

**Aire View Infant School Governing Body
Meeting to be held at 7.00pm on Tuesday 31 January 2017**

Meeting commenced at 7.01pm

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

In Attendance: Catherine Pratt (Clerk)

The Chair Welcomed all to the meeting.

Item		Action
41/16	<p>Apologies for absence and their acceptance</p> <p>Apologies were received and accepted for Amanda Alcock and Georges Droogmans.</p> <p>It was noted that the resignations of Ruth Crompton and Melissa Whitley had been received.</p>	
42/16	<p>Declarations of interest for items on this agenda</p> <p>There were no declarations of interest for items on the agenda.</p>	
43/16	<p>Notification of Any Other Business and requests for order variations</p> <p>The Chair received the following requests for additional business:</p> <ol style="list-style-type: none"> 1. School Funding. <p>It was also requested that the meeting finish promptly at 9pm.</p> <p>It was agreed to defer the review of the previous minutes and matters arising to the end of the meeting.</p> <p><i>[the meeting progressed to item 46/16]</i></p>	
44/16	<p>Minutes of previous meeting of 22 November 2016 <i>Paper: Minutes of the 22nd November 2016 – Distributed with the agenda.</i></p> <p>The Chair asked if all Governors had received and reviewed the minutes of the previous meeting.</p> <p>The GB confirmed they had and unanimously approved the minutes as a true record of the meeting.</p> <p>The Chair signed on behalf of the committee.</p>	
45/16	<p>Matters Arising not elsewhere on the Agenda <i>Paper: Minutes of the 22nd November 2016 – Distributed with the agenda.</i></p> <p>The GB reviewed the Summary of actions from the Previous meeting. The following is a summary of the outstanding actions</p> <p>26/16 Clerk to provide details of attendance from last year</p>	Clerk

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	<p>26/16 Lynda Whitton to collate all additional skills audits and liaise with Matthew Clayton- Stead to finalise the matrix. 26/16 All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion. 26/16 Chair to complete prevent training. 26/16 GD to provide a paragraph for the Website on the Governors 28/16 Head Teacher to see if there is any interest in the Staff Governor Vacancy 30/16 All absent Governors to sign the register to confirm they have read the KCSIE update</p> <p>It was noted that all other actions had been completed.</p>	<p>LW All EC GD HT JO</p>
<p>46/16</p>	<p>Update on FGB and committee membership. <i>Papers: Aireview Membership & Roles – Distributed with the Agenda.</i></p> <p>The Chair introduced the subject of a candidate for one of the co-opted Governor vacancies. Her name is Sarah Knight and she has lives in Silsden. She attended Aireview and Hothfield and feels that she can contribute. Her background is in education and she has experience of finances. The Chair stated that he had emphasised that the workload on Governors is heavy at the moment due to the merger.</p> <p>The GB unanimously approved the appointment of Sarah Knight to the Governing Body and appointed her to the resources committee.</p> <p>Action: Clerk to include Sarah Knight on future distributions and inform SK of the decision.</p> <p>The GB reviewed the committee membership of Governors. After discussions, the following revised format was agreed:</p> <p><u>PPW</u> Amanda Alcock Vicky Bottomley Georges Droogmans Theresa O'Connor Steve Wilkinson – Chair of PPW</p> <p><u>Resources</u> Vicky Bottomley Ellena Cohen Jane Ogston – Chair of Resources Committee Alison Teasdale Sarah Knight</p> <p><u>Joint Committee</u> Ellena Cohen – Co-Chair of Joint Committee Georges Droogmans Jane Ogston Lynda Whitton</p> <p><u>Named Governors</u></p> <p>Safeguarding – Steve Wilkinson (Amanda Alcock – Shadow Governor)</p>	<p>Clerk</p>

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	Pupil Premium – Georges Droogmans SEND – VACANCY. It was requested that all Governors consider if they want to be the new Named Governor for SEND. It was noted that this is a really important role. Action: All Governors to email SW if interested in the position. The GB unanimously approved the revised committee membership. It was noted that there is currently a vacancy for a Staff Governor and a Co-opted Governor. <i>[The meeting progressed to item 48/16 c)]</i>	All
47/16	Headteacher's report <i>Paper: Headteacher's report – distributed with the agenda</i> The Chair asked if all Governors had received and reviewed the report. The Governors confirmed they had. It was agreed to review the other items on the agenda and return to specific discussions under Any other business at the end of the meeting.	
48/16	Committee / Working Party reports a.Pupil Progress and Welfare The Chair presented a report from the PPW Committee. The following is a summary of the discussions held. The Chair stated that the committee received extremely high quality data for Nursery, Reception, Year 1 and Year 2. It was noted that progress is being made but where there are issues, they have been identified and interventions are in place and under constant review. The chair stated that very clear pictures are received and interrogated by the committee and are related to the priorities of the School Improvement Plan. The Chair noted that specific comment was made regarding the SEND duties of the school and the cost involved. It was noted that there is ongoing work to support pupils that are waiting for Health Care Plans. The Chair emphasised that there are currently significant delays in the assessment process and there is increasing concern. The Chair stated that there is a need to review the schools strategy for SEND support. The GB agreed to review by the end of term. It was suggested that this could be something that the 2VLC collaborate on. The Chair stated that the GB also need to celebrate Wendy Sealeys Boxall accreditation for nurture. In addition Wendy Sealey attended the Nurturing Conference with the SENCO's from Hothfield and Eastburn. <i>This concluded the report from the PPW Committee.</i>	

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	<p>b. Resources</p> <p>JO presented a report from the Resource Committee. The following is a summary of the discussions held. It was noted that the Q3 monitor was reviewed. The carry forward has reduced by £12,000. This was due to reduction in nursery funding and SEN. JO reassured the GB that the school are doing everything to identify savings in the last quarter.</p> <p>An external audit of the School Fund Account was completed and a request for additional SEN support was approved.</p> <p>The subject of merging the Hothfield and Aireview resource committees was revisited. The committee received advice from School Governors Service that it would not be appropriate for the Aireview Resource Committee to review the staffing aspects of the Hothfield Resource Committee and vice versa. It was emphasised that until the schools merged the GB's and sub committees should remain separate.</p> <p>The committee unanimously agreed to not join with the Hothfield Committees until after the merger.</p> <p>In-House caretaking was reviewed. It was noted that additional EHCP's were granted.</p> <p><i>This concluded the report on the Resource Committee.</i></p>	
	<p>c. Joint Committee</p> <p>JO & EC reported to the GB regarding the recent meetings of the Joint Committee. The following is a summary of the discussions held.</p> <p>The Committee consulted with the parents regarding the school uniform and the new colour will be purple. An amalgamation of the 2 schools logos and mottos has been agreed. The motto will be Aireviews, the logo will be Hothfields which is also Silsdens emblem.</p> <p>It was noted that simplification of the logo is being carried out. To support parents in the transition the committee has sourced funding from the co-op to provide 1 jumper for every child. The committee is continuing to source funding from the other local businesses and is aiming to fund book bags as well.</p> <p>The Joint committee have been discussing the implications of the delayed move to the new site. The following discussions are recorded in a separate confidential minute.</p> <p>EC proposed that the GB appoint Vicky Bottomley to the Joint Committee with full voting powers. The GB unanimously approved the proposal. It was noted that Hothfield had appointed James Procter and David Hill to the Joint Committee. David Hill would replace Sam Healey. It was queried if any other Aireview Governors wanted to join the Joint Committee. It was agreed that there was no need at this time.</p> <p><i>This concluded the report from the Joint Committee.</i></p>	
	<p>d. Pay Committee</p>	

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	The Chair of Governors stated that the Pay Committee had convened. The recommendations from the Head Teachers Performance Management Review were discussed and the Committee unanimously approved the recommendations.	
	<p>e. Governor Area Briefing</p> <p>There has not been another GAB since the previous FGB. Action: Clerk to confirm the next GAB date</p> <p><i>The meeting progressed to item 50/16</i></p>	Clerk
49/16	<p>Chair's Action / Correspondence</p> <p>The Chair noted that there had been no chairs actions since the previous FGB.</p> <p>The Chair had received correspondence regarding a change in the Admission arrangement for Bradford Forster Academy and the proposed expansion of Skipton Girls High School.</p>	
50/16	<p>Governor Visits to School <i>Paper: Governor Visits 2016-17 & Governor monitoring visit SCR Jan 2017– Distributed with the agenda</i></p> <p>It was noted that SW and AA had visited the school to focus on the SIP item 1. "to close the gap between disadvantaged and All pupils nationally by the end of KS1. How does the school tackle hard to reach parents? Are other agencies doing enough?.</p> <p>It was noted that no Governors had booked in to carryout any scheduled visits as per the supporting paper. Action: All Governors to schedule dates to visit school in line with the supporting paper.</p>	All
51/16	<p>Policy Review</p> <p>Review of Policy List and Work Plan – Papers attached</p>	
	<p>a. SEN Information Report</p> <p>It was noted that with the vacancy for a Named SEND Governor this item has not been completed.</p> <p>It was agreed to defer this item to the next FGB agenda.</p>	Agenda
	<p>b. SEN Policy (Inc. disability & Inclusion policy) <i>Paper: Child Protection & Safeguarding Policy – Distributed with the agenda</i></p> <p>The Chair noted that the SEN Policy has been updated in line with the DfE document "Keeping Children Safe in Education".</p> <p>It was noted that the revised policy has been published on the school website.</p>	
	<p>c. Governor Allowances <i>Paper: Governor Allowances – Distributed with the agenda.</i></p> <p>It was queried if this policy was aligned with Hothfield? It was noted that this still needed to be done. It was queried if any claims had been made? The Head confirmed that one claim had been made.</p>	

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	It was noted that the dates needed to be amended. The committee unanimously approved the policy subject to the amendment of the dates. Action: JO to amend in line with comments.	JO
	d. Redundancy & Premature Retirement Policy – PACT HR <i>Paper Redundancy & Premature Retirement Policy – Distributed with the agenda.</i> It was noted that the policy is a PACT HR policy and as such it was recommended the GB adopt the policy with no amendments. It was queried what Hothfield have done? It was unclear as to if Hothfield have the same policy. It was noted that the school name needed to be inserted The GB unanimously approved the policy with the amendments mentioned.	
	e. Governor Package (negotiate reduction due to merger) It was agreed that PS & SAB would negotiate a revised package for the next year.	
	Policies to review at the next meeting. It was noted that several policies needed aligning prior to September 2017. The following is a summary of those mentioned: <ul style="list-style-type: none"> a. Behaviour & Bullying including exclusions. TO'c to complete and align with HJS b. Charging & Remissions c. Equality information & Objectives. GD to complete d. Financial Management Administration - e. Benchmarking – Next Resources Committee f. Freedom of Information – Next FGB g. Governor visit protocol – Next FGB h. Managing Investigations – JP & VB to review before the next Resource committee i. SFVS – Next FGB j. Business Continuity Plan and Disaster Recovery Plan – VB to review before next FGB 	TO'C GD VB VB
52/16	Training	
	a. Courses attended The School hosted a safer recruitment training session EC & AA attended. AT attended the SGS SFVS training on the 2 nd December 2016	
	b. Courses Booked AA is booked on the New Governor induction training on the 10 th May 2017	
	c. Modern Governor AA carried out the Prevent training on Modern Governor.	
53/16	Any Other Business referred from item 43/16 above 1. School Funding It was noted that all Schools within Bradford are significantly concerned regarding the changes to funding within the LA.	

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	<p>Letters have been produced by the NGA, 2VI C and Heads of Aireview & Hothfield.</p> <p>It was noted that there are significant implications for all schools and as such had composed a letter from the Aireview GB. The Chair read the letter to the GB who unanimously approved its content.</p> <p>Action: SW to forward letter to VB for formatting VB to format letter and send out on behalf of Aireview GB.</p> <p>The Chair asked if any further actions should be taken? It was agreed that the local councillor should be contacted.</p> <p>The Head requested to mention additional business as follows:</p> <p>The Head had attended a very thorough Pupil Premium meeting which reviewed a document produced by the Hertfordshire LA. The Head presented the document which she had amended to identify what Aireview do now.</p> <p>It was noted that several of the recommendations, Aireview already carry out. I.e. Individual provision maps and shadowing in class.</p> <p>The Head assured the Governors that the school do carryout all the recommendations already.</p> <p>It was noted that the Governor visit on safeguarding identified the importance of parental engagement. It was noted that rather than accusing parents, the phrasing should be changed to ask parents “why is the school hard to reach?” to foster a more open, less confrontational line of communication.</p> <p>Action: VB to email the document to GD as the Pupil Premium named Governor.</p> <p>The Head raised a second item of additional business to inform all Governors that Michelle Huddart of PACT HR was carrying out an external audit of the staffing structure of Aireview and Hothfield. The audit would review job roles and pay grades. It was noted that this is a very in depth task and would report to the Joint Committee on the 23rd March 2017.</p> <p>It was queried if there are differences between the schools? The Head confirmed there were and Michelle will be providing recommended solutions.</p> <p><i>This concluded the additional business for the meeting.</i></p>	<p>SW VB</p>
<p>54/16</p>	<p>Date of next meeting</p> <p>The Next FGB is the 28th March 2017.</p> <p>It was noted that the May FGB needed to be rescheduled to enable the budget to be approved before the 15th March deadline.</p> <p>Action: Clerk to reschedule.</p>	<p>Clerk</p>

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It was also noted that Ellena Cohen is unable to attend Resource Committee meetings on the Monday due to prior work commitments. It was agreed to change the meeting dates to Fridays. The following meeting schedule has been amended in line with this.

PPW		03/05/2017	05/07/2017		
Resources		28/04/2017			14/07/2017
Joint Committee	16/02/2017	23/03/2017	18/05/2017	22/06/2017	20/07/2017
Full GB		28/03/2017	23/05/2017	27/06/2017	

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Summary of Actions

Item		Action
45/16	Clerk to provide details of attendance from last year	Clerk
45/16	Lynda Whitton to collate all additional skills audits and liaise with Matthew Clayton-Stead to finalise the matrix.	LW
45/16	All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion.	All
45/16	Chair to complete prevent training.	Chair
45/16	GD to provide a paragraph for the Website on the Governors	GD
45/16	Head Teacher to see if there is any interest in the Staff Governor Vacancy	HT
45/16	All absent Governors to sign the register to confirm they have read the KCSIE update	JO
46/16	Clerk to include Sarah Knight on all future distributions and to inform Sarah Knight of the decision to co-opt her	Clerk
46/16	All Governors to email SW if interested in the position of Named Governor for SEND	All
48/16 e	Clerk to confirm the next date of the Governor Area Briefing	Clerk
50/16	All Governors to schedule their allocated Governor Visits to School	All
51/16 c	JO to amend the Governor Allowance Policy in line with comments	JO
51/16	TO'C to complete and align the Behaviour policy for the next FGB	TO'C
51/16	GD to complete the Equality Information and Objectives Policy for the next FGB	GD
51/16	VB to complete the Business Continuity Plan & Disaster Recovery plan before the next FGB (in line with the requirements from the SFVS)	VB
53/16	SW to forward the draft letter to VB	SW
53/16	VB to format the letter and send out on behalf of the Aireview GB	VB
54/16	Clerk to reschedule the May FGB to before the deadline for the approval of the budget	Clerk

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