

The Clerk reminded governors that they must read the relevant section of Keeping Children Safe in Education and sign to confirm this.

Send out  
KCSIE (EHT)

EHT shared the Safeguarding Audit with Governors. He explained that action areas relate to: the school council; the process in place for recording information on the SCR at both schools; and rolling DBS checks. He stated that he will be updating his Safer Recruitment Training in October 2019. The audit has been sent to the LA. He reported that the new fencing is in place.

Governors approved the Child Protection Policy. They thanked BY and EHT for their work on this.

**c. Physical Intervention Policy**

Governors approved the Physical Intervention Policy.

**d. Fire Management Policy**

Governor question: Does this include reference to the new gate entry keypad?

AC explained that this is will automatically open if the fire alarm goes off. The format of the policy means that this is not specifically mentioned but it is covered by the policy.

Governors approved the Fire Management Policy.

**e. Emergency Response Plan**

Governors approved the Emergency Response Plan.

**f. Performance Management Policy**

EHT confirmed that this is an LA policy with a few changes to reflect job titles at the school.

Governors approved the Performance Management Policy.

**g. Pay Policy**

The current Pay Policy is a draft. Governors delegated approval of the Pay Policy to the Pay Committee, which will meet in October 2019.

**h. Admissions Policy**

EHT confirmed that the only changes to this policy from last year are dates.

Governors approved the Admissions Policy.

## The Federation of Northern Infant School & Northern Junior School

### 8. Items for next agenda

- Agree dates for FGB meetings under the new structure

### 9. Any other business

There was no other business

### 10. Date of next meeting: Thursday 21 Nov 2019 at 17.30

The meeting closed at 19.20

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