

# Pinxton Village Infant Schools Governing Board



Minutes of the meeting of the Governing Board of Pinxton Village Infant Schools held on Wednesday 23<sup>rd</sup> November 2016 at 6.00pm at John King site.

## **Membership**

'A' denotes absence

Caroline Wilson (Joint **Vice Chair** & Parent Governor LW)  
Mary Dooley (LA Governor)  
Sebrina de Veer (**Chair** & Co-opted Governor)  
Gavin Morris (Co-opted Governor) arrived at 19:00pm  
Jessica Knighton (Staff Governor)  
Matthew Peat (Co-opted Governor)  
A Jason Holmes (Parent Governor JK)

## **In attendance**

Jan Pierce (Headteacher & Ex-officio)  
Christine Avery (Associate Member)  
A Liz Hails (Associate Member)  
Jayne Cotton (Clerk to Governors)  
Shanes Miles (Potential Governor)

**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.**

## **134/16 Welcome and Apologies for Absence**

The Vice Chair welcomed governors to the meeting. 5 governors were in attendance so the meeting was quorate.

Apologies were received from GM who will be slightly late to the meeting, these were received and accepted.

LH and AV had also sent apologies for the meeting which were also accepted.

Shane Miles was in attendance as a potential governor. He was welcomed to the meeting and introductions were made.

## **135/16 Governing Body Membership**

### **Update on vacancies**

Shane Miles gave a brief overview of his skills and background. Working in IT at Eurocell in Somercotes. He has a daughter who has started school this year and a wife who is a Teacher and they live in South Normanton. Shane confirmed he would be able to accommodate some daytime school visits.

Governors unanimously voted Shane Miles as a co-opted governor for a term of 4 years with the expiry date of 22/11/20. Shane accepted this position. JC handed SM papers for the meeting along with registration forms to complete. SM was informed that he could view the governor induction pack on the school website.

**Action: SM to complete registration forms and return to JC and to bring his ID**

Governors noted that there were now 2 co-opted vacancies on the board. The parish council hadn't displayed the vacancy on their community notice board to date.

**Action: MD to chase to get the vacancies displayed on the parish council board.**

CW contacted the people who looked suitable from the inspiring governance website. However they had either found other positions or felt it was too far for them to travel.

**Action: CW to check for further suitable new applicants.**

### **136/16 Declarations of interest in any of the agenda items for this meeting/Confidentiality**

- CA, JP and JK declared an interest in agenda items 15.

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

### **137/16 Teaching School Alliance Update**

#### **a) Director's report (to include becoming a Director of EMTSG)**

**Received:** Report from JP

#### **Main points noted and discussed**

- There is a lot of strategic work going on at East Midlands level.
- A company has been formed (EMTS) which is detailed on p2 of the report.
- EMTS want representatives from each area, JP to be the Derbyshire representative director.
- Every region is being asked to form these kinds of companies to be able to handle regional finances.
- There is no financial liability to PVIS or Synergy, just JP for £1
- A discussion was held around JP current roles and capacity in relation to her duty of care. JP explained that there was no one else in the area with the capacity and that being a director would mean PVIS would be kept at the forefront of TS funding and developments.

Q- Are the other directors head teachers or teachers?

A- Some are directors of teaching schools but may not be head teachers.

Q-Who is in charge of the money which will come to this company?

A- The grants given will be restricted for specific purposes; the Directors will be responsible for this money and its allocation.

Q-Will the school directly benefit and if so how?

A-It keeps PVIS at the forefront of developments for grants being issued to

schools.

Q-How soon will it be before the funding is channelled down?

A-It should be this academic year.

Q-Would JP have a conflict of interest when grant to schools are being made?

A-yes, she would not be able to discuss those applications.

- It was agreed JP would update governors more at the next meeting.

Q-In June a risk management strategy was discussed to spread responsibility beyond JP and AV for the TS. Has this happened since JP and AV have been off sick?

A-Yes other partners have stepped up and filled these roles.

## **b) Update on TS activity**

**Received:** Verbal Report from JP

### **Main points noted and discussed:**

- Currently recruiting for 8 school direct students to be trained in 2017 in partnership with Derby University. 5 have applied with 2 being interviewed so far.
- 4 courses are being run which will have pre and post observation.
- Bespoke course for the individuals who are attending.
- One being a course covering being an outstanding TA.
- Spaces are being filled well with all being in profit.
- <http://www.synergytsa.com/> details all course being run.
- R&D have carried out a phonics research project. It looks at 10 keys to outstanding practice and how long sessions should be. These will be trialled within schools; Synergy TS may use this to run a course. It was agreed that the results of this research would be put onto the website but only made accessible to members.
- Appointed 6 new specialist leaders of education.
- 2 of the HT in the alliance have been nominated for local leaders of education (LLE) and are waiting to hear the outcome. The alliance also has some new National leaders of education (NLE).

Q-Are all schools in the immediate local area receiving support from Synergy TS?

A-Yes all 4 schools in the village are in the alliance 2/4 in South Normanton are in the alliance, there is however one school in South Normanton not in an alliance.

- Synergy TS were audited on Monday by Lynn Phiss who spent the morning with AV and JP. Her feedback was positive and she didn't find anything she was concerned about.

- AV produced a lessons learnt document looking at what could be done differently if we could do it again. SDV to send a snippet out with a few questions about what governors could have done better.

Action: SDV to send the document to governors of lessons learnt from AV

138/16

## Minutes of the Governing Board meeting held on Thursday 20<sup>th</sup> October 2016

### a) Amendments & Acceptance of Minutes

The minutes of the Governing Board meeting held on 20<sup>th</sup> October 2016 had been circulated to governors prior to the meeting and were approved as a true and accurate record with no amendments raised.

### b) Matters arising from the Minutes

<b>PVIS Action list from the Governing Board Meeting 20/10/16</b>		
<b>Minute</b>	<b>Action</b>	<b>Person</b>
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 regarding access and change the email to the school chair of governor email address. Just waiting for payment, CW to chase LH- <b>On-going</b>	CW
72/16 (a)	JC to put a governor application pack together. Discussion regarding hard copies of governor induction pack. Agreed to have PDF blank version with no contact details in which would go on website. JC to do this and sent to LH for uploading. To also look into a copy being on one note for governors to access once on the board. LH to set up governor emails so they can access one note, and to look into sharepoint. It was agreed for audit governors would still need to sign to say they have received access to the induction pack or any changes made to it. LH to put onto sharepoint during half term. <b>Completed</b>	JC /LH
75/16 (a)	SharePoint within office 365 be looked as a way of reviewing the minutes. Jayne to continue to still email out papers. <b>On-going</b>	LH
76/16	JP to make changes as discussed to Safeguarding Audit and sent to LA. <b>Completed</b>	JP
77/16(c)	CW to look into her files and send information on this alternative to the data dashboard. <b>On-going</b>	CW
79/16	JP to give feedback on academisation at the next FGB meeting in September. <b>Completed</b>	JP
82/16 (b)	JP to bring self-evaluation and outcomes to the autumn	JP

	meeting so results can be compared with the national data. To be brought to the next SI meeting. <b>Completed</b>	
99/16	JC to ensure absent governors complete a form and to collate the information for governors pecuniary and personal Interest and send to LH to be uploaded onto the school website. MD to give her form to LH. <b>Completed</b>	JC
102/16	MP to go on the performance management training, JC to let MP know the new training dates once they are published. SDV and CW to give MP copies of any literature they have from the course they attended. No longer required as the chair can be on the performance management sub group. <b>Completed</b>	JC/SDV/CW
102/16	CW to attend meeting on 11/10/16 to meet Adrian ongoing CW emailed and will meet after half term. <b>Completed</b>	CW
114/16	SDV and JP to set up a meeting with parent interested in being a governor after half term to inform them more about the role. <b>Completed</b>	SDV/JP
114/16	MD to arrange for the governor vacancy advert to be put on the parish notice board. <b>On-going</b>	MD
116c/16	AV to amend the TS Financial Regulations document section K detailing who is responsible for inventories. <b>On-going</b>	AV
116f/16	SDV, LH and AV to meet to put together a budget format for the TS. Meeting was held, draft to be completed by end of term for review by AV and will be used for RM meeting in Feb. <b>Completed</b>	SDV/LH/AV
118/16	LH to replace the wording in the Terms of Reference document from "body" to "board". <b>Completed</b>	JC
118/16	JC to replace the wording in the Code of Practice document from "body" to "board". <b>Completed</b>	JC
119/16	CA to send next 2 sections regarding Safeguarding to the next meeting. Last section to be sent for Feb meeting. <b>On-going</b>	CA
120/16	CA to bring the pupil premium strategy document to the next meeting. <b>Completed</b>	CA
123/16	LH to provide SDV with a copy of the electrical report. <b>Completed</b>	LH
124/16	LH to bring an update on the audit actions to the next meeting. Update will be given in Feb meeting. <b>Completed</b>	LH
125a & b /16	JH to email LH typing errors to be amended in the policies. <b>On-going</b>	JH
125c/16	LH to amend the Teachers Pay document to include the schools name. <b>Completed</b>	LH
125d/16	LH to check if there is a DCC capability policy. No specific policy although it is dealt with within the teachers appraisal	LH

	policy. There is a LA general staff capability policy with is currently being adapted for schools (no release date yet). CA has copy. Governors happy with this. There is a LA process for teachers covered in the teacher's appraisal policy. <b>Completed</b>	
125d/16	CA to amend the reference from "body" to "board" within the Support Staff Performance policy. <b>Completed</b>	CA
129/16	SDV and JH to make a date with LH regarding Health and Safety. <b>Completed</b>	SDV/JH
129/16	Governors to make arrangements for visits within their allocated area before the next meeting. <b>On-going</b>	ALL
129/16	MP to arrange with CA regarding the RAM visit into school. This will be happening in the new year. <b>Completed</b>	MP/CA

139/16

## Safeguarding

### a) JK feedback from DSP briefing

**Received:** verbal report for JK

#### **Main points noted and discussed:**

- The designated lead training for safeguarding was attended. The key message was around outcomes for disadvantaged children.
- Confident that PVIS are doing everything discussed and raised.
- Governors were reminded to complete and bring in certificates for the prevent online training module if they hadn't already done so.
- Children missing in education was discussed. It was noted that one indicator of a child at risk of abuse might just be that the child isn't coming to school.
- Advised to meet with link governors regularly to look at the action plan.
- Reminded to make sure schools demonstrate safeguarding issues in school curriculum. Governors agreed PVIS do a lot to cover this and have some very robust systems in place.
- NSPCC speak out stay safe service, JK looked into this for an assembly. The Junior school has already carried this out.
- Safeguarding is a key area for Ofsted and schools have gone from outstanding to special measures just on safeguarding.
- Debbie Peacock had sent information out regarding the kind of questions Ofsted will ask, she is also doing website checks of schools who will be inspected soon.
- Safeguarding shouldn't be more than 2 clicks in on the websites.

Q- How closely do PVIS work with starting point?

A- They are only contacted if PVIS has a safeguarding issue.

## b) Keeping Children Safe in Education-Part 3

**Received:** Keeping Children Safe in Education-Part 3 document

### **Main points noted and discussed:**

- This looks at safer recruitment.

Q- How long does it take to get a DBS check?

A- Some members of staff have theirs carried out before they start. Volunteers are slightly different and they can come into school for a month before they meet requirements for a check. It can be between 24-48 hours once check has been sent and documents have been viewed.

Q- Do we know when anyone coming into the school from the LA have had DBS checks?

A- If they have a purple badge it is assumed that they have Derbyshire County Council completed checks. If however someone is working in school i.e. on the toilets, children are not allowed to go into that area alone.

**GM arrived at 19:00pm**

## 140/16 School Improvement

### a) HT report and school improvement plan 16/17

**Received:** HT report

### **Main points noted and discussed:**

- CW asked JP to put some data at the beginning of the report, governors agreed they found this useful.
- The data is provisional from school rather than what is on raise online.
- Longwood data is the best it has been.
- All subject leaders are now fully up to date with their action plans
- The development of the link between TSA and school is being looked at. JK is going to attend alliance meetings. Trying to involve AV in the life of the school, to be included a bit more. CA, JP and JK have set leadership meetings and once a term AV is to attend these so she feels more part of the school.
- Governors asked for a report of the impact of the "Talk for Writing" training. It was clarified that Adrian Baldwick will be writing a report about the talk for writing training.

Q- How many play leaders are left

A- There is one, however PVIS is advertising at the moment and someone is covering the vacant role.
- Maths in action has been completed at John King, there is one outstanding to occur at Longwood.
- These sessions have been well attended by parents and have been positive.
- CA gave an update on school life
- Attendance looked positive.



- CA is sharing classes with the best attendance on social media on a weekly basis. The aim is to celebrate the positives to try and get message to parents about being positive about attendance.
- CA and JP took part in a review commissioned by the Department of Education called Effective Primary Teaching. They produced a report which PVIS are in (named directly within the document) under the section on page 25, 2c Developing subject teaching.
- GM emailed this document to governors during the meeting.

### **Review of data: Inspection Dashboard & RAISE online**

**Received:** papers from JP

#### **Main points noted and discussed:**

- Governors advised to start with this data on the dashboard and only if there are issues to delve into raise online.
- Due to this information coming out so late it can be irrelevant. I.e. by the time information is published these children are at junior school and no longer at PVIS.

### **b) Review of School Vision**

**Received:** Verbal report from JP

#### **Main points noted and discussed:**

- The current school vision was written in 2010 and made under the PVIS structure. Now the Synergy TS is part of the structure JP felt the vision needed updating. CA JK and JP have worked on this and have consulted with the wider staff team and have compiled the following:

“Our vision is to grow to share and to develop by improving outcomes for all through collaboration, for pupils in schools this means:

Provide a welcoming bright and homely environment where our children can all confidently explore and develop in a safe and secure place.

Value and respect independence by creating a love of learning where our children can learn to blossom and grow to be confident and positive thinkers in later life.

Individualise our children through child centred and creative learning opportunities whilst encouraging a sense of belonging and community.

Support the children to develop the skills for life to enable them to become happy, successful citizens who grow to be lifelong learners”

- Governors were asked to consider this amendment and to give their input and feedback at the next SI meeting.
- Parents would then be consulted.
- The vision would be for use next year.



**Received:** verbal report JP

**Main points noted and discussed:**

- JP and CA have attended meetings regarding academisation.
- Some schools in South Normanton are working together through a memorandum of understanding. That is as far as they want to go with academy conversion.
- There have been concerns regarding this collaboration due to it fragmenting the schools in that area.
- No other major developments.

**142/16 SEN&D update**

**Received:** Verbal report from CA

**Main points noted and discussed:**

- There are 11 children with specific special education needs (SEN), mostly speech and language (autistic) and developmental delay.
- At LW there are 5 children identified as SEN, 4 being in the reception cohort. One has a diagnosis of autism, two have developmental delay and one is being allowed to settle into school, due to significant issues identified at nursery, before being assessed.
- Staff were trained in the summer on “Talk Boost Intervention”. 4 children at JK were identified to take part having daily intervention with a TA. In terms of progress all have significantly developed their speech and communications skills. After Christmas another 4 children will be worked with at LW. Jo has been doing small group work with year 2’s. It has been very positive with the children’s language developing significantly, especially with literacy.
- 4 members of staff are involved with Talk Boost Intervention.

Q- Are there any other intervention being looked at other than speaking and language needs?

A- yes lots of other interventions such as the work of the movement coach, positive play and specific learning interventions led by teachers as well as TA’s

Q- What interventions are being put in place for the children with autism?

A- Both children are able to cope in society, one is very high end academically with reading, writing, maths etc. the other child isn’t academic and gets support with their academic needs like any other child would. Both respond well to the structured environment of school and routine and are well catered for within school at the moment.

**143/16 FRW Update**

**a) Family Resource Worker end of first year report**

**Received:** Report from Family Resource Worker

**Main points noted and discussed:**

- Governors thanked Rachel for this report.
- Governors were happy with the report and the info included in it

- All agreed the report gave a good overview of what she is involved with and what she does.

## 144/16 Self Evaluation and Ofsted Update

### a. Updated Self Evaluation and Outcomes summary

**Received:** Verbal report from JP

**Main points noted and discussed:**

- Quality of reports and the level of information were noted by governors.
- Layout has changed but not the content.
- Evidence based information to be added.

**Action: JP to bring self evaluation and outcomes summary to the next SI meeting to include evidence base information.**

### b. Feedback from Ofsted Briefing

**Received:** Verbal report from JP

**Main points noted and discussed:**

- CA and JP attended an update.
- Ofsted want to see as many governors as possible during their visit and want to see training governors have attended and how they improve their knowledge and skills.
- East Midland priorities were discussed i.e. disadvantaged poor backgrounds etc.
- Schools classing themselves as outstanding would have a 2 day inspection.
- New terminology is now “Diminishing the difference” instead of “closing the gap”.

## 145/16 Pupil Premium Update & Sports Premium

### a) Pupil Premium strategy

**Received:** Report from CA

**Main points noted and discussed:**

- The new requirement is that schools need a pupil premium strategy which CA has sent out.
- It was agreed that in some places the strategy needed to be more specific, using Ofsted terminology and including good news. To also ensure year one data is included as well as year two and reception.
- Front page summarises year 2 data, it was suggested to also include reception and year 1 data.
- The data shows that these children are making a progress they are diminishing the difference and catching up with their peers.
- Percentages on raise online show PVIS are broadly in line with national

averages in terms of achievements.

- The strategy is a picture of what school is doing rather than a breakdown of how the budget is being spent. It is difficult to breakdown the budget, even though it is ring fenced for benefitting pupil premium children, other children do benefit due to the activities carried out.

## **b) Sports Premium report**

**Received:** Report from JK

### **Main points noted and discussed:**

- Updates were highlighted in yellow.
- Dance festival was attended with a further one due in March.
- SEN&D children are encouraged to take part in Boccia and more able bodied children to take part in dance.
- Nottingham Forest planned to come in for football training. Cricket training also booked for year 1.
- Once play leader is recruited there will be 5 hours of training for them.

Q- Have school been contacted by the local taekwondo teachers?

A- They did contact PVIS at the beginning of the year.

Q- Why is PVIS paying for renewing gym equip at the PASS centre?

A- This is a contribution towards this equipment because JK use it.

Q- What are the theme days with a spend of £3500 in spring 2017?

A- This includes various ACES (all children exercising simultaneously)

## **146/16 Website review**

Is PVIS Ofsted ready, in terms of what is displayed on the website?

JH was going to be asked to look at this, however in his absence SM was asked if he would do this.

**Action: SM to look up what Ofsted require and to review PVIS website and feedback to the next meeting.**

## **147/16 Finance**

### **a) School Fund 15/16 audit certificates**

**Received :** Papers from LH

- Governors noted that the school audit was okay.

## **148/16 Personnel**

See confidential minutes for a summary of the discussions held under this agenda item.

**a) Anti-bullying Policy**

Q- Have there been any bullying instances?

A- None reported at present.

Governors **approved** this policy.

**b) Attendance Policy**

- The updated changes were welcomed.
- Could the information regarding stickers for attendance go into the newsletter?

Governors **approved** this policy.

**c) Capability of Staff Policy**

- This is covered in the Teacher Appraisal Policy from the LA.
- At the moment the LA say if a teacher isn't being affective as a teachers there are strict steps to go through, but there isn't a capability policy for non-teaching staff.
- Governors agreed they had performance management processes which would be sufficient for now but they would keep up to date on the LA developing a capability policy.
- It was highlighted that quality assurance reports as mentioned on p12 of the Teachers Appraisal Policy (D F G H J K) would be useful for governors to receive. JP and CA confirmed that this information is in existence but through various relevant reports which comes to the board at different times.

Q- Where is the evidence that teachers have hit targets to get pay increases?

A- JP has this information in her reviews/appraisals which are confidential; the teachers have to bring evidence to these reviews with JP.

**d) Child Protection and Safeguarding Policy.**

Governors **approved** this policy.

**e) PVIS publication scheme policy**

Governors **approved** this policy.

**f) Special education needs policy**

Governors **approved** this policy.

**g) Effective feedback and Marking Policy**

- This has been adapted over the years and reflects practice, making marketing manageable, motivational and meaningful.
- To be filed on a regular basis, more marking is carried out with children including oral feedback.

Q- How is the new teacher being supported?

A- She has had opportunities to shadow other teachers and supported by other staff.

Governors **approved** this policy.

#### **h) Assessment and monitoring policy**

Governors **approved** this policy.

### **150/16 Governor Training**

#### **a) Feedback from recent training**

- CW attended the Welcome to Charing course which was very useful.
- MP attended a 5 day safeguarding course from his other role.

#### **b) Training requirements**

It was agreed that SDV will be SM buddy.

**Action: JC to arrange for SM to go on the next Welcome to Governance course and to email governors the new training programme.**

### **151/16 Governor visits into school**

#### **Main points noted and discussed:**

- SDV has completed 2 visits and has carried out the Health and Safety walk around with JH.
- MP has booked his visit into school for 24/11/16.
- MD to arrange hers.
- CW to do arrange her visit before Christmas.
- GM to arrange his before Christmas.
- CW, SDV and MP to attend the new intake parents meeting on 24/11/16 to represent the governors.

### **152/16 Correspondence**

None

**153/16 Agenda Items for next meeting**

- Health and Safety
- SFVS
- Keeping Children Safe in Education Part 4
- Use of office 365 for One note sharing of minutes

**154/16 What have we achieved tonight that will make a difference to the children in this school?**

- Reviewed and approved lots of policies.
- Recruited and co-opted a governor onto the board.
- Received a positive update on Synergy TS progress with research and development projects and CPD course to benefit all teachers in the immediate and growing alliance.
- Positive update on children and SEN&D children and improvements they are making through projects such as talk boost intervention.

**155/16 Date and time of next meeting:**

**Resource Management 9<sup>th</sup> February 2017 6pm at John King site.**

**The meeting closed at 21:20pm**

Signed

(Chair)

Date

<b>PVIS Action list from the Governing Board Meeting 23/11/16</b>		
<b>Minute</b>	<b>Action</b>	<b>Person</b>
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119/16	CA to send next 2 sections regarding Safeguarding to the next meeting. Last section to be sent for Feb meeting. <b>On-going</b>	CA
125a & b /16	JH to email LH typing errors to be amended in the policies. <b>On-going</b>	JH
129/16	Governors to make arrangements for visits within their allocated area before the next meeting. <b>On-going</b>	ALL
135/16	SM to complete registration forms and return to JC and to bring his ID documents to the next meeting	SM/JC
135/16	MD to chase to get the vacancies displayed on the parish council board.	MD
135/16	CW to check for further suitable new applicants on the inspiring governance website.	CW
137/16	SDV to send the document to governors of lessons learnt from AV.	SDV
144/16	JP to bring self evaluation and outcomes summary to the next SI meeting to include evidence base information.	JP
146/16	SM to look up what Ofsted require and to review PVIS website and feedback to the next meeting.	SM
150/16	JC to arrange for SM to go on the next Welcome to Governance course and to email governors the new training programme.	JC