



Minutes of the meeting of the Governing Board, Onslow Infant School held on Wednesday 07 December 2022

Present: Claire Morris (CM) - Chair
 Claire Bryant (CB)
 Tessa Clark (TC)
 Katherine Donlon (KD) - Head Teacher
 Daniel Jordan (DJ)
 Charlotte Lester (CL)
 Amanda Pardoe (AP)
 Will Salmon (WS)

In attendance: Sarah Churchill - Clerk

The meeting was quorate

1	APOLOGIES FOR ABSENCE – Sha Baviskar, Roberta Guerrina, Samantha Merchant, Ashley Taylorson
2	DECLARATION OF INTEREST – None
3	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>a) Emma Souter was appointed to the Board as a Co-Opted Governor. b) Alex Priscott was announced as the new Parent Governor. c) Ashley Taylorson has indicated that she will resign. CM has identified another potential co-opted governor who has a skill set relevant to the board. CM and KD will interview her and circulate her details for other governors to approve if the candidate is suitable.</p>
4.	<p>The MINUTES of the meeting of 29 June 2022 and 20 September 2022 - were agreed as a true and accurate record.</p> <p>Matters arising from the minutes of 29 June 2022</p> <p>Point 6 - Add TAF numbers to safeguarding section of report – complete</p> <p>Point 8 - AP and KD to consider if a new CPOMS tag was needed to record low level incidents that would not meet the threshold of bullying. AP confirmed that the wording had changed to ‘parental concerns around bullying’ and ‘staffing concerns around’ and ‘level 3’ to reflect this. KD also briefed staff to ask parents ‘to what level are you concerned’ when they raise an issue, to ensure that parental concerns were understood. The general topic of bullying was put in in the newsletter and anti-bullying week had just taken place - complete</p> <p>Point 11 - Monitoring if the other remaining LA schools join MATS - item 12</p> <p>Point 15 - Circulate link roles – complete</p> <p>Matters arising from the minutes of the meeting 14 September 2022</p> <p>Point 13 - Children and Learning Committee to look at whether a good cross section of children get red and green cards to see if there is any bias - KD/C&L - carry forward</p>
5.	<p>Head Teachers Report</p> <p>KD explained to governors that since the HT report was written there had been a suspension for 1.8 days. The parents were very supportive of the action. A re-integration meeting had taken place which was attended by SCC Behaviour Support team. KD is supporting the parents to support the child and everyone is working together to help the child. There are delays accessing CAMHS and the child does have full time 1:1 support via an EHCP.</p>



	<p>Questions arising from the Head Teachers Report</p> <p>Attendance</p> <p>WS asked whether it was a concern that attendance has gone down from last year. KD replied that there were some differences between last years' data and this year. First some covid related absences didn't count towards attendance figures last year. Second, the autumn term is generally difficult health wise particularly in reception. Previously these children have not be included in the attendance figures are they are non-statutory however they have been included this year. This year Strep A is causing concern amongst parents.</p> <p>CM asked for clarification on whether long-term illnesses are included in the figure for persistent absence. KD answered that long term illness are included, for instance a severe 10 day cough would be a persistent absence.</p> <p>KD reminded governors that the attendance figures do tend to improve over the year as it is a percentage so one day is a bigger percent earlier in the year than by the end of the year and the autumn term does tend to be the one with more illness. AP added that the school also works with parents so that they learn to bring children win with minor ailments and get more used to routines.</p> <p>CB thanked KD for including the comparative data in this report as this was discussed in C&L and it does give a useful context.</p> <p>Attainment</p> <p>WS asked why year 2 spread is different to the others and whether this was due to the impact of Covid. KD responded that SLT are going to look more closely at this data but she believes it is because the children are graded against end of year expectations so at this stage it creates 'clumps' of children as not enough of the content has been covered yet.</p> <p>KD drew governor's attention to the ISDR explaining it had a good overview of where the school is. The data showed the school was in a good place and the focus on reading and writing in the SDP was the right one.</p> <p>Behaviour Tracking.</p> <p>There was some discussion about where the behaviour charts were located (in the SEF) and how the point system worked to aid governors understanding.</p> <p>CB asked how the red and green card lunchtime card link with the other behaviour tracking. KD explained they were kept and recorded separately and any child with a red card came to see either KD or AP.</p>
6.	<p>Pupil Premium</p> <p>The reviewed documents were circulated.</p> <p>CB asked whether the speech and language software was useful. AP responded that it is very useful when reception start with the school. It only takes about 5 minutes and then support can begin and information is given to parents. It looks at age and development stage for pupils and indicates if a referral needs to be made. It is also very helpful for staff to have a consistent approach.</p> <p>Sports Premium</p> <p>KD explained that the school is looking to improve outside area with sports funding but the plan may not be feasible due to drainage issues and potential issues around air quality. Therefore she will not bring a plan to governors until a workable one has been identified. The document doesn't need to be completed until the Summer Term.</p>
7.	<p>Matters brought by the Finance Committee</p> <p>The minutes would be circulated after the meeting for governors to read. CM gave a summary of the key points.</p> <ul style="list-style-type: none">• The Committee scrutinised the draft budget which was the submitted to SCC.



	<ul style="list-style-type: none">• The Committee decided that a budget based on 173 pupils for each year should be submitted rather than one based on lower pupil numbers due to an improved forecast.• There was a small in year deficit in year 1 and there was still a projected deficit by year 3• DJ highlighted there was a big challenge around utility bills which the school has little control over.• KD reminded the other big challenge was the staffing costs as the school has already made all the cuts it can make. DJ said that assumption around pay rises were included in the budget but the figure could change.• The FGB ratified the draft budget on recommendation of the Finance Committee.• The Finance, Whistleblowing and Health and Safety Policy were approved
8.	<p>Matters brought by the Children and Learning Committee</p> <ul style="list-style-type: none">• CB thanked governors for undertaking their visits and completing the report forms. These were a big improvement and the write ups were very useful.• The Committee reviewed their TOR and CB and the clerk will ensure it's all covered across the year and reflected in the visit focuses going forward.• KD and CB suggest that health and wellbeing will be a focus of the next governor visits and they will meet to establish another focus and will add this to the forms.• CB reported that everyone asking the 'worry monster question' helped triangulate information for her safeguarding role as she could see that it was working across the school.• WS and DJ raised that they would like to see tapestry in action. KD recommended that they stay after their next link visit meeting as it is proving difficult to co-ordinate learning walk that everyone can attend at the same time.• The Committee discussed the attainment and progress data in detail, in particular the progress in Phonics and asked the HT to thank teaching team for their efforts.• The Committee want to see if behaviour incidents reduce across the year and asked AP to produce a comparative table to assist with this• KD talked about the work that has taken place around Equalities and KD will update the Equality plan to reflect that.• The Online Safety Policy was approved.• There was a discussion about how the School would get to outstanding and CB felt the Finance committee needed to be aware that achieving the aims would have a financial impact. <p>CL asked what the measure of outstanding would be. CB explained that the inspection framework outlines outstanding and when Ofsted visit they will tell us how close we are too outstanding and from that we can plan how we would get there. It covers everything quality of education, behaviour and attitudes, personal development, leadership and management</p> <p>CL asked what would be the timeframe for achieving outstanding. KD responded that realistically it would be 3 years. She added that the school always want to be the best it can be, whether or not that has an outstanding label. She explained that very few schools are getting outstanding at the moment. She also added that when you are good, you are always aiming higher and improvement is a continual process. Outstanding can lead to complacency, when KD joined this school had an outstanding label but the school really wasn't at that standard but staff were resistant to change because they believed they were outstanding.</p>



DJ **asked** how the HT would grade the school today. KD **said** the school was solidly good. She considered that the school just about got good at the last inspection and the aim at that point was to drive it forward. The ISDR shows a solidly good picture for the school and the judgement also relates to what we are doing in response to what we know, which we demonstrate in the SDP.

DJ **challenged** the HT to explain what areas needed improvement. KD said the focus areas are reading, writing and learning behaviour which is reflected in the SDP circulated. We are already seeing progress in this. The phonics data is showing real progress and looking very positive.

CL **asked** whether Ofsted talk to the Parents as our last parent's survey did not score as highly on communication or whether the school had high expectations for the children and **challenged** to HT to explain what was being done to improve this.

KD **said** that this had been a discussed amongst staff. She felt the survey partly reflected the situation in February when it was undertaken. At that point in time a lot of staff were off with covid and the school was still cautious about meeting in person. She hoped that the next survey would show an improvement as some changes were made a result. For instance:

- Reception were updating parents weekly in tapestry and this has now been adopted in years 1 and 2.
- There are more in school events such as the recent maths workshops. AP said parents asked more questions at the in person events.
- The school now sending out the termly plan for parents
- She has restarted the 'Tea with the HT' where parents can come in and email questions in advance.
- Some meetings are still online such as the new reception parents meeting as its easier for parent

CL **asked** whether the 'high expectations' aspect would also be tackled. AP **believed** this also stems from the communication issue above as parents didn't know what was being taught. She gave an example of maths mastery where parents felt that working up to the number 5 was not a high expectation, but after the workshop they could see what this meant in terms of number bonds, more / less, multiplying and how this is challenging their child and isn't just counting

CL **asked** if money wasn't an issue what 3 things the HT would focus on to get to outstanding. KD and AP **agreed** they would increase staffing levels. A lot of time is spent trying to organise staff cover or covering classes which detracts from more important tasks to develop the school. Next they would increase training and also increase time spent in other schools learning from them. This is also related to staffing levels as we don't have enough staff available to release some to attend training.

DJ **asked** what happens with an EHCP funding. KD **said** that the funding is spent on the child with the EHCP but this doesn't cover the full cost of supporting the child as the first 13 hours are covered from the schools budget.

CL **asked** whether there were any case studies of outstanding schools Staff could look at. AP **said** that you can look at Ofsted's for similar schools and see if anything applied and this might be something to consider at a later date, but our own Ofsted with hopefully help us focus on the right areas.

DJ **asked** why is the aim to be outstanding when it doesn't have a financial reward. CM **said** it will increase demand for the school which would help with the budget and improve the offering to all pupils and CB added that it's the outcome we want for the children in our care. Everyone wants to do the best for the children here.

Safeguarding - CB would circulate a report after the meeting. She summarised the key points

- One family moved onto a new school. KD worked with social worker and new school to ensure that all the safeguarding information and support was carried forward for that family.
- The majority of actions complete from previous meeting.
- There is a good culture of openness
- The safeguarding training had been completed by nearly all
- There was a medication incident which is resolved. It was referred to LADO who were happy with the conclusion. There were lots of actions following it and CB is happy with the actions taken.



	In particular she highlighted the importance of DSL and LAC cover over KD maternity leave.
9.	<p>Training</p> <ul style="list-style-type: none"> • Training Feedback Forms were received from TC and there were no further comments. • Governors will be asked to do Sexual Harassment and Violence training via The National College before the next governor visits as this topic will be a focus.
10.	<p>Policy Approvals</p> <p>The School Travel Policy was approved. DJ asked whether a walking bus had been considered. KD said it had been discussed but it came back to how to staff it as the children were very young.</p> <p>Governors agreed to delegate approval of the administration of Medicine & First Aid Policy and Support Supporting Children with Medical Conditions to Claire Bryant and would let her have any comments by the end of this week to support this.</p> <p>WS asked whether the new the mal-administration section was not already part of the SCC template. CB said it was an addition. There were several things added to the policy which are not part of the of SCC template such as having a witnesses when giving medicine. These were added as a result of the incident referred to in item 9</p> <p>WS added that the wording on around calling parents or 999 needed amending as it sounded like you didn't have to call the parents, rather than adapting the order of the calls depending on the severity of the incident.</p>
12.	<p>Effective Governance</p> <ul style="list-style-type: none"> - Head teacher cover was discussed - Appointment of two new governors - Received an update from head teacher - Received update from the Committees - Approved the School Travel Policy - Discussed steps and requirements to get to Outstanding - Explored inclusion development - Discussed safeguarding
13.	<p>DATE OF NEXT MEETING</p> <p>13th March 2023 (need to be checked with the maternity cover) w/c 17 April 2023 (need to check with maternity cover head and bursar)</p>

Actions:

Point 4 - **KD/AP** to look at whether a good cross section of children get red and green cards are report to C&L committee

Point 3 - **CM** to distribute info about new potential co-opted governor

Point 9 - **All** to undertake Sexual Harassment Training

Point 10 - **CB** to approve the Administration of Medicine and First Aid Policy and The Supporting Children with Medical Conditions