

**Nightingale Infant & Nursery School**  
**Minutes of meeting of the Full Governing Board**  
**Held at Nightingale Infant & Nursery School at 12pm on 9 July 2018**

**Attendees:** Sam Dangerfield, Chair (SD)  
Michelle Slymn, Interim Headteacher (MS)  
Saqlain Ali (SA)  
Sarah Burgess (SB)  
Neil Campbell (NC)  
Clare Hart, SENCo and SaFS Lead (CH) present for Item 6.1  
Jane Hudson (JH)  
Peter Lamble (PL)  
Jennifer Malone, Assessment for Learning Lead (JM) present for Item 6.1  
Elaine Shepherd, Pedagogy and Curriculum Lead (ES) present for Item 6.1  
Paul Stanley (PS)

**Absent:** Tim Suswain (TS)  
Jo Thurston (JT)

**Clerk:** Suzanne Church

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

**Matters discussed:** *Confidential matter minuted separately, Staff Governor appointed, Parent Governors appointed, Presentations by SENCo and SaFS Lead Assessment for Learning Lead and Pedagogy and Curriculum Lead, Year 2 Data*

Number	Item
1	<b>WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE</b>
1.1	SD opened the meeting welcoming Governors.  TS and JT sent apologies in advance of the meeting, apologies accepted.
2	<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.
3	<b>CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS</b>
3.1	A confidential matter was discussed and minuted separately.

4	<b>PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 29 JUNE 2018 AND REVIEW OF ACTION LOG</b>
4.1	<p>Governors agreed that Minutes of 29 June 2018 were an accurate reflection of the meeting. Proposed by PL and JH seconded, Chair signed the Minutes.</p> <p>The Confidential Minutes of the meeting held on 29 June 2018 were read and approved by Governors. NC proposed, seconded by MS, Chair signed the Minutes.</p> <p>The actions arising from meeting 29 June 2018 were reviewed and reported as follows:-</p> <p><b>AP1 – MS has changed the headings on Behaviour Reports, incidents by same child will now be evident.</b></p> <p><b>AP2 – SD has forwarded the SEN Report to the SEN Adviser. NC explained his initial concerns with inconsistencies in the Report and felt this was worth following up.</b></p> <p><b>New Action Point AP1 – Follow up to ensure SEN Report accurate.</b></p> <p><b>AP3 – MS now has a copy of the template attendance warning letter and will distribute to parents. SD asked MS to ensure this is part of the handover before leaving.</b></p> <p><b>AP4 – MS has located the Attendance Policy.</b></p> <p><b>New Action Point AP2 – MS to look into job descriptions relating to responsibility under Attendance Policy.</b></p> <p><b>AP5 – SAFs meetings now take place daily at 8.15am. SD asked whether logged. MS will ensure that full cycle of reporting takes place.</b></p> <p><b>AP6 – MS has prepared a folder of statutory Policies the majority of which were signed in December 2017. MS to continue review of content taking pragmatic approach to required amendments and then bring to Governors for approval. NC asked whether Safeguarding Policy in the folder. MS confirmed in folder and dated December 2017.</b></p> <p><b>AP7 – MS confirmed one staff member yet to complete Keeping Children Safe in Education. SD asked whether NORSE staff have to complete Part 1 at the school. PS confirmed NORSE staff complete Part 1 of safeguarding training at the Junior School. NC asked whether all staff have "Read and Understood". MS advised questionnaire has been completed.</b></p> <p><b>AP8 – NC confirmed that PP Audit will take place on 19 July 2018. MS has given PP Plan to Finance Officer to review what has been purchased, together with Sports Premium review. This will be sent to PP Audit officer on Friday 13 July 2018 and no work on the Audit should be commenced until this review is complete to avoid incurring wasted costs.</b></p> <p><b>AP9 – As above AP8.</b></p>

	<p><b>AP10</b> – Budget has been circulated.</p> <p><b>AP11</b> – KS1 Playground Project Plans have been uploaded to Governor Hub.</p> <p><b>AP12</b> – MS confirmed that process has been commenced for seeking EYFS Build quotes.</p> <p><b>AP13</b> – NC confirmed Teaching and Learning (T&amp;L) Audit completed today. Transition days have caused some delay but continuing efforts to monitor and raise standards. SD asked whether baseline data is accurate. NC confirmed yes. Governors discussed monitoring of actions from learning walks and progress trail evidence of T&amp;L. Governors considered September 2018 would be appropriate timing for Performance Management under new Headteacher with support of NC with evidence that can form clear whole school and individual target setting.</p> <p><b>AP14</b> – Rollover to September PS to take ownership.</p> <p><b>New Action Point AP3 - Website audit to form part of support subscription package.</b></p>
<b>5</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>5.1</b>	<p><b>Appoint Staff Governor</b> SD explained JT was the only staff member to put themselves forward for Staff Governor vacancy. NC proposed, JH seconded Governors agreed to appoint JT as Staff Governor.</p> <p><b>Appoint Parent Governors</b> SD explained there were 3 nominations, following vote 2 Parent Governors SA and TS were elected. SB proposed, NC seconded Governors agreed to appoint SA and TS as Parent Governors.</p> <p><b>SA arrived at the meeting.</b></p>
<b>6</b>	<b>LEAD TEACHER REPORT</b>
<b>6.1</b>	<p><b>JM arrived at the meeting.</b></p> <p><u>Assessment for Learning</u> JM distributed Action Plan based upon the OFSTED report. JM summarised her Action Plan as follows:</p> <ul style="list-style-type: none"> <li>• Action Plan began with an assessment audit with MS directing questions to teachers to establish where evidence coming from. There was a variation in response which indicated need for consistency and clarity in use of Pupil Asset system.</li> <li>• Data headlines shared with staff. Pupil Asset will be coming in to run a twilight refresher training session this week to ensure clarity for September.</li> <li>• Pupil Progress meetings held with each class, baselines from September to ensure Year Groups and Teachers are using assessment for planning, analysing test data and seeing where the gaps are and inputting Nursery data for starting point. SD asked what baseline will be used. JM</li> </ul>

confirmed Pira and Puma tests for Maths, and columns to be added to Pupil Asset to record this. Decision yet to be made for Early Years. SD asked about timing. JM confirmed ideally start of next term. SD asked whether internally marked. JM confirmed would be input to Pupil Asset at same time. SB asked solely based on test and whether all staff clear about approach. JM confirmed currently based on professional general judgment rather than assessment for meeting objectives for the year group. SD asked will there be moderation. JM confirmed yes will be checking to ensure consistency. Long term project next year to filter assessment for planning through the school across the year groups. NC advised key approach is to get assessment dates in the diary ensuring test weeks mapped out for the year.

**New Action Point AP4 – NC to oversee dates mapped out for 2018/19 and speak to incoming Headteacher about assessment.**

- JM confirmed administration guidance followed for Phonics screening and SATs.
- Marking policy and learning slips reviewed to ensure fit for purpose. Regular book looks have taken place, formulating agreed practices, written feedback given to teachers. NC asked whether marking policy just for KS1 or EYFS also? JM explained Reception policy being pink for practice, green for great, to ensure easily understood.
- JM explained differentiated learning objectives to greater depth matching pupils' ability grouping. NC asked how this is going. JM confirmed it is early days. Discussion followed about ability grouping and research suggesting limited benefit to grouping children, further with no consistency of assessment how can be certain of ability. PS proposed open ended teaching tasks to see what pupils can and can't do. SD concluded there is a need to look at what is happening around the school and see how effective this is. Is there an option for children to choose what level at, can children self-determine and see learning objective as a challenge? Governors considered further teacher training needed to ensure they fully understand what differentiation means.

**New Action Point AP5 – NC to look into differentiation intervention.**

- Governors agreed next two weeks to establish current position then four weeks in September to formulate differentiation plan and how going to drive forwards.

**New Action Point AP6 – Clerk to add Senior Leader presentations to October FGB Agenda.**

- SA asked about existence of a precedent bank. PS explained preference for robust assessment system, feedback in the lesson rather than after the event, contemporaneous assessment for learning followed by focussed planning for next lesson. NC expanded assessment informs planning which sets the challenge in the lesson.
- JM continued looked at Reading ensuring consistency across school. Decision to invoke end of year expectation checklists, half termly record of guided reading and home reading record.
- Governors advised looking at set of progression maps from September to inform planning so all teachers can look ahead on a whole school basis.

Governors thanked JM.

**JM left the meeting.**

**ES arrived at the meeting.**

Pedagogy and Curriculum

Summary of ES presentation as follows:

- Started to embed agreed practices for staff to improve quality of learning including marking expectations and differentiation. This process began on 5 June 2018 and each week evaluating, allocating RAG rating and giving feedback to members of staff based on expectations highlighted in OFSTED Report (labels, specific objectives, children choosing own targets). Focus this week is tabbing achievement of learning objectives and pupil voice using speech bubbles. Gradually working through expectations.
- Continuing to ensure agreed practices being undertaken. High expectations of breadth of learning within lessons. Consistency of terminology (eg differentiation terms now match Pupil Asset).
- Future priorities include Reading skill lessons in addition to Guided Reading and Individual Reading. Priority for Reading comprehension and will purchase Headstart resources to reflect curriculum and reading skill lessons. Library has been located centrally, books to be changed on a Friday, PTA agreed that Summer Fair proceeds can be put towards books. NC asked **are books changed on a Friday**. ES confirmed yes in principle this is happening weekly. Library will be launched in next Newsletter. Moving towards high quality texts. **NC advised use of librarian system**.
- Regarding planning ES explained weekly overview which had groupings now amalgamated for learning objectives. **NC asked if ES has been in to look at any lessons**. ES confirmed not since the plan has been put in place.
- Regarding OFSTED teaching of phonics consistently ineffective, ES confirmed this will be looked in to.
- Regarding OFSTED maths, **school has moved from Abacus to White Rose to ensure consistency across the school**. **SB advised not losing sight of the national curriculum**. Early Years Achievement Adviser has visited the school there have been clear discussions about expectations and looking at embedding of essential objectives for Year 1 to enable them to move on through the key stage. ES will draw up a specific assessment timetable to present data. **SD advised doing this in conjunction with JM**.
- Regarding OFSTED facilitating and allowing good progress for children, ES explained she has been working with NC for responsibility of children of learning behaviours. Behaviour Policy is reflecting better working environment in the classroom. Future priority will be to relaunch Behaviour Policy to ensure it continues to be effective.
- ES highlighted staff and community need support and reassurance with annual overview of trips.

**MS left the meeting.**

- **Sport audit has taken place**. CPD to be undertaken, information on website and financial planning needs to be accurate. NC will be looking

	<p>into this on Friday.</p> <p><b>MS returned to the meeting.</b></p> <ul style="list-style-type: none"> <li>• ES recommended resources and hygiene certificates need to be reviewed as food technology effective way of learning.</li> </ul> <p><b>New Action Point AP7 – Food Technology resources and hygiene certificates to be reviewed.</b></p> <ul style="list-style-type: none"> <li>• ES highlighted PATHS Award and Open the Book assembly. Future priority will be for Music lead to identify staff participation.</li> </ul> <p><i>Meeting moved to Item 7 before returning to this Item.</i></p> <p>Governors thanked ES.</p> <p><b>ES left the meeting.</b></p> <p><b>CH joined the meeting.</b></p> <p><u>SENCo and SaFS</u> Summary of CH presentation as follows:</p> <ul style="list-style-type: none"> <li>• SEND meeting now takes place in the morning daily.</li> <li>• Sensory breaks and greeting children now consistent and parents have given positive feedback about this new process.</li> <li>• Lunchtime behaviour improved by quiet space provided. NC asked about The Hide. ES explained all staff upskilled to man The Hide at lunchtime and working well, it appears quiet and controlled. NC asked CH if she has monitored The Hide. CH has not monitored herself but other member of staff has visited to monitor.</li> <li>• Colour coding spots on books enable every adult in classroom to understand child. Every child has provision map and recording is now consistent. SB asked how often review provision map. CH confirmed first cycle but anticipate half termly.</li> <li>• SD asked about follow up from SEND Audit Report. CH explained she has not seen the Report. SD confirmed Report sent by email. .</li> </ul> <p><b>New Action Point AP8 - SENCo to prepare Governors SEND Report on standard Norfolk template to include follow up on commissioned SEND Audit Report.</b></p> <p><b>CH left the meeting.</b></p> <p><i>Meeting returned to Item 8.</i></p>
7	<b>HEADTEACHERS REPORT</b>
7.1	<p>MS had prepared written Headteacher's Report circulated via Governor Hub, MS invited questions.</p> <p>NC walked Governors through the format of the Pupil Asset Data Report specific to Year 2. MS explained the data has been stripped back, points in time are now reflected so journey is evident, breakdown of vulnerable groups also included.</p>

	<p>Report summarised as follows:</p> <ul style="list-style-type: none"> <li>• 85.7% GLD equivalent in combined areas when Year 2 in Reception. NC explained this is to be used in determining progress since Reception.</li> <li>• Progress:- from end of Reception to Year 2 is 0.3%. Governors acknowledged some children have left. <b>Governors discussed data parameters noting that Reading and Writing are statistically significantly poor.</b></li> <li>• Attainment:- <b>PL asked whether confident in Teacher assessment at end of Year 2.</b> MS confirmed this is accurate. Early Years Achievement Adviser has looked at Writing and Reading, NC has looked at Maths. MS confirmed 50% reached expected level in Year 2, 5.4% greater depth combined.</li> <li>• <b>Governors emphasised the journey demonstrates a decline in figures. Governors discussed historical staff understanding of data. MS confirmed all staff will be at training session this Thursday 12 July 2018 to ensure baseline ready for September 2018.</b></li> <li>• NC advised Governors they are able to view anonymised data online.</li> </ul> <p><b>SA and PL left the meeting.</b></p> <p><i>Meeting returned to Item 7.</i></p>
<b>8</b>	<b>PEOPLE</b>
<b>8.1</b>	Item not discussed.
<b>9</b>	<b>FINANCE</b>
<b>9.1</b>	<p><b>SFVS</b>  JH asked Governors if Finance Officer could be granted a full day to complete item D24 in SFVS. Governors agreed noting this needs to be completed by September 2018.</p> <p><b>KS1 Playground</b>  SD explained she will share the project plans with the Trust at tomorrow's meeting with the Leadership team 11 July 2018.</p>
<b>10</b>	<b>POLICIES &amp; PROCEDURES</b>
<b>10.1</b>	Discussed at Item 4.1 above.
<b>11</b>	<b>ACADEMY ORDER</b>
<b>11.1</b>	SD reiterated Leadership meeting tomorrow and on Thursday 12 July 2018 there will be a meeting with the Academy finance team.
<b>12</b>	<b>MONITORING</b>

12.1	SD confirmed Interim Headteacher will complete a Learning Walk on Monday 16 July 2018.
13	<b>ANY OTHER BUSINESS</b>
13.1	None.
14	<b>DATE OF NEXT MEETING</b>
14.1	Governors agreed the next meeting will take place on Thursday 13 September 2018 at 9am.
	<b>Meeting closed at 2.30pm.</b>

<b>Signed by the Chair as a true record of the meeting:</b>	SD	<b>Date:</b>	13/7/18
---	----	--------------	---------