

Minutes



GOVERNING BODY OF BEDDINGTON INFANTS' SCHOOL

FULL GOVERNING BODY MEETING

Wednesday 20th November at 7.00pm at Beddington Infants' School

Present: Steve Allen (Chair) Brindha Nathan
Liz Kearney (Headteacher) Hilary Alexander
Nicola Smith Cllr. Sunita Gordon

Also in attendance: Lynn Atkins (Clerk)

Absent: Glen Smith

	ITEM	ACTION BY
1.	APOLOGIES FOR ABSENCE SA reported that Ann Robinson had resigned from the Governing Body. She was thanked for all her hard work in supporting the School. Apologies for absence had not been received from Glen Smith but his absence was accepted.	
2.	ELECTION OF CHAIR/VICE CHAIR There were no new nominations for Chair or Vice Chair. SA indicated his willingness to continue as Chair and was unanimously elected. BN indicated her willingness to continue as Vice Chair and was unanimously elected.	
3.	DECLARATION OF INTERESTS There were no declarations of interest in any of the items under discussion.	
4.	ANNUAL DECLARATION AND REGISTER OF INTERESTS New Register of Interest forms had been completed this term and the details will be published on the website.	
5.	GOVERNING BODY MEMBERSHIP a) The terms of office had been updated and checked. b) There have been three governor vacancies for some time. There is a teacher governor but no staff governor. LK has re advertised it. LK is seeking clarification on the Foundation Governor roles appointed by the SET. There are two parent governor vacancies and the applications close on 26th November. If there is a suitable additional candidate with finance or HR skills they could be	

	<p>Co-opted.</p> <p>c) AR leaving created a vacancy for Chair of Curriculum and Achievement Committee. BN agreed to Chair this on a temporary basis and SA will be Vice-Chair.</p> <p>d) HA will be SEN governor. The link governor roles will be reviewed at the next FGB meeting. Action: NS to send out a list of subjects. Governors to meet with subject leads on Governor Day.</p>	NS
6.	<p>MINUTES OF THE PREVIOUS MEETING HELD ON 17th JULY 2019</p> <p>The minutes of the FGB meeting of 17th July 2019 were agreed as a correct record and were signed by the Chair.</p> <p><u>Actions</u></p> <p>(2) SG said that she did raise this as a concern but was told that this was due to a drop in the birth rate.. LK confirmed that all the schools are dealing with financial difficulty and spaces at some of the schools are due to both a drop in the birth rate and the expansion of some local schools.</p> <p>(4) LA and NS updated the terms of office with Merton & Sutton Governor Services.</p> <p>(10) On agenda.</p> <p>(11) SG still to circulate a skills audit template for governors to complete. She said that she will also send a link about income generation and using school spaces for events.</p> <p>SA and BN also had a link about developing capital projects for rental space. SA proposed that there should be a working party on this. There is a list of potential grants and they need to look at possible capital investment projects. If they can come up with a proposal, there is a proforma to use to approach companies to ask for funding and it can be checked before it goes out.</p> <p>NS said that she has started putting together information about the School to produce a booklet and at the back there will be a menu of options for sponsorship. It was agreed that there is a need to promote BIS's unique selling point.</p>	SG
7.	<p>MINUTES/REPORTS OF COMMITTEES MEETINGS</p> <p>The minutes of the meetings from the summer term had been previously circulated:-</p> <ul style="list-style-type: none"> • Curriculum and Achievement Committee • Children, Families and Community Committee • Resources Committee. 	
8.	<p>FINANCE UPDATE</p> <p>LD was on sick leave so was unable to attend the meeting. It was proposed that she sends out a financial update to governors and any questions are returned to her by email (copying all governors in for information). An email was sent about the uplift to pay for teachers. The pay award is 2.75%. 2% was planned for in the budget and 0.75% will be funded by government grant. This was agreed by governors and will be backdated.</p>	
9.	<p>REPORT OF THE HEADTEACHER</p> <p>The Headteacher's Report was sent out in advance.</p> <p>LK said that they have had an annual tree survey and they were asked to get a quote for the work needed on the trees. This was just over £3,000 so they need</p>	

	<p>know which work is urgent. HA said that she could recommend contractors. Action: HA to pass on names of three contractors.</p> <p>LK informed governors that there is a patch of ground in the road opposite the School (Bond Gardens) which the Local Authority say is owned by the School, with a large tree on it that needs work and they have been asked to do something about the tree. There is also an electrical substation there. Action: SG offered to help look into this.</p> <p>SG advised that the School should accept the contract with Smith & Byford for the boiler maintenance for one year. They should provide a gas certificate (this will not cover the kitchens). NS advised that Caterlink have all the certificates for their use of the kitchen. It was suggested that Derek could check all the radiators and if there is a problem then there could be a repair bill. SG also advised that the flashing above the conservatory needs to be dealt with as it will leak.</p> <p>Under staffing, LK reported that Kelly Hastings will join BIS in January as Assistant Head. She is currently working as an Assistant Head in Merton and she will work 4.5 days a week. She will be coming into School on the 5th and 12th December for induction and a handover. Heidi Westley, headteacher at Muschamp was on the panel and she was impressed with the thorough process. LK and governors wished to thank Heidi for helping with this.</p> <p>BN asked how the Assistant Finance Officer was getting on. LK said that she is from an agency and the arrangement is working at present.</p> <p>There are 52 total part-time places for Nursery children. There are currently 36 children as 16 are doing full days. The maximum would be 26 in the morning and 26 in the afternoon. The total number of pupils currently on roll is 292. Each year, except Nursery, should be 90. There are currently 90 in Reception, 77 in Year 1 and 89 in Y2.</p> <p>SG asked if they were happy with Pupil Progress. LK said that they were. They had done Writing scrutiny that afternoon, looking at where children are and progress they made. All classes have submitted their autumn data and NS is putting them into progress grids and it looks good. The School is in a strong position.</p> <p>As of December, the budget put together last spring means they have to lose one TA. LK explained that she has spent a long time working out how best to manage this and they had one member of staff on a contract only until Christmas. They have a very strong LSA who is also a MDS and has been supporting a child and doing well but she has resigned because she needed more hours.</p> <p>They tried to trial TAs covering PPA and have interviewed for someone to provide TA replacement for the TA leading the session but were unable to recruit, so have not been able to cover all the PPA with TAs and this has had a cost implication, using agency staff. They have managed to cover the Nursery and PPA cover from January and have met individual requests. LK explained that every afternoon, one TA from Y1 will go to Y2 (the same person or different people - to be decided by the year group). Timetables will be adapted as appropriate. LK was thanked for sharing the arranged structure and for making it work. It was recognised that a lot of effort, consideration and expertise had gone into this.</p> <p>The new Ofsted handbook was discussed. It was felt that the emphasis on staff wellbeing was difficult to manage alongside the increased demands on teachers and cuts in budget.</p> <p>LK reported that the new lead for School Improvement in the Borough, Jane Morgan, has booked CPD for maintained schools. Feedback at the headteachers'</p>	<p>HA</p> <p>SG</p>
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	meeting was to attend the training on supporting children with SEN so staff have booked places. 'My inclusive classroom' was the first one and was very highly recommended.	
10.	<p>PUPIL PERFORMANCE</p> <p>The Analyse School Performance 2018-19 and Primary Inspection Data Summary Report 2018-19 were provided for governors. It was clarified that these are KS1 results attained at the end of Y2. This cohort of children have now moved on to Y3, but these are the standards that the School is judged against.</p> <p>Reading was 82% achieving Expected (Sutton 80%, National 75%). Writing was 77% achieving Expected (Sutton 76%, National 69%).</p> <p>Greater Depth in Writing was discussed (15%) as it was lower but still in line with National. NS said that girls do better than boys in Writing and there is a requirement for them to write at length. Everything that could be done was done for these children and they made good progress but did not meet this requirement. It is in the SDP to track the more able learners to make sure that those identified as GLD in Early Years are able to achieve GD at KS1.</p> <p>Maths was 82% achieving Expected (Sutton 81%, National 76%). GD was also good (37%).</p> <p>NS said that all groups were doing well apart from PP children.</p> <p>Phonics was 86% passed (Sutton 85%, National 82%). It is expected that the pass rate for National will be set at 95% next year, which was felt to be unrealistic, although the school will obviously try. For the children who did not pass their marks were seen to be quite spread. A lot is happening in School to support them but some are not able to reach this level in time. 100% of the children who did not pass in Y1, passed the Y2 re-take.</p> <p>The PIDR highlighted that KS1 attainment of GD in reading (46%) was significantly above national and in the highest 20% of all schools in 2019). It also highlighted that KS1 attainment of GD in mathematics (37%) was significantly above national and in the highest 20% of all schools in 2019).</p> <p>Attendance was flagged up (4.9% absence) but the School can show how they have worked to improve this and all the things they have put in place.</p>	
11.	<p>SCHOOL AND GOVERNING BODY SELF EVALUATION</p> <p>SG confirmed that she will send out the skills audit.</p> <p>Chris Jacobs Challenge report should also be included as this is an external review of how the school is running. This will go to the Monitoring and Action Group (MAG) and recommendations to strengthen provision go to the SET Board.</p>	
12.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN</p> <p>The SDP was included in the Headteacher's Report. The main areas for development are:- Value for Money and alternative sources of funding English – further development of spelling and handwriting skills Achievement and progress of more able learners</p> <p>LK said that she will lead a whole staff a curriculum/ provision audit/review and next steps across the school, adding a target relating to Metacognition and Self-Regulation. There will be two more INSET days at the end of the summer term,</p>	

	which have been replaced with 6 twilight sessions. All staff are aware of when they are and they will be reviewed as year groups. The provision across the school is strong and LK is happy with this.	
13.	NEW OFSTED FRAMEWORK LK reported that the new framework will need to be on the Agenda of Curriculum and Achievement Committee as the format for the curriculum is different. Ofsted will expect the School to be clear on its intent, implementation of it and impact of it.	
14.	SAFEGUARDING ARRANGEMENTS LK pointed out that Kay has been the Safeguarding lead and is leaving. The interview process was discussed. A permanent Assistant Head will be starting in January.	
15.	TEACHING STAFF APPRAISALS SA had proposed to do the HT review with Chris Jacobs on Friday but Chris is not available on this date, so this will be rescheduled. Appraisals have been carried out with teaching staff and there are letters for the pay panel with proposed recommendations. There were no teachers who were not recommended to go up this year, if eligible to do so. These will be sent out by the end of the week.	
16.	RELATIONSHIPS EDUCATION, RELATIONSHIPS AND SEX EDUCATION (RSE) AND HEALTH EDUCATION (Newsletter Item) Governors noted the newsletter item. The requirement for all schools to teach relationships education, which was due to be implemented in September 2019, has been deferred until September 2020. Governors will need to consider the statutory guidance and ensure the school has plans to implement the requirement in 2020.	
17.	GOVERNOR VISITS TO SCHOOL SA visited the School for Governor Day on 5th November. He commented that the children were very animated and engaged and there was excellent provision in the Nursery (where he saw really impressive early cursive writing) and Reception, which appeared to be well settled with a reorganisation and more effective learning environment, as Zoe has worked really hard to improve the area. The children in Year 2 were learning about the Great Fire of London and were very keen to share their learning and quiz SA on what he knew about the topic. He enjoyed having lunch and conversation with a very bright Y2 child and he saw lots of good recreational and learning activities in the playground. He visited Reception and Y1 learning about The Tiger Who Came to Tea topic, saw singing in assembly and had good conversations with children throughout the School. He added that he found the children to be highly engaged, on-task and clear about what they are working on and towards. LK said that in the autumn term there is a lot of independent learning and staff have to do a lot to support this. SA thought that the children all settled really well. LK also took a group of parents round on a tour of the School, which SA met and spoke to.	
18.	GOVERNOR TRAINING SG reported that she had attended two courses, SEN training and budgeting training and both were excellent. They were provided with a set of challenging questions, to	

	<p>be an effective governor. There are a lot of SEN changes so it is important that policies are updated in line with these.</p> <p>SG said that she will send out the link for Merton & Sutton Governor Support Training and there is also online training. NS will re-send the Educare log-in details. All governors were asked to read the KCSIE (2019) document and new Ofsted Handbook that were sent out with the Headteacher Report.</p>	SG/NS
19.	<p>CORRESPONDENCE TO THE CHAIR/CHAIR'S ACTION</p> <p>There had been no Chair's Actions.</p>	
20.	<p>CONFIDENTIAL MATTERS</p> <p>There were no confidential items.</p>	
21.	<p>DATE OF NEXT MEETING</p> <p>Wednesday 18th March 2019.</p> <p>A full list of dates for the year was provided.</p>	

Closing Time of Meeting: 9.20 pm

Chair's Signature Stephen J Allen Date