



## Minutes of the meeting of the Governing Board, Onslow Infant School held on Wednesday 1<sup>st</sup> December – Via ZOOM

Present:

Claire Morris, Co-Chair	CM
Katy Peters, Co-Chair	KP (joined 20.22)
Jess Sinclair, Vice Chair	JS
Katherine Donlon, Head Teacher	KD
Sha Baviskaar	SB
Claire Bryant	CB
Roberta Guerrina	RG
Charlotte Palmer	CP
Amanda Pardoe	AP
Stacey Reynolds	SR
Sam Merchant	SM
Will Salmon	WS
Ashley Taylorson	AT

In attendance: Sarah Churchill, Clerk

	<i>The Meeting was Quorate</i>	Action
1	<b>APOLOGIES FOR ABSENCE</b> - None	
2	<b>DECLARATION OF INTEREST</b> - None	
3	<b>Declaration of Confidentiality &amp; Professional Negligence</b> - Were read	
4.	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>CM thanked the following for their service. In particular Katy who has served as a governor for 8 years and as chair for over 4.</p> <ul style="list-style-type: none"> <li>• Katy Peters</li> <li>• Steven Hill</li> <li>• Tim Bevans</li> <li>• Ashely Harris</li> <li>• Stacey Reynolds.</li> <li>• Felicity Taylor (associate member)</li> </ul> <p>The following were appointed as co-opted governors for a term of 4 years starting on 1<sup>st</sup> December 2021</p> <ul style="list-style-type: none"> <li>• Charlotte Palmer</li> <li>• Ashley Taylorson</li> </ul> <p>This left 1 parent governor vacancy, 1 staff governor vacancy and 1 co-opted governor vacancy. The clerk will start the election process in the new year.</p>	
5.	<b>The minutes of the meetings of 30th June 2021, 22<sup>nd</sup> September 2021, and 8th November 2021</b> were agreed and signed on behalf of the chair by the clerk.	
6.	<p><b>Matters Arising from the Meeting of 30<sup>th</sup> June 2021</b></p> <p><b><u>Point 7 – Availability of benchmarking data from other schools on pupil progress and attainment</u></b></p> <p>KD explained she had spoken to other heads and that nothing had been forthcoming as everyone has different tracking systems so comparisons are hard. Later this year there would be some external data from the Phonics Test and (other assessments) that would be comparable.</p>	



	<p><b><u>Point 7 - Ask the PTA to assist in increasing response to the parent's survey</u></b> KD said she would ask parent representatives to encourage people to respond that if the survey was virtual again. If it was in person again, paper copies would return as this had a much higher response.</p> <p><b>Matters Arising from the Meeting of 22<sup>nd</sup> September 2021</b></p> <p><b><u>Point 16 - Safeguarding Training</u></b> Only 2 people have completed the training. This is a compulsory. CM reminded governors that this is very important if we are inspected by OFSTED. <b>RG asked</b> if a longer lead time could be given. KD replied that the training was produced as quickly as possible after the guidance is released. Sometimes there is only 2 days' notice of changes so this wouldn't be possible. <b>Action - ensure training completed by the 17<sup>th</sup> December.</b></p> <p><b><u>Point 16 - Discussion on governors' safeguarding responsibilities</u></b> - deferred.</p>	ALL
7.	<p><b>Head Teacher's Report</b></p> <p><b>The following areas of the Head Teachers Report were discussed:</b></p> <p><b>a. Sports Premium</b></p> <p><b>Q.</b> There appeared to be a large spend on skipping in the Sports premium document and was this the best use of the funds.</p> <p><b>A.</b> AP explained that there were 5 key indicators that the money from sports premium has to be spent on and the document is a work in progress so will develop over time. The section on skipping also included staff training on how to use skipping skills and raising the profile of skipping. It was a skill that a lot of children don't have and it is something cheap that they can take home with them and improve fitness at home. AP explained that staff could see knock on of gaining co-ordination though skipping in other areas of the sports curriculum. The Sports premium spend also covered sports coaches doing CPD with staff in a range of different team sports and further training in using the woodland area to increase active learning. The plan also included developing the outdoor space as this is something that benefits all the children and gets them outside and active. The starting point for the plan was to make sure activities are skills based and support developing those skills through the spend. AP gave an example where staff found a lot of children develop the skills on the bikes and scooters very quickly so they also introduced balance bikes which have broadened those skills and introduced new skills.</p> <p><b>WS asked</b> whether Sports Premium could be used to re-surface the EYFS area to promote outdoor learning. <b>KD responded</b> that it could possibly be used but would need to be clearly evidenced that it is to benefit the sports education for all the children and not something that the school would reasonably be expected to maintain from its normal budget.</p> <p><b>b. Attendance Figures</b> KD drew governor's attention to the attendance figures. These were high at 96% because covid-19 absence were not included (if these were included attendance would be at 93%). KD reminded governors they need be aware that there are still many children that have missed days of learning waiting for PCR results or isolating and this was difficult for the continuity of learning and something teachers were having to carefully manage.</p> <p><b>c. Fire Practices</b> The school had undertaken one planned Fire Practice which had gone well. Later that same week a faulty alarm went off twice and the children all evacuated well on each occasion and waited until the fire service had checked it was safe to return. The fault was reported and repaired within 24 hours.</p>	



	<p><b>d. Racist Incident</b> There was one racist incident which was investigated and all parties were satisfied with how it was dealt with and recorded.</p> <p><b>e. Safeguarding</b> The child on Child Protection had been downgraded to Children in Need</p> <p><b>f. Pupil Voice</b> The School Council had look at Child Friendly Safeguarding and Anti-Bullying Policy. They had agreed these and would be sharing them in assembly.</p> <p><b>g. School Development Plan</b> CM raised that The School Development Plan included in the pack related to the previous years. <b>KD agreed</b> the correct year would be added to the GVO. KD then ran through the key issues for the governor awareness. When the correct document was circulated, KD would be welcome any comments or questions via the GVO.</p> <ul style="list-style-type: none"> <li>• To improve the learning behaviour of pupils and continue to develop wellbeing for all</li> <li>• To improve the impact middle leaders have on their subject area or year group</li> <li>• Rapidly accelerate the outcomes for all vulnerable groups of pupils</li> <li>• To further improve the quality of teaching and engagement in reading across the school</li> </ul> <p>KD added that a number of local Head Teachers had created a working group and were going into each other schools to create some external oversight and support with school development.</p>	<b>ALL</b>
<p><b>8.</b></p>	<p><b>Pupil Premium Report</b></p> <p>SR talked through the new format Pupil Premium Report which has to be published by the 31<sup>st</sup> December 2021. The plan lasts for 3 years and includes an annual review section. It runs academic year, although money is awarded for each financial year, therefore the plan shows money is allocated from each financial year. The report identifies some challenges relevant to our PP children and then details how they will be overcome and the success measures.</p> <p>Governors need to be aware the amount of pupil premium has reduced year on year as less pupils are eligible. However, the school knows families who need this type of support because they have tight incomes and/or work difficult shifts meaning it is hard to support the children at home. Therefore the challenges identified in the report are also relevant to many children not just the pupil premium children.</p> <p>The section on overcoming the challenges is broken down into universal, targeted and wider strategies. Due to there being only 8 PP children, the targeted strategies are not included as they are too personal and identifiable, but each child has a provision map so it is known what targeted provision the children are receiving.</p> <p>The government now asks for schools to evidence their approach to Pupil Premium Spending. The school has used the evidence from The Education Endowment Foundation which has information about the value for money and effectiveness of different strategies. For example they highlight that small group tuition is very effective so the school has developed continuous provision which results resulted in more small group work happening as well.</p> <p>Some of the specific challenges and strategies were also discussed as detailed below.</p> <p><b>The Language Gap</b> - The language gap between some Pupil Premium Children was a barrier to progress. The school had previously paid in to a Speech and Language support service, but this no longer exists and has therefore some of the Pupil Premium has been spend on language link and speech ink to fill that gap. The teachers have been trained and are making effective use of this.</p>	



	<p><b>Reaching Rockets</b> - This scheme has recommenced. These are volunteers who receive a small amount of in-house training in phonics, reading for meaning and safeguarding who work closely with children who are struggling with reading. <b>JS asked</b> whether Reading Rockets could happen virtually if restrictions get tighter and prevent visitors to school. <b>SR replied</b> that this might not be that successful as these are children who already feel quite negative about reading and this would be another barrier. Governors also discussed whether volunteers doing reading needed masks or not, one the one hand it was very close work and on the other it hindered communication. KD agreed to review mask wearing if it does cause a problem</p> <p><b>Nessy</b> - This is a reading programme to help readers who are struggling. <b>JS asked</b> whether all pupils have access to devices to access Nessy if it is recommended to them. <b>SR replied</b> that the children they are given time in school to access it, and when introducing Nessy to the families the school check that they can support using it with a device at home. If they didn't have anything available there are some chrome books that can be borrowed from the school. <b>JS also asked</b> whether it was possible to evidence value for money from Nessy. <b>SR responded</b> that it is hard to evaluate within the programme itself and therefore teachers have to use judgement as to whether children move up the book bands after using it.</p> <p><b>Home School Link Worker (HSLW) Support</b> - <b>SR explained</b> support from the HLSW is key for our PP families and also other families. The Home-School Link Worker is a visible member of staff as they do a gate duty to welcome families on site each morning, they also work in an EYFS class as well. This gives here chance to really build relationship with families and build trust and support.</p> <p><b>Funding</b> - <b>JS asked</b> whether the school is missing families who should receive Pupil Premium funding because they have not filled out the form. <b>SR replied</b> that the form is sent out at regular intervals and the aim is incentives a response as much as possible by showing the benefit for parents. In addition, if we hear of families where circumstances have changed such as a job loss we would also encourage them to complete the form. SR didn't feel there was anything more the school could do to encourage response.</p> <p><b>JS also asked</b> whether all the PP children get extra clubs and support. <b>SR confirmed that</b> they do that this is being tracked closely now to ensure everyone is accessing ad least one club across the year.</p> <p>KD explained that SR was leaving at the end of the academic year and the SENCO role would be fulfilled by herself and Amanda Pardoe. Governors thanked SR for her contribution to the schools</p>	
<p>9.</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>a) Training had been discussed in item 6 matters arising - point 16.</li> <li>b) The round table discussion was deferred until more governors had undertaken the training</li> <li>c) CB highlighted that she had undertaken a safeguarding visit and this was detailed in the Children and Learning Committee Minutes. She recommended that other governors looked through those minutes. The main point from the meeting was that CB was reassured that CPOMS was an effective system and had seen its benefits of it in action.</li> <li>d) KD and CB had set up termly meetings and the next meeting would focus on safer recruitment.</li> </ul>	<p>Read Minutes (ALL)</p>
<p>10.</p>	<p><b>Update from the Finance Committee</b></p> <p>The Finance Committee had scrutinized the <b>monitoring statement</b> for October. This now showed a 53k carry over which was 14k better than expected. This was due to an increase in the PE grant and a cost saving from staff resignations, in particular the SENCO role being covered by the HT and Deputy Head. Morning club was also better with a surplus of 8k due to the increase of charge to £4</p>	



	<p>The Committee had also looked at the <b>draft 3 year budget</b>, which had a much reduced deficit mainly cost saving in staffing, would likely reduced from 87% of the budget to 80% of the total budget across the 3 years.</p> <p>This had been submitted to the Surrey County Council and will be followed with an accompanying letter detailing why there has been an improvement in a response to their letter asking the school to make an improvement. KP confirmed she had send draft CM and SM to look at before sending to the LA and then will be put on GVO for all to see the wording.</p> <p><b>Policies</b> - The Finance Policy and Health and safety Policies were approved</p> <p><b>Extra Spends</b> - The staff boiler and tree works had taken place</p>	<p>KP</p>
<p><b>11.</b></p>	<p><b>Update from the Children and Learning Committee</b></p> <p>JS summarised the key points from the meeting</p> <p><b>Continuous provision</b> - Really important that all governors understand this and take an opportunity to read the minutes as it is a big change in how the school is ensuring children get the best education they can. During the Children and Learning committee had asked how teachers were supported with this change and were satisfied with ongoing support that was happening. The committee recommend that all governors join in on the next Learning Walk, which would focus on continuous provision. Action - KD to organise a date for Learning Walk on Continuous Provision.</p> <p><b>Progress and Attainment Data</b> - The committee discussed that now there isn't any external progress an attainment data, and the internal data is new, it is hard for governors to understand how the children are doing. Therefore the focus had to be on governor visits and learning walk to see evidence of the intent, implementation and impact of the learning the children had and to satisfy themselves that it was enticing and ambitious. More internal data would be available as the year goes on.</p> <p><b>Link Visits</b> - The Governor Link List has been circulated. The aim was for 1 visit per term with a different focus in each visit. The Report form will change to reflect the 3 I's (intent, implementation and impact).</p> <p><b>Ofsted</b> - JS suggested reading Busbridge Infant School report as it highlights what Ofsted are looking for from subject leads and governors.</p> <p><b>Stakeholder Engagement</b> - JS suggested that governors could look at the parent's questionnaire that went out last year and pass on any comments. She also highlighted that the committee talked a bit about parent satisfaction and how sometimes there were discussions on WhatsApp groups. KD asked that if governors hear of any dissatisfaction that they strongly encourage parents to speak to the teachers if as it's not always helpful if things grumble on group but the teachers don't know it has happened and can't rectify it.</p> <p><b>Policies</b> - The Marking Policy, Online Safety Policy and Supporting Children with Medical Conditions Policy were approved with amendments</p>	
<p><b>12.</b></p>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Hot Topics - Look out for a training update in January for dates</li> <li>• Try and pick one thing relevant to your link role over the year.</li> </ul>	
<p><b>13.</b></p>	<p><b>Policies</b></p> <ol style="list-style-type: none"> <li>a. Admissions Policy - agreed. Governors queried where there should be more reference to home visits but KD said that SCC is the admissions authority and therefore it is their policy. Home visits are referenced in the EYFS policy.</li> <li>b. Alternative Participation Protocol update - agreed with the following amendment: <ul style="list-style-type: none"> <li>• Add 'associated risks'</li> </ul> </li> </ol>	



15.	<b>Effective Governance</b> <ul style="list-style-type: none"><li>• Received data on attendance and why this needed close monitoring despite looking positive</li><li>• Discussed use of Pupil Premium and Sports Premium</li><li>• Heard results of safeguarding governor visit and agreed to do training</li><li>• Update on improve finance situation</li><li>• Approved policies</li><li>• Identified action from previous meetings and followed up on progress.</li></ul>	
16.	<b>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</b> <b>Full Governing Body</b> <ul style="list-style-type: none"><li>• 23<sup>rd</sup> March 2022</li><li>• 28<sup>th</sup> April 2022</li><li>• 29<sup>th</sup> June 2022</li></ul> <b>Children and Learning Committee</b> <ul style="list-style-type: none"><li>• 9<sup>th</sup> March 2022</li><li>• 15<sup>th</sup> June 2022</li></ul> <b>Finance, Staffing and Premises</b> <ul style="list-style-type: none"><li>• 2<sup>nd</sup> February 2022</li><li>• 30<sup>st</sup> March 2022</li><li>• 22<sup>th</sup> June 2022</li></ul>	

Minutes agreed on

Signed (Chair) .....



## Action Points - FGB Meeting 01 December 2022

ACTION POINT	PAGE No	Agenda Pt	Title	Item	Action	Completed
1...	1	6	Parents Survey	To ask for help from parent reps in increasing response to survey if needed	KD	
2.	1	6	Safeguarding Training	All governors to ensure training completed by 17 <sup>th</sup> December 2021	ALL	
3.	1	6	Safeguarding Discussion	Round table discussion of governors responsibilities for safeguarding deferred until training had taken place	ALL	
4.	3	7g	School Development Plan	Governors to look at version on GVO and add comments	ALL	
5.	4.	9d.	Safeguarding Visits	CB and KD would meeting termly to discuss safeguarding. The next meeting to focus on safer recruitment	KD/CB	Yes
6.	5	11a.	Learning Walk	KD to organise a date for learning walk for all governors focussing on continuous provision.	KD/ ALL	
7.	5	11c	Link Visits	Governors to attend link visit and the report form will be changed to reflect the three I (intent, implementation and impact)	ALL	
8.	5.	12.	Hot Topics	One governor to attend and fill in feedback form	TBC	
9.	5	13.	Alternative Participation Protocol	add 'associated risks'	Clerk	Yes