

**Nightingale Infant & Nursery School**  
**Minutes of meeting of the Full Governing Board**  
**Held at Nightingale Infant & Nursery School at 12.30pm on 29 June 2018**

**Attendees:** Sam Dangerfield, Chair (SD)  
Michelle Slymn, Interim Headteacher (MS)  
Sarah Burgess (SB)  
Neil Campbell (NC)  
Jane Hudson (JH)  
Peter Lambie (PL)  
Paul Stanley (PS)  
Helen Wells, Finance Officer (HW) present for Item 8

**Absent:** None

**Clerk:** Suzanne Church

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

**Matters discussed:** Confidential matters minuted separately, SCR, Attendance, Staff and Parent Governor elections, PATH Award, KS1 Playground Project, Academy Order

Number	Item
<b>1</b>	<b>WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE</b>
1.1	SD opened the meeting welcoming Governors. PS expected to arrive shortly.
<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	SD raised two confidential matters and advised a Teaching and Learning (T&L) audit has been commissioned.
<b>4</b>	<b>PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 6 JUNE 2018 AND REVIEW OF ACTION LOG</b>
4.1	Governors agreed that Minutes of 15 June 2018 were an accurate reflection of the meeting. Chair signed the Minutes.

The Confidential Minutes of the meeting held on 15 June 2018 were read and approved by Governors. Chair signed the Minutes.

The actions arising from meeting 15 June 2018 were reviewed and reported as follows:-

**AP1** – Performance Management Policy has been distributed to staff. No comments have been received.

**AP2** – Site Inspection and Disability Access Inspection reports have not yet been received. SD has chased these. Two matters that arose from these inspections have been followed up being:

Disabled parking bay:- MS shared quotes with Governors. Governors approved one of the quotes, proposed by PL and seconded by NC.

Lift from playground:- not completely accessible, this will need to be addressed going forwards.

**AP3** – SD confirmed lay Academy information has not yet been prepared but information will be given through formal process now that Academy sponsor has been identified.

**AP4** – Regarding Tapestry/ Pupil Asset approach and link between systems MS confirmed Pupil Asset is visiting the school next week. MS and Assessment Lead will attend the meeting and MS invited Governors to attend. SD recommended attendance of additional staff to ensure information shared and suggested Senior Leaders.

**AP5** – Regarding logging of behaviour incidents Pupil Asset/ My Concerns MS circulated Behaviours Report prepared. JH asked about “time out” references and asked how many incidents per pupil. MS explained the Report is an overview but generally speaking the behaviour incidents tend to result from same number of pupils. MS spoke of the challenging behaviour in one particular cohort, but highlighted how staff are now consistently logging behaviour incidents and reiterated the effective use of the lunchtime book raised in previous meetings. NC queried data in respect of one particular class. Governors discussed moderation of behaviour incidents across the classes. SD asked whether incidents correspond with what is being witnessed in the classrooms. MS confirmed she will be looking into consistency of reporting.

**New Action Point AP1** – MS will cross reference behaviour logs against incidents.

**PS arrived at the meeting.**

**AP6** – Follow up with SEN Adviser still required following Report.

**New Action Point AP2** – PS will send annotated SEN Adviser Report to SD.

**AP7** – Office are working through Single Central Record (SCR), still some gaps but NC will return next Thursday to review progress at which time it should be complete.

	<p>The Governors thanked the School Secretary for work completed on the SCR.</p> <p><b>AP8</b> – MS reported on Attendance data confirming she has tracked 2017 against 2018 on a weekly basis. Attendance is not good. April to June persistent absence reported per class as 6 in Robins, 6 in Wrens, 7 in Dove, 4 in Owl, 5 in Goldfinch and 3 in Woodpecker. <b>In order to start addressing this, parent panel meetings will be held every Wednesday afternoon to discuss attendance.</b> MS confirmed no attendance warnings have been issued to parents. PS explained current Norfolk County Council criteria for issuing fine.</p> <p>MS reported numerous holiday requests received.</p> <p><b>SD highlighted Attendance Policy needs to be updated to ensure everybody aware of and working to correct timetable going forwards.</b> PL advised Nursery children not being of statutory school age should to be addressed in Policy to include attendance expectations and consequences. Governors discussed correlation between attendance and T&amp;L.</p> <p><b>New Action Point AP3 - PS will forward template attendance warning letter to MS.</b></p> <p><b>New Action Point AP4 – MS will download Attendance Policy from My Schools and look into job descriptions attendance responsibility.</b></p> <p>Governors agreed that once Policy is in place can commence process of engaging parents and setting expectation moving forwards.</p> <p><b>AP9</b> – <b>Visits and Trips paperwork has been sent to parents. SD reported Visits and Trips procedure is now working effectively giving an example of conversations with parent which took place earlier in the week.</b></p>
<b>5</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>5.1</b>	<p><b>Staff Governor elections</b> One staff member has put themselves forward for nomination. SD has spoken to staff member about Governor role.</p> <p><b>Parent Governor elections</b> Three parents have put their names forward, vote today at 2pm.</p> <p>Governors thanked Administration Support for facilitating with election process.</p>
<b>6</b>	<b>HEADTEACHERS REPORT</b>
<b>6.1</b>	<p>MS had prepared written Headteacher's Report that had been previously circulated via Governor Hub and invited questions.</p> <p><b>Leadership and management</b> <b>NC asked how things are working with the SAFs team.</b> MS confirmed meeting daily each morning to get team together and ensure no disparity in approach. This had been working well but this week pupil needs take priority. End of day not practical as need to speak to parents. MS looking into whether SAFs can come in slightly earlier or slot at lunchtime would work as <b>the process has proven to be very useful.</b> <b>NC asked if seen positive change.</b> MS confirmed yes.</p>

NC advised lunchtime need to consider MSA update handover.  
New Action Point AP5 – Logistics of SAFs daily meeting/ MSAs updates to be agreed.

A confidential matter was discussed and minuted separately.

#### **Transition**

This is going well. Parents meeting next Thursday with Reports due on 11 June.

#### **T&L**

MS has completed two lesson observations and written reports. Clear areas identified for development and these were taken on board.

MS has produced Phonics data and distributed to Governors. TD1 and Greater Depth stand out. Learner objectives have since been differentiated. Whole class start out has been challenged by MS. Planning and independent working conversations have taken place.

#### **Early Years (EY)**

Learning environment has been restructured and next step will be to do the same for the outside space. MS has spoken to EY Lead about quality planning and a planning meeting with the EY team has been arranged for next Thursday. SD asked about breadth of scale in Maths. PL explained this is not completely unusual. MS has spoken to EY about importance of baseline assessment. Governors considered concerns in Reading. MS highlighted inconsistency of reading records and how being assessed, going forwards assessment tools will be used together with targets for children.

MS distributed Early Years Performance Summary. MS highlighted planning opportunities and school initiatives. MS advised quality of books needs to be improved and she has asked Friends for £15k contribution to buy books as Reading is a key priority. SD asked when looking to invoke new Reading scheme. MS confirmed this has already begun.

#### **Sports day**

MS reported good attendance and a positive enjoyable day.

#### **Policies**

MS has created Statutory Policy file to ensure up to date and accurate, once this is complete she will put together a Policy schedule.

New Action Point AP6 – MS to prepare Policy schedule.

#### **Award**

MS confirmed that a PATH Award has been given to the school. NC explained that a variety of stages have been undertaken to achieve this accolade. SD asked if this will be publicised. MS confirmed yes. A celebration assembly will be held next week, and there will be an announcement on the newly installed TV screen at the entrance to the school.

#### **Teacher standards**

MS confirmed this has been distributed to staff.

#### **Safeguarding**

MS confirmed Keeping Children Safe in Education documentation has been

	<p>completed by all staff except two.</p> <p><b>New Action Point AP7 – All staff to complete Keeping Children Safe in Education documentation.</b></p> <p><b>Health &amp; Safety (H&amp;S)</b> Window and door quotes have been obtained, Governors agreed to review when H&amp;S Report received. NC asked about out of action play equipment. MS confirmed this will be taken down next weekend.</p> <p><b>SEND &amp; Disadvantaged Groups</b> MS has located Pupil Premium (PP) Policy and PP mapping has been completed. NC confirmed that PP Audit will now be actioned.</p> <p><b>New Action Point AP8 – NC to action PP Audit.</b></p> <p><b>GDPR</b> MS confirmed a second SAR request has been received and is being processed.</p> <p><b>Sports Grant</b> MS has commissioned audit of school and facilities by Schools Sports Partnership.</p> <p><b>New Action Point AP9 - Sports Grant review to be completed.</b></p> <p>Governors thanked MS for her Report.</p>
<b>7</b>	<b>PEOPLE</b>
<b>7.1</b>	<p><b>Performance Management update</b> Discussed at Item 4.1 above.</p> <p><b>Staffing structure</b> This item is of a confidential nature and minuted separately.</p>
<b>8</b>	<b>FINANCE</b>
<b>8.1</b>	<p><b>HW joined the meeting.</b></p> <p><b>Budget</b> HW explained together with DD have finalised the Budget. There are two versions:</p> <ol style="list-style-type: none"> <li>1. Current interim Budget</li> <li>2. From January 2018 onwards following staff restructure.</li> </ol> <p>Once Governors formally adopt both plans then HW can upload to Norfolk County Council. SD asked if Budgets have been amended since last FGB meeting. PL asked about current carry forward figures and queried the Year 3 deficit. HW confirmed yes there have been adjustments:</p> <ul style="list-style-type: none"> <li>• What was happening in the school was not being reflected in original budget, TAs will now be paid for what actually doing in school</li> </ul>

	<ul style="list-style-type: none"> <li>Nursery funding now have actual figures but lower than expected, this reflected going forwards</li> </ul> <p>HW explained sending previously agreed Budget would not reflect actual monthly monitoring. Governors considered they would not be able to approve the Budget without comprehensive review.</p> <p><b>New Action Point AP10 – HW to circulate Budget via Governor Hub for Governors to consider for approval at next FGB.</b></p> <p><b>KS1 Playground Project</b>  HW explained a charity has agreed to donate £10k for the project, £2,080 out of Budget could be used and Friends have offered to give £5k for outdoor environment. SD asked for more information about project plans. HW confirmed companies have suggested mounds and play area. HW asked if Governors happy to support investment. Timings of work considered by MS. SD explained Governors would need to look at plan and timescales to see whether in line with school development plan. MS and Governors considered it would be appropriate for children to have a say in the project. SD advised being clear that the project might not happen.</p> <p><b>New Action Point AP11 – HW to add KS1 Playground Project plans to Hub for Governors to consider. MS to explain project in assembly and display plans in hall to canvas pupil's opinions.</b></p> <p><b>NC asked about EYFS build.</b></p> <p><b>New Action Point AP12 – MS to look into progress of EYFS build plans.</b></p> <p>Confidential matter discussed and minuted separately.</p> <p><b>Nursery debtors</b>  HW confirmed just under £3.5k owed for Nursery invoices. With DD agreement have written off £217 of smaller debts. Five families owe just over £3k collectively but only one is actively making payments. Governors agreed approach for HW to speak to other families and move forwards as necessary.</p> <p>SD advised HW that MS and NC will look at Sports Premium and PP.</p> <p><b>SFVS</b>  JH reported almost complete and that she will meet with HW to finalise.</p> <p>Governors thanked HW.</p> <p><b>HW left the meeting.</b></p>
9	<b>POLICIES &amp; PROCEDURES</b>
9.1	Discussed at Item 6.1 above.
10	<b>ACADEMY ORDER</b>
10.1	SD thanked Governors for prompt response to correspondence earlier in the week. SD confirmed that DfE notification regarding Inclusive Schools Trust being

	<p>the Academy sponsor was sent to parents and staff on Tuesday. SB confirmed that she has only seen generic information on the Academy Watch website regarding the Trust. SD confirmed no correspondence has been received from parents since the notification was sent out. SD informed email received from Academy Conversion Team regarding site inspection, NC confirmed that he will attend with MS. SD highlighted further anticipated visits for which Governors attendance may be required and will notify via Governor Hub.</p> <p><b>MS left the meeting.</b></p>
<b>11</b>	<b>MONITORING</b>
<b>11.1</b>	<p>NC confirmed he has:</p> <ul style="list-style-type: none"> <li>• Reviewed SCR</li> <li>• Undertaken learning walks.</li> <li>• Completed Maths moderation with mock tests undertaken to verify some judgements. NC advised undertaking gaps analysis and emphasised quality of planning, staff response encouraging.</li> <li>• NC came in to look at planning with Year 1. Planning best practice document has been shared with all staff. T&amp;L audit will identify developments next week. SD explained rationale behind requesting T&amp;L Audit (independent analysis and timing). Staff have been made aware of the visit.</li> </ul> <p><b>New Action Point AP13 - NC to report on Teaching and Learning Audit.</b></p>
<b>12</b>	<b>ANY OTHER BUSINESS</b>
<b>12.1</b>	<p>Two confidential matters discussed and minuted separately.</p> <p><b>T&amp;L Audit</b> Discussed at Item 11.1 above.</p> <p><b>Website review</b> Statutory requirements checklist for website discussed.</p> <p><b>New Action Point AP14 – Website audit to form part of support subscription package.</b></p>
<b>13</b>	<b>DATE OF NEXT MEETING</b>
<b>13.1</b>	Governors agreed the next meeting will take place on Monday 9 July 2018 at 12pm.
	<b>Meeting closed at 2.20pm.</b>

Signed by the Chair as a true record of the meeting:	SI-	Date:	9/7/18
--	-----	-------	--------