

Nightingale Infant & Nursery School
Minutes of meeting of the Full Governing Board
Held at Nightingale Infant & Nursery School at 9.15am on 9 November 2018

Attendees: Sam Dangerfield, Chair (SD)
 Catherine Wright, Interim Headteacher (CW)
 Karen Winter, Associate Headteacher (KW)
 Eileen Hansell (EH) Vice Chair of Trustees
 Paul Harker (PH) Finance Team Manager, Educator Solutions
 Saqlain Ali (SA)
 Sarah Burgess (SB)
 Jane Hudson (JH)
 Peter Lamble (PL)

Absent: Chris Jefferson (CJ)
 Tim Suswain (TS)

Clerk: Suzanne Church

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

Matters discussed: Confidential items minuted separately, Website, Teaching & Learning observations, Statutory Policies, Behaviour, OFSTED judgment, STEPS, Safeguarding, FOI requests, SAR.

Number	Item
1	WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE
1.1	SD opened the meeting welcoming Governors. TS and CJ 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	SD confirmed she has given presentations at VNet for website project. SD welcomed PH to the meeting, Finance Team Manager for Educator Solutions. Agenda moved to Item 5 for PH to present first before leaving.
5	CONSULTATION DOCUMENT
5.1	This item is of a confidential nature and minuted separately.

	Governors thanked PH and he left the meeting. Meeting returned to Item 3.
3	CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS
3.1	SD confirmed there are 4 AOB items to be discussed at Item 10.
4	PREVIOUS MEETING: APPROVAL OF MINUTES AND REVIEW OF ACTIONS To approve Minutes and Confidential Minutes of the meeting held on 28 September 2018. To approve Minutes and Confidential Minutes of the meeting held on 15 October 2018. To review Action Lists arising from meetings 13 September, 28 September and 15 October 2018.
4.1	Correction to all Minutes and Confidential Minutes – EH is Vice Chair not Chair of Trustees. Corrections made by hand. Governors agreed that Minutes of 28 September 2018 were an accurate reflection of the meeting. Proposed by PL and JH seconded, Chair signed the Minutes. The Confidential Minutes of the meeting held on 28 September 2018 were read and approved by Governors. PL proposed, seconded by JH, Chair signed the Minutes. Governors agreed that Minutes of 15 October 2018 were an accurate reflection of the meeting. Proposed by EH and SB seconded, Chair signed the Minutes. The Confidential Minutes of the meeting held on 15 October 2018 were read and approved by Governors. A confidential matter was discussed and minuted separately. EH proposed, seconded by SA, Chair signed the Minutes. The remaining open actions arising from meeting 13 September 2018 were reviewed and reported as follows:- AP2 – Confidential and minuted separately. AP3 – CW explained newsletter reminders continue as website still requires rebuild and may move forwards with new company. SB asked whether date information is on website for parents. Not yet but new Office Assistant begins on Monday and will action this. SD looked at website last night and still not comprehensive, emphasising statutory duty to ensure website compliant. CW explained presumption is that parents are accessing all information via newsletters but once website more user friendly will be more effective. This is a work in progress. AP4 – VNet have visited and reviewed Teaching and Learning to look at quality of teaching. CW will be re-observing following this visit. Performance Reviews have taken place. Interventions will be around raising standards of teaching over

and above differentiation.

AP5 – CW and SD decided not to have senior leader presentations at this meeting as lengthy Agenda.

AP9 – Keeping Children Safe in Education paperwork has been signed by all but one member of staff.

New Action Point AP1 – All staff to sign Keeping Children Safe in Education paperwork.

AP12 – CW confirmed SEN Information Report and Policy completed and can go on website. Staffing skeletal and not had opportunity to upload Norfolk County Council standard Policies. Governors discussed outstanding requirement for statutory compliance. CW explained ongoing in school Policy review project, emphasising considerable task of populating standard models with school specific information, together with ensuring consistency for staff in terms of adhering to changing Policies. EH asked for list of Policies to assist review process. SD confirmed she and Senior Leader, Education Quality Assurance and Intervention Service have offered to assist.

CW left the meeting.

SD explained Statutory Policies are in place but detail is wrong and they need to be updated. SA said non-compliance from statutory perspective does not leave him in comfortable place. EH confirmed the task is vast, and she is happy to assist, confirming that within the Trust there is continuous review of Policies.

CW returned to the meeting.

Governors agreed the given the time frame that exists, the considerable task involved and maintaining consistency for staff, the school should work towards adopting Trust Statutory Policies. CW raised concern re references within Complaints Policy process, Governors agreed that where Trust Policies refer to the Trust it should be read as school prior to conversion. CW confirmed SEN, Safeguarding and Behaviour Policies are in place, for all other Policies there will be a link to Trust website.

New Action Point AP2 – CW will put statement on the hub for website for Governors to agree regarding adopting Trust Policies in anticipation of conversion, where necessary reading "Trust" for "school" in the body of such Policies. A link to then be added to the website through to Trust website Policies. SB will review list of Trust Policies and delegate to Governors for individual analysis via the hub. Clerk to add to Policy review progress to next Agenda.

AP14 – CW distributed report to Governors prepared by Behaviour Lead.

A confidential matter was discussed and minuted separately. Governors reiterated the importance of logging behaviour incidents to ensure historical record.

KW arrived at the meeting.

SA asked about how behaviour is recorded. CW explained still paper exercise and not yet being populated to Pupil Asset. SA offered to produce an excel

spreadsheet to assist with presentation of data. CW explained last meeting it was agreed that manual tally be presented which has been delivered today, further explaining the constraints on time. Majority of behaviour logging being undertaken by TAs. EH confirmed this is a usual approach. **Governors considered the report very helpful but need comparative data.** EH confirmed CW will get more support once join the Trust to free her up to action this. If take teachers out of classrooms it can have the detrimental effect of more behaviour issues. SA explained excel spreadsheet may be more time effective and asked to see blank behaviour reporting form on hub.

New Action Point AP3 - CW to ensure retrospective forms populated to Pupil Asset and redeliver message to staff about required procedure. CW to add behaviour reporting template form to hub.

AP15 – Action rolled over:

New Action Point AP4 - SB to complete Governor Compliance checklist.

The actions arising from meeting 28 September 2018 were reviewed and reported as follows:-

AP1 – Addressed at AP4 above.

AP2 – Complete.

AP3 – OFSTED judgment has gone out to parents electronically. SD highlighted this is not on website.

New Action Point AP5 – CW to add OFSTED judgment to website.

CW considered the OFSTED visit and judgment to be positive. Around 10% of parents in playground met by OFSTED and all gave positive feedback.

SD summarised OFSTED findings with CW response in *italics*:

- Review impact of work to improve safeguarding - *growing and procedures in place*
- Age appropriate understanding of bullying – *next week is anti-bullying week, introducing STOP rule, helping hands. SD advised announcing this in newsletter for parents.*
- Website – *as already discussed.*

AP4 – Pupil Asset already discussed.

AP5 – CW has spoken to staff re Staff Governors vacancy but no interest recorded. PL asked if needed under Trust structure, EH confirmed no LGB rather Trust Board.

AP6 – CW confirmed SEND information Report and Policy, referrals for key children, and funding applications complete. These have taken priority because of deadlines. Action rolled over as follows:

New Action Point AP6 –

SEND –

- **To show the numbers of SEN, EHCP in each year group as a % of the**

cohort.

- To advise Governors of the outcomes of EHCP funding bids using the prescribed model template.
- To report SEN attendance compared to Non SEN attendance.
- To provide Governors with evidence of the effectiveness of partnership working.
- To provide Governors with an action plan (including expected timescales) to address the SEN audit (outstanding since April).

AP7 – Roller into new action as follows:

New Action Point AP7 – CW to review attendance in the older year groups and report under Agenda Item 8 at meeting 23 November 2018.

AP8 – STEPS team have been in to review locations of where moving children to. New date coming for refresher training and STEP ON training. SB advised essential in change of roles. SD advised logs must be accurate. CW confirmed Restraint Physical Interventions usually in a bound book and on separate paper.

Next Action Point AP8 – CW to seek advice on logging of RPIs.

AP9 – Clerk has provided link to E-courier.

AP10 – Action rolled over:

Next Action Point AP9 – Provide Governors with the 'Annual Safeguarding report to Governors' at next meeting and post Safeguarding MI sheets on the hub.

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

AP1 – Confidential and minuted seperately.

AP2 – Discussed above.

AP3 – Complete.

AP4 – Rollover now that approved Consultation Document.

New Action Point AP10 - CW to ensure HLTA advert includes correct qualification requirements to facilitate Nursery cover.

SA asked about timeline. Will go on staff noticeboard on Monday following Consultation meeting.

AP5 – Office Support Assistant joins the school on Monday.

AP6 – Rolled over:


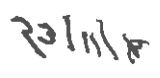
New Action Point AP11 - Sufficiency Report to be prepared.

AP7 – Complete.

AP8 – Complete.

6	SAFEGUARDING TRAINING
6.1	Safeguarding training for Governors will be delivered immediately following today's meeting.
7	POLICIES
7.1	As above Item 4.1.
8	ATTENDANCE
8.1	As above Item 4.1.
9	TEACHING & LEARNING
9.1	<p>CW summarised experience of observations. SD was pleased this has been undertaken and that there is a plan.</p> <p>New Action Point AP12 – New date for T&L observations to be set, KW and CW to observe.</p> <p>SB asked if look at books and talk to pupils. CW confirmed yes.</p> <p>CW spoke of recent launch of Power of Reading project, led by Deputy Headteacher and successfully used in other Trust schools. There are high quality texts and plans around the scheme. CW has previously used this scheme and children fully embraced it. Staff need some support to progress the scheme. Parents have been invited to launch meetings and it will go in newsletter.</p> <p>New Action Point AP13 – CW to add Governors to newsletter distribution email.</p>
10	ANY OTHER BUSINESS
10.1	<p>1. There have been 2 further Freedom of Information (FOI) requests. SD and CW explained work involved to comply with FOI requests. Governors reflected on impact of addressing historical concerns whilst working towards achieving positive outcomes. SAR request also received. CW explained Pupil Asset has a SAR request facility but not yet populated.</p> <p>3 items of a confidential nature were discussed and minuted separately.</p> <p>Governors extended their thoughts and best wishes regarding news that had been shared on the hub relating to a previous Governor.</p> <p>CW and KW left the meeting.</p>
11	DATE OF NEXT MEETING

11.1	<p>Next meeting will be held on Friday 23 November 2018 at 9.15am</p> <p>CW and KW returned to the meeting.</p> <p>A confidential matter was discussed and minuted separately.</p>
	<p>Meeting closed at 10.45am.</p>

<p>Signed by the Chair as a true record of the meeting:</p>		<p>Date:</p>	
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