

# Minutes



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GOVERNING BODY OF BEDDINGTON INFANTS SCHOOL

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## FULL GOVERNING BODY MEETING

Wednesday 22 November 2017 at 6.30pm at Beddington Infants Primary School

**Attendees:**

Debra Parry (Chair)	Liz Kearney (Headteacher)
Steve Allen	Nicola Smith (Deputy Headteacher)
Brindha Nathan	Adam Funnell (Assistant Headteacher)
Sunita Gordon	

**Also in Attendance:** Patricia Major (Clerk)

**Apologies:**

Hilary Alexander  
Ann Robinson  
Glen Smith

	ITEM	ACTION BY
1.	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Hilary Alexander, Ann Robinson and Glen Smith.  <b>Resolution:</b> Apologies were accepted.	<b>All governors</b>
2.	<b>Inclusion presentation by Adam Funnell (Assistant Headteacher)</b> Adam presented his Inclusion Report for the Autumn term. Special needs is now rebranded as Additional Rights as it portrays a more positive message but the school will still refer to it as (SEN) on documentation.  <i>Additional Rights across the school</i> <b>Brindha questioned whether the school would expect the number of children with Additional Rights (SEN) to</b>	

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	<p><b>go up?</b> Adam reported that he would expect them to go down as they get older. There are a number of children in Nursery to be added. There are a high number of children with Additional Rights (SEN) in Reception.</p> <p><b>Steve asked how many children were identified with SEN in Nursery as the data showed an average of 12 moving through the years, apart from Year 2.</b> Adam stated that there would be between 4-5 officially on the register in the next term. Steve reported that that Nursery appeared to be working well when he visited during Governors Day. Adam reported that the Nursery teacher had been working very hard with children who struggled with the new routine. The children are now responding well.</p> <p><i>Analysis of progress - For Schools: Analysis of the school data on Additional Rights (SEN) children (2017)</i></p> <p>Adam reported that 12 children with Additional Rights (SEN) in Year 2 require targeted support this year in Phonics to reach the expected level as they did not reach this level by the Summer term in Year 1. <b>Brindha questioned whether the children still passed but just not at a level that the school would have expected?</b> Nicola stated that 14 children in total did not pass of which 12 were children with Additional Rights (SEN). These children will be required to redo the test at the end of Year 2. <b>Brindha asked whether the overall results are separated out when they are reported back?</b> Nicola stated that all the results and the characteristics of the child, are reported back. The reports that the school receive back, look at our data against the national expectation. <b>Brindha questioned what happens if one school has a higher number of Additional Rights children to another school?</b> Nicola said it is about knowing the data. If our Phonics data was below the national average (which it is not) then, there would need to be a rationale (case study) behind that. This could be due to a cohort with a high number of Additional Rights (SEN) children. Assessments are always compared to the national picture as the expectation is that children should make the progress irrespective of their needs.</p> <p>Adam reported that he is carrying out more frequent learning walks and documenting his observations which can then directly influence policies. <b>Steve asked whether the school could use this form to show what is happening and the outcome of it?</b></p> <p>Adam reported that he will have some meaningful data from this process to be shared with the behaviour data at the next FGB meeting in the Spring term.</p> <p>The school has identified provision mapping software and</p>	

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	<p>will move forward once all the security checks are in place and the governors have approved.</p> <p>The school is running a course with Scola in January 2018 for parents with EAL and an early year's maths course for parents.</p> <p>Adam reported that "Teach meets" with all teachers had started. The aim of these meetings is to talk about children who need support or require more challenge. This is minuted and reviewed half termly.</p> <p><b>Steve questioned about the more able, disadvantaged children.</b> Nicola reported that there was 1 child in Year 2 who was in this category. She is part of a Maths group and also has targeted time with 2 other children but the challenge has been led by her.</p> <p><b>Brindha questioned how her progress is measured?</b> Nicola reported that all groups start with a baseline from a piece of work. Following the 6 week session, they would complete a similar task and the progression would be evident in the task. All groups have very clear targets on what they need to achieve within that allotted time. This is checked that this is then used in the groups and day to day learning.</p> <p>Some case studies are included in the report which shows how children's lives have been changed by the provision.</p> <p><b>Steve noted that a child who was very noticeable during the previous Governors Day was not noticeable on the last visit.</b></p> <p><i>Attendance and punctuality</i></p> <p>Attendance is up 1% to this time, last year. Nursery was a concern but now that the new children have adjusted to the new routine, this is improving. <b>Brindha questioned whether the attendance would affect the school's overall statistics?</b> Adam confirmed that the school would be questioned on what had been done about it and how it has affected their progress. <b>Steve reported that governors have seen evidence of direct action taken by the school against parents who have arrived late.</b></p> <p>The Office is now emailing the percentage attendance out upon receipt of absence correspondence. <b>Steve suggested putting the percentage figure in red to highlight it.</b></p> <p>Sunita asked why children's behaviour was logged on SIMS?</p> <p>Nicola reported that it enabled the school hold a pattern of the child's behaviour. This data was held in folders and has been transferred across.</p>	

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	<p>Adam left the meeting.</p> <p><b>Action:</b> Adam to report on data from Learning Walks and behaviour at Spring term FGB</p> <p><b>Action:</b> Percentage figure for attendance to be put in red when emailing parents</p>	<p><b>Adam Funnell</b></p> <p><b>Adam Funnell</b></p>
3	<p><b>DECLARATION OF CONFLICTS OF INTEREST (includes item 3 and 4)</b></p> <p>Governors completed and submitted the forms to the clerk. Sunita highlighted a possible conflict of interest with one of the charities that she works with in higher education.</p>	
4.	<p><b>GOVERNING BODY MEMBERSHIP/ COMMITTEE STRUCTURES</b></p> <p>The Clerk reported that there is currently a vacancy for a staff governor. Governors agreed for there to be another election and on-going discussions to spark interest in the role.</p> <p>The Chair announced that she has tendered her resignation to the Board and will be stepping down as Chair and from membership of both committees in July 2018.</p> <p><b>Action:</b> Clerk to advise on election of a new Chair of Governors and current membership of committees.</p>	<p><b>Clerk</b></p>
5	<p><b>Committee memberships</b></p> <p>Brindha confirmed that she would confirm membership of committees in the coming weeks. The Chair highlighted the need for new members on the Curriculum and Achievement Committee and the Children Families and Community committee.</p> <p><b>Action:</b> Brindha to confirm her membership of committees</p>	<p><b>Brindha</b></p>
6.	<p><b>MINUTES FROM PREVIOUS MEETING HELD ON 21 June 2017</b></p> <p>Liz reported that the lack of information on funding was raised at the Joint Heads' meeting with the Local Authority. The challenge for Headteachers is to be fully engaged in the discussions at Schools' Forum without all the information.</p>	

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	<p>The information provided is not accessible or provided in a timely manner to enable Headteachers to participate in discussions.</p> <p>The Clerk stated that the role of Schools Forum has a limited time frame due to the introduction of the National Funding Formula which will abolish the need for such a panel as the funding will come directly from the government.</p> <p><b>Resolution:</b> The minutes of the meeting were agreed as a true and accurate reflection of the meeting.</p>	<b>All Governors</b>
<b>7.</b>	<p><b>MINUTES/REPORTS OF COMMITTEE MEETINGS</b></p> <p>The Chair noted an item of expenditure relating to the work that is being carried out in conjunction with Holy Trinity School. The final cost has to be agreed.</p>	
<b>8.</b>	<p><b>FINANCIAL ISSUES - UPDATE</b></p> <p><i>Nursery funding</i></p> <p>The Local Authority have now confirmed that we do provide a flexible offer for Nursery children and therefore will be eligible for the additional funding (.25p per hour, per child)The amount of funding that we will receive for Nursery in the Autumn term will not be available until the Spring term. It will be based on £5 per hour, per child plus a notional amount to included SEN, deprivation, etc.</p> <p><i>Sports Premium</i></p> <p>Sports Premium has been doubled in 2017/18. It is given to schools via their allocations. We will receive 5/12 of the sum this year and 7/12 in 2018/19. The amount this year totals £14,666. This money does not have to be spent on PE resources only but gives schools the option to spend it on outside resources which opens the scope for what it can be used for. I have confirmed this with our Sports Partnership Leader.</p> <p><i>Agency fees</i></p> <p>Due to a number of challenges, we continue to pay supply agencies for our Foundation Stage Leader and two of the Year 2 teachers (one is covering maternity leave). The original plan was for the Foundation Stage Leader and Year 2 teacher to come onto our payroll in September but this has</p>	

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	<p>now been delayed until the Spring term. This results in the figure for E26 (Agency fees), being higher than expected. The budgeted figure was £111,611 but the current figure is £93,027. The estimated outturn figure for E01 (Teaching staff), will be less because as a direct result of this. Sunita questioned the reasons why the Foundation Stage Leader and the Year 2 teacher, permanent positions? Liz reported that there were very good reasons why this was the case.</p> <p><i>Benchmarking</i></p> <p>The government have relaunched their benchmarking website which will enable schools to bench mark with similar schools. Patricia has made contact with Victor Seymour Infant School in Sutton and plans to bench mark costs with them in the Spring term.</p> <p><i>Teacher Pay Scales</i></p> <p>A 1% inflationary increase was included in the 2017/18 budget for teachers' salaries.</p> <p>The recommended 2 options:</p> <p><b>Option 1:</b> Teachers on MPS1 and MPS6 are increased by 2%. MPS2 - 5 are increased by 1%.</p> <p><b>Option 2:</b> All MPS salary points are increased by 2%</p> <p>The Chair requested that the impact of these rises on the budget, be reviewed before a decision is made.</p> <p><b>Action:</b> Inflationary rises for teachers, to be reviewed</p>	Resources Committee
9.	<p><b>Policies</b></p> <p>Policies were circulated to all governors for comments over a 2 week period. These policies have now been agreed.</p> <p><b>Sunita raised a concern regarding leave being unauthorised for families experiencing bereavement, whose relations are abroad and suggested granting them leave on a basis of compassionate grounds.</b> Liz acknowledged her concern but said that it would be difficult to request evidence for the purpose of a trip abroad. Families are spoken to about the reasoning behind an unauthorised absence.</p>	

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10	<p>Teacher Appraisals</p> <p>The Headteacher's performance management review has been completed for 17/18. The Pay Committee needs to convene to discuss the Headteacher's pay and outcome of teachers' appraisals.</p> <p><b>Action:</b> Pay Committee to convene</p>	Pay Committee
11	<p><b>Headteacher's Report</b></p> <p>The Headteacher presented her report to the governors.</p> <p>The school have now taken over Nursery Admissions from the Local Authority. There are spaces in Nursery and Year 2.</p> <p>The Nursery staff are finding the provision challenging. <b>Steve requested that their positive comments on the Nursery provision are passed to Nursery staff, following the visit on Governor Day.</b></p> <p><b>Brindha asked if the school would be offering the 30 hour provision next year.</b> Liz replied that the current provision is being assessed and a decision will be taken early next year. The provision is constantly being assessed.</p> <p><b>Action:</b> Report on day with Chris Jacobs to be circulated to governors</p>	Clerk
12	<p><b>Sutton Education Trust Update</b></p> <p>Liz updated the committee on the most recent developments.</p>	
13.	<p><b>Newsletter – previously circulated</b></p> <p>No items were discussed</p>	
14	<p><b>School and Governing Body Self Evaluation</b></p> <p>Liz thanked governors for attending the SEF meeting last week and thanked Steve for his contribution of a spreadsheet with the main points. Steve clarified that it was a working document to be added to as relevant material arises.</p>	

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15	<b>Correspondence to Chair and Chair's Action</b>  Nothing to be discussed.	
15	<b>Confidentiality matters:</b> Item 11 & 12 – confidential	

Chair's Signature:..... Date.....