

Nightingale Infant & Nursery School

Minutes of meeting of the Full Governing Board

Held at Nightingale Infant & Nursery School at 9.15am on 23 November 2018

Attendees:	Sam Dangerfield, Chair (SD) Catherine Wright, Interim Headteacher (CW) Karen Winter, Associate Headteacher (KW) Eileen Hansell (EH) Vice Chair of Trustees Saqlain Ali (SA) Jane Hudson (JH) Peter Lambale (PL)
Absent:	Sarah Burgess (SB) Chris Jefferson (CJ) Tim Suswain (TS)
Clerk:	Suzanne Church

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

Matters discussed: *Safeguarding, SEN, Recruitment, Consultation Document, Handover from Governing Board to Trust, Teaching and Learning, Dissolution of Governing Board on 30/11/18.*

Number	Item
1	WELCOME, RECEIVE APOLOGIES FOR ABSENCE, CONSENT TO ABSENCE
1.1	SD opened the meeting welcoming Governors. SB and TS 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 that she has been asked by Norfolk County Council to join the Governing Body of another school which she has accepted.
3	CHAIR'S AUTHORISATION OF OTHER URGENT BUSINESS
3.1	No AOB items declared.
4	PREVIOUS MEETING: APPROVAL OF MINUTES AND REVIEW OF ACTIONS

	<p>To approve Minutes and Confidential Minutes of the meeting held on 9 November 2018.</p> <p>To review Action List arising from meeting 9 November 2018.</p>
<p>4.1</p>	<p>Governors agreed that Minutes of 9 November 2018 were an accurate reflection of the meeting. Proposed by EH and PL seconded, Chair signed the Minutes.</p> <p>The Confidential Minutes of the meeting held on 9 November 2018 were read and approved by Governors. JH proposed, seconded by EH, Chair signed the Minutes.</p> <p>The actions arising from meeting 9 November 2018 were reviewed and reported as follows:-</p> <p>AP1 – Complete save for staff on sick leave.</p> <p>AP2 –.Complete. Policies populated to Governor Hub yesterday. SD has reviewed Trust policies and confirmed these are standard. Governors agreed Trust Policies can be accepted.</p> <p>AP3 – Populating Pupil Asset is an ongoing project.</p> <p>AP4 – Governor Safeguarding compliance checklist completed at meeting between CW and SB, distributed by CW at the meeting. CW confirmed plan to transfer to new system to ensure consistency and accuracy.</p> <p>SD asked whether Designated Safeguarding Lead role is evidenced in job descriptions. CW confirmed moving forwards will be for Trust to consider.</p> <p>Action Point AP1 – For new applications DSL role needs to be explicit in job description.</p> <p>PL queried staff training section is this being worked on as records seem limited? CW confirmed there is a folder with training records, what is in place for this term is what you would expect to see at this stage, need to be mindful of consistent approach going forwards.</p> <p>Action Point AP2 – Governor Safeguarding Compliance Checklist dates to be inserted to ensure clarity as to whether checklist up to date.</p> <p>CW confirmed any changes to statutory guidance have been disseminated to staff.</p> <p>SD concluded there are no further actions on SBs checklist.</p> <p>AP5 – Complete.</p> <p>AP6 – SD emphasised importance of maintaining SEN tracking. CW explained SENCo time since last meeting taken up with FOI request rather than moving forwards save for emergency EHCP review paperwork completed for a particular child.</p> <p>CW summarised:</p>

	<ul style="list-style-type: none"> • Check has been completed for every class as to identifying children who might need to be on register • EHCP money comes in automatically, bids put in and waiting on outcomes. Still evaluating applications for high need funding • Re attendance need to speak to Pupil Asset, once complete will upload to hub. <p>New Action Point AP3 – CW to upload SEN attendance figures to hub.</p> <p>KW asked whether training on Pupil Asset needed for office staff offering member of staff from Drayton Infant School to come in and train. CW agreed this would be beneficial.</p> <p>New Action Point AP4 – Drayton Infant School staff member to deliver Pupil Asset training for office staff.</p> <p>SD queried impact of Benjamin Foundation and whether this is making a difference. CW explained difficulty in quantifying Benjamin Foundation as nature of reports is confidential. The intervention is pastoral rather than SEN which is why no impact report. Governors asked whether value for money. KW explained this is a soft data piece of information.</p> <p>New Action Point AP5 – CW to look into value for money of Benjamin Foundation intervention.</p> <p>AP7 – Rolled over:</p> <p>New Action Point AP6 - CW to review attendance in the older year groups.</p> <p>AP8 – STEPS have been booked to come in next Thursday to do STEP UP emergency refresher training on moving and holding strategies and effective logging of incidents for staff who are most likely to need to use this.</p> <p>AP9 – Complete.</p> <p>AP10 – CW explained need to be aware of ratios in Nursery. HLTA advert has gone out and interviews next week. Information will go out today or Monday to ensure shared with parents.</p> <p>AP11 – Awaiting response on Sufficiency Report.</p> <p>AP12 – Re-observation completed and feedback given. Some indication that previous feedback taken on board.</p> <p>AP13 – CW confirmed Newsletter is on website.</p>
5	CONSULTATION PROCESS
5.1	<p>The Consultation Document has been signed.</p> <p>SD expressed thanks to:</p> <ul style="list-style-type: none"> • EH for assisting with wording • Paul Jolley as his assistance has been invaluable

	<ul style="list-style-type: none"> • Business Manager at Lionwood Infant and Nursery School for her assistance in process <p>SD asked whether parents have been advised. CW has put in Newsletter that on track for conversion. Staff have also been informed.</p> <p>CW explained process of transfer of contracts, benefits of economies of scale, one contract is under discussion as to termination.</p> <p>SD moved on to handover from Governing Board:</p> <ul style="list-style-type: none"> • SD handed complaints file and other documents to CW • CW confirmed two Freedom of Information requests and 1 Subject Access Request still being actioned • SD confirmed that despite extensive searches the Confidential files from the previous Governing Board have not been located • Clerk explained upon conversion Governor Hub will be set up as an archive page for the Trust to access • JH handed SFVS document to CW. EH confirmed not needed after audit just been through. SFVS will be filed in hard copy file in staff room • CW asked whether a meeting is needed to officially dissolve the Governing Body. EH confirmed can be agreed today by Governors that the Governing Body dissolves at midnight on 30 November 2018.
6	SAFEGUARDING
6.1	Governors confirmed that Safeguarding training undertaken immediately following FGB meeting 9 November 2018.
7	BEHAVIOUR & ATTENDANCE
7.1	CW confirmed no significant updates since last FGB meeting, records to be digitalised to ensure can complete more in depth analysis. SEN process and plans in place, seen improvement in behaviour this week after plans adjusted with heavy staffing.
8	TEACHING & LEARNING
8.1	<p>SD spoke of the Curriculum review re ICT and E-Safety. CW explained need to undertake curriculum mapping exercise and who has responsibility for what as linked to performance management.</p> <p>CW continued that anti-bullying week focussed on HMI emphasis being distinction between falling out with people and bullying. Will laminate high five hands and decorate as next step within PSHE. STOP rule (several times on purpose) emphasised and odd sock day took place to highlight respecting differences.</p> <p>KW explained she and CW visited Mousehold Infant and Nursery School and had very productive morning and came away with feeling that good to see a school consistently improving over time. CW confirmed she would like to</p>

	<p>increase staff visits to other schools to experience this too. Staff went to standardisation event at Lionwood Infant and Nursery School this week to see what expected standard looks like and how schools present evidence. This was a positive experience. KW emphasised that this is one of the good things about being part of a highly effective and child centred Trust.</p> <p>CW continued that Power of Reading project is continuing led by Deputy Headteachers both at this school and Drayton. Order has been placed for propeller boards for maths, this is a pre-made resource and works towards fluency of number work. Ordered enough for Year 1 and 2 to use. Seen quick impact in other schools. Each half term choose side to focus on, repeat at end of half term. SA would like to see this benchmarked against other schools. EH explained Trust approach. PL asked about Y3 board. CW confirmed this would be purchased by Easter 2019. Board pack expense discussed in context of repeated use and value for money.</p> <p>SD asked EH about Budget review meeting. EH confirmed Budget will cease to exist on 30 November 2018 will then be set as a Trust budget. Most up to date financial information is that as set out in Consultation Document approved by Governors.</p>
9	WEBSITE
9.1	CW confirmed still under review but compliant in respect of OFSTED and Statutory Policies.
10	POLICIES
10.1	As discussed above.
11	ANY OTHER BUSINESS
11.1	<p>CW thanked Governors for commitment and hard work.</p> <p>Governors thanked SD.</p> <p>SD thanked Governors.</p> <p>SD handed chocolates to CW to be given to the staff from the Governors in thanks.</p> <p>Governors agreed to dissolve Governing Body as of midnight on 30 November 2018 (proposed by JH, SA seconded).</p> <p>CW will look to set up a parents' forum so can hear parents voice, as the school does not want to lose parent view. SA considered this would be well received. EH explained process of nomination for parent Trustee, explaining need for desired skill set and approval by Department for Education.</p> <p>New Action Point AP7 – CW to announce parent forum and Governors thanks in Newsletter when confirm school has academised.</p> <p>SD thanked Clerk.</p>

12	DATE OF NEXT MEETING
12.1	Not discussed.
	Meeting closed at 10.15am.

Signed by the Chair as a true record of the meeting:		Date:	
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