

**Nightingale Infant & Nursery School**  
**Minutes of Extraordinary meeting of the Full Governing Board**  
**Held at Nightingale Infant & Nursery School at 11am on 15 June 2018**

**Attendees:** Sam Dangerfield, Chair (SD)  
 Doug Dale, Consultant Headteacher (DD)  
 Michelle Slymn, Interim Headteacher (MS) for Item 5 and the start of Item 4.1 by conference call  
 Sarah Burgess (SB)  
 Neil Campbell (NC)

**Absent:** Jane Hudson (JH)  
 Peter Lamble (PL)  
 Paul Stanley (PS)

**Clerk:** Suzanne Church

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

**Matters discussed:** Confidential Items minuted separately, Budget, Staffing structure, Whistleblowing Policy approved

| Number   | Item   |
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| <b>1</b> | <b>WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE</b>  |
| 1.1      | SD opened the meeting welcoming Governors with MS on speakerphone.<br><br>The meeting moved to consider Item 5, then the approval of Minutes at Item 4.1 before returning to this Item.<br><br>JH, PL and 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      | None.  |
| <b>4</b> | <b>PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 6 JUNE 2018 AND REVIEW OF ACTION LOG</b>   |

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| 4.1 | <p>Governors agreed that Minutes of 6 June 2018 were an accurate reflection of the meeting, proposed by NC and seconded by SB. Chair signed the Minutes.</p> <p>The Confidential Minutes of the meeting held on 6 June 2018 were read and approved by Governors, SB proposed, NC seconded. Chair signed the Minutes.</p> <p>The actions arising from meeting 6 June 2018 were reviewed and reported as follows:-</p> <p><b>AP1 – Parents will be given an updated progress report at forthcoming planned parents meeting.</b></p> <p><b>AP2 – NC asked DD to distribute Performance Management Policy to staff today with a view to being discussed at next staff meeting.</b></p> <p><b>New Action Point AP1 – DD to distribute Performance Management Policy to staff.</b></p> <p><b>AP3 – Site Inspection and Disability Access inspection took place last week, reports will be sent. Site Manager walked around with the Inspectors and now has a list of follow up actions.</b></p> <p><b>New Action Point AP2 – Discuss Site Inspection and Disability Access Inspection reports at next meeting.</b></p> <p>SD confirmed Friends paying for bike shed and a parent has offered to remove out of action play equipment. Governors thanked Friends.</p> <p><b>AP4 – Roll to next meeting.</b></p> <p><b>New Action Point AP3 - Lay Academy information prepared by Partnerships Adviser to be included in parents Newsletter.</b></p> <p><b>AP5 – Roll to next meeting.</b></p> <p><b>New Action Point AP4 – MS to look into Tapestry/ Pupil Asset approach and link between systems.</b></p> <p><b>AP6 – Roll to next meeting.</b></p> <p><b>New Action Point AP5 - MS will check logging of behaviour incidents Pupil Asset/ My Concerns.</b></p> <p><b>AP7 – Roll to next meeting. SD confirmed PS has copy of annotated SEN Report.</b></p> <p><b>New Action Point AP6 - DD to follow up with SEN Adviser regarding Report.</b></p> <p><b>AP8 – Regarding Single Central Record (SCR) NC had transferred information to new template. Office need half a day to complete SCR, training has been undertaken. Office to complete by Thursday as NC will be coming in to review.</b></p> <p><b>New Action Point AP7 - Single Central Record to be completed.</b></p> <p><b>AP9 – DD confirmed Attendance figures will be delivered at the next meeting.</b></p> |
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|          | <p><b>New Action Point AP8 - Attendance data to be presented at next FGB.</b></p> <p><b>DD left the meeting.</b></p> <p><b>AP10 – DD confirmed Visits and trips paperwork has not yet gone out.</b></p> <p><b>DD returned to the meeting.</b></p> <p><b>New Action Point AP9 – Visits and Trips paperwork to be sent to parents.</b></p> <p><b>AP11 – Staffing structure discussed at Item 5 below.</b></p> <p><b>AP12 – DD confirmed Phonics tests administered appropriately.</b></p> |
| <b>5</b> | <b>BUDGET APPROVAL</b>  |
|          | This item is of a confidential nature and therefore minuted separately.   |
| <b>6</b> | <b>POLICIES &amp; PROCEDURES</b>  |
|          | <p><b>To approve: Whistleblowing Policy</b><br/> <b>Performance Management Policy</b></p> <p>Governors approved previously circulated Whistleblowing Policy, proposed by SB seconded by SD.</p> <p>Performance Management Policy discussed at Item 4.1 above.</p>   |
| <b>7</b> | <b>ANY OTHER BUSINESS</b>   |
|          | <p>Confidential matter discussed and minuted separately.</p> <p>SD confirmed Freedom of Information request information sent out this morning.</p>  |
| <b>8</b> | <b>DATE OF NEXT MEETING</b>   |
|          | Governors agreed the next meeting will take place on Friday 29 June 2018 at 12.30pm.  |
|          | <b>Meeting closed at 12.15pm.</b>   |

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| <b>Signed by the Chair as a true record of the meeting:</b> |  | <b>Date:</b> | 29/6/18 |
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