

**Aire View Infant School Governing Body
Meeting to be held at 7.00pm on Tuesday 27 September 2016**

Meeting commenced at 7.08pm

Present: Vicky Bottomley (Head), Ellena Cohen (Chair), Georges Droogmans, Theresa O'Connor, Jane Ogston, Alison Teasdale, Lynda Whitton, Steve Wilkinson

In Attendance: Catherine Pratt (Clerk)

The Chair Welcomed all to the meeting.

Item		Action
01/16	<p>Apologies for absence and their acceptance</p> <p>Apologies were received and accepted for Melissa Whitley. The absence of Lesley Pickard and Keith Moran was noted. The Chair provided an explanation regarding this under item 06/16. The absence of Ruth Crompton was noted without apology.</p>	
02/16	<p>Election of Chair and Vice-Chair 2016/2017 and confirmation of term of office</p> <p><u>Chair</u> - The Governing Body (GB) agreed that the Chair should be elected for a period of 1 year, until the first meeting in academic year 2017-18.</p> <p>The Clerk said that she had received one nomination for Ellena Cohen to be elected Chair for 2016-17. She requested any further nominations; none was forthcoming. Ellena Cohen confirmed that she would be willing to serve as Chair.</p> <p>[<i>Ellena Cohen withdrew from the meeting</i>]</p> <p>➤ Proposal: that Ellena Cohen be elected Chair for 2016-17</p> <p>Votes for: 7 Votes against: 0 Abstentions: 0 Carried unanimously</p> <p>[<i>Ellena Cohen re-joined the meeting and took the Chair</i>]</p> <p><u>Vice Chair</u> - The Governing Body (GB) agreed that the Vice Chair should be elected for a period of 1 year, until the first meeting in academic year 2017-18.</p> <p>The Clerk received a nomination for Steve Wilkinson to be elected Vice Chair for 2016-17. She requested any further nominations; none was forthcoming. Steve Wilkinson confirmed that he would be willing to serve as Vice Chair.</p>	

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	[Steve Wilkinson withdrew from the meeting]	
	<p>Proposal: that Steve Wilkinson be elected Vice Chair for 2016-17 Votes for: 7 Votes against: 0 Abstentions: 0 Carried unanimously</p> <p>[Steve Wilkinson re-joined the meeting and was informed of the outcome of the vote.]</p>	
03/16	<p>Declarations of interest for items on this agenda</p> <p>There were no declarations of pecuniary interest for items on this agenda.</p>	
04/16	<p>Declarations of Pecuniary Interest 2016/2017 – (form attached please complete and bring to the meeting)</p> <p>It was noted that all Governors in attendance completed the declarations of pecuniary interest. These were passed to the Chair for filing in school.</p> <p>Action: It was noted that any Governor absent was required to complete the form and drop into school as soon as possible.</p>	RC/ MW
05/16	<p>Notification of Any Other Business and requests for order variations</p> <p>There were no requests for order variation or any other business.</p>	
06/16	<p>Preparation for 2016-17</p> <p>The Chair introduced this item by reminding all Governors that the GB should not only be looking at the preparation for this year but also the forthcoming merger of the school with Hothfield Junior School.</p> <p>The Chair requested all Governors to consider if they wanted to continue as part of the Governing Body after the merger.</p> <p>The Chair noted that she had received resignations from Lesley Pickard and Keith Moran. Lesley had stated that she could not continue due to personal reasons but would continue her commitment to the school in her role as TA. Keith had stated that he was stepping down due to his increasing work commitments.</p> <p>The Chair stated that she had also received notice of intended resignation from the Vice-Chair, Steve Wilkinson and this would be with effect from September 2017. The Chair noted that Steve had been a Governor for 5 years, was a great asset to the Governing Body and would be missed. The Chair thanked Steve for the long notice period he had given which would enable the GB to organise a succession plan.</p>	

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	<p>The key reasons for Steve’s resignation were due to the significant work load required of Governors and the unbalanced distribution of tasks. It was noted that perhaps the GB are carrying out activities that would be better placed elsewhere. An example of this was the allocation of Policies to named Governors. The Chair stated that she had sought advice from the Clerk regarding this. The Clerk had stated that, from her experience with other schools, the school held the ownership for updating policies. The responsibility for the Governor is to ensure the review/update is completed. It was noted that it is important for staff to own the policies and will also reduce the work the GB are doing at home.</p> <p>A key aim is to ensure that the Governing Body remain focused and engaged in the future.</p> <p>It was noted that there should also be a slight reduction in workload as the schools combine and merge their policies.</p> <p>It was also noted that if process is removed from policy then amendments would be required less frequently.</p> <p>It was also noted that there is duplication of reporting. For example information is provided in the Heads report, the SIP, the minutes of committees etc. Removing duplication will result in reducing the burden for staff and Governors.</p> <p>Agreed Actions: Clerk to email list of statutory policies to JO/EC EC/JO/VB to review the Work Plan. VB/SW/EC to review the duplication of reporting before the next FGB.</p>	<p>Clerk EC/JO/VB VB/SW/EC</p>
	<ul style="list-style-type: none"> • Review committee structure and Terms of Reference <i>Papers: Terms of Reference for the Resource Committee and PPW Committee – Distributed with the agenda.</i> <p>The Clerk queried if all Governors are happy with the current structure of the Committees? i.e. 2 committees – Resources & PPW with additional Committees where required i.e. Pay, Disciplinary, Grievance etc.</p> <p>The Governors unanimously confirmed that they were happy with this current structure of committees.</p> <p><u>Terms of Reference</u></p> <p><u>Resources</u> – The resources committee had met on the 26th September and had agreed amendments to the Terms of Reference. This included the number of day’s turnaround for the minutes from 7 to 21 days. This is in line with the SGS SLA. (School Governors Service, Service Level Agreement). It was requested</p>	

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that the clerk provide a summary of actions from the meeting within 7 days of the meeting. It was hoped that this would minimize the number of deferred actions between meetings.
The Chair of the Resource Committee reported on the additional amendments that had been agreed.

The Resources TOR was approved in principle.

PPW - It was agreed that the PPW Committee should similarly review their Terms of Reference.

It was noted that the TOR's should be reviewed again at the next FGB to ensure any comments from the PPW committee review could be incorporated into the Resource Committee TOR's.

Agreed Actions:

Next PPW Committee meeting to review TOR

Next FGB Meeting to approve both TOR's.

**PPW
FGB**

• Appoint Committee Members and Named Governors

The following committee members were approved:

PPW	Resources
Ellena Cohen	Jane Ogston
Steve Wilkinson	Alison Teasdale
Theresa O'Connor	Melissa Whitley
Vicky Bottomley	Vicky Bottomley
Georges Droogmans	
Ruth Crompton	

It was noted that there are currently vacancies for a Staff Governor and a Co-Opted Governor.

It was proposed that as Jane Ogston' Term of Office is ending in January, she be appointed as a Co-Opted Governor and a new Parent Governor be advertised.

Proposed: Steve Wilkinson

Seconded: Ellena Cohen

The Governing Body Unanimously approved the appointment of Jane Ogston as a Co-opted Governor.

Agreed Actions:

JO to resign as Parent Governor

Clerk to send VB Guidance re: parental elections

VB to organise a Parental election and a Staff Governor election

**JO
Clerk
VB
Chair**

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	<p>Chair to meet with nominees to explain the role of a Governor and the expectations.</p> <p>The following named Governors were agreed:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">Named Governor</th> <th style="width: 35%; text-align: center;">Staff Contact</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>Steve Wilkinson</td> <td>VB</td> </tr> <tr> <td>SEND</td> <td>Ruth Crompton</td> <td>Wendy Sealey</td> </tr> <tr> <td>PPP</td> <td>Georges Droogmans</td> <td>Theresa O'Connor</td> </tr> <tr> <td>H&S</td> <td>Alison Teasdale</td> <td>Paul Collins</td> </tr> </tbody> </table> <p>It was noted that succession planning would be needed for the Safeguarding Named Governor.</p> <p>The Chair thanked all the Governors for their continued commitment to these roles.</p> <p>The Chair noted that the Head Teachers Performance Management Committee meeting was set for Friday 4th November at 4 pm. The Governors attending this would be Georges Droogmans and Ellena Cohen.</p> <p>It was noted that the Pay Committee would consist of Georges Droogmans, Ellena Cohen and Jane Ogston.</p> <p>It was noted that the Joint Committee was reducing in number. Sam Healey had resigned and Steve Wilkinson would be reducing and withdrawing from the Joint Committee although he had committed to complete the work he had been assigned.</p>		Named Governor	Staff Contact	Safeguarding	Steve Wilkinson	VB	SEND	Ruth Crompton	Wendy Sealey	PPP	Georges Droogmans	Theresa O'Connor	H&S	Alison Teasdale	Paul Collins	
	Named Governor	Staff Contact															
Safeguarding	Steve Wilkinson	VB															
SEND	Ruth Crompton	Wendy Sealey															
PPP	Georges Droogmans	Theresa O'Connor															
H&S	Alison Teasdale	Paul Collins															
	<ul style="list-style-type: none"> • Policy List and Work Plan <p>It was noted that the work plan is being reviewed and revised. Actions were agreed as detailed above.</p>																
	<ul style="list-style-type: none"> • Code of Conduct for the Governing Body <p>All Governors present signed up to the NGA code of conduct. The Signed copy is held with the school.</p> <p>Action: All absent Governors to sign up to the code of conduct at the next FGB</p>	RC/MW															
	<ul style="list-style-type: none"> • Information to be published on-line <p><i>Paper: Template of information required distributed with the agenda.</i></p> <p>It was noted that all Governors were required to provide details as per the template attached to the agenda. It was noted that the information required also</p>																

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	included information to be published on the DfE website.	
	Action: All Governors to forward their details to Theresa O'Connor for updating the website. Clerk to provide details of attendance from last year	All Clerk
	<ul style="list-style-type: none"> Skills Audit <i>Paper: Skills Audit – Distributed with the agenda.</i> <p>It was noted that the majority of Governors had completed the skills audit for the Joint Committee and a matrix had been completed by Matthew Clayton-Stead of Hothfield Junior School.</p> <p>Action: Lynda Whitton to collate all additional skills audits and liaise with Matthew Clayton-Stead to finalise the matrix. All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion.</p>	LW All
07/16	<p>Minutes of previous meeting of 5 July 2016 <i>Paper: Minutes of FGB Meeting of 5 July 2016 – Distributed with the agenda.</i></p> <p>The Chair queried if all Governors had received and read the minutes? All Governors confirmed they had. It was queried if there were any comments regarding the minutes. The following amendments were noted:</p> <p>Page 13 – Item 106/15 g. the action stating “SW to provide policy for review” should be removed. It was noted that a reference to the DfE document “Keeping Children Safe In Education” should be included. It was suggested that it would be beneficial to organise a safer recruitment training session at the school for staff and Governors. It was agreed the invitation could be extended to other school in the 2VLC.</p> <p>It was agreed that with the amendments as detailed above, the Minutes were a true record of the meeting. The Chair signed on behalf of the Governing Body.</p> <p>Action: Clerk to provide a sign off sheet for Governors to sign at the next FGB to confirm they have read the Keeping Children Safe In Education document. Clerk to include an agenda item on Keeping Children Safe in Education at the next FGB SW to Liaise with Pact HR re: Safer Recruitment training. Clerk to send amended minutes to VB & TO’C.</p>	Clerk Clerk SW Clerk
08/16	<p>Matters Arising not elsewhere on the Agenda <i>Paper: Minutes of FGB Meeting of 5 July 2016 – Distributed with the agenda.</i></p>	

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<p>The summary of actions from the previous minutes was reviewed to identify any matters arising. The following is a summary of the discussions held:</p> <p>98/15 KM to complete a Governor visit and provide a report. It was noted that KM had now resigned as a Governor so was agreed to remove this action.</p> <p>98/15 Chair to Speak to Hothfield regarding an external review of Governance. The Chair stated that she had completed this action. The advice from Hothfield's Chair was that a self review should be sufficient at this stage, especially in the light of the positive inspection from Ofsted.</p> <p>98/15 NGA Skills Audits to be completed. It was noted that this action is captured elsewhere and has been completed by the majority of the Governors.</p> <p>98/15 Chair to complete prevent training. – This item is outstanding</p> <p>98/15 RC to hand in certificate of completion for Prevent training to the school for filing. - This item is outstanding.</p> <p>101/15 Clerk to include wrap around child care as a standing agenda item. It was agreed that this item did not need to be a standing agenda.</p> <p>101/15 Head to organize a meeting to explain the change in requirements of wrap around care. Invites to be sent to local childcare providers and Hothfield. The Head confirmed that she had completed this action and would report under item 12/16.</p> <p>102/15 d) - AT to forward financial guidance notes from Governor Area Briefing to JO and PS. AT confirmed that she had completed this action.</p> <p>104/15 Chair to respond to Nina Mewse re: PA areas. The Chair confirmed that she had completed this action and would report under item 13/16.</p> <p>105/15 KM to provide a report on the monitoring visit on Dads Day. It was agreed to close out this action as KM had resigned as a Governor.</p> <p>106/15 a) - Head to provide Data Protection policy for review at first FGB of 2016-17 – See Item 18/16</p> <p>106/15 c) - TO'C to provide the admissions & Nursery admissions policy for review at the first FGB of 2016-17 – See Item 18/16</p> <p>106/15 d) KM to provide the complaints policy for review at the first FGB of 2016-17 – See item 18/16.</p> <p>106/15 e) The Head & LP to provide the attendance policy and targets for review at the first FGB of 2016-17 – See Item 18/16 for the policy. The Head stated that the targets were outstanding but would be addressed under item 09/16.</p> <p>106/15 f) TO'C to provide EYFS policy for review at the first FGB of 2016-17 – See item 18/16.</p> <p>106/15 g) SW to provide the Safer Working Practices policy for review at the first PPW of 2016-17. It was confirmed that this action has been captured in the PPW agenda.</p> <p>106/15 Clerk to include an item on the next agenda to review the updated policy plan. It was noted that this action had been completed.</p> <p>107/15 GD to prepare Pupil Premium Policy for review. It was noted that this would be covered in PPW.</p>	<p>Chair</p> <p>RC</p>
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	<p>107/15 Chair to provide GB code of Conduct for review. This action has been completed.</p> <p>107/15 JO to provide Pay Policy for review at Resources Committee. JO confirmed that this action had been completed and had been brought to the GB for ratification.</p> <p>107/15 SW to provide safeguarding policy for review at next PPW meeting. It was confirmed that this action had been completed.</p> <p>110/15 a) Clerk to review the TOR's for the committees and report back at next agenda. It was confirmed that feedback had been given under item 06/16.</p> <p>110/15 b) Clerk to email all Governors requesting volunteers for the resource committee. The Clerk confirmed she had done this but received no volunteers.</p> <p>110/15 c) Clerk to email all Governors to request volunteers for a safeguarding named Governor and to add to the agenda for the first FGB in 2016-17. The Clerk confirmed she had done this but received no volunteers.</p> <p>110/15 e) Clerk to produce a draft schedule of meeting dates for 2016-17. The Clerk confirmed this action had been completed.</p> <p>There were no further matters arising. <i>The GB requested a brief recess at 20:20, the meeting recommenced at 20:30</i></p>	
<p>09/16</p>	<p>Review SIP for 2015/16 and set priorities for 2016/17 <i>Papers: SIP 2015/16 & Draft SIP 2016/17 – Distributed with the agenda.</i></p> <p>The Chair noted that this item was deferred from the previous meeting. It was noted that the Raise Online data was not available yet and the SIP would be reviewed again when these were available.</p> <p><u>Review of SIP 2015/16</u></p> <p>It was queried if the school had achieved the 2015/16 targets? The Head stated that she was happy with the achievements in relation to the targets. It was noted that due to the changes in assessments a comparison with data from previous years was difficult. In summary:</p> <ol style="list-style-type: none"> 1. It was noted that the first target was to <i>improve attendance</i> - It was noted that the attendance figures for 2015/16 were 96%; the National Average was 96.1%. It was proposed that the target for 2016/17 should be 96.1%. 2. It was noted that the second target to <i>continue to improve outcomes for Boys in literacy</i> had been achieved and the gap had been reduced. 3. It was noted that the third target to <i>maintain aspirational targets for proportion of pupils who are prepared for the next stage of learning</i> had been achieved in part. TO'C noted that the GLD for EYFS had increased to 78%. The target last year was an aspirational 82%. 4. It was noted that the fourth target to <i>reduce the variability between reading & writing</i> had not been achieved. It was agreed that the results were moving in the right direction. 	

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	<p>5. It was noted that the fifth target to close the in-school gap between Pupil Premium and Non-Pupil Premium Pupils. (In reading writing and maths) had been partially achieved. It was noted that the widest gap was in reading.</p> <p>In summary the key aspect affecting all targets is the progress of disadvantaged pupils. The school will continue to focus on these priorities in the forthcoming year.</p> <p><u>Review of SIP for 2016/17</u></p> <p>It was noted that the draft SIP for 2016/17 would be reviewed in depth at the next PPW meeting.</p> <p>It was agreed that the targets should be a continuation of the previous years SIP and would be in line with the priorities from the recent Ofsted inspection.</p> <p>It was queried if in the “to note” section there were actually no Pupil Premium Pupils in the Reception classes? Might there be some families who are eligible, but not claiming?</p> <p>TO’C confirmed that they had actively asked all parents but were still trying to identify families that may be eligible.</p>	
<p>10/16</p>	<p>Set Governing Body Objectives for the coming year</p> <p>It was agreed that this item should be deferred until the self review had been carried out.</p> <p>The GB agreed to carryout a workshop to carryout the Self Review and set the Objectives for the coming year.</p> <p>It was agreed that this would enable all Governors to share the workload and ownership.</p> <p>Workshop was scheduled for 3rd November 2016 at 7:30pm at Aire View.</p> <p>Action: EC/SW to identify the format and distribute by 20th October 2016. All Governors to complete the work detailed by EC/SW prior to the meeting.</p>	<p>EC/SW All</p>
<p>11/16</p>	<p>Head teacher’s report <i>Papers: HT report, AV Sept16 news, Governor Feedback & Evaluation to Head Teacher – Distributed with the Agenda.</i></p> <p>The Chair asked if all Governors had received and read the Head Teachers report and supporting papers.</p> <p>The Governors confirmed they had.</p> <p>It was noted that one target was to raise the profile of the Governors to parents. There was a discussion amongst the Governors as to how to do this effectively.</p>	

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	<p>The Head stated she would report back when she had further information regarding the demand in the area.</p>	
13/16	<p>Priority Admission Area <i>Paper: Priority Admission area maps distributed with the agenda.</i></p> <p>The Chair asked if all Governors had received and reviewed the supporting papers. The Governors confirmed they had.</p> <p>The Chair noted that this had been raised at the Joint Committee and the Joint Committee had agreed with the proposal to consult on whether to include a Priority Admission Area in the Admission Policy for the new school.</p> <p>It was noted that one of the key factors that causes a problem with admissions currently is that the sibling rule is not applied between Hothfield and Aire View. As of September 2017, the sibling rule will apply between the two sites.</p> <p>It was noted that there is strong feeling within the community that there should be a Priority Admission Area for the school.</p> <p>The Governing Body reviewed the Priority Area maps and agreed that the map that defined the Ward boundary was their preferred option.</p> <p>The next stage in the process is that Nina Mewse, Senior Provision and Places Officer will progress with the formal consultation.</p> <p>The Chair noted that she would keep the GB updated with the progress.</p>	
14/16	<p>Committee / Working Party reports</p>	
	<p>a. Pupil Progress and Welfare There is nothing to report from the PPW committee. They are next due to meet on 2nd November 2016 and will report to the next FGB.</p>	
	<p>b. Resources The Resources committee met on Monday 26th November 2016. It was agreed that the report from this meeting should be confidential and is held under separate minutes.</p> <p>It was noted that at the Joint Committee a governor had proposed the merger of the two resource committees. This had later been approved by Hothfield Junior School's Resources Committee. Aire View Infant School's Resource Committee had discussed the matter and proposed that the merger be delayed until after the January Resource Committee meeting. It was noted that mutual collaboration would still continue and there would be joint meetings to review the budget. It was also noted that there is still an open invitation for Governors from HJS to</p>	

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	<p>attend all Aire View meetings and vice-versa.</p> <p>It was also noted that the Health & Safety review of school had been carried out with AT and VB. There were no significant issues to report and minor actions have already been addressed.</p> <p><i>This concluded the report from the Resource Committee.</i></p>	
	<p>c. Joint Committee</p> <p>It was noted that the Joint Committee has met 3 times since the last FGB meeting. They have reviewed several items including leadership posts, Priority Admission Areas, the new School Vision, and the new school name.</p> <p><i>It was agreed that the first item of the report should be recorded in the confidential minutes.</i></p> <p>It was noted that a Site Visit had been carried out to the site of the new school. It was noted that there had been a strong turn out of governors from both schools. Representatives from the Local Authority and the Design Team were in attendance and were keen to work with the schools and Governing Bodies to get the best solution for all.</p> <p>It was noted that it had been proposed to develop a wish list from both schools to identify key items that should be considered in the design of the new build. The Head confirmed that the staff of Aire View had been consulted and a list had been collated. Parents have also been consulted and the Head is just waiting for responses back. Governors were invited to submit suggestions. It was noted that all wish lists should be forwarded to GD for collation.</p> <p>It was noted that the Draft Vision had been developed for the new School and would be distributed to all Governors.</p> <p>Action: EC to forward draft vision to Clerk Clerk to forward draft vision to all Governors</p>	<p>EC Clerk</p>
	<p>d. Governor Area Briefing</p> <p>It was noted that the next Governor Area Briefings are on the 7th and 8th November.</p>	
<p>15/16</p>	<p>Chair's Action / Correspondence</p>	

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	<p>The Chair noted that she had received resignation letters from Keith Moran and Lesley Pickard as detailed under item 06/16.</p> <p>The Chair confirmed she had no actions since the previous meeting.</p>	
16/16	<p>Governor Visits to School</p> <p>AT confirmed that she had visited school to carry out the Termly Health & Safety review and had presented the report at the Resource Committee meeting.</p> <p>It was noted that the SIP would identify future visits required.</p>	
17/16	<p>Head teachers Performance Management</p> <p>It was noted that this had been discussed under item 06/16.</p>	
18/16	<p>Policy Review</p>	
	<p>a. Data Protection</p> <p>The following amendments were noted. Job titles rather than names should be referred to throughout the policy. It was queried if the policy should refer to the post of Financial Administrator and not School Business manager.</p> <p>The Head agreed to revise the policy in line with the comments. It was agreed to defer this policy for approval at the next FGB.</p> <p>Actions: Head to revise the policy Clerk to include on the agenda for the next FGB</p>	Clerk
	<p>b. Admissions & Nursery Admissions</p> <p>It was noted that the Policy for Nursery Admissions for Aire View Infant School should be appended to the Bradford LA Policy.</p> <p>It was queried if the policy for Early Years places prioritises disadvantaged pupils? The Head noted that at the moment it is a first come first served system. The Head agreed to review the policy to ensure it is in line with the council policy.</p> <p>Action: Head to revise the policy in line with the comments and review the Councils policy on prioritising disadvantaged pupils.</p> <p><i>[The meeting progressed to Item 20/16 Any Other Business]</i></p>	Head
	<p>c. Complaints</p> <p>It was agreed that the Complaints Policies of Hothfield Junior School and Aire</p>	

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	View Infant School should be aligned.	
	It was agreed to defer this policy until this action had been completed. Action: TO’C to collaborate with Hothfield Junior School to align the complaints policy and present at the next FGB. Clerk to include on the next FGB agenda.	TO’C Clerk
	d. Attendance Policy & Targets – Paper attached It was agreed that the Attendance Policies of Hothfield Junior School and Aire View Infant School should be aligned. It was agreed to defer this policy until this action had been completed. Action: TO’C to collaborate with Hothfield Junior School to align the attendance policy and present at the next FGB. Clerk to include on the next FGB agenda.	TO’C Clerk
	e. EYFS The Chair thanked TO’C for the EYFS Policy. The Chair had some comments on the policy. Action: TO’C to incorporate the comments into the EYFS policy and finalise.	TO’C
19/16	Training It was agreed that the result of the Skills Audit review would identify areas for future training.	
	a. Courses attended There were no reports of courses attended under this item.	
	b. Courses Booked AT noted that she was booked on a Health & Safety Course	
	c. Modern Governor There was nothing to report under this item.	
20/16	Any Other Business referred from item 05/16 above <u>Pay Policy</u> JO tabled the Pay Policy as reviewed by the Resource Committee on the 26 th September 2016. It was noted that the Policy is the standard Pact HR Policy with no amendments. Certain sections have options to delete as appropriate. These were reported to the FGB. The FGB unanimously approved the Pay Policy. [JO left the meeting at 22:00] [The meeting returned to item 18/16 c.] The Chair noted that in the Notepad it was discussing the South Asian “mastery approach” to teaching maths in schools. It was noted that Hothfield have already adopted this approach with significant results.	

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**Aire View Infant School Governing Body
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21/16	Date of next meeting	
	Tuesday 22 nd November at 19:00	

Meeting Closed at 22:10

Summary of Actions

Item		Action
04/16	RC & MW to complete declarations of pecuniary interest form and hand in to school as soon as possible.	RC/ MW
06/16	Clerk to email list of statutory policies to JO/EC	Clerk
06/16	EC/JO/VB to review the Work Plan.	EC
06/16	VB/SW/EC to review the duplication of reporting before the next FGB.	VB
06/16	Next PPW Committee meeting to review TOR	PPW
06/16	Next FGB Meeting to approve both TOR's.	FGB
06/16	JO to resign as Parent Governor	JO
06/16	Clerk to send VB Guidance re: parental elections	Clerk
06/16	VB to organise a Parental election and a Staff Governor election	VB
06/16	Chair to meet with nominees to explain the role of a Governor and the expectations	Chair
06/16	All absent Governors to sign up to the code of conduct at the next FGB	RC/ MW
06/16	All Governors to forward their details to Theresa O'Connor for updating the website.	All
06/16	Clerk to provide details of attendance from last year	Clerk
06/16	Lynda Whitton to collate all additional skills audits and liaise with Matthew Clayton-Stead to finalise the matrix.	LW
06/16	All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion.	All
07/16	Clerk to provide a sign off sheet for Governors to sign at the next FGB to confirm they have read the Keeping Children Safe In Education document.	Clerk
07/16	Clerk to include an agenda item on Keeping Children Safe in Education at the next FGB	Clerk
07/16	SW to Liaise with Pact HR re: Safer Recruitment training.	SW
07/16	Clerk to send amended minutes to VB & TO'C.	Clerk
08/16	Chair to complete prevent training.	Chair
08/16	RC to hand in certificate of completion for Prevent training to the school for filing	RC
10/16	EC/SW to identify the format for the Working Group and distribute by 20th October 2016.	EC/ SW
10/16	All Governors to complete the work detailed by EC/SW prior to the meeting.	All
11/16	GD to provide a paragraph for the Website on the Governors	GD

Signed by Chair as a true record: _____

Date: _____

**Aire View Infant School Governing Body
Meeting to be held at 7.00pm on Tuesday 27 September 2016**

11/16	Clerk to include an item on the next PPW agenda re: the paper on Unknown Children Destined for Disadvantage	Clerk
14/16 c.	EC to forward draft vision to Clerk	EC
14/16 c	Clerk to forward draft vision to all Governors	Clerk
18/16 a.	Head to revise the Data Protection policy	Head
18/16 a.	Clerk to include the Data Protection Policy on the next FGB agenda	Clerk
18/16 b.	Head to revise the policy in line with the comments and review the Councils policy on prioritising disadvantaged pupils.	Head
18/16 c.	TO'C to collaborate with Hothfield Junior School to align the complaints policy and present at the next FGB.	TO'C
18/16 c.	Clerk to include the complaints policy on the next FGB agenda.	Clerk
18/16 d.	TO'C to collaborate with Hothfield Junior School to align the attendance policy and present at the next FGB.	TO'C
18/16 d.	Clerk to include on the next FGB agenda.	Clerk
18/16 e.	TO'C to incorporate the comments into the EYFS policy and finalise	TO'C

Signed by Chair as a true record: _____

Date: _____