

FGB Meeting Minutes
NIGHTINGALE INFANT & NURSERY SCHOOL
28th September 2018 at 9.15am

Present

Sam Dangerfield (Chair) Co-Opted Governor	SD	Catherine Wright Interim HT	CW	Saqlain Ali Parent Governor	SA
Jane Hudson Co-Opted Governor	JH	Peter Lambie Co-Opted Governor	PL	Tim Suswain Parent Governor	TS
Sarah Burgess Co-Opted Governor	SB	Claire Hart SENCO – Agenda item 8 only	CH	Fiona Johnston Cover clerk	FJ

Apologies

Eileen Hansell Chair of Trustees - IST	EH	Chris Jefferson Trustee - IST	CJ	Suzanne Church Clerk	SC
-------------------------------------------	----	----------------------------------	----	-------------------------	----

No.	Detail	Action
1.0	Welcome and consideration of apologies	
1.1	The Chair welcomed governors to the meeting. Apologies were received from EH and CJ and accepted. The meeting was quorate.	
2.0	Declaration of Business / Pecuniary Interests & Conflicts of Interest	
2.1	There were no declarations of potential conflict for this meeting.	
3.0	Chair's Authorisation of Other Urgent Business	
3.1	To form a governor's panel to consider a complaint – recorded as a confidential minute.	
3.2	Staffing Structures - recorded as a confidential minute.	
4.0	Minutes of the meeting held on 13th September 2018 and review of the action log.	
4.01	<u>The minutes of the meeting held on 13th September 2018 were agreed to be a true record pending amendment of minute 4.1.</u> Proposed by SA, seconded by SB	FJ
4.02	<u>The confidential minutes of the meeting held on 13th September 2018 were agreed to be a true record.</u> Proposed by SB, seconded by SA	
4.1	Review of Action Log	
4.1.1	The action log was reviewed and updated * Appendix 1	
4.2	Matters arising	
4.2.1	AP4 – CW advised current differentiation practice was outdated. VNET were visiting on 28.09.18 to offer support. Action (From a point of Challenge)- To provide governors with a timeline for implementation of best practice for differentiation.	CW
4.2.2	AP6 – CW reported the following areas required further review: <ul style="list-style-type: none"> • Food Hygiene training • Fire Marshall requirements / training Action – To update governors on due diligence compliance	CW
4.2.3	AP9 – CW reported the outcomes from the HMI Safeguarding visit on 25th September 2018 were expected to be positive.	

	<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 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 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 15 th October 2018 at 4.30pm	
17.2	November meeting dates will continue as previously advised.	

The meeting finished at 11.15am

ST