

**Nightingale Infant & Nursery School**  
**Minutes of Full Governing Board meeting**  
Held at Nightingale Infant & Nursery School at 12.30pm on 19 April 2018

**Attendees:** Sam Dangerfield, Chair (RO)  
Sarah Burgess (SB)  
Neil Campbell (NC)  
Jane Hudson (JH)  
Peter Lamble (PL)  
Paul Stanley (PS)  
Helen Wells, Finance Officer (HW) present for Item 8.4

**Absent:** Jonathan Coy, Headteacher (JC)

**Clerk:** Suzanne Church

**Key:** Green for challenge  
Blue for positive impact  
Red for Action Points

**Matters discussed:** Confidential matters minuted separately, Teaching & Learning, Behaviour Management, Individual Behaviour Plans, Performance Management, Recruitment, Health & Safety, Communications, Safeguarding Audit Report, Visits & Trips, Budget 2018/19

Number	Item
<b>1</b>	<b>WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE</b>
1.1	SD opened the meeting welcoming Governors, confirming NC and PL will arrive shortly.  JC not in attendance.
<b>2</b>	<b>DECLARATION OF CONFLICT OF MEETING</b>
2.1	The opportunity was given to Governors to declare any new business interest or potential conflict of interest arising from the Items on the Agenda.  Clarification sought from the Clerk as to constitution of the Governing Board having regard to Instrument of Government. SD confirmed JH is a Co-opted Governor. All Governors save for PL appointed for a 12 month term from 22 February 2018.  <b>New Action Point 1 – Clerk to add Governor constitution to next FGB Agenda.</b>
2.2	No such interests were declared.
<b>3</b>	<b>CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS</b>
3.1	None declared.

4	<p><b>PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 22 MARCH 2018 AND REVIEW OF ACTION LOG</b></p> <p>4.1 The Minutes of the meeting held on 22 February, and the Minutes and Confidential Minutes of the meetings held on 8 and 22 March 2018 were approved to be signed by the Chair.</p> <p>The Action List arising from meeting 22 March 2018 was reviewed and reported as follows:-</p> <p><b>AP1 - SD confirmed that external SEND audit will take place in May 2018. SD asked PS whether he would like to be a part of the audit. PS confirmed he will look at the Report once completed and follow up thereafter.</b></p> <p><b>NC and PL arrived.</b></p> <p><b>AP2 – Updated progress reports have not yet been sent to parents as Teaching &amp; Learning (T&amp;L) still a work in progress.</b></p> <p><b>New Action Point 2 – Updated progress reports to be sent to parents.</b></p> <p><b>AP3 - SB has used a standard model to draft the Communication Policy and has booked a date to meet with the Office staff next week. SD reported that this morning there had been a conversation regarding lunch arrangements for a pupil which reinforced the need for a clear system and procedure which incorporates all forms of communication.</b></p> <p><b>AP4 - NC confirmed that the Induction pack will be completed by half term once the new Policies are in place.</b></p> <p><b>New Action Point 3 - Induction pack for staff to be created read and signed by staff as a duty of care.</b></p> <p><b>AP5 – T&amp;L Policy has been shared on Governor Hub (the Hub). Staff have approved the T&amp;L Policy. NC will complete audit next week with AFL Lead in the classrooms and then focus on pupil engagement to coincide with behaviour management.</b></p> <p><b>AP6 – Performance Management Policy has been circulated on the Hub, NC advised adopting Option 1.</b></p> <p><b>New Action Point 4 - Governors to approve Performance Management Policy on the Hub, Clerk to add to next FGB Agenda for final approval.</b></p> <p><b>AP7 – Behaviour Management Policy has been put on the Hub and distributed to staff. Staff have reviewed and provided feedback, NC amending policy to ensure it is effective and also reflects the Nightingale way. RAG will be replaced with sunshine clouds and shooting star awards. Prescribed language scripts will be available for warnings and consequences.</b></p> <p><b>New Action Point 5 - Circulate Behaviour Management Policy to staff week commencing 23 April 2018. NC to meet with MSAs then will complete staff training Tuesday 24 April 2018 with a view to launching week beginning 7 May</b></p>
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2018.

Staff will get children's input in circle time as to what good behaviour looks like. NC reported lots of children on Individual Behaviour Plans (IBPs) not all of which may be necessary.

**New Action Point 6 – Review IBPs within next 2 weeks involving all stakeholders.**

NC advised frequent review of IBPs to ensure in place only where necessary.

PS queried why lots of behaviour plans. NC considered that this has resulted from a lack of structured support, no behaviour management system in place to follow and children not having clear boundaries or instructions. In the context of this assessment behaviour examples were given at the meeting. A confidential matter was then discussed and therefore minuted separately.

**AP8 – External Health & Safety audit of school commissioned by the Governing Board has been completed with a positive outcome and no issues were identified.**

Governors discussed site security. SD confirmed no issues were raised in the audit as to site security, Governors agreed that issues for example children trying to get under the fence are to be addressed by clear boundaries set out in the Behaviour Management Policy.

NC asked about fire drills. SD has asked to look at procedures; fire drill will then follow on from that review.

**AP9 – New Action Point 7 - SD and HW to facilitate bringing in external specialist who will be tasked with Behaviour Management and Safeguarding of school.**

**AP10/ 11-** NC has contacted the Attendance Team, there will be a charge for an attendance audit. There is no recent attendance audit for the school. NC confirmed the Attendance Policy will be drafted once reviewed report.

**New Action Point 8 – NC to facilitate attendance audit.**

**AP12 – NC confirmed that EYFS moderation took place in 2016 and KS1 moderation took place last year.** Governors agreed there is no need for these to be redone given how recent they are.

**AP13 – Minutes 8 March 2018 included on Agenda for this meeting.**

**AP14 – SD confirmed that 2015/16 and 2016/17 financial information can be published as it has been audited.**

**AP15 - Discussed below at AP24.**

**AP16 – The advert for HTLA has been placed with week commencing 30 April 2018 set for interviews.** SD asked Governors to confirm whether will be able to attend.

**AP17 – As above at AP8**

	<p><b>AP18</b> – Clerk confirmed all Business Interest Forms have been returned.</p> <p>New Action Point 9 - Clerk to send business interests information to HW for publication on website.</p> <p><b>AP19</b> – SD will meet with HW tomorrow.</p> <p><b>AP20</b> – As above AP6.</p> <p><b>AP21</b> – Finance added to Agenda for this meeting.</p> <p><b>AP22</b> – As above AP7.</p> <p><b>AP23</b> – HW will facilitate GDPR package.</p> <p>New Action Point 10 – HW to report on status of GDPR package.</p> <p><b>AP24</b> – Regarding improved communication, SD reported letter went to staff at end of term and parents at start of new term which included new Chair email address.</p> <p>5 emails have been received this week. 1 email has come from a prospective parent looking for advice and reassurance. Governors considered it appropriate to respond in the same light as the parent letter in that issues are being addressed but has to be parents' decision as to whether to appeal place. 3 emails want more information about who is in charge and what is being done. 1 email is about OFSTED and the Headteacher. Governors agreed a consistent reply is appropriate for all emails at this stage. A public meeting will be held once the OFSTED report is made available.</p>
<b>5</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>5.1</b>	<p>PL appointed Governor from today's date for a period of 12 months (Co-opted)</p>
<b>6</b>	<b>SCHOOL SUPPORT</b>
<b>6.1</b>	<p><b>Safeguarding including audit report of 19 March 2018</b></p> <p>All Governors confirmed they had read the audit report that had been commissioned. As a result of the audit NC confirmed the SCR is being developed and transferred into a new standard template. A date to complete this in conjunction with personnel files has been set with the Office staff.</p> <p>PL raised the suitability of the orange form and password procedure for collection of children. Governors considered the collection policy needs to be revisited to ensure safety of children.</p> <p>New Action Point 11 - SB will amend Communications Policy regarding collection of children.</p>
<b>6.2</b>	<p><b>Health &amp; Safety including premises plan</b></p> <p>Discussed above at Item 4.1.</p>
<b>6.3</b>	<p><b>Communication – internal and external including letter sent to parents and</b></p>


<p>6.4</p>	<p><b>Freedom of Information requests</b> SD confirmed the Freedom of Information request deadline is 5 May 2018.</p> <p><b>SEND &amp; disadvantaged groups</b> SD confirmed the SEND audit has been booked. PS confirmed that there may be some availability for SEND specialist to support Nightingale on Fridays. SD confirmed that there are 2 staff members responsible for SEND, one for the nursery and one for the infant school.</p> <p><b>New Action Point 12 - SD to ask HW about budget for SEND.</b></p>
<p>6.5</p>	<p><b>Behaviour Management including Policy</b> Discussed above at Item 4.1.</p>
<p>6.6</p>	<p><b>Attendance</b> Discussed above at Item 4.1.</p>
<p>6.7</p>	<p><b>Teaching and Learning</b> Discussed above at Item 4.1.</p>
<p>7</p>	<p><b>PEOPLE</b></p>
<p>7.1</p>	<p><b>Performance Management including Policy</b> Policy discussed at Item 4.1 above. SD confirmed the Performance Management meetings did not take place when scheduled. NC recommended Behaviour Management, Performance Management and T&amp;L Policies finalised then set up meetings for after half term as will have a better picture by then. SD considered that going forwards the Performance Management process should be a priority to ensure staff wellbeing.</p> <p>NC has spoken to class teachers regarding open door policy as part of success criteria.</p> <p>SD confirmed that pupil progress meetings took place yesterday.</p>
<p>7.2</p>	<p><b>Pay Policy</b> SD has scheduled a meeting with HW tomorrow to discuss this and other finance matters including hours, over and under payments.</p> <p><b>New Action Point 13 – Clerk to add Pay Policy to next meeting Agenda.</b></p> <p>SB asked whether the school has Human Resources support. SD confirmed yes.</p>
<p>7.3</p>	<p><b>Recruitment</b> Pastoral Support Worker has made a very positive start to the role. An item of a confidential nature was discussed and therefore minuted separately.</p>
<p>7.4</p>	<p><b>Staffing structure</b> SD advised Governors that there is a need to establish a clear picture of staffing structure and this will be on the agenda for the meeting tomorrow with HW.</p>
<p>7.5</p>	<p><b>Leadership</b> This item is of a confidential nature and therefore minuted separately.</p>

7.6	<p><b>Training for visits and trips</b>  The Education Visits Advisor visited the school on Monday and completed visits and trips training for all staff. Only 2 members of staff were unable to attend. The policy for visits and trips will now be drafted setting out a clear procedure ensuring that safety is prioritised and ensuring improved communication with parents.</p> <p>New Action Point 14 – Visits and Trips Policy to be drafted.</p>
8	<p><b>FINANCE</b></p>
8.1	<p><b>SFVS - Schools Financial Value Standard</b>  Not discussed.</p>
8.2	<p><b>Finance audit update</b>  Not discussed.</p>
8.3	<p><b>Service for Schools update</b>  Not discussed.</p> <p>HW joined the meeting.</p>
8.4	<p><b>Budget</b>  HW distributed BCR 2018/19 and related Update for Governors. HW confirmed submission of Budget deadline is 1 May 2018. HW explained Update for Governors produced to give Governors an overview of the main budget lines, figures and required actions.</p> <p>HW began with the back pages of the document being department analysis, highlights of which included:-</p> <p><b>FRIENDS</b> - Friends has agreed to give £5k to spend on KS1 Project, explaining the plans for the outdoor KS1 environment. £25k was allocated in 2017/18 but HW considers there is a need for the leadership team to look at how this money is spent and what is going to give the best return.</p> <p><b>NURSERY</b> – HW explained the existing approach and how project underway to look into how much of budget relates specifically to Nursery. HW confirmed predictions for this budget are conservative with room to understand that figures can increase once admissions and private funding is taken into account. <b>Governors asked for an explanation of the Nursery deficit</b>, HW confirmed building works and staffing have been taken into account.</p> <p><b>STAFFING</b> – HW recommended additional staffing provision needed within the Nursery. <b>Governors agreed that HW recommendations on Nursery appointments be approved (NC proposed and JH seconded).</b></p> <p><b>PUPIL</b> – HW advised that Pupil Premium plan will need to be reviewed.</p> <p>New Action Point 15 - NC will commission review of Pupil Premium to include spending and impact.</p> <p>HW considered that signatories for school fund should be amended.</p>

	<p><b>New Action Point 16 – HW will speak to NPLAW about amending school fund signatories.</b></p> <p><b>SEND</b> – HW reported income for summer term mainly spent on staff. HW recommended that Governors and leadership team look at SEND provision. PL confirmed going forwards plan is for bid on a child by child basis to Norfolk County Council. This has been the approach with Cluster applications, PS agreed to report on this going forwards. HW confirmed amount in Cluster pot to be distributed across schools which has not been included in budget.</p> <p><b>SPORTS PREMIUM</b> – HW recommended Sports Premium Plan 2017/18 be reviewed by leadership team. Current provision is for summer term only. <b>Governors asked about autumn term 2018 and whether trained teacher could be used.</b> HW and SD will discuss Sports Premium at tomorrow’s meeting.</p> <p><b>Y2 SWIMMING</b> - HW reported swimming and transport cancelled for summer term, no charge for transport but pool hire committed.</p> <p>HW returned to the main body of the Update for Governors, highlights of which included:-</p> <p><b>INCOME</b></p> <p>I10 – Regarding supply teacher insurance, HW explained timescales as included in budget.</p> <p>I12 – Regarding Visit Income, internal system review to be completed. SDIP and curriculum supported by trip each year for each year group. The 3 trips planned for summer term will go ahead only if visits and trips policy in place beforehand.</p> <p>I13 - SD confirmed she attended FRIENDS meeting last night. Friends will be completing and auditing their own accounts.</p> <p><b>EXPENDITURE</b></p> <p>Confidential matters were discussed and therefore minuted separately.</p> <p>HW advised Governors to look at the Update for Governors in depth after the meeting and come back with any questions.</p> <p><b>PL expressed concern about the structural deficit of 11% of budget.</b></p> <p><b>FO left the meeting.</b></p>
8.5	<p><b>Swimming</b> Discussed at Item 8.4 above.</p>
9	<p><b>GDPR</b></p>
9.1	<p>Discussed above at Item 4.1.</p>
10	<p><b>WEBSITE REVIEW</b></p>



10.1	Discussed above at Item 4.1.
11	<b>MONITORING</b>
11.1	Nothing further to add.
12	<b>ANY OTHER BUSINESS</b>
12.1	None declared.
13	<b>DATE OF NEXT MEETING</b>
13.1	Next meeting to be held on Thursday 3 May 2018 at 9am.
	<b>Meeting closed at 2.45pm.</b>

<b>Signed by the Chair as a true record of the meeting:</b>		<b>Date:</b>	3/5/18
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