

Nightingale Infant & Nursery School
Minutes of meeting of the Full Governing Board
Held at Nightingale Infant & Nursery School at 9am on 13 September 2018

Attendees: Sam Dangerfield, Chair (SD)
Catherine Wright, Interim Headteacher (CW)
Sue Dale, Partnership Adviser (Present for Items 1, 2 and 10) (SDA)
Paul Jolley, Project Manager (Present for Items 1, 2 and 10) (PJ)
Karen Winter, Associate Headteacher (KW)
Helen Wells, Finance Officer (HW)
Saqlain Ali (SA)
Sarah Burgess (SB)
Neil Campbell (NC)

Absent: Jo Thurston (JT)
Paul Stanley (PS)
Jane Hudson (JH)
Peter Lambie (PL)
Tim Suswain (TS)

Clerk: Suzanne Church

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

Matters discussed: *Confidential items minuted separately, Trust conversion update, Governor roles appointed, Chair and Vice Chair appointed, Governor resignations accepted, Co-opted Governors appointed, Website, Assessment, Safeguarding, Communication, Performance Management, Staffing structure, Finance*

Number	Item
1	WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE
1.1	SD opened the meeting welcoming Governors. PJ and SDA introduced themselves to the meeting, PJ is Project Manager working for the Inclusive Schools Trust (the Trust) since inception and also for Educator Solutions, SDA is Education Advisor for Norfolk County Council (NCC) in capacity of providing support for Academy conversion JH, TS, PL and PS sent apologies in advance of the meeting, apologies accepted.
2	DECLARATION OF BUSINESS/PECUNIARY INTERESTS & CONFLICTS OF INTEREST
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. The meeting moved to Item 10 to received updates from PJ and SDA.
10	ACADEMY ORDER
10.1	This item is of a confidential nature and minuted separately.
3	CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS
3.1	None.
4	PREVIOUS MEETING: APPROVAL OF MINUTES OF MEETING 9 JULY 2018 AND REVIEW OF ACTION LOG
4.1	<p>Governors agreed that Minutes of 9 July 2018 were an accurate reflection of the meeting. Proposed by NC and SB seconded, Chair signed the Minutes.</p> <p>The Confidential Minutes of the meeting held on 9 July 2018 were read and approved by Governors. NC proposed, seconded by SB, Chair signed the Minutes.</p> <p>The actions arising from meeting 9 July 2018 were reviewed and reported as follows:-</p> <p>AP1 – SD explained SEN Report had historical terminology, felt not quite as it should be. Given developments since then agreed not to follow up.</p> <p>AP2 – SD confirmed MS has now left and wished her well. Job descriptions passed on to CW to investigate. Expectation that TUPE will standardise job descriptions and contracts but still needs to be looked into. SA offered assistance with job descriptions if needed.</p> <p>New Action Point AP2 – CW to look into job descriptions.</p> <p>AP3 – CW confirmed VNet visiting this afternoon for website support as out of date. SA considered communication to parents has been poor since start of term both on website or paper copy particularly in terms of school dates. CW confirmed Newsletter going out tomorrow and will address these matters.</p> <p>New Action Point AP3 – CW to communicate website update and term dates to parents.</p> <p>AP4 –CW working on a planner for the year that will incorporate Assessment dates. Has set up a new calendar to comply with GDPR and will speak to Pupil Asset to ensure feed.</p> <p>AP5 – NC and CW to liaise after this meeting, rollover action point.</p> <p>New Action Point AP4 - CW to look into differentiation intervention.</p>

	<p>AP6 – Rolled over</p> <p>New Action Point AP5 - Clerk to add Senior Leader presentations to October FGB Agenda.</p> <p>AP7 – SD has undertaken a due diligence process for certificates (hygiene, first aid and so on) and the records are not complete. SA proposed contacting the provider of courses to see if register can be sent. Contacted Senior Advisor, Safeguarding for Step On, Step Up training records.</p> <p>New Action Point AP6 – CW to complete certificate due diligence.</p> <p>AP8 – SD has asked SENCo to produce report.</p>
5	ELECTION OF CHAIR / VICE CHAIR
5.1	<p>Election of Chair SD sole candidate for Chair, SD left the room and Governors voted unanimously in favour of SD continuing in role of Chair.</p> <p>Election of Vice- Chair JH current Vice-Chair, SD confirmed JH willing to continue this role. SD proposed NC seconded all Governors voted in favour.</p>
6	GOVERNING BOARD MEMBERSHIP
6.1	<p>SD confirmed PS has requested resignation from the Board due to personal reasons.</p> <p>NC confirmed he is moving on to a new position outside the NCC and requested resignation from the Board.</p> <p>SD explained she had asked the Trust for two members to Co-opt on the Board to assist with transition. SD proposed SB seconded that Eileen Hansell and Chris Jeffersen be appointed Co-opted Governors.</p> <p>SD confirmed Staff Governor has also resigned from position. CW confirmed that notice placed on staffroom noticeboard for interest.</p> <p>SA asked for Governor Appointments to be publicised in Newsletter.</p> <p>New Action Point AP7 – SD to complete Governor newsletter.</p> <p>CW confirmed Governors Attendance from last year is on website.</p> <p>A confidential matter was discussed and minuted separately.</p>
7	GOVERNORS' REGISTER OF BUSINESS INTERESTS
7.1	Done

8	REVIEW STATUTORY REQUIREMENTS
8.1	<p>It was agreed that the following roles will be appointed:</p> <p>SB – Safeguarding</p> <p>KW joined the meeting.</p> <p>KW will be supporting the school one day per week on a Thursday and provide Senior Teachers and CW support in roles.</p> <p>SEND/ Looked after Children – SD</p> <p>Pupil Premium – SA. CW explained specific funding get in and how spend that money to support them.</p> <p>Safer Recruitment – SD/ SB</p>
9	REVIEW GOVERNORS CODE OF CONDUCT
9.1	<p>SD distributed NGA standard model Governors Code of Conduct. Governors present agreed to adopt.</p> <p>New Action Point AP8 – Clerk to add Code of Conduct to Supporting Documents folder for next meeting.</p>
11	HEADTEACHER’S REPORT
11.1	<p>CW confirmed Parents meetings will take place on 26 September 2018 in the afternoon and 1 October 2018 in the morning. Drayton parents will come with KW in supportive capacity.</p> <p>CW presented highlights from the Headteachers Report circulated at the meeting as follows:</p> <p>Safeguarding Before summer unfiled paperwork found on site. Senior Advisor, Safeguarding NCC spent two days in school filing and organising, and the situation has been resolved.</p> <p>5 September 2018 Safeguarding training held for all Staff, not all attended so catch up session will take place next week. Feedback has been positive and clarity on procedures going forwards well received.</p> <p>All staff now been issued with Guidance for Safer Working Practice and Keeping Children Safe in Education documentation. Not all forms signed and returned, first issue was incorrectly photocopied this has been remedied.</p> <p>New Action Point AP9 – CW to ensure Keeping Children Safe in Education signed paperwork returned.</p> <p>Safeguarding signs now up in school. Designated Safeguarding Leads are now CW, EYFS Lead and SLT. SA asked how are visitors notified of Safeguarding</p>

requirements at school? Governors discussed expected approach within school setting.

New Action Point AP10 – CW to put in place procedure for visitors to adhere to Safeguarding requirements.

Historically lots of information going on to orange forms and this was copied online with originals being shredded. This was not acceptable and all staff now have log in for My Concern. My Concern is not being used to its full capacity and is not being used well by the school. CW asked Governors approval to change over to familiar preferred system. SD confirmed training has taken place on My Concern and Staff should know how to use the system. Governors considered changeover to new system even at slight extra cost per month would be beneficial.

Health and Safety

Confidential matter discussed and minuted separately.

Governors discussed training and implications of out of date or no training eg Asbestos and Fire Safety. SA asked whether Fire Safety Officer is named. KW confirmed this will be CW. SD confirmed Health and Safety Audit Report undertaken earlier in the year term and was under the impression that the Report covered training.

New Action Point AP11 – CW to look into premises training requirements, cross reference with training record in Health and Safety Audit Report.

CW confirmed she has undertaken premises walk and fire drill will be taking place this afternoon. KW advised sensitivity for new pupils.

Policies

New Action Point AP12 - CW to continue Statutory Policies review.

Communication

SD confirmed new procedure for electronic communications was put in place over three months ago. NC advised any anomalies in communication should now only be for new pupils.

New Action Point AP13 – CW to follow up with office re electronic communications.

SEND

Full report will be given at next meeting. High Needs Block Funding request unsuccessful. CW reported approach to logging behaviour seems quite erratic. NC explained he has completed training for all Staff and this should be happening. Orange forms were being used, then hand to DSL and then populated to Pupil Asset.


New Action AP14 – CW to ensure retrospective forms populated to Pupil Asset and redeliver message to the Staff about required procedure.

CW has concerns about behaviour on playground. Staff talking daily to children about rough play but CW considered lack of stimulus on playground, and lack of monitoring. SD confirmed that comprehensive guidance and training has been given on play time which included suggestions for games, monitoring, and

	<p>zoning. CW considered end of play time is working well. SA asked what is the action plan taking this forward for Staff who are not complying with procedure. NC advised reiterating message and after that if not complying with requirements then will take it further.</p> <p>SB left the meeting.</p> <p>Although not quorate Chair continued meeting for discussion purposes and no decisions to be made.</p> <p>Attendance CW confirmed overall 94.7%. Governors discussed differentiations within the percentage.</p> <p>Teaching and Learning Quality of T&L is variable as to what seen so far.</p> <p>GDPR Making steps towards improvements in record keeping. Medical records have been removed from toilets. SD pleased as this was an action for over the summer. Information held in Staff cupboards also removed.</p> <p>Website As discussed above.</p> <p>Governors thanked CW.</p>
12	PEOPLE
12.1	<p>Performance Management SD confirmed that Performance Management Policy has been approved by Staff and Governors and the process can now commence.</p> <p>Staffing Structure CW explained current situation as variety of contractual arrangements within the school. The school needs previously approved and budgeted HLTA role to be filled. SD had spoken to Trust to see if anybody who might be suitable, if not can advertise.</p> <p>A confidential item was discussed and minuted separately.</p> <p>NC asked how Staff are feeling. CW summarised perceived feelings around the school as to the movements, restructures and consultations. KW spoke of her walk around the school this morning and supervising at playtime, and would like to continue to do this. Governors felt this would be appropriate.</p> <p>A confidential matter was discussed and minuted separately.</p> <p>SD thanked KW and SD.</p>
13	FINANCE
13.1	HW joined the meeting.

	<p>A confidential matter was discussed and minuted separately.</p> <p>HW confirmed £10k received from bid made to Norwich Freemans Charity.</p> <p><u>SFVS</u> Currently on target.</p> <p><u>SEND budget</u> £3,850 received from Cluster from last term. High Needs Block funding request unsuccessful. Request to access support funding will form part of the next FGB SEND Report.</p> <p><u>RAG Rating</u> Expected to be no change.</p> <p><u>Pupil Premium</u> NC reported plan has been based on what would hope to see. CW will look at this with SA as PP Governor.</p> <p><u>Assessment Tests</u> CW explained Puma and Pira standardised testing put on hold as concerns that wouldn't be logged in terms of wider understanding. Tests need to be returned, £2k refund will be received, £20 admin fee for returning.</p> <p>HW left the meeting.</p>
14	POLICIES & PROCEDURES
14.1	Policies rolled to the next meeting.
15	SAFEGUARDING
15.1	<p>As already discussed.</p> <p>30 minutes training session for Governors will take place immediately following next meeting 28 September 2018.</p> <p>New Action Point AP15 - SB to complete Governor Compliance checklist</p>
16	MONITORING
16.1	As discussed.
17	ANY OTHER BUSINESS
17.1	None
18	MEETING CALENDAR AND DATE OF NEXT MEETING

18.1	<p>Friday 28 September 2018 at 9.15am Friday 12 October 2018 at 9.15am Thursday 18 October 2018 at 9.15am – Chair acknowledge this is an Inset day but will remain in the diary in case something needs to be agreed.</p> <p>1 November 2018 expected conversion date but in case further dates needed the following have been pencilled in:</p> <p>Friday 9 November 2018 at 9.15am Friday 23 November 2018 at 9.15am Friday 7 December 2018 at 9.15am Friday 21 December 2018 at 9.15am</p>
Meeting closed at 12.15pm.	

Signed by the Chair as a true record of the meeting:		Date:	
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	<p>Governors agreed that once the judgement was published parents should be notified straight away.</p> <p>The Chair thanked SB and JH for attending the feedback session.</p> <p>Action – To notify parents of the HMI judgement once received.</p> <p>Action – For governors to consider any actions arising from the HMI visit</p>	<p>CW</p> <p>SD</p>
4.2.4	<p>AP 10 – Governors agreed the new leaflet was very good but challenged the format and asked that the document be reordered.</p>	<p>CW</p>
4.2.5	<p>AP 12 – CW reported a review of the policies documents had identified some policies to be out of date and formats to be inconsistent.</p> <p>Action- The clerk advised the governing Board to adopt Norfolk model policies in the period leading up to academisation to address website compliance issues.</p>	<p>CW</p>
4.2.6	<p>AP 14 – CW reported behaviour was currently being recorded on Green forms and not on Pupil Asset until forms had been simplified.</p> <p>Action (From a point of challenge) – To provide governors with any behaviour incident trends / commonality until Pupil Asset data was available.</p> <p>SA offered support to collate data if required.</p>	<p>CW</p>
4.2.7	<p>AP 15 – Governor Compliance checklist – Governors noted some items could not be completed pending the adoption of some policies.</p>	
4.2.8	<p>Confidential Minutes – matters arising</p> <p>Academy order - Recorded as a confidential minute</p>	
5.0	<p>Governing Board Membership</p>	
5.1	<p>The Chair confirmed the appointment of 2 Co-Opted governors from the IST, EH and CJ.</p>	
5.2	<p>CW confirmed there had been no interest in the staff governor vacancy. The Chair agreed to speak to staff.</p> <p>Action – To speak to staff to generate interest in the governor vacancy.</p>	<p>SD</p>
6.0	<p>Governors' Register of Business Interests</p>	
6.1	<p>Outstanding Business Interest Forms were completed and added to the register.</p>	
7.0	<p>Adopt Governors Code of Conduct</p>	
7.1	<p>Those governors absent from the previous FGB meeting agreed to adopt the code of conduct. (PL, TS, JH)</p>	
8.0	<p>SEND Report</p>	
8.1	<p>CH presented Governors with a SEND report. Governors discussed the report.</p>	
8.2	<p>Governor challenge and resulting actions</p> <p>Action – To show the numbers of SEN, EHCP in each year group as a % of the cohort.</p> <p>Action – To governors of the outcomes of EHCP funding bids using the prescribed model template.</p> <p>Action – To report SEN attendance compared to Non SEN attendance.</p> <p>Action – To provide governors with evidence of the effectiveness of partnership working.</p> <p>Action – To provide governors with an action plan (including expected timescales) to address the SEN audit (outstanding since April).</p>	<p>CH/CW</p>
9.0	<p>Academy Order</p>	
9.1	<p>The date for academisation is expected to be 1st December 2018; SD confirmed everything to be on track apart from some land/site issues. Governors were reassured this was typical.</p>	
9.2	<p>The TUPE meeting with staff has taken place.</p>	

9.3	SD attended a meeting between parents and the IST on 26 th September and reported this had been well attended. SD confirmed the meeting had been very positive. Karen Winter, HT at Drayton, spoke to the parents about the process of transferring and this had been well received.	
10.0	Headteacher's Report	
10.1	CPOMS - CW advised staff had received training for CPOMS and the system was expected to be 'live' on Monday 1 st October.	
10.2	Attendance – Governors requested further analysis of the reasons for absence in Years 1 and 2 and clarification of 'minutes late' Action – To review attendance in the older year groups as an agenda item.	SC
10.3	Behaviour Management – CW confirmed a review of Steps training was required to determine any training needs. Action – To determine which staff require 'Steps' training Action – To create a record log for incidents where restraint is required.	CW CW
11.0	People	
11.1	Refer to agenda item 3.2	
12.0	Finance	
12.1	The Chair proposed to defer finance matters listed to the next meeting due to time restraints; this was agreed. SFVS – Governors were advised JH had agreed to support with preparation for the SFVS submission. Reference was made to an E-Courier MI sheet. Action – To provide governors with a link to subscribe to E Courier	SC
13.0	Policies and Procedures	
13.1	Governors agreed (Agenda item 4.2.5) to adopt the Norfolk model statutory policies.	
13.2	Safeguarding Policy – Governor challenge – P12 / S4 – Training. Governors recommended a system be put in place to record and evidence staff training which could be monitored. P22 / S13 – Policies. Governors recommended a system be put in place to record and evidence staff had been issued with and read policy updates which could be monitored.	
13.2.1	Governors agreed unanimously to approve the Safeguarding Policy. Proposed JH, seconded PL	
14.0	Safeguarding	
14.1	Governors agreed to rearrange Safeguarding training and in the meantime received Safeguarding literature. SB agreed to meet with CW to complete the Annual Safeguarding Report to Governors. SB referenced Safeguarding 'MI sheets' Action – To defer discussion of the agenda item to the next meeting. Action – To provide Governors with the 'Annual Safeguarding report to Governors' at the next meeting. Action – To post Safeguarding MI sheets on GovernorHub	SC CW/SB SB
15.0	Monitoring	
15.1	SD - TUPE meeting SD – Parent meeting Wednesday 26.09.18	

	SD – HMI Safeguarding visit 25.09.18 SD – Academy order site visit - Fencing	
16.0	Any Other Business	
16.1	Refer to agenda item 3.1	
16.2	Refer to agenda item 3.2	
16.3	Refer to agenda item 4.2.8	
17.0	Meeting Calendar and Date of Next Meeting	
17.1	Governors agreed to cancel the meeting dates on the 12 th and 18 th October and replace with a meeting on 15th October 2018 at 4.30pm	
17.2	November meeting dates will continue as previously advised.	

The meeting finished at 11.15am