

WEST HOVE INFANTS SCHOOL GOVERNING BODY MEETING

Connaught Road Wednesday 13th November 2019 5.30-8.00

Attending: Abby Hedger Jones (Chair), Carole Kite, Denise Morton, Sonia Turney, Jason Smith, Clare Mooney, Ruth Wragg-Jones, Ben Massey

Apologies: Wendy Harkness, Lou Smith

PART ONE: DEEP DIVE	ACTION
<p>1. <u>Writing Deep Dive (Autumn Term)</u> Discussion related to what was helpful and what went well and any changes to the process going forward. It was acknowledged that Simon Chandler’s input was useful to set the Deep Dive process, and that holding the evening sessions significantly improved the quality of reporting of the day time visits, and it was helpful for staff too as it provided a formal situation for staff to practice articulating the school processes.</p> <p>2. <u>Reading Deep Dive (Spring Term)</u> Suggested changes to the process were:</p> <ul style="list-style-type: none"> • Consider Governors splitting into two groups and visiting both sites at the same time to look at the same curriculum area. Lou and Ben to swop sites. • Not to do this exercise on a day when SLT are monitoring • Take photos of the evening to add to the report • Reduce number of classes visited, although each Governor group should still visit a class in each year group • Reduce the number of questions asked so that fewer examples are required • Write protocol for visits on front of report and go through these on the day (to include not writing in the classroom) • Documents to be sent out earlier <p>Action: Denise and Ben to meet and agreed agenda for the evening and daytime visit</p> <p>3. Governors were asked to confirm availability to attend next Deep Dive which will take place on 15th January (evening) and 13th February (morning). For the evening the following Governors are available to attend: Clare, Carole, Sonia, Jason, Denise, Abby. All will attend the daytime session plus Ruth.</p> <p>Q: What has been the impact of the reduction in TAs on vulnerable pupils' academic progress and well-being <i>Points discussed were:</i></p> <ul style="list-style-type: none"> • <i>Specific examples observed on learning walk</i> • <i>How teachers had adapted their practice to accommodate the changes, including going forward the use of Communication in Print</i> • <i>How financial priorities should be to increase number of TAs if financial situation improves in the future</i> 	Denise/Ben

PART TWO: BUSINESS MEETING		
4. <u>Minutes of previous meeting</u> Minutes were agreed as accurate and approved Action outstanding: <ul style="list-style-type: none"> Denise and Abby will be interviewing two new Governors in November and will interview for a new Clerk on Friday. Clare M to sign declaration of interests form. Ruth to sign ToR Clare S has not returned ToR and has decided because of personal commitments she is unable to continue as a Governor. Abby has written to thank her and acknowledge her resignation. Denise and Abby will seek to appoint a new Governor in the Spring/Summer term. Carole agreed to look at the Comms responsibilities to see if she would be happy to take on this responsibility. Denise to send ToR to Carole. 	Clare M Ruth Denise	
5. <u>Feedback from Finance and Health and Safety Committee</u> a) Finance The meeting was informed of <ul style="list-style-type: none"> the current financial 3 year projection and predicted difficulties balancing the budget in 3 years time difficulties around benchmarking with comparable infants schools. <p>Q: Were there were any significant differences identified in benchmarking with other schools?</p> <ul style="list-style-type: none"> SLT costs were higher due to managing split site Even though some areas were higher they were not alarmingly higher and the differences could be explained b) Health and Safety and Site <ul style="list-style-type: none"> The Associate Governor's responsibilities have been agreed and site visits with the Site Manager are planned The Site manager attended the meeting to update Governors and will continue to attend. Of note was the issue of locks on toilets, which has been resolved, new boilers, new roof and demolishing the swimming pool. <p>Q: What are the plans for the use of the old swimming pool site? The ambitious vision for the outdoor classroom is too expensive for the moment, although the PTA are fundraising at present. Ben suggested Governors have a look at the building on the Reading visit, or sooner if they are in school.</p>		
6. <u>Feedback from Strategic Leadership Group</u> <ul style="list-style-type: none"> Minutes to be circulated to all Governors Action: Denise to circulate link to document and to send copies to Jason and Teachers' pay has been agreed. 6 teachers (5x Upper Pay Scale and 1x Mainscale) have decided not to request to move to next pay point. <p>Q: What will be the impact of these teachers not taking additional responsibilities? They will already have significant responsibility for an area of school development if they are UPS, so there will not be an impact on T&L output, but it could be seen as positive for the school because it does not require additional funding, and for the individual teachers they will not be under pressure if in the future they don't want to continue with the additional responsibility because they are unable to go back down the pay scale.</p>	Denise	

<p>7. <u>Updated WHIS vision mission and values document</u> Governors expressed views that they liked the new document, and they liked that it was child-centred with figures added, and agreed that it was clear.</p>	
<p>8. <u>SIDP key priorities/ Head Teacher's report</u> Q The Chair asked how Governors would like to structure discussions about school documents in meetings going forward? This discussion follows on from the changes already made to the Deep Dive part of the meeting where the intention is to make Governors' engagement more dynamic. <i>The discussion included the following:</i></p> <ul style="list-style-type: none"> • Create a one-sheet dashboard with key priorities that is RAG rated and shows progress over the year and have school documents as Appendices • Focus on the 6 key priorities in the SiDP and discuss progress on these on every meeting • RAG rate the SiDP <p>Q Could any of the documents be changed to reduce SLT workload and make it easier for Governors to evaluate?</p> <ul style="list-style-type: none"> • Remove raw data from HT report (Behaviour tables, case studies, attendance etc) and put into Appendix • Write behaviour, PD and Leadership sections so that they are briefer e.g what have we done since the last report or what's changed, and what has been the impact? It was suggested to look at the format used for Sports Premium which is easier to understand and makes it easier to make decisions about effectiveness • Some sections only need to be reported on annually, e.g. school clubs, so Spring and Sumer reports are briefer. <p>Q What will be the consequence of rating the school as a 2 and not 1? Q How easy is it to separate data so that straightforward DA pupils can be looked at separately to DA + ? Q Should EAL pupils be a focus for the SIDP? What's the possible impact of double the number of DA pupils in year R?</p> <ul style="list-style-type: none"> • Information about GD was discussed • A suggestion was made to rate the overall effectiveness as 1 and some subject areas as 1 and others that are less strong as 2 • Further discussion to be scheduled for the next FGB when Wendy and Lou will be present. <p style="text-align: right;">Action: Abby/Carole to schedule as agenda item at next meeting Action: Abby/Denise/Ben to feedback to Wendy and Lou</p>	<p>Abby/Carole Abby/Ben</p>
<p>9. <u>Know Your School Well Report</u> Q is this report compulsory now?</p> <ul style="list-style-type: none"> • Yes, the LA is required to collect this information • Governors were pleased with the KYSW report and thought it was a good independent view of the school, they were happy with it and there were no difficult comments. • Recommendation to breakdown SIDP tasks into terms has been done and SiDP circulated today incorporates those changes. <p>Q How was information about staff working hours/workload collected?</p>	

<ul style="list-style-type: none"> Wendy had completed a survey- 10 hours p.w. was considered the threshold and the majority of teachers fell within in this Governors asked if information could be included in the HT report <p>Action: Wendy to include information in HT report as one off in next report or end of year</p>	Wendy
<p>10. <u>Policy review</u></p> <ul style="list-style-type: none"> Schedule was approved Process was described by Abby <p>Q Should there be some guidelines for responding to policy leads to ensure consistency of Governors approach?</p> <ul style="list-style-type: none"> <i>Covering email to be written by Abby and Denise and forwarded to Nikki to use when sending out policies</i> Action: email to be written by Abby and Denise and forwarded to Nikki <i>Amendments to schedule:</i> <i>Library Policy to be deleted, no longer required</i> <i>Scheme of Delegation to be changed to finance Committee and not single reader</i> Action: Denise to amend schedule 	Abby/Denise Denise

SUMMARY OF ACTION	
2. Denise and Ben to meet and agreed agenda for the evening and day time visit	Denise/Ben
4. Clare M to sign declaration of interests form.	Clare M
Ruth to sign ToR	Ruth
Denise to send ToR to Carole	Denise
6. Minutes of Strategic Leadership Group to be circulated to all Governors	Denise
8. Schedule discussion re School Reports as agenda item at next FGB	Abby/Carole
Feedback discussion to Wendy and Lou	Abby/Ben
9. Staff working hours survey to be included in HT report	Wendy
10. Covering email to be written by Abby and Denise and forwarded to Nikki to be used when sending out policies for approval	Abby/Denise
Amend schedule of policy review	Denise