

**Nightingale Infant & Nursery School**  
**Minutes of Full Governing Board meeting**  
Held at the Professional Development Centre at 12pm on 22 March 2018

**Attendees:** Sam Dangerfield, Chair (RO)  
Sarah Burgess (SB)  
Neil Campbell (NC)  
Jane Hudson (JH)  
Helen Wardale (HW)

**Absent:** Jonathan Coy, Headteacher (JC)  
Paul Stanley (PS)

**Clerk:** Suzanne Church

**Key:** Green for challenge  
Red for Action Points

**Matters discussed:** Confidential matters minuted separately, SEND, Internal communication, Safeguarding, Behaviour Management, Attendance, Performance Management, Policies (Performance Management, Pay, Finance), Health & Safety premises, Teaching & Learning, SFVS, GDPR

Number	Item
<b>1</b>	<b>WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE</b>
1.1	SD opened the meeting welcoming Governors and HW, Head of Governance and Leadership, Educator Solutions, invited as a guest to provide advice and guidance.  PS sent apologies in advance of the meeting. Apologies accepted.
<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.
2.2	No such interests were declared.
<b>3</b>	<b>CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS</b>
3.1	NC began with confirmation that earlier today he had investigated the provision for SEND children at the school and as a result of this investigation he advises commissioning an external advisor to undertake an audit.  New Action Point AP1 – NC to look into commissioning external SEND audit.  A confidential matter (Item 1) was discussed and therefore minuted separately.

NC identified a need for improved communication about children's progress and considered it may be appropriate for parents to be sent an update on their child's progress to include:

1. Whether above, below or at expected level
2. The basis on which this assessment has been made
3. What is being done about progress

SB asked about the information that has been given to parents to date. SD identified that there has not been a structured approach to feedback.

**New Action Point AP2 – SD to ensure Teaching Staff send updated progress report to parents.**

SB asked how many parents attended the drop in session yesterday 21 March 2018. SD confirmed there were 16 parents and the number of attendees was lower than expected.

SD highlighted 4 priorities to be actioned being Communication, SEND, Safeguarding and Behaviour Management as follows:

**1. Communication**

SB will look at the procedure regarding internal communication to include office staff informing Teacher the same day as receipt of complaint, and 24 hour response time following meeting with parents with the revised communication policy working alongside a common sense approach and improved accountability.

**New Action Point AP3 – SB to look into detailed internal communication policy and procedure.**

**2. SEND**

SD sent an email today to PS regarding SEND attendance as liaison between the school and Taverham VC CE Junior School is deemed essential particularly with regard to the current Year 2 who will move up at the end of this academic year.

**3. Safeguarding**

NC confirmed that he is waiting for the report following the Safeguarding audit undertaken on 19 March 2018.

NC advised that an Induction Pack should be prepared and given to permanent and supply staff to include:

1. Health & Safety (H&S)
2. Fire drills
3. Behaviour and rewards
4. Teaching and Learning (T&L) expectations
5. Safeguarding

**New Action Point AP4 – Induction pack for staff to be created, to be read and signed by staff as a duty of care.**

Regarding T&L Policy, NC has written a one sided A4 manual clearly setting out 4 key principles for each of the following areas:

1. Assessment
2. Planning
3. Teaching
4. Learning

It is intended that the new policy will be circulated to staff with a view to being in place for the new term after Easter 2018.

**New Action Point AP5 – NC to give T&L Policy to the designated Assistant Headteacher for the next staff meeting.**

Moving on to Performance Management, SB confirmed that a Policy needs to be put in place to ensure accountability.

**New Action Point AP6 - NC to look into Performance Management Policy.**

A confidential matter (Item 2) was discussed and therefore minuted separately.

#### **4. Behaviour Management**

NC shared a simplified revised plan for Behaviour Management. NC proposed a traffic light system with rewards, a clear system being preferred with scripts to de-escalate behaviour if so required together with an on-call system. **SB asked about leadership accountability for this plan.**

A confidential matter (Item 3) was discussed and therefore minuted separately.

**New Action Point AP7 – Behaviour Management plan to be introduced.**

HW summarised matters to be discussed:

1. Safeguarding
2. Behaviour
3. Teaching and learning
4. Performance Management
5. Leadership
6. Communication
7. OFSTED
8. Budget
9. Health & Safety (H&S) (premises, fire drills, H&S plan)
10. SEND & disadvantaged groups
11. Attendance

Governors agreed that the priority is Safeguarding and following the receipt of the Safeguarding audit report there will be recommendations that will need to be actioned.

HW confirmed two Freedom of Information requests have been made and these are being dealt with.

A confidential item (Item 4) was discussed and therefore minuted separately.

**New Action Point AP8 – SD with assistance of HW will commission external H&S audit of school.**

	<p>HW asked about the recording of Safeguarding issues.</p> <p>New Action Point AP9 – SD with the assistance of HW to facilitate bringing in external specialist who will be tasked with Behaviour Management and Safeguarding at school.</p> <p>SD reiterated that regarding attendance, PS has been asked to undertake an audit with a view to putting in place a new system to correlate with Junior School approach.</p> <p>New Action Point AP10 – PS to facilitate attendance audit.</p> <p>Governors asked about recording SEND attendance.</p> <p>New Action Point AP11 – NC will speak to Attendance Team (part of Intervention Team at Norfolk County Council) to assist with attendance monitoring.</p> <p>The current assessment of attainment and progress was raised by NC. He has been informed that moderation has taken place and he will be looking into this.</p> <p>New Action Point AP12 – NC to research when moderation took place.</p> <p>The EYFS review and the Year 1 review will take place on 27 March 2018. Regarding Year 2 assessment and moderation, NC confirmed the children have sat old SATs paper and there has been a focus on improving reading.</p> <p>A confidential matter (Item 5) was discussed and therefore minuted separately.</p>
<b>4</b>	<b>PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 8 MARCH 2018 AND REVIEW OF ACTION LOG</b>
<b>4.1</b>	<p>The Minutes of the meeting 8 March 2018 were discussed. The Chair would like to adjust the format of the Minutes and add some further detail.</p> <p>New Action Point AP13 – Clerk to add approval and signing of Minutes of meeting 8 March 2018 to next FGB Agenda.</p>
<b>5</b>	<b>SCHOOL SUPPORT UPDATE - NC</b>
<b>5.1</b>	This Item is of a confidential nature and therefore minuted separately.
<b>6</b>	<b>SCHOOLSUPPORT UPDATE - RECRUITMENT OF HTLA AND PASTORAL SUPPORT WORKER</b>
<b>6.1</b>	This Item is of a confidential nature and therefore minuted separately.
<b>7</b>	<b>SAFEGUARDING AUDIT</b>
<b>7.1</b>	<p>As discussed at Item 3.1 above.</p> <p><b>SB &amp; HW left the meeting.</b></p>

<b>8</b>	<b>HEALTH &amp; SAFETY INCLUDING PREMISES PLAN</b>
<b>8.1</b>	<p>New Action Point AP17 - HW will speak to relevant team to facilitate H&amp;S audit including premises plan.</p> <p><b>SB returned to meeting.</b></p>
<b>9</b>	<b>WEBSITE REVIEW</b>
<b>9.1</b>	<p>SD confirmed that the website is compliant save for Governors information.</p> <p>New Action Point AP18 – Clerk to circulate Business Interest Forms.</p>
<b>10</b>	<b>FINANCE</b>
<b>10.1</b>	<ul style="list-style-type: none"> <li>• <b>Finance Policy</b></li> </ul> <p>JH has reviewed the Finance Policy highlighting a need to action the audit and complete the inventory. JH has changed Finance Committee references to Governing Board. References to Headteacher should include Senior Leadership Team.</p> <p><b>HW returned to the meeting.</b></p> <p>New Action Point AP19 - SD will review Finance Policy with Finance Officer.</p> <ul style="list-style-type: none"> <li>• <b>Pay Policy and related documents</b></li> </ul> <p>SD reported the Pay Policy needs to be updated. Governors agreed that for the Pay Policy to work the Performance Management Policy has to be in place. Governors will review Performance Management Policy with a view to distributing to staff before Easter 2018 for consultation process.</p> <p>New Action Point AP20 – NC to send Performance Management Policy to Governors week commencing 26 March 2018 for agreement by email.</p> <ul style="list-style-type: none"> <li>• <b>SFVS - Schools Financial Value Standard</b></li> </ul> <p>JH has reviewed the SFVS. The following matters were identified for completion in the Spring term 2018 with agreed approach noted:</p> <ol style="list-style-type: none"> <li>1. Determine if separate finance committee required – not required</li> <li>2. Determine finance responsibilities of Governing Board – this will be JH</li> <li>3. Finance policy to be adopted – to be moved to Summer term 2018</li> <li>4. Business interests on school website – Clerk to action see AP18</li> <li>5. Pay policy to be updated – to be moved to Summer term 2018</li> </ol> <p>JH also raised requirement for fortnightly Governing Board review of monthly monitoring.</p>

	<p><b>New Action Point AP21 – Clerk to add Finance as standard FGB Agenda Item.</b></p> <p>NC proposed adopting the SFVS as amended. SB seconded. Governors agreed to adopt the amended SFVS. JH will undertake the monitoring of the SFVS.</p> <ul style="list-style-type: none"> <li>• <b>Audit update</b></li> </ul> <p>Finance Officer was not able to attend today's meeting to present update on audit.</p> <ul style="list-style-type: none"> <li>• <b>Service for Schools update</b></li> </ul> <p>Governors agreed that Service for Schools should continue.</p>
<b>11</b>	<b>BEHAVIOUR/ INCIDENT UPDATE – POLICY &amp; PRACTICE REVIEW</b>
<b>11.1</b>	<p>A matter of a confidential nature was discussed and therefore minuted separately.</p> <p>SD advised implementing a new Behaviour Policy to include whose responsibility it is to log incidents and follow up. A standard procedure should include weekly reporting of incidents and whoever logs the incident should own the follow up, as teaching standards include responsibility for the welfare and safety of children.</p> <p><b>New Action Point AP22 - NC will review behaviour monitoring including logging incidents and following up.</b></p>
<b>12</b>	<b>GDPR (NEW DATA PROTECTION REGULATIONS FROM MAY 2018)</b>
<b>12.1</b>	<p>Further to undertaking some research NC summarised the option to purchase a GDPR service package which includes a designated Data Protection Officer, policy templates, checklists, incident logs, access to helpdesks, webinar, blog, e-learning for all staff and access to a consultant. Purchasing this package would ensure compliance for the coming year.</p> <p>A confidential matter was discussed and therefore minuted separately.</p> <p>Proposed by SB and seconded by JH, Governors agreed to purchase the GDPR package subject to approval by Senior Adviser as discussed.</p> <p><b>New Action Point AP23 - NC will take agreed follow up action regarding GDPR package.</b></p>
<b>13</b>	<b>POLICIES</b>
<b>13.1</b>	<p>As discussed above at Item 3.1.</p> <p><b>A question arose regarding formal record of adopting LA policies. SD advised that standard Policies should be tailored to the school and put on website.</b></p>

<b>14</b>	<b>PERFORMANCE MANAGEMENT</b>
<b>14.1</b>	SD understands that the Performance Management of staff expected this week has not yet taken place.
<b>15</b>	<b>MONITORING</b>
<b>15.1</b>	This item is ongoing.
<b>16</b>	<b>ANY OTHER BUSINESS</b>
<b>16.1</b>	<p>NC asked what support can be given to SD being mindful of her wellbeing and the tasks she is undertaking. SD thanked NC for support, and expressed confidence in progress today by sharing the next steps to be taken.</p> <p>A confidential matter was discussed and therefore minuted separately.</p> <p>SD confirmed the second parent drop in session would be held this afternoon at 3pm. JH will also attend.</p>
<b>17</b>	<b>DATE OF NEXT MEETING</b>
<b>17.1</b>	The next meeting will be held on Thursday 19 April 2018 at 1pm.
	<b>Meeting closed at 1.30pm.</b>

<b>Signed by the Chair as a true record of the meeting:</b>	S J —	<b>Date:</b>	31/5/18
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