



## Minutes of the meeting of the Governing Board, Onslow Infant School held on Wednesday 23rd March 2022 at 7:30pm via Teams (virtually)

Present:

Claire Morris	Chair
Jess Sinclair	Vice Chair
Katherine Donlon	Head Teacher
Claire Bryant	CB
Roberta Guerrina	RG
Sam Merchant	SM
Will Salmon	WS
Amanda Pardoe	AP
Ashley Taylorson	AT

In Attendance: Sarah Churchill Clerk

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> – Charlotte Lester and Shradda Baviskar
<b>2</b>	<b>DECLARATION OF INTEREST</b> - None
<b>3</b>	<b>Declaration of Confidentiality &amp; Professional Negligence</b> - were read
<b>4.</b>	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <ul style="list-style-type: none"> <li>a) Amanda Pardoe was confirmed as the Staff Governor.</li> <li>b) Governors whose terms of office are due to expire during the this academic year: None</li> <li>c) Vacancies: The Governing Board currently has two Co-Opted Governor vacancies. Governors must consider skillsets required by the Governing Board before making appointments. Two potential people have made contact and had an initial meeting with CM, provided a CV and the clerk has contacted them about providing a reference. <b>Action: Governors were reminded to fill out the skills matrix they haven't already.</b></li> <li>d) There is still a vacancy for a parent governor. Governors discussed promoting the role in different ways. <b>Action: KD to consider if there was a suitable parent to approach direct.</b></li> <li>e) CM asked whether new governors would like to 'buddy' with existing governors. <b>It was agreed</b> existing governors and new governors would contact each other direct to buddy up.</li> <li>f) CM reminded new governors do undertake the Introduction to Governance Training</li> </ul>
<b>5.</b>	<b>The minutes of the meeting 01 December 2021</b> - were agreed as a true and accurate record.
<b>6.</b>	<p><b>Matters Arising from the Meeting of 01 December 2021</b></p> <p><b>Point 6 - Parents Survey</b> To ask for help from parent reps in increasing response to survey if needed (KD) – <b>This was not needed</b> as they were in person meetings and parents were given an ipad to complete the survey which increased the response rate.</p> <p><b>Point 6 - Safeguarding Training</b> All governors to ensure training completed by 17th December 2021 - <b>incomplete - see item 8</b></p> <p><b>Point 6 - Safeguarding discussion</b> Round table discussion on governors role in safeguarding - <b>see item 8</b></p>

**Point 7g - School Development Plan**

Governors to look at version on GVO and add comments (ALL)- **No comments**

**Point 9d - Safeguarding Visit**

CB and KD to meeting termly. Next meeting to focus on safer recruitment (KD/CB) - **complete**

**Point 11a -Learning Walk**

Postponed due to low uptake - **incomplete** – **Action: KD will send out poll** for a date during the week or two after half term.

**Point 11c - Link Visits**

Governors to attend link visit and the report form will be changed to reflect intent/implementation and impact (ALL) – **see item 10**

**Point 12 - Hot Topics**

One governor to attend Spring Hot topics and fill in feedback form - **incomplete** - **Action: CM to attend Summer Hot Topics**

**Point 13 - Alternative Participation Protocol**

Add 'associated risks' to the protocol (Clerk) - **complete**

**7. Head Teacher's Report**

Governors read the report prior to the meeting and asked the following questions.

- a) **Fixed Term Exclusion** – Had any further exclusions taken place and what other actions had been taken.

KD explained that no further exclusions had taken place. There were still some challenges in the class room environment but some additional support was now in place for that child so there are less incidents of behaviour.

- b) **Attendance** – Governors asked for more information on persistent absence and what was being done.

KD explained that that covid absences were counting towards attendance figures now and they were still a lot of children taking time off for covid. In addition there had been a big increase in chicken pox across the whole school (before covid, outbreaks used to be small and clustered in reception, but the periods of isolation have probably had an impact.

Where absence are not due to ill health, KD is working closely with the Inclusion Officer from Surrey County Council. Each half term KD meets with them and goes through each child with poor attendance. They then meet with the families and assist even potentially going as far as court.

The school is also sending out red attendance letters again. This helps spark awareness when attendance is suffering and encourage parents to speak about it to staff. One family was worried about receiving the letter and came to speak to head about it and attendance has improved as a result.

KD reminded governors that overall attendance is really good.

- c) **Quality Assurance Visit** – Governors asked for more information about why this had taken place and what the result was.

KD responded that it was because Onslow had been identified as a school at risk of Ofsted visiting this academic. She had verbal feedback that there were areas to work on in early reading but they were already a focus for the school. The visit had been positive and the assessor mentioned she could really see the impact continuous provision was having on the children. **KD agreed** to share the report as soon as it was available.

- d) **Lot of Staff Absence** - KD alerted governors to the impact covid had over the last term. There were weeks where there was only 2 teachers in the school. This meant that there weren't as many interventions groups as teachers were so thinly spread. The school only secured ½ a day's supply during that time. KD added how staff had worked incredibly hard and had pulled together to get through this.

- e) **Links to other Schools** – CM asked KD to explain why this was important. KD explained that a lot of schools are being forced into academies as therefore it is hard to find schools to work with to manage school

improvement. Currently the few remaining LA Maintained schools are working together. Each half term the Heads are visiting each other's classrooms and observing teaching based on a focus area. They then will write report to help with their learning and, in return, the heads will visit our school and do the same for us. Ofsted will want to know how we manage school improvement and learn from other schools expertise and this is a really useful exercise to learn from other schools. Looking forward, governors may have to look more formally at academisation or federation to help with school improvement.

## 8. Safeguarding

- a) National College Training (Annual Certificate in Safeguarding for School Governors): Action: AT to complete this training.
- b) CB led governors on a discussion on 2 scenarios looking at their duties and responsibilities around safeguarding.

### **Scenario 1: You are in school and a child tells you the HT has pushed them at break time? What would you do?** Governors discussed that:-

- They would talk to child more and reassure them
- They would write down immediately what had been said
- They wouldn't investigate it or speak to the Head as this could impede a criminal investigation.
- That they would contact the LADO for advice. (Local Authority Designated Officer?)
- **Action: Governors to ensure they have the LADO number or know where to find it.**

### **Scenario 2 - A child have a black eye and said their mum pushed them down the stairs. Governors discussed that they would:**

- Speak to child and write down what was said, making sure they are ok
- Speak to the designated safe guarding lead and they knew who that was
- That it was important to deal with that day and what they would do if KD /AP was not on site (they would get a contact number from the office there is always a DSL available)

**CB reminded** governors that it was everyone's duty to pass on a concern and they could follow up with KD by asking 'I was just wondering what you did'. If at any point they felt the response was not quite right they could escalate above KD.

**CM asked** what sort of feedback KD would get from the MASH (Multi-Agency Safeguarding Hub). KD said that there is sometimes a small amount of dialogue. She has tried to escalate a case previously and they have kept it at level 3 without explaining why. She said that sometimes the school will receive a phone-call checking up on a children asking whether they are well nourished and attending well and this will have been driven by a report. She concluded that feedback can mixed but in those cases you can escalate.

CB concluded the discussions by suggesting that governors re-read the safeguarding policy before visiting the school to remind themselves what it says. Safeguarding is all governors responsibility not just CBs as the safeguarding governor. **Action: CB will add some specific safeguarding questions to the visit form and distribute to C&L.** These questions should help and guide governors in how to fulfil this role.

### **c) Safeguarding Visit Report from CB (also discussed at C&L Committee)**

- Picked up some really good examples of safeguarding in practice in conversation such a school pick up procedures, which shows how well embedded these are.
- They spoke a lot about sexual harassment which is tackled in an 'it is happening here' way rather than in 'it could happen here'.
- KD described some really good support in place for one child showing sexualised behaviour.
- The school newsletter gave some parental advice on online behaviour.
- Staff have now trained on sexual harassment via National College
- CB has raised a few concerns which are administrative and have been rectified since. These related to safer recruitment and ensuring staff are put on the update service for DBS checks. CB was confident no children were at risk as a result of this.
- CB said KD is very receptive to challenge and goes away and changes things.
- The worry box had been in place, but had drifted so has been relaunched.

### **d) Worry Box - CM added she had visited the recently and picked up on the worry 'box' which was actually a cuddly monster. KD explained different classes have different boxes and it worked really well when the children brought them to assembly and were able to talk about them and say how they were used.**

**CM asked** how frequently the boxes were checked and what happens if a child does put a worry in/ AP explained that staff will talk to the children about their worries and if anything is safeguarding related they are scanned onto CPOMS (the safeguarding software). **JS asked** what happens if the children can't write. KD explained that many of the children can write enough that staff can work out who has a worry and can talk to them about it. AP added that in reception the children have name cards which they can post in to show staff they have a worry. AP said that the boxes are checked at least once a day. In reception they try and do twice a day and there is an expectation this will happen across the school. This is important because if it is safeguarding concern it needs to be picked up before the children go home.

**e) Policies**

WS asked whether the school had a staff behaviour / code of conduct policy which covered safeguarding issues. The clerk said that there was a policy. WS then asked if there was an easy way for governors to see all the policies as it was hard to keep track. **Action: Clerk agreed to circulate a list of the current policies.** There is a policy area on the GVO which could contain all policies but it was very time consuming to populate so this will build up over time

**9. Update from the Finance Committee**

- SM reported that the carry forward is going to be about 10k more than expected. This is due to some SEN funding, covid funding and a Senior Mental Health Lead Training grant. This is helpful but the money is earmarked for specific things.
- Morning club will have carry forward at the end of the year of approximately 8.5k
- The committee had also discussed that the appeals panel for the staffing panel still needs to find 2 more volunteer.
- They had discussed the Schools Financial Standard document and approved it
- They went through costs that weren't staffing related and had identified some areas where savings could be made.
- Approved the School Fund Policy and Finance Policy
- Talked about PP and PE grant
- WS fed back about premises and said there were now major issues to note. Toilets pushed back
- Air monitoring being done by the university but results not shared on that yet.
- **Action: CM will update at next finance meeting about the staffing panel.**

**10. Update from the Children and Learning Committee**

- C&L had discussed the need for the Learning Walk and the importance of attending. **Action: KD to re-organise.**
- Good discussion about attainment and where the gaps were in particular writing and how this was tackled.
- Quite a few new governors found the governor visit difficult as they had no idea what to expect in that meeting. As a result of discussion at the committee KD has improved the governor visit form to help guide the meetings and improve effectiveness. CB is going to make some changes and forward to JS to approve and circulate.
- The Committee also reviewed the 3 visits report and hope the remaining reports will be done as soon as possible. **Action: JS will forward to her report to KD as it had been completed and remaining governors to carry out their visit and report back as soon as possible.**

**SENCO Role - CB** reported that WS governor visit report had led to a good discussion about how the role of the SENCO was being fulfilled by KD and AP after the Inclusion Manager had left. Some difficulties had been raised by a staff member. KD/AP had explained to the committee how the class teacher was used to an 'above and beyond' level of support so there was a period adjustment. AP has followed up with the staff member who confirmed they were

	<p>missing the expertise of someone having the knowledge instantly available whereas KD/ AP have to go a find out and research the information needed.</p> <p><b>WS explained</b> that he had a frank discussion about this during his visit. <b>He wanted it noted</b> that the finance committee has been forced to make cuts to ensure the school was not in deficit. However, these cuts have an impact. The reality of the financial situation is that the school has lost a lot of expertise which it has not immediately replaced and his report had also looked at the TA support across the school. He acknowledge there is nothing the school can do to change the situation but it <b>was important that the impact of financial constraints were recorded</b>. WS added that he hoped that by following it up with the staff member they didn't feel they can't be open again.</p> <p>AP confirmed that the conservation wasn't to check up on the member of staff but to ensure that she had all the support she needed. KD also said she didn't want staff to feel un-able to talk to SLT about these issues or feel they had to wait until a governor visit as it is important to be open. KD said finances are in the worst state have been for a least 13 years and we need to be able to communicate about the impact of this.</p> <p><b>CB suggested</b> that the when governors were feeding back in the visit forms, it would be helpful if they could explain the purpose of the feedback (for instance just putting 'for the formal record' or 'discussion is needed'). It would also be helpful to get some expectations from the teacher about that they want done with that information they have shared to ensure they don't feel unable to share again or ignored if they have now follow up.</p> <p>RG added that the Inclusion Visit still needed to take place and she could follow up this discussion and in particular how the Equality and Inclusion Action Plan will be fulfilled going forward. <b>Action: RG to meet KD for an Inclusion visit.</b></p> <p>During the meeting <b>RG also asked</b> how staff can be upskilled to make up for the loss expertise. KD replied that this is beginning to take place. A new SEN handbook for teachers has been published and all staff are encouraged to read this and a 3 hour ADHD training had taken place on the inset day</p> <p><b>KD also informed</b> governors that the model for SENCO Support in place at the moment isn't the long term model for this role. It was a good holding model to give time for SLT to consider the best way for it to be done going forward. It has given KD/AP an insight into the amount of time and work that goes into it and <b>KD will share the future plans for the SENCO role soon.</b></p>
11.	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• EYFS Training Feedback - All governors had sight of the report and had no questions – it had been discussed fully in C&amp;L</li> </ul>
12.	<p><b>Policies</b></p> <p>The Data Protection Policy was approved with the following amendments</p> <ul style="list-style-type: none"> <li>• 'all staff and governors'</li> <li>• 'to be read alongside the Records Management Policy'</li> </ul>
13.	<p><b>AOB</b></p> <p><b>a) Admissions</b></p> <p><b>JS asked</b> for an update on admissions and where they were in relation to previous years. <b>KD replied</b> that final numbers are not available. However, indications are first choices are lower than normal. We are waiting to see if St Nicholas' reducing their Pan will have an impact. KD will look at the data after Easter and it can be added as an agenda item after the budget approval. <b>KD added</b> that air quality it is coming up with prospective parents and she believes this is having an impact. <b>JS asked</b> whether any more pressure could be placed the people undertaking the study. KD said our premises manager is very effective and is pushing ahead with the university. The survey is a week-long and taking place just after Easter.</p> <p><b>b) Mental Health Lead</b></p> <p>AP mentioned that she is training as a Senior Mental Health lead. This is a scheme the government is encouraging at the moment which is to benefit both pupils, and staff. AP is currently putting together a mental health policy and is hoping to have a mental health committee which included staff, pupils and a governor.</p> <p><b>Action: add Mental Health to agenda for next meeting.</b></p>
15.	<p><b>Effective Governance</b></p> <ul style="list-style-type: none"> <li>• Asked challenging questions about attendance</li> </ul>

	<ul style="list-style-type: none"> <li>• Good discussion on what safeguarding means to us and talked through two scenarios and how governors would respond</li> <li>• Best practice around governor visit reports to improve effectiveness</li> <li>• Approved Data Protection Report</li> <li>• Updates from 2 committees</li> <li>• Talked about need for training to increase effectiveness</li> <li>•</li> </ul>
16.	<p><b>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</b></p> <p><b>Full Governing Body</b></p> <ul style="list-style-type: none"> <li>• Budget Approval – Wednesday 20<sup>th</sup> April – teams</li> <li>• 29<sup>th</sup> June 2022 – Face to Face meeting at the school</li> </ul> <p><b>Children and Learning Committee</b></p> <ul style="list-style-type: none"> <li>• 15<sup>th</sup> June 2020</li> </ul> <p><b>Finance, Staffing and Premises</b></p> <ul style="list-style-type: none"> <li>• 30<sup>st</sup> March 2022</li> <li>• 22<sup>nd</sup> June 2022</li> </ul>

*Minutes agreed on*

*Signed (Chair) .....*

## Action Points - FGB Meeting 23 March 2022

ACTION POINT	PAGE No	Agenda Pt	Title	Item	Action	Completed
1.	1	4d	Skills Matrix	Governors to fill out skills matrix if they haven't already	ALL	
2.	1	4c	Parent Governor Vacancy	KD to see if there was an appropriate parent to approach direct	KD	
3.	1	6	Safeguarding Training	AT to complete	AT	
4.	2	6/10	Learning Walk	KD to send out doodle poll and governors to attend	KD/ALL	
5.	2	6.	Hot Topics	CM to attend Hot Topics Training	CM	
6.		7c	Quality Assurance	Share report from Quality Assurance Visit when available	KD	
7.	3	8b	Safeguarding	Governors to ensure they have the LADO number or know where to find it	ALL	
8.	3	8b	Safeguarding	Add some specific questions to the governor visit form to help guide governors	CB	
9.	4	8e	Policies	Clerk to circulate a list of current policies	Clerk	
10.	4	9	Staffing Panel	Update Finance, Staffing and Premises Committee on Staffing Panel Progress	CM	
11.	5	10	Governor Visit Reports	Outstanding visits to take place and outstanding reports to be submitted	AT/JS/SB	
12.	5	10	Inclusion	RG to carry out the inclusion visit and follow up on the SenCo role	RG	
13.	65	12	Data Protection Policy	Publish with two amendments	Clerk	
14.	6	14b	Mental Health Lead	Add Mental Health to agenda for next meeting	CM/Clerk	