

Nightingale Infant & Nursery School
Minutes of Full Governing Board meeting
Held at Nightingale Infant & Nursery School at 10am on 6 June 2018

Attendees: Sam Dangerfield, Chair (SD)
Michelle Slymn, Interim Headteacher (MS)
Doug Dale, Consultant Headteacher (DD) present at Items 6 and 13
Sarah Burgess (SB)
Neil Campbell (NC)
Jane Hudson (JH)
Paul Stanley (PS)

Absent: Peter Lamble (PL)

Clerk: Suzanne Church

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

Matters discussed: *Staff and Parent Governor elections, Headteacher's Report, School Development Plan, Data and Assessment, Transition, GDPR Subject Access Request, SATs Monitoring Report*

Number	Item
1	WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE
1.1	SD opened the meeting welcoming Governors. PL sent apologies in advance of the meeting, apologies accepted.
2	DECLARATION OF CONFLICT OF MEETING
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.
3	CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS
3.1	MS and SD requested inclusion of matters of a confidential nature.
4	PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 17 MAY 2018 AND REVIEW OF ACTION LOG
4.1	Governors agreed that Minutes of 17 May 2018 were an accurate reflection of the meeting, proposed by NC and seconded by JH. Chair signed the Minutes.

The Confidential Minutes of the meeting held on 17 May 2018 were read and approved by Governors, NC proposed, SB seconded. Chair signed the Minutes.

The actions arising from meeting 17 May 2018 were reviewed and reported as follows:-

AP1 – Regarding updated progress reports MS confirmed reports due on 11 June 2018 then expected to go to parents on 16 June 2018. In consultation with staff a format has been agreed and the reports completed over half term. **SD asked about incorporating data.** MS advised prudent to hold another parents evening to present data to parents.

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

AP2 – PS has forwarded the Supply Teacher Booklet.

AP3 – MS confirmed the Performance Management (PM) Policy has not yet been distributed to staff. **SD asked for staff approval of the PM Policy to be prioritised.**

New Action Point AP2 – MS to distribute Performance Management Policy to staff for approval.

AP4 – Whistleblowing Policy to be discussed later in meeting.

AP5 – SB will attend Phonics screening next week.

AP6 – **Daily briefing now taking place with records in folder confirmed by MS.**

AP7 – Governors discussed Parent and Staff Governor appointments agreeing that in the interests of transparency election process will commence with announcements as follows:

Staff Governor position - tomorrow's staff briefing
Parent Governor positions - in newsletter Monday 18 June 2018

AP8 – Chronology of events prepared and Governors statement issued.

AP9 – Clerk reported Instrument of Government has been updated to six Co-opted Governors.

AP10 – **SD advised MS of the length of time the play equipment has been out of action and that repairing or removing is a priority.** PS suggested company who may be able to inspect and repair.

New Action Point AP3 - MS to follow up out of action play equipment.

AP11 – SEND Report discussed at Item 6 below.

AP12 – **MS confirmed Individual Behaviour Plans have been reviewed and are now in place.**

AP13 – SD has looked into parent friendly Academy information. The Local Authority Partnerships Adviser has agreed to prepare some wording in lay terms

	<p>based on the DFE advice.</p> <p>New Action Point AP4 - Lay Academy information prepared by Partnerships Adviser to be included in parents Newsletter.</p>
5	GOVERNING BODY MEMBERSHIP
5.1	<p>Staff Governor election Discussed at Item 4.1 above.</p>
5.2	<p>Two Parent Governors election Discussed at Item 4.1 above.</p>
5.3	<p>Instrument of Government update Discussed at Item 4.1 above.</p>
6	SCHOOL SUPPORT
	<p>Governors agreed going forwards School Support will be included within Headteacher's Report in the FGB meeting Agendas.</p> <p>MS shared mentoring and coaching process that she has been undertaking with the Senior Leadership Team (SLT). Yesterday's session was an open dialogue with staff input; levels of understanding and next steps were recorded on poster work sheets demonstrated in the meeting.</p> <p>The SLT meeting has formalised arrangements for pupil progress meetings and understanding of data analysis ensuring Teachers accountable for data. Lesson observations and book looks have taken place. Monitoring plan is in place for next six weeks. Following consultation, staff have approved Agreed Practices prepared by MS to ensure accountability.</p> <p><u>Key Roles</u> MS has looked at the key roles in school. Core elements for planning for Pupil Premium (PP) and SEN children are in place. Marking policy has been agreed to ensure uniform approach.</p> <p>MS explained provision mapping has been requested for PP and SEN pupils. Child intervention impact to be reviewed alongside data, can then review provision across the school.</p> <p><u>Getting to know children</u> MS explained preference to keep children in class rather than remove for behaviour incidents to build resilience and avoid missing out on friendships and has looked at SAFs in conjunction with strategies to achieve this. Teachers have completed Class Profiles for each class which is a powerful visual tool helping to understand the profile of class. These are available in the Monitoring File set up by MS.</p> <p><u>Pupil Asset/ Tapestry</u> Moving on to data MS explained Teaching staff are now ready to populate Pupil Asset. Governors discussed capabilities of Pupil Asset. PS advised can input own baseline and track.</p>

MS reported Tapestry being used in Nursery but not Reception. SB explained Tapestry used for capture in foundation stage, data then input to Pupil Asset.

New Action Point AP5 – MS to look into Tapestry/ Pupil Asset approach and link between systems.

A confidential matter (Item 1) was discussed and minuted separately.

Lesson observations

MS reported lesson observations have taken place. Governors asked whether feedback given to staff. Governors discussed CPD undertaken by staff and support packages that have provided leadership services but not CPD. Next steps to ensure quality first teaching and follow up.

Meetings with parents

MS reported CCC (concerns complaints compliments) system up and running which is positive for parents to know they are being listened to. This is looked at weekly with SLT. SD asked whether follow up actions being recorded. MS demonstrated recording form and reported successful system.

Transition

MS has proposed every Monday morning transition to new class to commence Monday 11 June 2018. For the Nursery, stay and play sessions for 2 weeks, then extra hour then stay for lunch. SD asked whether parents have been informed. MS confirmed this will go out today.

MS explained historically the school has mixed up classes. Classes will not be mixed going forwards.

MS thanked SB and JH for assistance with SATs.

Data

MS has produced headline data and suggested Governors might consider RAG prioritisation. MS confirmed expected level of 12%.

Governors agreed that the data can be used as a starting point but there remains a need to ensure the data is accurate.

MS explained the school context was not accurate and changes have been made in the system to remedy, save for fixed term exclusions which still needs to be amended.

Governors considered next steps to be quality assurance and discussed data in context of external moderation. Next data capture at end of term. Limited progress since Easter discussed. PS reiterated need for ownership of assessment procedures, data, behaviour and safeguarding.

NC will come in next week to look at Maths.

PSED

MS summarised new process for incident logs, different value each week, achievement assemblies on Fridays, shooting star awards given with parents invited, golden lunch table reward for good behaviour.

MS reported lunchtime now reduced to one hour. SD asked whether

improvements seen? MS confirmed yes, and there are behaviour reports for lunchtime, with Teachers informed and sign to acknowledge.

MS reported lots more positive behaviour around school. Green sheets completed now being tracked. Individual behaviour being tracked and discussed at SLT meeting each week.

SD asked whether behaviour being logged on Pupil Asset or My Concerns also?

New Action Point AP6 - MS will check logging of behaviour incidents Pupil Asset/ My Concerns.

SD asked when parents are advised of behaviour incidents. SD explained one of the biggest things parents concerned about is not been informed when incidents happen. MS confirmed staff now talking to parents at the end of the day.

Early Years (EY)

EY Advisor is visiting Monday 11 June 2018.

Nursery lunchtime lunch arrangements have been adjusted to come in to hall to eat together, this is working well.

DD arrived at the meeting.

Staffing

This item is of a confidential nature and therefore minuted separately (Item 2).

NC asked DD about the anomalies in the SEND Report.

New Action Point AP7 - DD to follow up with SEN Adviser.

DD left the meeting.

6.1

Safeguarding

MS has completed Keeping Children Safe in Education questionnaire. My Concerns training may need to be repeated as technical issue.

NC asked whether Single Central Record is up to date. MS confirmed this has to be done.

New Action Point AP8 – MS to ensure My Concerns training completed and Single Central Record up to date.

6.2

Health & Safety (H&S) including fire drills

Following H&S Audit MS has walked around school with Site Manager. SD advised regular contact with Site Manager and providing action list. MS has made some adjustments to and continues to monitor cleaning of school.

Fire Drill this morning resulted in additional actions but improvement on last drill and children remained calm.

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


School Development Plan

MS has produced a starter plan with systems processes and procedures to get

	<p>staff thinking about what should be in the SDP.</p> <p>MS reported the library area has been reconstituted. Nurture area has been created. Medical supplies will be moved out of disabled toilet. IT screen in foyer will be linked to live footage of birdbox in playground.</p> <p>SD asked about the window film. MS confirmed film on windows so the glass is now safe.</p>
6.3	<p>Communication – internal and external including Freedom of Information (FOI) requests</p> <p>MS has received SAR request. Complying with process and has made use of GDPR package purchased.</p> <p>SD reported existing FOI ready to be sent.</p>
6.4	<p>SEND & disadvantaged groups</p> <p>PS reported that the Junior school SENCO came in yesterday explaining some confusion over transition events timetable. Governors agreed communication still needs to improve.</p> <p>MS reported the school calendar is being merged with Office 365 and this should resolve communication errors.</p>
6.5	<p>Behaviour Management including review of Individual Behaviour Plans (IBPs)</p> <p>As discussed above.</p>
6.6	<p>Attendance review</p> <p>New Action Point AP9 - MS to liaise with DD re attendance audit.</p>
6.7	<p>Teaching and Learning (T&L) update</p> <p>As discussed above.</p>
6.8	<p>Visits and Trips update</p> <p>SD asked whether paperwork has been sent to parents.</p> <p>New Action Point AP10 – MS to look into whether Visits and Trips paperwork sent to parents.</p>
6.9	<p>Disaster Recovery Plan</p> <p>Disaster Recovery Plan has been done.</p> <p><u>Emergency Funding Bid</u></p> <p>NC explained progress of Emergency Funding Bid that covers:</p> <p>Additional Leadership Support PP review T&L Development Buying in advisory time for behaviour and safety Data support Assessment and Tracking support English and Maths curriculum reviews Oversight evaluation and monitoring</p>

	SB asked when funding will be received. NC confirmed hopefully soon as exemplary bid. Some monies will be applied retrospectively.
7	PEOPLE
7.1	Performance Management update Performance Management discussed at Item 4.1 above.
7.2	Staffing structure New Action Point AP11 - SD to publish proposed staffing structure on Governor Hub.
7.3	Recruitment update No update.
8	FINANCE
8.1 8.2 8.3 8.4	Budget 2018/ 2019 SEND Budget SFVS - Schools Financial Value Standard Pupil Premium Review SD confirmed the Finance Audit is taking place today with the Budget revision taking place on Monday 11 June 2018. SD advised Governors of the considerable effort the Finance Officer has undertaken to prepare for the Audit today proposing Governors prepare a thank you letter.
9	Academy Order
9.1	A confidential matter was discussed and minuted separately. JH asked about parent protest. SD summarised. PS asked whether any feedback had been received following Governors statement about chronology of events leading to Academy Order. SD has not received any communications about this.
10	GDPR
10.1	NC confirmed that the package has been purchased and HW has attended GDPR training. Governors agreed to this item being included in the Headteacher's Report going forwards taking into account SAR request reported today.
11	WEBSITE REVIEW
11.1	SD confirmed signed Minutes are now published on the school website and

	removed Policies will be uploaded once finalised and approved.
12	MONITORING
12.1	<p>SB has completed SATs Monitoring Report which has been published on Governor Hub. SB summarised her visit highlighting a disparity between the classes in the administration of the tests. SB asked MS whether teaching staff have familiarised themselves with the published Guidance for administration which is particularly important with Phonics testing coming up.</p> <p>New Action Point AP12 – MS to ensure Teaching staff have read published test administration Guidance and ensure consistency of approach for Phonics testing.</p> <p>Governors agreed template to be used for monitoring visits going forwards and Clerk will set up a Governors monitoring file.</p>
13	ANY OTHER BUSINESS
13.1	Three matters of a confidential nature were discussed and therefore minuted separately.
14	DATE OF NEXT MEETING
14.1	<p>Governors agreed to meet on the following dates:</p> <p>Extraordinary meeting of the Governing Board Friday 15 June 2018 at 11am.</p> <p>Full Governing Board meetings Friday 29 June 2018 at 12.30pm and Monday 9 July 2018 at 12pm.</p>
	Meeting closed at 12.30pm.

Signed by the Chair as a true record of the meeting:		Date:	15/11/18
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