



Minutes of the meeting of the Governing Board, Onslow Infant School held on Wednesday 14 September 2022 at 7.30pm in the School Hall

Present: Claire Morris Chair
 Claire Bryant CB
 Tessa Clark TC
 Katherine Donlon KD
 Roberta Guerrina RG
 Daniel Jordan DJ
 Amanda Pardoe AP
 Will Salmon WS

In attendance: Sarah Churchill Clerk

The Meeting was quorate

		Action
1	<p>APOLOGIES</p> <p>Apologies were received and accepted from Charlotte Lester; Ashley Taylorson, Shradda Baviskar and Sam Merchant</p>	
2	<p>DECLARATION OF INTEREST</p> <p>Governors present returned the completed Register of Interest Form. The Clerk would send the form via email to CL, AT, SB and SM . There were no declared interest in specific agenda items at this meeting</p>	
3	<p>Declaration of Confidentiality & Professional Negligence – The declarations below were read out loud by the clerk and it was agreed the statements would cover the meetings for the academic year and would be read again at the next AGM</p> <p>“Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a full Governing Body Meeting or Committee Meeting”.</p> <p>“Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity”.</p>	
4	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2022-2023</p> <p>The following appointments were made:</p> <ul style="list-style-type: none"> • Chair – Claire Morris for a term of 1 year • Governor responsible for liaison with the LA in the event of allegation against Head Teacher – Claire Morris • Child Protection/Safeguarding/ Looked After Children – Claire Bryant • Special Education Needs and Disability (SEND) - - Roberta Guerrina. Action: to liaise with SENCO as soon as possible to set up a meeting. <p>The Vice-Chair remains vacant as nominations will be taken from governors not present at the meeting and a vote place as soon as possible to ensure the board meets the requirement to have a vice chair. .</p>	
5	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>New Governor Appointments and Terms due to end this term - None</p> <p>Vacancies</p> <ul style="list-style-type: none"> • Parent governor vacancy – clerk to send out nomination email within the next few weeks 	



	<ul style="list-style-type: none"> Co-opted governor vacancy – will continue with search using Facebook. The current spread of skills is quite even but governors agreed that someone with HR experience would be useful. Governors also considered the diversity of the board and how to encourage more diverse nominations. Action: RG will contact the University of Surrey to see if they can help with recruitment. 	
6	<p>EMERGENCY PROCEDURES</p> <p>The Head Teacher confirmed that emergency contact information for the school is up to date and has been provided to Surrey County Council</p>	
7	<p>GOVERNORS' DETAILS: contact information and publication of data</p> <p>Governors present verified there has been no changes and the contact details that are on the GVO are correct.</p>	
8	<p>PROCEDURAL MATTERS</p> <p>a) Code of Conduct was accepted</p> <p>b) Open or Closed Meetings - Governors agreed to continue with open meetings</p> <p>c) Alternative Participation/Voting Arrangements – governors agreed to continue with the Alternative Participation Protocol agreed last year. Governors also agreed the FGB would take place in person to ensure compliance that decision making is made in person. However, each committee will decide if online or in person meetings are more appropriate.</p>	
10	<p>COMMITTEES</p> <p>Membership of the following committees was be agreed as follows:</p> <p>a) Children & Learning Committee (Claire Bryant)</p> <ul style="list-style-type: none"> Claire Bryant - Chair Shraddha Baviskar Tessa Clark Roberta Guerrina Ashley Taylorson Amanda Pardoe <p>b) Finance Committee</p> <ul style="list-style-type: none"> Sam Merchant - Chair Daniel Jordan Charlotte Lester Claire Morris Will Salmon <p>c) Pay Committee</p> <ul style="list-style-type: none"> Sam Merchant Claire Morris <p>d) Pay Appeals Panel</p> <ul style="list-style-type: none"> Daniel Jordan Tessa Clark Will Salmon <p>e) Head Teacher's Appraisal Panel</p> <ul style="list-style-type: none"> Claire Morris Roberta Guerrina 	
11	<p>LINK GOVERNORS</p>	



	<p>The list of links was circulated at the last meeting. CM would consider whether any changes were needed. The link visits will take place during the week before half term. The agreed focus was to look at Big Write and Read Write INC</p> <p>Action: Clerk will circulate the updated visit form with a reminder that the safeguarding questions must be asked. Governors will contact their link as soon as possible to get a date in the diary.</p>	
<p>12</p>	<p>Safeguarding update</p> <p>The Head Teacher confirmed staff had received the safeguarding update on the INSET day before term started.</p> <p>Governors were able to name the Designated Safeguarding Lead (DSL), Katherine Donlon and the Deputy DSLs, Amanda Pardo and Georgie Dockett which remained unchanged from last year.</p> <p>Actions:</p> <p>All Governors to confirm they have read and understood Keeping Children Safe in Education KCSIE 2002 on the GVO</p> <p>All Governors to undertake the annual safeguarding update training within the next 4 weeks, via the National College</p> <p>KD to check the Surrey County Council Section 157/175 online audit of safeguarding arrangements is the same as the Surrey Safeguarding Audit that the school carries out in the summer term with safeguarding governor.</p>	
<p>13</p>	<p>Policy Approvals</p> <p>a) Safeguarding and Child Protection Policy - approved subject to the following amends:</p> <ul style="list-style-type: none"> • Add missing hyperlinks • consider separating sexual harassment from bullying <p>b) Behaviour Policy - approved subject to the following amends</p> <ul style="list-style-type: none"> • Remove PSP which is a specialist behaviour plan as these are not used. • Make sure acronyms such as SCC are written in full the first time they are used. (e.g. Surrey County Council) • 'proper regard for authority' agreed to replace with 'respect for authority' • 'fixed term' –change to suspension <p>The Behaviour Policy raised the following discussions about how the Behaviour Policy is applied in practice.</p> <p>WS asked why two bits of praise were given before giving a warning. KD explained how this worked in action describing where a child was noticed to be misbehaving in assembly, you might say 'look how nicely rabbit class are sitting' to hopefully encourage the person not sitting nicely to think they could do that too.</p> <p>This lead to further discussion about how red and green cards are used and the focus on positive cards. Governors asked whether a report could be made of who is giving red/green cards but the HT explained that lunch time staff are stretched and it is more important to interact with the children than fill out reports. However, governors do get an analysis of red and green cards SEF.</p> <p>RG challenged the HT to consider how much training staff receive to prevent bias when giving out green/red cards as different cultures might have different expectations of what good behaviour looks like – for instance sitting quietly might be respectful in one culture but might be seen as not joining in during another.</p>	



	<p>KD explained that staff have explicitly laid out what is required for red/green cars and the children also know these expectations which means they should know what is required in school. KD added that as it is a small school, staff know the children really well and are mindful of their different experiences and challenges.</p> <p>KD said that the school hasn't analysed who is getting the cards and would therefore scan and check a good cross section of children are getting them to see if there is any bias and it was agreed to look at this again in the Children and Learning Committee . ACTION: KD/C&L</p>	
<p>14</p>	<p>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</p> <p>11 October - Pay Committee - CM to speak to KH and rearrange</p> <p>23 November - Finance Staffing and Premises</p> <p>29 November - Children & Learning - at 9.30 (NEW DATE AND TIME)</p> <p>7 December - Full Governing Body</p> <p>8th February - Finance Staffing and Premises</p> <p>8 March - Children & Learning</p> <p>15th March - Full Governing Body - (could combine with 19th April meeting.)</p> <p>22 March - Finance Staffing and Premises</p> <p>19th April - Full-Governing Body (ratify budget - could include spring term review)</p> <p>21 June - Finance Staffing and Premises - might need to move</p> <p>28 June - Children & Learning</p> <p>5 July - Full Governing Body</p>	