

Pinxton Village Infant Schools Governing Board



Minutes of the meeting of the Governing Board of Pinxton Village Infant Schools held on Wednesday 22nd March 2017 at 6.00pm at John King site.

Membership

'A' denotes absence

Caroline Wilson (**Vice Chair** & Parent Governor LW)

Mary Dooley (LA Governor)

Sebrina de Veer (**Chair** & Co-opted Governor)

Gavin Morris (Co-opted Governor)

Jessica Knighton (Staff Governor)

Matthew Peat (Co-opted Governor)

A Jason Holmes (Parent Governor JK)

Shanes Miles (Co-opted Governor)

Andrew Upton (Co-opted Governor)

In attendance

Jan Pierce (Headteacher & Ex-officio)

Christine Avery (Associate Member)

Liz Hails (Associate Member)

Jayne Cotton (Clerk to Governors)

Unless where otherwise stated, governors had received all associated documents and papers relating to the set agenda seven days in advance of the governing board meeting. It was expected that all governors had familiarised themselves with the content of the papers prior to the meeting.

19/17 Welcome and Apologies for Absence

The Vice Chair welcomed governors to the meeting. 8 governors were in attendance so the meeting was quorate.

Apologies from JH were received and accepted.

20/17 Governing Body Membership

There was 1 co-opted vacancy left on the Board.

LH had looked into the cost of advertising in the Derbyshire Times, which would cost between £170 - £270. Governors decided not to proceed with this advert and to look into more cost effective methods which were available.

CW fed back that she had looked on the inspiring governance website and there were no suitable volunteers at this time due to no one being in the area.

21/17 Declarations of interest in any of the agenda items for this meeting/Confidentiality

JK, CA, JP and LH express an interest in agenda item 8.

JC expressed an interest in agenda item 13a

Governors were reminder that all matters discussed at the meeting were confidential.

Director's report and EMD

Received: Verbal report from JP

Main points noted and discussed:East Midlands (EM) update

- The first Directors meeting was held on 02.03.17 to establish roles and clarification on need for a company in light of the change in the way School To School Support (STSS) funds will come to EM.
- Transition to the School Improvement Strategy (September 2017) Strategic School Improvement Funding will be £140million and will replace StSS funding. EM were engaging with Regional Schools Commissioner (RSC) over how the regions don't currently match with Dfe areas.
- Bids are due in before the summer for tranche 1 of £40million
- There are ITT allocations concerns due to it being heard that allocations were halved this year. In future there will be a regional approach to the co-ordination of numbers; however you have to fill your places.
- Peer Review Framework for TSAs to be trialled by Lincs, Leics, Northampton – for a September roll out. We can use this as a self- evaluation tool.
- Support a growth programme that identifies and delivers more TSAs and NLEs in the mini region – Derbyshire has successfully bid for a building capacity grant (£25K) to support schools to apply to be TSA/NLE by shadowing, attending meetings, bench marking application form.
- Strong Governance Strategy - current advocate funding will come to region - £20-25K to go out to mini regions to support development of Governance.
- Portal – www.emtsa.org.uk. Governors asked to look at this to see the work of the EM.

Derbyshire Update

- The LA are implementing the outcomes of 'Rapid review'
- They will offer 3 new strands a) Traded offer b) Entitlement c) LA stat duties (QA, monitoring, challenge & intervention, system development etc.)

Update on TS activity

Received: verbal report from JP

Main points noted and discussed

- Growth plans – the TSA has 37 schools with 2 more (Newton & Tupton) who recently joined to make 39 and 2 more are interested.
- Anju and JP are attending various Cluster/INSET events to spread the word of 4D which will bring in more schools plus Area HTs termly always prompts schools to contact us.
- New schools are sending staff on courses which allows conversation about joining.

- Pillar Plan leads- ITT is going well with 8 places and 5 filled. There is summer term mentor training and reviewing the ITT training for September.
- CPD – Always Good and Good to Great cohort 1 completed and cohort 2 is starting, SLEs very enthusiastic to be involved in delivery of new courses, Erika Thornhill asked if Heads can confirm that the SLEs are available for delivery. Feedback from delegates is positive, Erika Thornhill asked if Heads can feedback if staff have a different view please let us know. Overall evaluations have been positive. Erika Thornhill asked to please explain to staff why they are being booked on courses.
- TSA Members had fed back their positive experiences.
- StSS/SLEs – there were 13 grants to date supporting 12 schools, 4 re-inspected (1 Good, 2 still RI elements but are improving, 1 Special Measures and the other school were still being supported) 3 have been inspected and all have had improvements.
- The number of SLEs in Literacy and Numeracy have been increased by 3 and there will be a national round in May.
- The action plan was shared, at the last Board the successes were reported, SLEs are up for leading projects and gave titles for new projects.
Q- On the website the CPD dates aren't listed, when will they be up?
A- After Easter.
Q- Are the TS targeting skills which are needed rather than keep recruiting for same skills?
A- The skills needed are reviewed by JP regularly.

Results of Research and Development pillar plan on website

SDV had looked at the Synergy TS website and fed back her findings.

23/17 Minutes of the Governing Board meeting held on Thursday 19th February 2017

a) Amendments & Acceptance of Minutes

The minutes of the Governing Board meeting held on 19th February 2017 had been circulated to governors prior to the meeting.

It was noted that under 1/17 it should read Chair, rather than Vice Chair. Under 19/17c there was also a typing error which should read "carry". The Vice Chair amended these on the hard copy and the governors approved the minutes as a true and accurate record.

b) Matters arising from the Minutes

PVIS Action list from the Governing Board Meeting 09/02/17		
Minute	Action	Person
64/16	CW to look into how to join NGA, costs and which level to sign up for. CW has now signed up and joined. LH to pay invoice which is £79 annual subscription. CW to send an email	JC

	<p>regarding access and change the email to the school chair of governor email address. Just waiting for payment, CW to chase LH- Governors are now receiving emails from NGA. Completed</p> <p>Shane and Andrew to be set up on NGA, JC to do this. Completed</p>	
75/16 (a)	<p>SharePoint within office 365 be looked as a way of reviewing the minutes. Jayne to continue to still email out papers. JH to look at sharepoint and to let JC know how to do this. It has been confirmed that this could be a way forward. JH to be asked if he would give governors some training on how to use sharepoint. On-going</p>	JH/JC
116c/16	<p>AV to amend the TS Financial Regulations document section K detailing who is responsible for inventories. On-going to bring to next meeting</p>	AV/JP
135/16	<p>CW to check for further suitable new applicants on the inspiring governance website. Completed</p>	CW
137/16	<p>SDV to send the document to governors of lessons learnt from AV. SDV to check with AV. On-going</p>	SDV
144/16	<p>JP to bring self evaluation and outcomes summary to the next SI meeting to include evidence base information. Completed</p>	JP
2/17	<p>LH to research the cost of advertising for the remaining governor vacancy externally. Completed</p>	LH
2/17	<p>LH to arrange for AU email to be set up and to arrange time for some 1 to 1 finance training. On-going</p>	LH/AU
2/17	<p>AU to complete registration forms and return to JC and to bring his ID documents to the next meeting. Completed</p>	AU/JC
4/17a	<p>LH, Elaine and AV to finalise changes to the budget sheet. Completed</p>	LH/AV
6/17a	<p>JP to get a breakdown of the cost for Sarah to deliver this and to confirm the date. Completed</p>	JP
6/17a	<p>JP to find out about all the options and bring a report to the next meeting. Completed</p>	JP
7/17	<p>CA to send all 4 parts to SM and AU and to bring to the next meeting the document for all governors to sign to say they have read the last safeguarding document. Completed</p>	CA
10/17	<p>Terms of Reference to be draw up by governors for the HT Pay committee as well as appointing a chair. On-going</p>	ALL
12/17	<p>JC to book CW and AU onto the 13th March Governor briefing. Completed</p>	JC
13/17	<p>GM to arrange his visit with CA and SDV to discuss safeguarding with MD. Completed</p>	GM/CA/ SDV

Del

14/17a	JC to look at this and possible put in a link rather than the whole document. Completed	JC
15/17	JC to update the induction pack to reflect this change in the instrument of governance for PVIS. Completed	JC

24/17 Safeguarding

a) Safeguarding and compliance re: updated Governors Handbook

Received: verbal report from SDV

- The Safeguarding lead is now CW with MD carrying on doing the Safeguarding visits in school.

b) KCSiE sign off by governors

- This was signed off by all governors.

c) Bullying

Received: Verbal report from CA and MD

Main points noted and discussed:

- No incidences of bullying to report.
- Incidents are recorded in a folder in school. If a parent comes into school feeling their child is being bullied, forms are documented and investigated.
- There haven't been any parents coming into school to raise concerns of bullying within this academic year.
- Incidents are recorded on OneNote so all teachers are kept informed and up to date.
- MD visited John King and spoke to the children about being "unkind" and discussed if they knew where to go if someone was being "unkind". The children did know and they felt happy and safe in school.
- MD has viewed the OneNote document and was happy with how it was being used.
- Online safety training, MD and CW to attend on 26th April 2017.

Action: MD to visit Longwood to do a similar investigation to talk to children and hear the children's voice around the subject of bullying.

25/17 School Improvement

a) HT report and school improvement plan 16/17

Received: HT report and SIP

Main points noted and discussed:

- The November update had been included in this report for reference especially for new governors.

- The report detailed pupil numbers, teacher's areas of responsibilities and attendance trends.

Q- What are the job description changes which have been made for teachers?

A- These are a minor change which now says teachers will share their skills within school and beyond.

Q-Does each member of staff have their own CPD log and is it centrally kept?

A-Yes they do and these are kept in school.

Q- Is there any way of measuring the impact of the EYFS Maths training which Jackie Cotterill has attended?

A-This is hard to measure, the real impact won't be clear until the children reach the end of Key Stage 1. It is part of the school improvement plan where we are looking at making Maths more practical for children, to enable them to become more resilient.

Q- Are all staff on track to reach their targets?

A- The mid-year reviews happened on 9th and 10th March where all targets were looked at. These looked at if there are any children not on track to meet their targets etc. Any children needing targeting are being focused on and worked with.

Q-What is a play leader?

A- They work over the lunch period, lead on the Golden Mile and encourage physical activities. It is funded using the sports premium funding.

Q- What is the impact of the training staff have attended?

A- The talk for writing is about building up to writing, playing word games, developing sentences etc. There have been positive outcomes in children's writing following this work.

Q- Did we get much uptake to the last drop in session?

A- 2 people attended. There are plans for more drop-in sessions going forward.

Q- Attendance is much better, is this due to clearer information being given to parents?

A- Information went out to parents which put across the point regarding absences and the impact on the children.

Q- The attendance figures don't take into account lateness, is there an issue with lateness?

A- There are some families who are continually late by a few minutes, the impact on their day is low. These families have received letters asking them to improve but there is little more that we can do. The significant issue is for children who are late after the register closes at 9:30am. This leads to an unauthorised absence. Rachel Barnes supports families that cause concern in this area, but they are not pupil premium children.

b) Confirmation of School Vision Workshop

- JP confirmed the cost of this would be £450 for a long morning session.
- Governors discussed whether to pursue this under the confidential section.

26/17 Academy vs Federation Update

See confidential minutes

27/17 SEN&D update

Received: Verbal feedback from CA

Main points noted and discussed:

- All children are making progress, in data sent from CA
- In John King there is a large group of SEN&D children in year 1, and at Longwood in Year R, which is purely cohort specific, but all children are making progress.

28/17 Self Evaluation and Ofsted Update

a) Updated Self Evaluation and Outcomes summary (including evidence based information)

Received: Verbal report from CA

Main points noted and discussed:

- Governors had previously received the self-evaluation and outcomes summary, but due to this being such a large document CA had put a copy on OneNote for governors to view with all the linked documents.
- The evidence based information was questioned last time this document was brought to the board.
- Adrian asked CA to update the document to add in an impact column to show impact as well as evidence of actions. Christine will be working on this over the coming weeks.
- The yellow/red areas are time specific data which will be inputted at the time of the Ofsted call to ensure that the information is up-to-date.

b) Visits from Link Advisor and QDD

Received: CA reports from Adrian Baldwick

Main points noted and discussed:

- Errors on the SIRR documents regarding the number of children were pointed out/ had already been passed on to the LA.
- The SIRR documents are based on the previous year information.

- On 24/01/17 Adrian met with CW, SDV and JH as part of the LA support Link work. He supported the governors to analyse the current data to identify any areas of concern or trends over time. This showed 2 areas of concern, a dip in reading in Y2 at Longwood and attainment in writing and specifically disadvantaged pupils at John King. CW followed this up by a visit into school with CA to look at these areas of concern.

Q-Why isn't the national average data put in the SIRR?

A- The data hadn't been validated at the time.

c) SIRR – current data with a focus on groups

Received: Achievement review paper, on track data and Attendance breakdown report.

Main points noted and discussed:

- The achievement review is completed by CA which can be used by governors to assess if children are progressing or improving.
- GM and CA have met and GM has asked questions about the data.
- John King Y1 looked to be on track with only a slight dip in reading and writing. This is due to some children taking a while to settle into Y1. Some of the cohort specific SEN&D children had also had an impact on these figures.
- Booster groups were being held to help children move on in reading and writing.
- There was a significant gap between disadvantaged and other children in Longwood Y1. Some new starters to the Y1 cohort had impacted on this data at Longwood.
- It was highlighted that in Y2 at Longwood the disadvantaged children outperformed the other children in most subjects which was positive.

Q-Is there a trend from one cohort to another?

A- There doesn't seem to be a trend to be concerned about in the children's performance.

- JK co-ordinated a moderation meeting on 21/03/17 with 2 other schools to assess judgements made on children's progress. It was found that all judgements taken were verified and agreed including our NQT. Another meeting is to be arranged looking at Maths.
- On the data dashboard both sites attendance is identified as a weakness. CA had produced specific PP attendance information to show the Governors what current attendance is like for PP children this year.
- It was highlighted that the 2 PP children have required a tonsillectomy this year which has had a negative impact on the John King figures. The percentage would be 96.29% if the 2 children were taken out of the figures.

30/17

Pupil Premium Update & Sports Premium

a) Pupil Premium strategy

Received: Verbal report from CA

Main points noted and discussed:

- Progress is being made based on the targets which had been set with attendance being the only area not to be as good as hoped.
- Pupil premium update had been put in OneNote for governors to view
- This is a key area for governors to note and approve and governors were asked to read this document which details how the pupil premium is spend and to bring any question to the next meeting.

b) Sports Premium report inc Project and Activities spend, and update on Infant Kite Mark.

Received: Report from JK

Main points noted and discussed:

- Anything highlighted in green were new things added since the report was last presented.
- Chrissy to complete the application for the Infant Kite Mark. The Schools Sports Partnership felt PVIS should be able to get this.
- An error was highlighted on the first page of the action plan, "Stave" should read "Steve".
- A discussion was held around the large carry forward of the sports premium and how it was to be spend. This would be finalised in the budget setting discussions at the next meeting.
- CA felt children were being offered lots of opportunities but due to time constraints in the curriculum it is difficult to offer more opportunities and activities to spend the money. The calendar for the summer term was already full.
- CA made some suggestions for spending for the next academic year which included ongoing regular spends such as training for PE development, updating resources and enhancing sports day. However, CA also identified that staffing for enabling off-site PE could be a possible key priority for spending, particularly in light of future funding cuts.
- Governors were asked to view the document in OneNote and to look at the areas of suggested spend.

Action: CA to ask Chrissy to write a report to show how she plans to spend her allocation of the sports premium

31/17

Finance

a) SFVS

Received: SFVS from LH

Main points noted and discussed:

- Governors received the final copy of the SFVS questionnaire which LH had submitted to Audit for review.

b) Longwood's Photocopier contract renewal

Received: Photocopier renewal quotes and price comparisons

Main points noted and discussed:

- LH had reviewed the photocopiers at both sites. Longwood was due for renewal on the 1st April 2017, she also looked at quotes for the John King copier which was due for renewal in Nov 2017.
- LH recommended bringing both contracts into alignment and replacing copiers at both sites with new, faster machines. The existing rental for John King until November would still be liable at £107.19 per quarter (3 payments still remaining) however this would still give a saving of £40 a quarter based on the Konica Minolta quote (with the savings made on the cheaper per copy charges) with the following year savings being fully realised.
- LH had carried out a cost comparison of two years of invoiced copy volume and rental charges for the existing Sharp copier at Longwood, looking at how much the new machines would have cost and the savings which could have been made for the same volumes. The Konica Minolta Bizhub C458 was the preferred option due to it being a faster machine and only being slightly more expensive than the closest rival offered from KCS.
- Quotes from KCS, Konica Minolta, Clarity and Ricoh had been sought (3 and 5 years contracts) and compared. The quote from Konica Minolta for a 5 year contract showed a total savings per quarter of £147.97 from the costs of the current machine.
- LH proposed entering into a 5 year contract as the monthly rental is lower than a reduced term, e.g. 3 years, and the machine is covered for faults and replacement parts throughout the term of the lease.
- LH confirmed the Konica Minolta quote was part of a framework agreement, with the prices fixed for the full 5 years over the contract.
- Governors were happy that 3 quotes had been sought and fully compared for best value for money. They approved the recommendations made by LH to enter into a 5 year contract with Konica Minolta for rental of new Bizhub C458 machines at both sites and to pay off the remaining contract for the old machine at John King.

Action: LH to confirm with Konica Minolta that the quote was an operating lease (rental only) rather than a finance lease.

c) Living Wage

Received: Email from LH on 03/03/17

Main points noted and discussed:

- Last year governors had approved that support staff (Clerk to Governors, Midday Supervisors, Play Leaders and a School Business Assistant post at John King) would be paid the living wage where their hourly rate was less than £8.20. DCC Shared Services needed informing whether this will continue for 2017/18 by 17th March 2017 at the new rate of £8.45 per hour.
- LH confirmed that the budget spreadsheets used for financial forecasting had all current eligible staff on the new rate from April 2017.

- Governors ratified this approval, which had been made via email exchange (original email sent by LH dated 3rd March 2017 to all governors) prior to the meeting.

32/17 Personnel

a) Review of Clerk's job description, responsibilities, hours and remuneration.

Action: SDV to review the Clerks JD, responsibilities, hours and remuneration with JC

b) Terms of Reference for HT Pay Committee

It was clarified that a Terms of Reference document was needing to be drafted for the Pay Committee, rather than the HT Pay Committee.

33/17 Policy Review

a) IT Disaster Recovery Policy

Received: IT Disaster Recovery Policy

Main points noted and discussed:

- LH had made slight changes to the policy, mainly due to the change in the IT Technician service being provided by Derbyshire County Council rather than Frederick Gent School. The school's IT Technician had also reviewed the policy before submission for governor review.
- Governors approved this policy.

34/17 Governor Training

a) Feedback from recent training

- SM had attended the Introduction to Governance training which he fed back was very useful and informative.
- LH and CW confirmed they had attended Safer Recruitment training.
- CW and AU confirmed that had attended the Governor Strategic Briefing.

b) Training requirements

AU to attend introduction to governance and confirm 1 to 1 finance training with LH.

Action: JC to book AU onto Introduction to Governance training.

35/17 Governor visits into school

a) Feedback from Governor visits into school

- GM gave feedback from his visit relating to the “Outcomes for Children and Learners”. He confirmed he had booked in a date for looking at the “Quality of Teaching” and would feedback at the next meeting.
- MD gave feedback about her Safeguarding visit in school where she talked to the children about how safe they feel in school.
- CW carried out a visit to look at the monitoring systems which were in place to ensure the early years disadvantaged children are tracked more closely than non-disadvantaged children.

Action: MP to complete his outstanding visit looking at the sports premium funding.

36/17 Governing Body Impact and Effectiveness

a) Governors Competency Framework

It was decided that the “Governing Board Skills Audit” from the NGA would be completed by all governors instead of the previously circulated “Governing Body self-evaluation”.

Action: All governors to complete the NGA Governing Board Skills Audit and to send to SDV with the SVF.

Action: SDV and CW to collate the outcomes of the Governors Skills audit.

b) Optimum Governance Portfolio

Action: SDV and CW to look at the Optimum Governance Portfolio once the skills audit is completed.

Information had also been received about a program of professional development for school governors and clerks. It was agreed this would be applied for directly if anyone was interested.

c) Governing Body self-evaluation outcomes

To be brought to the next meeting.

37/17 Correspondence

None

38/17 Agenda items for next meeting

- Financial regulations for the TSA
- Pay Committee
- Governing body self-evaluation outcomes.

39/17 What have we achieved tonight that will make a difference to the children in this school?

- ?

40/17 Date and time of next meeting:

Monday 24th April 2017

The meeting closed at 9.25pm

Signed (Chair)

Date

PVIS Action list from the Governing Board Meeting 22/03/17		
Minute	Action	Person
75/16 (a)	SharePoint within office 365 be looked as a way of reviewing the minutes. Jayne to continue to still email out papers. JH to look at sharepoint and to let JC know how to do this. It has been confirmed that this could be a way forward. JH to be asked if he would give governors some training on how to use sharepoint. On-going	JH/JC
116/16	AV to amend the TS Financial Regulations document section K detailing who is responsible for inventories. On-going to bring to next meeting	AV/JP
137/16	SDV to send the document to governors of lessons learnt from AV. SDV to check with AV. On-going	SDV
2/17	LH to arrange for AU email to be set up and to arrange time for some 1 to 1 finance training. On-going	LH/AU
10/17	Terms of Reference to be draw up by governors for the Pay committee as well as appointing a chair. On-going	ALL LH.A
24/17(c)	MD to visit Longwood to do a similar investigation to talk to children and hear the children's voice around the subject of bullying.	MD all done.
30/17(b)	CA to ask Chrissy to write a summary of the plans she has had for PE this year.	CA for SI improvement

31/17(b)	LH to confirm with Konica Minolta that the quote was an operating lease (rental only) rather than a finance lease.	LH ✓ done.
32/17(a)	SDV to review the Clerks JD, responsibilities, hours and remuneration with JC.	SDV/JC ✓
34/17(b)	JC to book AU onto Introduction to Governance training.	JC 10 June ✓
35/17(a)	MP to complete his outstanding visit looking at the sports premium funding.	MP MP in school Wednesday 26th April
36/17(a)	All governors to complete the NGA Governing Board Skills Audit and to send to SDV with the SVF.	All
36/17(a)	SDV and CW to collate the outcomes of the Governors Skills audit.	SDV/CW
36/17(b)	SDV and CW to look at the Optimum Governance Portfolio once the skills audit is completed.	SDV/CW

Free