



Minutes

For the meeting of the Governing Board, Onslow Infant School Tuesday 3rd December 2019-19.30

Present: Katy Peter KP
 Tony Lau-Walker TLW
 Jess Sinclair JS
 Sam Merchant SM
 Rosie Marsden-Farmer RMF
 Katherine Donlon KD (arrived 20.40 from item 12, retuning to item 9)
 Claire Morris CM (from item 5)
 Amanda Pardoe AP (from item 5)

In attendance: Stacey Reynolds SR
 Sarah Churchill Clerk

1	APOLOGIES FOR ABSENCE Steven Hill Anna Coates	
2	DECLARATION OF INTEREST None	
3	DECLARATION OF CONFIDENTIALITY & PROFESSIONAL NEGLIGENCE Were read	
4	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>Governors approved the following:</p> <ul style="list-style-type: none"> • Appointment of Amanda Pardoe as a Co-Opted Governor fulfilling the need for additional education expertise within the board • Appointment of Claire Morris as a Co-opted Governor fulfilling the need for additional financial experience within the board. • The nomination of Will Salmon to the LA Governor Panel in February in light of his good community links which is a gap identified in the skills matrix. • The appointment of Stacey Reynolds as an Associate Governor until 22 July to supplement her role as acting deputy head and to strengthen the governors understanding of Inclusion. <p>The Clerk confirmed that all references, DBS checks and section 128 checks have been carried out in line with safer recruitment procedures.</p> <p>The Chair confirmed that AC would stepping down in the new year and a parent governor election would take place in January. It was agreed that KP/TLW would be the named SEND governor during the interim period.</p> <p>There is still 1 co-opted vacancy on the governing body. The clerk reminded SM and JS that their terms would finish on 31st March this academic year and asked them to signal their intentions to the Chairs.</p>	<p>CLERK TLW/KP SM/JS</p>
5	APPROVAL OF MINUTES The minutes of the meetings the full governing body on 03/07/19 and 18/09/19 were accepted as a true and accurate record and were signed by the Chair.	



<p>6</p>	<p>MATTERS ARISING FROM THE MINUTES</p> <p>Actions from - Annual Business Meeting 19 September 2019 <u>Point 1 - Update Constitution - Complete</u></p> <p>Action Points from FGB Meeting 3rd July 2019 <u>Point 2 - Nominate an LA Governor - Awaiting LA panel to approve nomination - panel on 07/02/2020</u></p> <p><u>Point 3 - SEN in EYFS - Breakdown SEN for the current EYFS cohort in more detail at C&L - the necessary data is not available yet.</u></p> <p><u>Point 4 - PAN - Update of situation from Surrey - See item 8</u></p> <p><u>Point 5 - Athena Trust - Update of any further discussions - See item 11/14</u></p> <p><u>Point 7 - Meeting Dates - Alternative meeting dates agreed and distributed - Complete</u></p> <p>Action Points – FGB Meeting 27th March 2019 <u>Item 4 - Communicate School improvement to parents - This was included in the October Newsletter - Complete</u></p> <p><u>Item 7 - Subject development - Ensure teachers felt comfortable leaving their class to undertake this role - Governors to agree how to evidence this. AP explained that subject leads used to have lengthy forms to fill out, the form has been reduced so it's a more positive experience to undertake this role. It was agreed subject link governors will ask subject leads during visits about their role.</u></p> <p><u>Point 9 - Negotiate free places for PP children as a condition of using our facility - Admin looking at what clubs can offer PP families - carry forward to summer term</u></p> <p><u>Point 13 - Hot Topics - Attend Hot Topics - PowerPoints of previous Hot Topics are available and would be included by the Clerk as part of the meeting pack in future.</u></p>	<p>ALL</p> <p>Clerk</p>
<p>7</p>	<p>CHAIR'S ACTIONS</p> <p>Reduction in PAN - The Chairs confirmed that they had challenged Surrey County Council to justify their decision not to reduce our PAN and to clarify the source of their figures which suggested there could be a small number of extra students allocated to Onslow, as these did not match the figures used by other schools in their consultations. TLW added that Kevin Grawley, the school's education consultant, confirmed that continuing to push SCC for more information, whilst actively promoting the school was the correct course of action.</p> <p>JS asked whether SCC had at least indicated there would be a temporary cap at 60 again to help with planning for next academic year. AP clarified that the pool of potential students looked very low but we wouldn't know what SCCs intentions were until the applications had closed.</p> <p>Promoting the School - Governors discussed how to actively promote the school, whilst balancing the risk of having just over 2 classes and therefore having to fund 3 teachers with lots of empty spaces.</p> <p>AP said that parents who had older children in other local schools had attended our open days and were considering us for their second child as they were positive about the education that is offered here. She said that part of their decision making process is the onward journey of junior and secondary school. KP felt the school needed to look again at the relationship with QE and County as parents are looking at the long term.</p> <p>JS said numbers weren't due to increase across this area until 2026 and emphasised the need to make a decision on whether to do increased marketing next year to aim for a full 60 places. She felt it was important to speak to parents about what attracted them to our school or to other schools (for example would an earlier start time for morning club help). KP agreed that a governor</p>	<p>Chairs/ HT</p>



	<p>should attend next year's open morning to speak to parents about their priorities but the concern of being allocated just over 2 classes was limiting options.</p> <p>Governors also discussed whether 90 places was ever a realistic target as the expansion of the school was to support a wider Surrey need rather than a local need. SR said this had an impact with 50% of one class leaving as they were on waiting list for schools much closer to home with less traffic and this left funding gaps as the children don't progress through the school.</p> <p>CM highlighted that there were several housing developments in the pipeline in close proximity to the school which would increase the pool of local applicants but these had fairly long timescales.</p> <p>Financial Impact of not knowing PAN - Discussion then moved on the financial impact of not having succeeded in reducing PAN and only having temporary caps in place. This meant the school was unable to pursue options such a playgroup, nursery or a special needs unit in the empty space. The options needed two classroom guaranteed for 3-5 year to work. However, the classrooms had to be kept empty due to threat of a removing the temporary cap in KS1 or recruiting just over 60 pupils in EYFS.</p> <p>SM asked the Co-Chairs to highlight this financial problem to SCC during their further discussions and to challenge SCC on how they were going to plug the funding gap of having to take on a small class or us not us being able to pursue any other options. KP confirmed the Co-chairs would continue to push SCC for more information and would they highlight the financial implications of SCC's decision on the school.</p>	<p>ALL</p> <p>Chairs/ HT</p>
<p>8</p>	<p>HEAD TEACHERS REPORT</p> <p>Governors were satisfied with the HT report and asked no questions.</p> <p>TWL asked if governors could be guided through how the SEF has changed in response to the new Ofsted Framework and what evidence governors should now be looking for. AP agreed to focus on this at the next FGB.</p> <p>Due to major difficulties on the A3 KD joined the meeting at 20:40. At this point Governors returned to item 9 and KD drew governor's attention to the fact that the data is outstanding and the school should be proud of the data. She highlighted areas of the SEF that the school was still working towards evidencing. She also distributed The Primary Data Inspection Summary report and talked through some of the positives in this data. It was noted that sick days were skewed by pregnancy appointments.</p>	<p>AP</p>
<p>9</p>	<p>ANNUAL REPORTS</p> <ul style="list-style-type: none"> • TB had made a Safeguarding visit - clerk to chase his report. • The Safeguarding Audit required by SCC is due in May - KD/AP are completing. 	<p>TB/ Clerk</p>
<p>10</p>	<p>ITEMS BROUGHT FORWARD FROM THE FINANCE, STAFFING AND PREMISIS COMMITTEE</p> <p>The Chair of the FSP Committee drew Governors' attention to some key facts:</p> <ul style="list-style-type: none"> • In-year deficit of £23-24,000 • Carry forward of £123,000 which is better than anticipated • Predicted in-year deficit of £75,00 - £106,000 next year • No reserves by 2021. • The funding formula is not set but the highest and lowest figures are not hugely different • Imperative something happens. <p>JS asked what the election impact might be as all parties were promising increased funds. TWL reflected that it wasn't wise to rely on politicians, however SCC must be facing deficits at most schools and in 2 years' time all would be insolvent. Governors agreed the focus was to keep as few holes as possible in pupil recruitment. AP confirmed that Y1 is now full.</p>	



	<p>TWL highlighted that there were some outside areas that needed attention in the near future. The Green Room roof would start to rot within 2 years and the woodland area needed more trees. AP would speak to the PTA to see if this was something they could support, particularly if there were any parents that had professional expertise in these area that could donate time.</p>	AP/RMF
11	<p>CHILDREN AND LEARNING COMMITTEE</p> <p>JS highlighted the need to reallocate the subject and class links to ensure visits take place. KP confirmed she would circulate an updated list of links in the new year.</p> <p>JS highlighted a number of areas that had been discussed at the C&L committee</p> <ul style="list-style-type: none"> - Arbour Reports on 'Schools like Us' which had presented data from affluent areas that were similar to Guildford. This information was useful to give a picture of attainment for some discrete groups within the school, that wasn't available elsewhere - but the school will continue to focus on national and Surrey data for target setting as our context has particular issues that may not be reflected in Arbour comparisons. - PP progress and the overlap with SEN which had been unpicked by tracking individual children anonymously and was available in AC's report on the GVO. - Ofsted framework and its impact of moving away from data. The committee had focused on how to evidence behaviour and attitude for example during visits and as part of surveys with parents, staff and children. 	KP
12	<p>POLICIES</p> <p>The following policies were ratified</p> <ul style="list-style-type: none"> • Pay Policy • Whistleblowing Policy • Supporting Children with Medical Conditions • Pupil Premium information • SEN Information Report 	
13	<p>SCHOOL STRUCTURAL CHANGES</p> <p>Athena Trust - KP confirmed that the Co-Chairs had met with Jack Mayhew and formally closed discussions on the Associate Membership. It was clear Onslow offered them more in terms of expertise in early years and staff development than they were able to offer us and this wasn't reflected in their proposed fees. The meeting had ended amicably and doors were still open if the situation changed.</p> <p>JS asked whether we should revisit if PAN has impact on finances. TLW pointed out that that Onslow will be less appealing if it goes into deficit and the school will have a real struggle to keep results as good as they are with less money.</p> <p>SM reminded Governors that one of the benefits of that MAT was access to specific services that SCC were withdrawing or were allocating more favourably to MATs. TWL added that the Athena Trust were developing their work with other Trusts so that they can carry out peer reviews and support groups. Currently, Onslow has access to this type support through informal links with several MATs. However, the situation would need to be monitored and if becomes harder to access this type of support the school would need to revisit joining a MAT.</p>	
14	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>Governors agreed that governor training would be a focus this year. JS agreed to forward details of relevant courses and how to book to encourage attendance.</p> <p>The Clerk reported that TB had booked onto two courses but was not sure if he had been able to attend and would contact him.</p>	<p>JS</p> <p>Clerk</p>



15	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • A photographer will come to next meeting to help raise governor profiles • Thanks to Sarah Allaway (Bursar) for very comprehensive notes. 	
16	<p>EFFECTIVE GOVERNANCE</p> <ul style="list-style-type: none"> • Ensuring the right people are round the table with new additions to the board filling identified gaps • Setting the vision for where the school wanted to be in terms of reducing PAN and retaining the good quality results in difficult financial climate. 	
17	<p>DATE OF NEXT MEETING</p> <p>09.05 - Wednesday 5th February - Finance Committee 19.30 - Tuesday 10th March - Children and Learning Committee 19.30 - Tuesday 24th March - Full Governing Body</p> <p>19.30 - Wednesday 5th April - Finance Committee 19.30 - Wednesday 22nd April - Full Governing Body 19.30 - Wednesday 17th June - Finance Committee 19.30 - Tuesday 23 June - Children and Learning Committee 19.30 - Tuesday 7th July - Full Governing Body</p>	



Action Points – FGB Meeting						
Action Point	Page No	Agenda PT	Title	Item	Action	Complete
1	1	4	SEND Governor	TLW/KP to be named SEND governor	TLW/KP	
2	1	4	Continuity planning	SM/JS to speak to chair about future intentions	SM/JS	
3	1	4	Parent Governor Election	Clerk to organise parent governor election	Clerk	
4	2	6	Subject lead development	Governors to speak to subject leads their role.	ALL	
5	2	6	Hot Topics	Clerk to include hot topic PowerPoints when available	Clerk	
6	2	7	Relationship building	To consider how to build relationship with QE/County	KP/TLW/HT	
7	2	7	Open morning	Attend open morning to support school and marketing	ALL	
8	3	7	PAN and financial support	Contact SCC regarding PAN and financial support	KP/TLW/HT	
9	3	8	SEF	Go through changes to the SEF with governors	AP	
10	3	9	Safeguarding	Chase Safeguarding report and whether training had taken place	Clerk	
11	3	10	Premises maintenance	Approach PTA about support in woodland area and green room roof	AP/RMF	
12	4	11	Link governor roles	Circulate updated list of link governors	KP	
13	4	15	Training	Circulate suitable courses to governors and encourage bookings	JS	