

WEST HOVE INFANTS SCHOOL GOVERNING BODY MEETING

School Road 15th January 2020 5.30-8.00

Attending: Abby Hedger Jones (Chair), Carole Kite, Denise Morton, Sonia Turney, Jason Smith, Clare Moonan, Ben Massey, Wendy Harkness, Lou Smith, Julia Wolage, Joanne Alexander, Eleanor Fagan

Attending for part 1: Linda Sam

Apologies: Ruth Wragg-Jones

PART ONE: DEEP DIVE	ACTION
<ul style="list-style-type: none"> • Presentation – How reading is planned and delivered at WHIS) Ben and Linda • Learning walk & staff discussion • Write up observations 	All Govs

PART TWO: BUSINESS MEETING	
<p>1. <u>New Governors</u></p> <ul style="list-style-type: none"> • Julia Wolage, Joanne Alexander and Eleanor Fagan were elected as Co-opted Governors <p style="margin-left: 40px;">ACTION: Governor support to be informed and Induction process put in place</p>	DM
<p>2. <u>Minutes of previous meeting</u></p> <ul style="list-style-type: none"> • Minutes agreed as accurate and approved <p>Action outstanding:</p> <ul style="list-style-type: none"> • All individual TOR to be recirculated and signed 	DM
<p>3. <u>Feedback from Finance and Health & Safety Committee</u></p> <p>a) Finance</p> <ul style="list-style-type: none"> • The minutes of the meeting were circulated and approved <p style="margin-left: 40px;">ACTION: Minutes to be saved onto One Drive</p> <ul style="list-style-type: none"> • Discussion regarding finances are recorded on confidential pink paper <p style="margin-left: 40px;">ACTION: Agree date and forum for budget discussion</p> <p>b) Health and Safety and Site</p> <ul style="list-style-type: none"> • Completed checks were reported to the committee by the site manager • Health and Safety recommendations were discussed • Associate Governor Rex Heasman attended the meeting and will attend the next FGB as an observer 	<p>JS</p> <p>JS/AHJ/DM/WH</p>
<p>4. <u>Approval of Policies</u></p> <ul style="list-style-type: none"> • All policies due for approval in the Autumn Term have been read and approved with the exception of e-safety. <p style="margin-left: 40px;">ACTION: Schedule e-safety policy for the next meeting.</p> <p><i>Q should all Governors have the option to read all policies, not just the ones we are allocated? In the schedule Governors can see which policies are to be approved each term. Nikki puts the policies onto One Drive once they have been read and any amendments made. The policies due to be approved at the meeting are detailed on the agenda so any Governor can look at a policy that will be approved at the meeting by looking at the One Drive prior to the meeting.</i></p>	AHJ

<ul style="list-style-type: none"> DM proposed that Governor Induction policy is covered by the Induction Process table and therefore to remove the policy from the schedule <p>Q Can the table be circulated to all Governors The link to the table on the One Drive can be circulated</p> <p>ACTION: Circulate link to Induction table on One Drive</p>	DM
<p>5. <u>ASP/IDSR</u></p> <ul style="list-style-type: none"> This data is included in the HT report. Inspectors look at this when they come into school <p>Q How often is it updated? ISDR is updated throughout the year but schools are not sure what the pattern is for updating, as it seems to change ever year. Is it re-issued every time it's updated? Yes</p> <ul style="list-style-type: none"> Teacher absence has been added, probably as an indicator of staff well-being. The absence rate was investigated and there were specific individual reasons that contributed to the level of absence e.g. staff with serious illnesses. It does not represent a pattern across the staff of unexplained absences. Finance has also been added <p>Q Can the question about variations in progress be addressed in next Deep Dive meeting? Yes, BM will look into it and report back</p> <p>ACTION: Explain variation in level of progress in ASP in next Deep Dive meeting</p>	BM
<p>6. <u>Update on the format of the Head Teachers Report</u></p> <ul style="list-style-type: none"> We have put together a mock report based on the discussion at the previous meeting. It has been discussed by SLT. The new format separates out an interpretation and analysis of data from raw data which will appear in Appendices. Governors should refer to both parts of the document and not just rely on the executive summary <p>Q will it look at Intention, Implementation and Impact? Yes</p> <ul style="list-style-type: none"> The next HT report will use the new format and at the next meeting we will schedule a discussion about the format of the report as well as the content. <p>ACTION: Schedule discussion re format of HT report at next FGB meeting</p>	AHJ
<p>7. <u>Governor photos, website entries and lanyards</u></p> <ul style="list-style-type: none"> New Governor information needs to entered on website. All Governors to check their blog is up to date Governor lanyards to be issued at next meeting if Govs have supplied a photo <p>ACTION: All Governors to update as required information for the website and send to Nikki</p> <p>New Governors to provide biog and picture</p>	All Govs JW, JA, EF, RH
<p>8. <u>Audit</u></p> <ul style="list-style-type: none"> School will be audited Jan 30th. <p>Q What has triggered the audit? It is probably an LA schedule, we have not been advised of a concern. Last audit was in 2016.</p> <p>Q Will we get a report back? Yes, the report will go to Finance Committee and JS will report back to FGB. Next meeting is 2nd March.</p>	

ACTION: Schedule Audit for next Finance meeting and report back to FGB	JS
9. <u>Key priorities and SIDP</u>	
<ul style="list-style-type: none"> No questions 	
10. <u>Access to documents</u>	
<ul style="list-style-type: none"> Some Governors having difficulty accessing One Drive and emails. <p>ACTION: Resend schedule and investigate difficulties in accessing documents Training on how to access One Drive on laptop at next meeting</p>	DM/BM BM/AHJ
11. <u>Feedback on Ofsted visits</u>	
<ul style="list-style-type: none"> Ask Governors in other schools what their experience has been <p>ACTION: Find out about schools' experience of new Ofsted framework at Governors Partnership meeting</p>	CK

SUMMARY OF ACTION	
<ul style="list-style-type: none"> Governor support to be informed and Induction process put in place Write up Deep Dive observations All individual TOR to be recirculated and signed Finance and H&S Minutes to be saved onto One Drive Agree date and forum for budget discussion Schedule e-safety policy for the next meeting Circulate link to Induction table on One Drive Explain variation in level of progress in ASP in next Deep Dive meeting Schedule discussion re format of HT report at next FGB meeting All Governors to update as required information for the website and send to Nikki New Governors to provide biog and picture Schedule Audit for next Finance meeting and report back to FGB Resend schedule and investigate difficulties in accessing documents Training on how to access One Drive on laptop at next meeting Find out about schools' experience of new Ofsted framework at Governors Partnership meeting 	DM All Govs DM JS JS/AHJ/DM/WH AHJ DM BM AHJ All Govs JW, JA, EF, RH JS DM BM KC