

**Aire View Infant School Governing Body  
Meeting to be held at 7.00pm on Tuesday 28 March 2017**

**Meeting commenced at 7.03pm**

**Present:** Amanda Alcock, Vicky Bottomley (Head), Ellena Cohen, Georges Droogmans, Theresa O'Connor, Jane Ogston, Lynda Whitton and Steve Wilkinson (Chair).

**In Attendance:** Catherine Pratt (Clerk); Janet Hardman (New Co-opted Governor, to be ratified)

Item		Action
	<p><b>Welcome &amp; Introductions</b></p> <p>The Chair welcomed all Governors to the meeting, in particular Janet Hardman the prospective new Co-opted Governor.</p> <p>The GB introduced themselves, the following is a summary.</p> <p>Catherine Pratt, Clerk to Governors for the last year.</p> <p>Amanda Alcock (nee Davey) Parent Governor, Pediatrician on Maternity Leave</p> <p>Theresa O'Connor, Co-opted Governor, Member of Staff for last 9 years, Early Years Co-coordinator.</p> <p>Lynda Whitton, Co-opted Governor, parent of 3 children, been on GB for 9 years.</p> <p>Georges Droogmans, Co-opted Governor, was an LA Governor previously, has been a Governor for approximately 4 years and is also a Governor at IGS.</p> <p>Jane Ogston, Co-opted Governor (was a Parent Governor) and is Chair of Resources.</p> <p>Ellena Cohen, LA Governor, Chair of Governors and Co-Chair of Joint Committee. Ellena has been a Governor for approximately 7 years.</p> <p>Steve Wilkinson, Co-opted Governor (previously LA Governor) Vice Chair of Governors and Chair of PPW. Steve has been a Governor for approximately 5 ½ years and is retiring as a Governor in July.</p> <p>Vicky Bottomley has been a Head Teacher and Governor for 24 years.</p> <p>Janet Hardman is a new Governor. She has a background in teaching and was a Head in a Primary School in Eccleshill until retiring.</p> <p><b>The GB unanimously ratified the appointment of Janet Hardman as a Co-opted Governor with a term of 4 years.</b></p>	
55/16	<p><b>Apologies for absence and their acceptance</b></p> <p>Apologies were received from and accepted for Alison Teasdale and Sarah Knight.</p>	
56/16	<p><b>Declarations of interest for items on this agenda</b></p> <p>There were no declarations of interest for items on the agenda.</p>	
57/16	<p><b>Notification of Any Other Business and requests for order variations</b></p>	

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	<p>The following requests for additional business were received:</p> <ol style="list-style-type: none"> <li>1. Meeting start time</li> <li>2. SIP</li> <li>3. Joint Committee Picture boards.</li> </ol> <p>There were no requests for order variations.</p>	
<p><b>58/16</b></p>	<p><b>Minutes of previous meeting of 31 January 2017</b>  <i>Papers: Minutes of 31<sup>st</sup> January 2017 – Distributed with the agenda.  Confidential Minutes of 31<sup>st</sup> January distributed to those in attendance</i></p> <p>The Chair asked if all Governors had received and reviewed the minutes.  The Governors confirmed they had.</p> <p>The Governors confirmed the minutes were a true record of the meeting.</p> <p><b>The Chair signed on behalf of the GB.</b></p>	
<p><b>59/16</b></p>	<p><b>Matters Arising not elsewhere on the Agenda</b>  <i>Papers: Minutes of 31<sup>st</sup> January 2017 – Distributed with the agenda.  Confidential Minutes of 31<sup>st</sup> January distributed to those in attendance</i></p> <p>The GB reviewed the summary of actions from the 31<sup>st</sup> January 2017. The following is a summary of the discussions held.</p> <p>45/16 Clerk to provide details of attendance from last year. The Clerk confirmed she had completed this action. It was noted that this information was needed for the Governor Data published on the Website.</p> <p>45/16 Lynda Whitton to collate all additional skills audits and liaise with Matthew Clayton-Stead to finalise the matrix. It was noted that Lynda had completed this but that additional audits were now needed from the new Governors.</p> <p>45/16 All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion. It was noted that this action should remain until all Governors have completed the skills audit.  <b>Action: All Governors to complete the skills audit  Chair of Governors to give JH a copy of the skills audit.</b></p> <p>45/16 Chair to complete prevent training. The Chair confirmed she had completed this action.</p> <p>45/16 GD to provide a paragraph for the Website on the Governors. GD confirmed he had completed this action. A draft of the paragraph was to be tabled under item 69/16.</p> <p>45/16 Head Teacher to see if there is any interest in the Staff Governor Vacancy. The Head confirmed that she had consulted all Staff re: the</p>	<p style="text-align: center;"><b>All CoG</b></p>

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	<p>vacancy but no interest was forthcoming. It was agreed to postpone recruitment for this position until the resolution of the new Silsden Primary GB.</p> <p><b>Action: Clerk to seek advice re: the role of the HT Governor as there will be 2 HT's and only 1 HT Governor position.</b></p>	Clerk
	<p>45/16 All absent Governors to sign the register to confirm they have read the KCSIE update. It was noted that LW holds the sign in sheet for this action.</p> <p><b>Action: LW to scan and email the sign in sheet</b> <b>All Governors to sign the register to confirm they have read and understood the "keeping children safe in education document".</b></p>	LW All
	<p>46/16 Clerk to include Sarah Knight on all future distributions and to inform Sarah Knight of the decision to co-opt her. The Clerk confirmed she had completed this action.</p>	
	<p>46/16 All Governors to email SW if interested in the position of Named Governor for SEND. It was confirmed that JH had expressed an interest in this role.</p>	
	<p>48/16 e Clerk to confirm the next date of the Governor Area Briefing. The Clerk confirmed she had completed this action and GD had attended the briefing. A report would be provided under item 63/16 d.</p>	
	<p>50/16 All Governors to schedule their allocated Governor Visits to School. This action will be covered under item 65/16.</p>	
	<p>51/16 c JO to amend the Governor Allowance Policy in line with comments. JO confirmed she had completed this.</p>	
	<p>51/16 TO'C to complete and align the Behaviour policy for the next FGB – See item 66/16 d.</p>	
	<p>51/16 GD to complete the Equality Information and Objectives Policy for the next FGB– See item 66/16 e.</p>	
	<p>51/16 VB to complete the Business Continuity Plan &amp; Disaster Recovery plan before the next FGB (in line with the requirements from the SFVS) – See item 66/16 f.</p>	
	<p>53/16 SW to forward the draft letter to VB. SW confirmed this had been completed.</p>	
	<p>53/16 VB to format the letter and send out on behalf of the Aireview GB. VB confirmed that this had been completed.</p>	

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54/16 Clerk to reschedule the May FGB to before the deadline for the approval of the budget. **The GB agreed that the FGB should be rescheduled for the 2<sup>nd</sup> May 2017 at 19:30.**

*This concluded discussions under matters arising.*

**60/16 Update on FGB and committee membership.**

The GB discussed the current GB and committee membership. The following is a summary of the discussions.

PPW

Amanda Alcock  
Vicky Bottomley  
Georges Droogmans  
Janet Hardman  
Theresa O'Connor  
Steve Wilkinson – Chair of PPW

Resources

Vicky Bottomley  
Ellena Cohen  
Jane Ogston – Chair of Resources Committee  
Alison Teasdale  
Sarah Knight

Joint Committee

Ellena Cohen – Co-Chair of Joint Committee  
Georges Droogmans  
Jane Ogston  
Lynda Whitton

Named Governors

Safeguarding – Steve Wilkinson (Amanda Alcock – Shadow Governor)  
Pupil Premium – Georges Droogmans  
SEND – Janet Hardman.

**The GB unanimously approved the revised committee membership and appointment of Janet Hardman as SEND Governor.**

It was noted that there is currently a vacancy for a Staff Governor.

In addition, Ellena Cohen, Chair of Governors, informed the GB that she would be standing down as Chair from September. She has asked all Governors to consider standing for the role of Chair.

The Vice-Chair thanked Ellena for her commitment to the role.

Ellena advised the GB that between Hothfield and Aire View schools, 13 – 15 Governors had committed to remain on the GB. EC has stated she is happy to stand as an

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	associate Governor.	
61/16	<p><b>Head teacher's report</b> <i>Paper: Head teacher's report, School Improvement Plan 2016-17 &amp; Mental Health Champions in Bradford Schools information sheet and power point slides – Distributed with the agenda.</i></p> <p>The Chair asked if all Governors had received and reviewed the Head teachers report. The Governors confirmed they had. The Head presented a summary of the report. The following is a summary of the discussions held and should be read in conjunction with the supporting papers.</p> <p>The Head informed the GB that good solid links with Hothfield Junior School are being developed at all levels. TA's are working together and groups have been established for maths, inclusion, English and the wider curriculum to enable unification and sharing of best practice.</p> <p>The SIP for Silsden Primary School has started to be formed as part of this process.</p> <p>The DH reinforced this and said work had been on-going since September 2016 to unify the two schools. It was noted that Su Cloke, the DH of Hothfield Junior School was carrying out a project across the 2 sites researching the boy/girl progress gap as part of her NPQH assignment.</p> <p><b>The Chair queried if there have been any areas in the unification process where the strengths of Aire View might be adversely affected?</b> The Head stated that there are no concerns regarding this. She stated that Hothfield are embracing the nurture group, which is a really positive step.</p> <p><b>It was asked if the Head foresees any issues?</b> The DH stated that both schools are very similar and there are no contentious areas. The unification process is minor tweaks rather than significant changes.</p> <p><b>The Chair queried if anyone had attended the 2vlc meeting at Ashlands?</b> It was confirmed that Matthew Clayton-Stead of Hothfield had attended. It was noted that Andrew Redding had provided more information with regards to future funding. He had advised the Governors that a lot of schools are looking at a deficit budget.</p> <p><b>The Chair queried the new CPOMS reporting tool for safeguarding. He requested the opportunity to visit school to learn more.</b> It was agreed that this is a significant addition to the Safeguarding tool box for the school. All Governors expressed an interest in learning more about the new system. It was agreed to include a presentation on CPOMS at the next PPW meeting.</p>	

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**Agenda: CPOMS Presentation.**

**The Chair of Governors noted that the non-negotiables that have been implemented for reading are really positive. It was queried if programmes are being carried on at Hothfield Junior School?**

The Head confirmed that they also have reading opportunities before school. It was noted that reading is one of Hothfields key priorities.

The Head stated that the English working Group will be reviewing the systems in place at both schools during the unification process.

The DH stated that you can see a very significant impact since the non-negotiables have been introduced.

**The CoG drew the GB's attention to page 4 of the HT report and the New Development opportunity.**

It was agreed that it is really positive that the SENCO has embarked on the National Nurturing Schools Programme and is being trained as a Mental Health Champion.

**It was queried if this is in addition to the current school resources?**

**The Chair queried if this is in addition to LA support or instead of their support.**

The Head stated that this is in addition to but did acknowledge that the LA resources are likely to reduce with the restricting budgets.

The Head emphasised that this is a really positive opportunity that is not afforded to everyone. The Mental Health Champion training is provided by the LA free of charge.

**The Chair agreed that this is really positive but queried who is assessing the need if the LA is relying on School based support.**

A Governor stated that from their professional experience there are significant delays in patients receiving support and catching pupils early is a brilliant idea. It was agreed it is a good idea if it is in addition to instead of a substitution for existing support.

The GB acknowledged that the skills, experience and enthusiasm WS brings to the SENCO role are of fantastic benefit to the school.

**The Chair emphasised that PPW have been discussing the needs, funding and support shortages within the LA and the impact this has on the School which is trying to manage the financial constraints imposed.**

School Improvement Plan

The Head presented an updated version of the School Improvement Plan. The following is a summary of discussions held and should be read in conjunction with the supporting papers.

**PPW  
Agenda**

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The Governors reviewed the plan and current progress against targets.

Priority 1. To close the gap between disadvantaged and all pupils nationally by the end of KS1.

It was noted that the Year 2 cohort is a very challenging group in terms of attainment levels.

**The CoG queried the small EYFS in year gap and asked if the school were expecting it to remain or might it widen in year 1?**

The DH confirmed that it does fluctuate and depends on the cohort and the individual pupils needs. The Head expanded to state that the expectations in KS1 are significantly higher than in EYFS and are much harder for disadvantaged pupils to overcome.

**The CoG queried what the school needs to do to maintain the small gap?**

The Head stated that they will continue to monitor interventions and assess the impact they have on teaching and learning.

Priority 2 – To Improve attendance.

It was noted that there has been very good progress with regards to attendance.

GD advised that at the latest Governor Area Briefing it was recommended that where the school is reporting on persistent absentees, the data is broken down further, so that Governors clearly understand what the causes for absence are and what the school are doing to reduce the instances.

It was noted that this is reported to PPW in greater detail.

It was agreed that in future, the HT would report on absence rather than attendance and provide an anonymised breakdown of the absences.

**Action HT/TO’C to amend SIP in line with comments.**

Priority 3 – To Improve writing

**The CoG queried if the app for the new letter join programme is available to all pupils?**

The Head confirmed it is.

The CoG stated that she has informally received very positive feedback from children and staff regarding the programme of Hothfield pupils visiting Aire View to read stories they have written to pupils at Aire View.

The Head noted that the end of year predictions are low but a lot of work is being done to support pupils to raise their attainment.

HT/TO’C

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	<p><b>Priority 4</b> – Maintain aspirational targets for proportions of pupils who are prepared for the next stage of learning</p> <p>This priority is the focus of a scheduled Governor Monitoring Visit in April and will be reported on at the next FGB.</p>	
<b>62/16</b>	<p><b>SFVS</b> <i>Paper: SFVS – Distributed with the agenda.</i></p> <p>It was noted that Alison Teasdale had reviewed the SFVS with Penny Southgate the Financial Administrator. AT had also attended the SFVS training provided by the LA.</p> <p>The GB reviewed the SFVS. The following is a summary of the discussions held and should be read in conjunction with the supporting paper.</p> <p>It was noted that the SFVS is more thorough than the standard format providing separate comments and evidence columns. The following items were highlighted. Item 24 is completed in part. This is because the SFT have advised PS that in future years the School Fund Audit should be carried out by an external auditor. It was noted that next year, Aire View will use the same auditor as Hothfield.</p> <p>Item 25 is completed in part. It was noted that this is only completed in part because the school have been advised that the LA Business Continuity Plan that the school had adopted is no longer sufficient. The GB are reviewing the BCP under item 66/16 f)</p> <p><b>The GB unanimously approved the SFVS and the Chair of Governors signed on behalf of the GB.</b></p>	
<b>63/16</b>	<p><b>Committee / Working Party reports</b></p>	
	<p><b>a. Pupil Progress and Welfare</b> It was noted that there has not been another PPW Committee meeting since the last FGB so there is nothing new to report. The next PPW Committee is on the 3<sup>rd</sup> May 2017 at 13:30.</p>	
	<p><b>b. Resources</b> It was noted that there has not been another Resources Committee meeting since the last FGB so there is nothing new to report. The next Resources Committee is on the 28<sup>th</sup> April 2017 at 13:30.</p>	
	<p><b>c. Joint Committee</b> Ellena Cohen presented an update from the Joint Committee. The following is a summary.</p>	

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	<p>The last meeting was focused on HR and examined the staffing review carried out by MH from PACT HR to align pay grades between the two schools. It was noted that there were a small number of inconsistencies, which were considered at length by the HTs and HR work-stream before the meeting and by the JC at the meeting. The discrepancies were rectified following clear advice from MH.</p> <p>In addition, the LA is progressing the high level design with the planning application to be submitted in the summer.</p> <p>A financial review has been carried out to compare the cost of merging with the cost of delaying the merger. It was noted that it is not financially beneficial to delay the merger until the new build has been completed.</p> <p>It was noted that the next significant action to agree is the Governance structure.</p> <p>The Heads are currently working on the brochure for the new school. It was noted that there will be a new uniform but this will be phased in. The committee are aiming to source funding for a school jumper per pupil.</p> <p>The CoG directed Governors attentions to the picture boards on the staff notice board and asked all Governors to take 10 minutes to review and comment.</p>	
	<p><b>d. Governor Area Briefing</b></p> <p>Georges Droogmans attended the latest Governor Area Briefing and presented an update to all Governors.</p> <p>It was noted that the briefing was focused on Safeguarding and the latest guidance. It was noted that it was recommended that the Named Safeguarding Governor has a shadow to ensure effective succession planning.</p> <p><b>Action: GD to distribute GAB to all Governors</b></p>	<b>GD</b>
<b>64/16</b>	<p><b>Chair's Action / Correspondence</b></p> <p>No formal actions</p> <p>The CoG informed the GB that she had received several letters from the House of commons re: the National Funding Formula. All were sympathetic to the concerns of schools regarding the issues with the reducing budgets.</p>	
<b>65/16</b>	<p><b>Governor Visits to School</b></p> <p><i>Paper: Governor Visits to School 2016-17 tabled at the meeting.</i></p> <p>The Governors reviewed the visits to school in line with the SIP.</p> <p>It was noted that the following revisions were made:</p>	

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	<p>Priority 1: Close the Gap - SW &amp; AA  Priority 2: Attendance – GD &amp; SK  Priority 3: Writing – AT, JO &amp; LW  Priority 4: Maintain Aspirational Targets – EC &amp; JH</p> <p><b>Action: Clerk to inform SK of responsibility  All Governors to schedule visits to school</b></p>	<p><b>Clerk  All</b></p>
<b>66/16</b>	<b>Policy Review</b>	
	<p><b>a. Freedom of Information Publication Scheme</b>  <i>Paper: Schools Freedom of Information &amp; Environmental Information Regulations Policy – distributed with the agenda</i></p> <p>The GB reviewed the policy. It was queried if the policy stated that response timescales referred to “school” days.  It was confirmed they did.</p> <p>It was queried if the new software purchased was included in the freedom of information act?  The Head confirmed that parents could request any information in relation to their child.</p> <p><b>The GB unanimously approved the policy.</b></p>	
	<p><b>b. Governor Visits Protocol</b>  <i>Paper: Governor Monitoring Visits Protocol – distributed with the agenda</i></p> <p>The policy has been reviewed in line with the Hothfield Policy. It was noted that there were a few minor amendments.  The GB noted that although the policies are similar the process for monitoring visits is different between the 2 schools. The process will be reviewed during the unification process.</p> <p><b>The GB unanimously approved the policy.</b></p>	
	<p><b>c. SEN Information Report</b></p> <p>It was agreed to defer this report until September 2017.</p>	
	<p><b>d. Behaviour Policy</b>  <i>Paper: Positive Behaviour Policy – distributed with the agenda</i></p> <p><b>It was queried how similar the policy is to Hothfields?</b>  The DH confirmed that the 2 schools have worked together to combine the 2 policies. It was noted that Hothfield are in the process of refining their policy to cater for individual behavioural needs and the policy will be reviewed again after</p>	

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	<p>this process is completed.</p> <p><b>It was noted that there is no mention of racial slurs or online/digital bullying.</b> The DH confirmed that it is included in the ICT policy but would amend the policy.</p> <p><b>It was queried if the 6 Golden rules are displayed?</b> It was confirmed that they are on the wall in the playground and on the wall in every class room.</p> <p><b>It was queried who is on the discipline panel for the Governing Body.</b> It was noted that all governors may be called upon and the GB would appoint a panel if needed.</p> <p><b>The GB unanimously approved the policy subject to the amendments mentioned.</b></p>	
	<p><b>e. Equality Information &amp; Objectives Policy</b></p> <p>It was agreed to defer this policy to the PPW meeting on the 3<sup>rd</sup> May 2017.</p> <p><b>Agenda Item</b></p>	<b>Agenda</b>
	<p><b>f. Business Continuity Plan and Disaster Recovery Plan</b> <i>Paper: Business Continuity Plan &amp; Disaster Recovery Plan – distributed with the agenda</i></p> <p>The GB reviewed the proposed BCP and DRP. It was noted that currently the school use the Bradford LA Plans. Hothfield source their documents from “red bus” and the new plans are more in line with Hothfields BCP.</p> <p><b>It was queried if a drill is carried out?</b> The Head confirmed a drill is carried out termly.</p> <p><b>It was queried what happens if both the Head and Deputy Head are off site.</b> The Head stated that there is a critical incident team which consists of Office Staff, SLT and PIW.</p> <p><b>The GB unanimously approved the plans.</b></p>	
<b>67/16</b>	<p><b>Policies to review at the next meeting.</b></p>	
	<p>a. Fair Access Protocol – Bradford LA b. Children in Care Policy c. Review of Safeguarding and LAC</p> <p>It was asked what policies are required on the Website.</p>	

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	<b>Action: Clerk to email EC, SW &amp; VB with the statutory list.</b>	<b>Clerk</b>
<b>68/16</b>	<b>Training</b>	
	<p><b>a. Courses attended</b></p> <p>Theresa O'Connor &amp; Alison O'Hara attended an aspiring Head Teacher Course. It was noted that they had learnt a lot from the course, which visited 3 schools in Bradford and 2 very different schools in Greenwich, London which had amazing results. They reviewed the journey of each school and the different models they used.</p> <p>The Head stated that the course has been great value for money and a fantastic networking opportunity.</p>	
	<p><b>b. Courses Booked</b></p> <p>It was queried if new Governors are booked on the Governor induction course.</p> <p><b>Action: Clerk to email SGS re: JH &amp; SK. Clerk to email link to modern governor.</b></p>	<b>Clerk</b>
	<p><b>c. Modern Governor</b></p> <p>EC has completed Prevent training.</p>	
<b>69/16</b>	<p><b>Any Other Business referred from item 57/16 above</b></p> <p>The following requests for additional business were received:</p> <ol style="list-style-type: none"> <li>1. Meeting start time The Head requested that the FGB meeting start at 7:30pm. All Governors agreed to this revised time.</li> <li>2. SIP This was covered under item 61/16 Head Teachers Report</li> <li>3. Joint Committee Picture boards. The GB reviewed the picture boards and populated them with comments for the design of the new school.</li> <li>4. Statement for Website GD presented the statement he had produced for the website. The GB reviewed the statement and provided feedback. <b>Action: GD to amend and recirculate to all Governors.</b></li> </ol> <p>It was noted that the NGA have produced an online training package which is an alternative to Modern Governor. <b>Action: EC to review the NGA provision.</b></p>	<p><b>GD</b></p> <p><b>EC</b></p>
<b>70/16</b>	<b>Date of next meeting</b>	

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

\* = revised dates.

**Meeting concluded at 21:15**

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Summary of Actions

Item		Action
59/16	<b>All Governors who had not completed the skills audit to forward them to Lynda Whitton for inclusion.</b>	All
59/16	<b>Chair of Governors to give JH a copy of the skills audit.</b>	Chair
59/16	<b>Clerk to seek advice re: the role of the HT Governor as there will be 2 HT's and only 1 HT Governor position.</b>	Clerk
59/16	<b>LW to scan and email the KCSIE sign in sheet</b>	LW
59/16	<b>All absent Governors to sign the register to confirm they have read the KCSIE update</b>	JO
61/16	<b>Clerk to include CPOMS presentation on PPW Agenda</b>	Clerk
61/16	<b>HT/TO'C to amend SIP in line with comments</b>	HT
63/16 d)	<b>GD to distribute GAB notes to all Governors</b>	GD
65/16	<b>Clerk to inform SK of responsibility for Governor Visit</b>	Clerk
65/16	<b>All Governors to schedule visits to school</b>	All
66/16 e)	<b>Equality Information &amp; Objectives Policy to be included on the next PPW agenda</b>	Clerk
67/16	<b>Clerk to email EC, SW &amp; VB with the statutory list.</b>	Clerk
68/16 b)	<b>Clerk to email SGS re: JH &amp; SK. Clerk to email link to modern governor.</b>	Clerk
69/16	<b>GD to amend the statement for the website and recirculate to all Governors.</b>	GD
69/16	<b>EC to review the NGA online training provision.</b>	EC

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