

**Nightingale Infant & Nursery School**  
**Minutes of Full Governing Board meeting**  
Held at Nightingale Infant & Nursery School at 9am on 3 May 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 Items 8, 9 and 10

**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, Performance Management Policy, Behaviour Management, Communications review, Budget 2018/2019, SFVS, Public meeting

Number	Item
<b>1</b>	<b>WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE</b>
1.1	SD opened the meeting welcoming Governors.  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.
2.2	No such interests were declared.
<b>3</b>	<b>CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS</b>
3.1	None declared.
<b>4</b>	<b>PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 19 APRIL 2018 AND REVIEW OF ACTION LOG</b>
4.1	The Minutes and Confidential Minutes of the meeting held on 19 April 2018 were approved and signed by the Chair.  The Action List arising from meeting 19 April 2018 was reviewed and reported as

follows:-

**AP1** – Constitution of Governing Board added to this Agenda.

**AP2** – Progress Reports remains a work in progress, rolled to next meeting.

**New Action Point AP1 - Updated progress reports to be sent to parents.**

**AP3** – Induction Pack for staff remains a work in progress, rolled to next meeting.

**New Action Point AP2 – Induction pack for staff to be created read and signed by staff.**

**AP4** – Performance Management Policy has been reviewed and commented on by Governors via Governor Hub, NC proposed adopting Policy, PS seconded, all Governors agreed. **Performance Management Policy adopted.**

**New Action Point AP3 - NC to distribute Performance Management Policy at next staff meeting.**

**AP5** – NC reported staff ready to commence trial for new Behaviour Management system. Staff agree Policy save for what happens after sanctions given where it was felt that there was a need for school leader to take ownership. A confidential matter was discussed and therefore minuted separately.

Behaviour Management Policy trial planned commencement date next week if resources in place eg rainbows/ clouds. **Governor asked will parents be informed.** NC confirmed yes parents and children are on board.

NC reported progress in establishing pre-lunchtime meetings. The meetings ensure staff informed of any issues which may have arisen throughout the morning, resulting in greater understanding and improved behaviour during lunchtime period. Scripts have been provided for encouragement. The Hide has been revamped and rules and expectations have been clarified. Trialled on Tuesday and the new format worked well in terms of safety and confidence of staff in having the tools to meet needs of children. Improved communication was evident.

**AP6** – Individual Behaviour Plans (IBPs) continue to be reviewed. Governors agreed Behaviour Management Policy to apply to all children, those with IBPs should receive the same rewards for positive choices made throughout the day.

**AP7** – This matter is of a confidential nature and therefore minuted separately.

**AP8** – Senior Adviser Education Quality Assurance and Intervention Service has set up a meeting next week with SaFS Lead to review attendance and following this will meet with PS to discuss correlation with Taverham Junior School.

**AP9** – Business Interests Forms have been completed, some clarifications required on website.

**AP10** - See Item 9 below.

AP11 - SB met with SaFS Lead yesterday regarding Communications Policy and reported the following:

1. Historically no signed record of who has read ~~Communications Policy~~ *Safer Working Practices.*
2. Some staff used personal phones to speak to parents
3. Clarification needed over use of which email address should be used (SaF@ rather than Nsix)
4. Lag in registers being delivered to office – not clear who is in school in the event of a fire, confusion about when registers close for late arrivals
5. Yellow form now in place for parental contact as recommended by NC
6. Central filing now in place as recommended by NC
7. Staff meeting minutes stored on JC's computer
8. ~~Staff meetings~~ *Staff Briefings* on Fridays not minuted, no system for long term view which makes parents cross as diary information provided at the last minute
9. Technical problems with co-ordinating diaries – no central system or access to other staff members calendars
10. Confusion re staff absence and how to inform will not be in, no procedure for getting in supply staff *was unclear.*
11. ~~No procedure for wet play~~ *unclear procedure for webplay.*
12. Procedure for progress reports to parents inconsistent - multiple documents sent out, no set date
13. Pupil Asset not working well
14. No central record for after school provision - what children are doing and where
15. Password collection procedure needs to be revised
16. Newsletters distributed by email and on website, paper version not available to parents
17. NC reported there are new incident forms for reporting incidents at lunchtime but these are not yet being used

SD will start to look at these to make improvements and report on Communication at the next meeting.

AP12- SEND audit taking place today. Senior Adviser Education Quality Assurance and Intervention Service and SD have looked at SEND budget, the majority is spent on staffing which means the budget is straightforward, but the question remains is money going where it needs to go and is it providing the necessary support. PS confirmed ongoing support of SEND Specialist from Taverham Junior School reporting no SEN interventions in place and need for SEN training for staff.

SD thanked PS and Taverham Junior School for ongoing support.

AP13 – SD asked everybody to look at Pay Policy again with a view to discussing at next meeting now that Performance Management Policy is agreed.

AP14 – Re trips and visits, Pedagogy and Curriculum Lead has worked hard to ensure all in place following training. Policy expected to be distributed to staff and Governors this week with a view to approving at next meeting and sending to parents.

AP15 – Action point rolled over.

New Action Point AP4 – NC to commission Pupil Premium audit.

	<b>AP16 – Reported at Item 8.1 below.</b>
<b>5</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>5.1</b>	<p>Governors agreed that elections for Staff and Parent Governors will be revisited under Agenda Item 5.1 at next meeting.</p> <p>Clerk raised Instrument of Government and Governor positions.</p> <p><b>New Action Point AP5 – Clerk to speak to Governance and Leadership Service re constitution.</b></p>
<b>6</b>	<b>SCHOOL SUPPORT</b>
<b>6.1</b>	<p><b>Safeguarding</b> NC confirmed staff will be viewing Norfolk County Council slideshow once again or for the first time if new staff.</p>
<b>6.2</b>	<p><b>Health &amp; Safety including fire drills</b> SB confirmed fire drill has not yet taken place and she will speak to Senior Adviser Education Quality Assurance and Intervention Service about this.</p> <p><b>New Action Point AP6 – SD to ensure fire drills actioned.</b></p>
<b>6.3</b>	<p><b>Communication – internal and external including Freedom of Information (FOI) requests</b> As reported in Item 4.1 above.</p> <p>SD reported FOI request due today, and everything is ready and copied to go to requesters at 3pm. SD explained potential next steps for requester.</p>
<b>6.4</b>	<p><b>SEND &amp; disadvantaged groups</b> As reported in Item 4.1 above.</p>
<b>6.5</b>	<p><b>Behaviour Management including review of Individual Behaviour Plans</b> As reported in Item 4.1 above.</p>
<b>6.6</b>	<p><b>Attendance review</b> As reported in Item 4.1 above.</p>
<b>6.7</b>	<p><b>Teaching and Learning (T&amp;L) update</b> NC reported book look has taken place and he has seen positive progress in behaviour and general expectations, members of staff are keen to get feedback and generated their own action points. NC will visit regularly to ensure on right track.</p>
<b>6.8</b>	<p><b>Visits and Trips update</b> As reported in Item 4.1 above.</p>
<b>7</b>	<b>PEOPLE</b>
<b>7.1</b>	<p><b>Approve Performance Management Policy</b> As reported in Item 4.1 above.</p>

<p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p> <p><b>7.6</b></p>	<p><b>Performance Management update</b> This item is of a confidential nature and therefore minuted separately.</p> <p><b>Discuss Pay Policy</b> This has not been formally agreed by Governors for over three years. SB has met with HW and the budget will need to be adjusted to ensure all staff are being paid correctly and are working their contracted hours.</p> <p><b>Leadership</b> An item is of a confidential nature was discussed and therefore minuted separately.</p> <p>Regarding Nursery leadership roles the current budget demonstrates understaffed at nursery, the SEND for Nursery does get management and SEND time and an additional member of staff will be recruited.</p> <p><b>Staffing structure</b> Discussed at Item 7.4 above.</p> <p><b>Recruitment update</b> An item of a confidential nature was discussed and therefore minuted separately.</p> <p>SD reported the Pastoral Support Worker has had a positive impact; the room layout has been improved, clear communication to children and great modelling for other staff.</p>
<p><b>8</b></p>	<p><b>FINANCE</b></p>
<p><b>8.3</b></p>	<p><b>HW joined the meeting.</b></p> <p><b>SD left the meeting.</b></p> <p><b>Budget 2018/19</b></p> <p>HW began with updates since the last meeting to achieve budget submitted with 3<sup>rd</sup> year deficit only, adjustments being:-</p> <ul style="list-style-type: none"> <li>• Agency cost for 3 days</li> <li>• Utilised £41k Buildings and Maintenance account in current year to bring down to surplus</li> <li>• Looked at general E12 expenditure and brought figures down a fraction in 2<sup>nd</sup> year</li> </ul> <p>PL asked about change in nursery income. HW reiterated discussion at last meeting re small capacities and proposed changes in admission criteria. Looking at prudent income figures again there was scope to increase figures. NC asked whether monies for Nursery improvements still reflected in budget. HW confirmed yes at E12, transfer from earmarked reserves in current year detailed in budget. So long as Premises Development Plan complete the work will go ahead in the summer.</p> <p>New Action Point AP7 – NC to contact Early Years team to provide advice and guidance for Nursery building works.</p>

HW confirmed the next steps focus is to be getting from this budget to the proposed staffing structure details of which have yet to be finalised.

**SD returned to meeting.**

HW confirmed the budget has been submitted and work has begun on Revision 1. Governors asked whether HW needed additional support, HW confirmed she has been dealing with the necessary people.

A confidential matter was discussed and therefore minuted separately.

HW confirmed the Finance audit will take place on 6 June 2018 and SD will attend.

New Action Point AP8 - HW to contact NPLaw re signatories.

8.1

### **Finance Policy**

JH confirmed Finance Policy is complete and will be ready to approve at the next meeting.

8.2

### **SFVS - Schools Financial Value Standard**

JH summarised the current position of the SFVS as follows:

- Pay Policy – as discussed above at Item 7.3
- Undertake Headteacher's Performance management – will be updated to reflect current situation
- BCR13 - New Action Point AP9 – HW to prepare report for Period 13 versus original detailed Budget
- Premises Development Plan – New Action Point AP10 - SD to review Premises Development Plan
- Finance Audit – will take place on 6 June 2018
- Whistleblowing Policy in staff room – New Action Point AP11 - PL to prepare Whistleblowing Policy
- Fraud Policy and review Fraud Log – New Action Point AP12 - PL to prepare Fraud Policy and Log
- School fund audit to Local Authority – this is ongoing
- Business Continuity Plan – HW confirmed there is a disaster recovery plan at the school. New Action Point AP13 - PS to send Business Continuity Plan to HW based on Norfolk County Council template
- Asset register – This is ongoing

8.4

### **SEND budget**

HW confirmed Cluster budget has been set, only included £4k in this budget for summer term for existing learners and then the funding ceases. Cluster needs to decide mechanism to distribute remaining amounts. The withdrawal of Cluster funding will leave a big hole. Going forwards funding will be linked to EHCP followed by high needs.

**SD left the meeting.**

Governors agreed to wait for outcome of SEND audits and then form a plan regarding staffing levels and spend of SEND monies going forwards.

**SD returned to the meeting.**

<b>8.5</b>	<b>Pupil Premium review</b> Discussed above at Item 4.1.
<b>9</b>	<b>GDPR</b>
<b>9.1</b>	HW confirmed the portal is now in place and now waiting for confirmation of Data Controller external support.  HW will be attending Management System training at Norwich Professional Development Centre. HW reported capability of Pupil Asset is not being used to fullest extent with continued reliance on paper records. Following training HW will be able to feed information back to staff to maximise use of the system.
<b>10</b>	<b>WEBSITE REVIEW</b>
<b>10.1</b>	HW noted required updates regarding business interests and OFSTED information.  HW left the meeting.
<b>11</b>	<b>MONITORING</b>
<b>11.1</b>	NC will visit school on Tuesday 8 May 218 to monitor T&L and Behaviour.  SB advised monitoring of Phonics screening together with setting Communications monitoring date.  New Action Point AP14 - SB to set date for monitoring of Phonics screening and Communications.
<b>12</b>	<b>ANY OTHER BUSINESS</b>
<b>12.1</b>	SD confirmed public meeting will be held Wednesday 9 May 2018 at 7.30pm. SD invited all Governors to attend and summarised the evening will commence with a Powerpoint presentation of where the school is at in 4 Key Areas following which Senior Adviser Education Quality Assurance and Intervention Service will take questions. Any questions relating to the previous Governing Board will be addressed by Governance Intervention Lead Officer, Education Quality Assurance and Intervention Service, T&L standards and Behaviour questions will be directed to NC, with SD dealing with matters going forwards.  NC suggested making copies of Behaviour Policy to be available for parents to take on the way out.  SD advised that staff had been briefed this morning and any press questions must be directed to SD. ND advised explicit instructions regarding press should be given to Office staff.
<b>13</b>	<b>DATE OF NEXT MEETING</b>
<b>13.1</b>	Next meeting to be held on Thursday 17 May 2018 at 12pm.

	Subsequent meeting to be held on Tuesday 29 May 2018 at 9am.
	<b>Meeting closed at 10.45am.</b>

<b>Signed by the Chair as a true record of the meeting:</b>		<b>Date:</b>	17/5/18
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