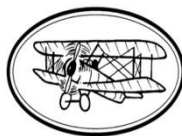


**Grange Infant School**, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body held at the school on Tuesday 19th October 2021 5.15pm**

<b>Present:</b>	S Myers (SM) J Shearsmith (JS) J.Hanlan (JHa) F.Feilder (FF) J Heath (JH) S Abbott (SA) R Feilder (RF)	Headteacher Co-opted Governor (Chair) Parent Governor Staff Governor Co-opted Governor Parent Governor Co-Opted Governor
<b>In Attendance:</b>	C Harman(clerk) E Poates (EP)	Local Authority Clerk VIA TEAMS(joined 5.40pm) Assistant HT
<b>Apologies :</b>	P Ashby (PA)	Co-Opted Governor
<b>Absent:</b>	None	
<b>Quorum:</b>	present(4 required)	

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda Number		Action
1	<b>Learning walk around the school</b> All the GB went for a learning walk around the school to take a look at displays and classrooms.  The clerk joined the meeting at 5:40pm	
2	<b>Welcome and Apologies for Absence:</b> The chair opened the FGB meeting at 17:40pm. Apologies were received and accepted from PA. The clerk declared the meeting was quorate.	
3	<b>Declarations of Pecuniary Interests:</b> None	

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*E. Jane Shearsmith*

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4	<b>Urgent Business</b> None																																	
5	<b>HT verbal report</b> <b>School improvement</b> HT said that the school is a half a term in with the new SIP. There are some adaptations needed to clarify focus under the four areas and targets for EYrs. Although targets have been set for GLD and end of year for KS1, the first data drop in November will help to shape these as well as advice from LA. The SIP is evolving, and the HT is making it work for the school.  <b>Predicted data was submitted in September:</b>  HT explained that the predicted data does not include close to's. It is hard to know the journey of the close to's but they will now become the focus.  <table><tr><th>Year group</th><th colspan="2">Reading Target 80%</th><th colspan="2">Writing Target 75%</th></tr><tr><th></th><th>ARE+</th><th>GDS</th><th>ARE+</th><th>GDS</th></tr><tr><td>Year 1</td><td>34/71= 47.9% With CT=60/71 84.5%</td><td>12/71= 16.9%</td><td>34/71= 47.9% With CT=58/71 81.7%</td><td>7/71= 9.9%</td></tr><tr><td>Year 2</td><td>45/66= 68% With CT= 54/66= 81.1%</td><td>13/66= 19.6%</td><td>37/66= 56.1% With CT= 53/66= 80.3%</td><td>6= 9.1%</td></tr></table>  <table><tr><th>Year group</th><th colspan="2">Maths Target 80%</th></tr><tr><th></th><th>ARE+</th><th>GDS</th></tr><tr><td>Year 1</td><td>42/71= 59.6% With CT= 60/71= 84.5%</td><td>8/71= 11.3%</td></tr><tr><td>Year 2</td><td>41/66= 62.1% With CT= 59/66= 89.4%</td><td>10/66= 15.1%</td></tr></table>  HT has also spoken to other HTs, and they are all hoping that Hampshire will give a bracket for national figures instead of one percentage. Governor asked if the HT could be setting the school up to fail with these targets. HT said that she has been careful about setting these targets and is allowing them to be more fluid. Governor agreed that targets should be realistic and achievable. HT said when setting targets, you do a best fit looking at the cohort and the previous validated data (2019)	Year group	Reading Target 80%		Writing Target 75%			ARE+	GDS	ARE+	GDS	Year 1	34/71= 47.9% With CT=60/71 84.5%	12/71= 16.9%	34/71= 47.9% With CT=58/71 81.7%	7/71= 9.9%	Year 2	45/66= 68% With CT= 54/66= 81.1%	13/66= 19.6%	37/66= 56.1% With CT= 53/66= 80.3%	6= 9.1%	Year group	Maths Target 80%			ARE+	GDS	Year 1	42/71= 59.6% With CT= 60/71= 84.5%	8/71= 11.3%	Year 2	41/66= 62.1% With CT= 59/66= 89.4%	10/66= 15.1%	
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	<p>EP explained that peer on peer observations are taking place. This is easing teachers back into monitoring. It is an open format which teachers are just asked to make notes about what they felt about the observation. What they liked and further questions. The professional dialogue has been supportive and reinforcing. Notes are put into teacher's reflective journal to collect CPD evidence.</p> <p>Governor asked if there has been a good level of consistency whilst monitoring. EP said not with one teacher, but this was something that was addressed immediately. Teacher did not realise misconceptions. Governor said that this peer-on-peer observation showed that the school was working together for the greater good and improves morale. Governor asked if it can be linked to CPD. EP said the journal can be bought to performance management.</p> <p>HT said that the school continues to do the golden ticket scheme. This is where children are randomly selected, and a subject lead sees the children and books to do very light touch monitoring and it promotes pupil voice. Children have really enjoyed this. Governor said she thought her daughter was part of one of the golden tickets, but she did not know what it was. She suggested a note go to parents.</p> <p><b>CPD planning</b>  CPD is back on track and there are lots of virtual sessions which makes it cheaper. There have been conferences for the core subjects: English and Maths. Also, HIAS subject leader support: Art, DT, Geography, History, Science, and RE. Early Years HT briefings take place termly as well as Health and safety briefings that Sue Fairs attends. Sue Fairs has also had training on Health and safety- facilities management, Incident, and accident, COSHH Risk management, Risk assessor and DSE assessor.</p> <p>There are 6 ELSA supervisions held a year. There is a SENCo circle- each ½ term and EP drop ins and provision through SLA, termly briefings. As well as training for three outdoor leaders. Attachment and Trauma Sensitive Schools' Award will take place for all staff on 8.11.21. JH will be attending this.</p> <p><b>Safeguarding</b>  The SG audit was completed but as it is for last year HT will just get the last SG lead to check over. The actions are quite standard. The SG lead will also need to do the single central record check. There has been an escalation in behaviour, and this is being monitored. Referrals have been made to educational psychology and the staff well being is being supported. There have been no exclusions.</p> <p><b>Mental Health and well-being</b>  HT Shared her thoughts for well-being programme. The idea is for teachers to have three tokens for the year which could be used for a lie- in, early finish or option to work from home during leadership time / 1 PPA a term.</p>	
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	<p>Other thoughts include a 2.30pm finish on your birthday and a 100% attendance staff award.</p> <p><b>Health and Safety</b> The Pathway and set up for route closure between the two schools has been shared and will be across the field. HT has requested a risk assessment and the school will need to complete their own. Path will need to be checked daily or slips/ trips/ falls hazard, ice, wet leaves. Gate closure times to be agreed with the Junior School to ensure site safety. There will need to be an additional staff member on the gate to the path. <b>Governor commented that this would mean using an additional adult.</b></p> <p>There is no outdoor lighting due to cable damage. That means until fixed there is only one streetlight on the site.</p> <p>The intruder alarm will need upgrading and this will need to come out of the capital budget.</p> <p><b>Staff absence</b> This is in confidential minutes.</p>	
7	<p><b><u>Governance</u></b> <b>GB Development Plan</b> – This has been post-poned until next FGB</p> <p><b>Governor roles</b> – Governor roles were decided at the WGBT. Some are doing more than others at the moment because the GB has vacancies.</p> <p><b>Governor Term dates/vacancies</b> Currently 2 Co-Opted and 1 LA vacancies. There is one potential application that HT and the chair are looking into. Clerk will chase up the LA vacancy.</p> <p><b>School website check</b> – RF is currently carrying this out and will feed back at the next FGB.</p> <p><b>Summative report from Pay Committee</b> JH confirmed that the pay committee met today and have approved the HTs recommendations for teachers pay awards.</p> <p><b>Approve Code of conduct</b> This was approved by the GB.</p> <p><b>Adopt HCC Governors Good Practice Guide</b> This was adopted by the GB.</p>	<p><b>Look into LA vacancy – Clerk</b></p>
8	<p><b>Governor training</b> The chair thanked FF for organising a very successful Ofsted training. HT said that there used to be printed cards to help governors ask questions. The clerk will look into this.</p>	<p><b>Look into printed cards for help prompt questions - Clerk</b></p>

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9	<b>Governor monitoring and feedback (formal &amp; informal)</b>  PA submitted her monitoring. The chair said that in cases where children are spoken to their names should be anonymised. Clerk will amend and let PA know.	<b>Amend PAs report and email her to anon childs details - Clerk</b>																												
10	<b>FGB Meeting minutes and confidential minutes 21<sup>st</sup> September 2021 agreed and accepted as a true and accurate reflection of the meeting.</b> <table><tr><th>Action Number</th><th>Agenda item</th><th>Action Details</th><th>Responsibility</th></tr><tr><td>1</td><td>4</td><td>Contact Gov Services about new govs</td><td>Clerk - <b>Completed</b></td></tr><tr><td>2</td><td>4</td><td>Speak to PA r.e HT perf panel</td><td>Clerk - <b>Completed</b></td></tr><tr><td>3</td><td>4</td><td>Raise Gov monitoring at Ofsted WGBT</td><td>Chair - <b>Completed</b></td></tr><tr><td>4</td><td>7</td><td>Resend Code of conduct</td><td>Clerk - <b>Completed</b></td></tr><tr><td>5</td><td>7</td><td>Send link for HCC Gov Good Practice</td><td>Clerk - <b>Completed</b></td></tr><tr><td>6</td><td>7</td><td>Arrange date for SG audit</td><td>Chair - <b>Completed</b></td></tr></table>	Action Number	Agenda item	Action Details	Responsibility	1	4	Contact Gov Services about new govs	Clerk - <b>Completed</b>	2	4	Speak to PA r.e HT perf panel	Clerk - <b>Completed</b>	3	4	Raise Gov monitoring at Ofsted WGBT	Chair - <b>Completed</b>	4	7	Resend Code of conduct	Clerk - <b>Completed</b>	5	7	Send link for HCC Gov Good Practice	Clerk - <b>Completed</b>	6	7	Arrange date for SG audit	Chair - <b>Completed</b>	
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11	<b>Policies for approval</b>  Governor felt that the Anti-bullying Policy and the Behaviour Policy should have links made to the social media policy specifically cyber bullying. With these amendments the GB approved both policies.  The confidentiality policy will be carried forward until next FGB.	<b>Make amendments to Policies from Oct's mtg - HT</b>																												
12	<b>AOB</b> None																													
13	<b>Items for the Next FGB Agenda 16<sup>th</sup> November 2021 at 5.30pm held at Grange.</b>  Focus: <b>Finance</b>  <b>Finance</b> <ul style="list-style-type: none"><li>Review/monitor spending against current budget plan</li></ul>																													

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	<ul style="list-style-type: none"> <li>Consider Budgetary implications for Numbers on Roll</li> <li>Approve revised budget (by 30/11/21)</li> <li>SFVS</li> <li>Agree benchmarking topics</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>Premises &amp; maintenance plan</li> <li>H&amp;S Monthly Audits</li> <li>Security</li> <li>Emergency Disaster Recovery Plans</li> </ul> <p><b>POLICIES</b> Health and Safety Pay Confidentiality</p> <p><b>The meeting closed at</b></p> <p><b>FOR AUDIT</b> First aid Medicines</p>	
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## ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
7	7	Look into LA vacancy	Clerk
8	8	Look into printed cards for help prompt questions	Clerk
9	9	Amend PAs report and email her to anon childs details	Clerk
10	11	Make amendments to Policies from Oct's mtg	HT

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