



OLD TOWN INFANT SCHOOL AND NURSERY

MINUTES OF A MEETING OF THE WHOLE GOVERNING BODY

Held on Wednesday 13th September 2023 at 5.30 pm

Present: Mike Randall (MR), Doug Gubbins (DG), Lesley Hole (LH), Caroline Chase (CC), Rebecca Braunton (RB), Jay Eastwood (JE), Mel Searle (MS)

In Attendance: Martine Whittle (Clerk),

		Action
1	Welcome The Chair welcomed everyone to the meeting. Apologies were received from: Robert Ayres – Work Rebecca Braunton running late	
2	Business Interests declared. No new interests were declared.	
3	Minutes of meeting held previously on 28th June 2023: All minutes were agreed as a true and accurate record. There were no matters arising: Actions: 1 – completed 2 – completed 3 – completed 4 – update awaited 5 – updated awaited	
4,	Confirmation of Roles & Responsibilities Governor roles confirmed for 2023-24: Chair – Mike Randall Vice Chair – Lesley Hole Safeguarding Governor – Rebecca Braunton	

	<p>Teaching & Learning/ Vision & Values/Diversity – Jay Eastwood Early Years & Middle Leadership – Lesley Hole SEND & Curriculum – Mel Searle PP & Writing – Rebecca Braunton H & S/Finance – Robert Ayres</p>	
5	<p>School Development Plans – DG</p> <p>The document is currently in draft form and will need to be submitted to Trust by end of September.</p> <p>Four priorities were discussed at previous meetings. DG highlighted the following points:</p> <p>P1 – writing</p> <p>P2 – Effective teaching. T & L policy sent out to governors and JE is the named governor for this priority. Governors invited to join in learning walks during the year.</p> <p>Question – governor asked for clarity on how the nursery fits into this priority.</p> <p>Answer – weighted conversations will happen in nursery. DG gave an explanation on how nursery data is used.</p> <p>P3 – Vision and Values. Luisa Cameron will join a future meeting to give full details. Governors reminded of Strive, Thrive, Belong and Respect, Independence, Resilience, Curiosity.</p> <p>Governors discussed how vision and values embedded into the school and beyond. This is a work in progress and will continue throughout the year.</p> <p>P4 – Middle leadership. Work will continue on implementation of planning and impact on teaching. There is a very good curriculum offer at OTIS and this year will see some tweaking and making sure knowledge is embedded.</p> <p>The plan has key actions. MR stated that it is a challenging plan which will take school to next stage. Each priority has a named governor.</p> <p>1755 – RB arrived</p> <p>Question – with regard to data and the percentage of children who don't achieve, how does the school look this, is there is pattern i.e. SEN, PP, EAL?</p> <p>DG – weighted conversations will highlight any barriers. The figures were presented to governors at the end of the last academic year. There will be 6 weighted conversations per year.</p> <p>Comment – governors pleased with this way forward. Writing and spelling policy to be sent to RB.</p>	
6	<p>Governor role in monitoring teaching and learning – MR</p> <p>A document will be sent out to governors following the meeting.</p>	

	<p>MR stated that it is important that governors monitor and are happy that the quality is good without judging it. Important to ask questions and shadow lessons.</p> <p>Governors discussed the best way to monitor.</p> <p>Comment – it will be good for teachers to see governors as part of the school, joining in on learning walks.</p> <p>Discussion around governors taking a section of the document to focus on – all agreed.</p> <p>MR to contact each governor to organise their ownership of each section of this document.</p>	
<p>7</p>	<p>LGB Self-Evaluation – MR</p> <p>MR has been collating responses from governors.</p> <p>General discussion around this process, governors felt that it would be easier to focus on a smaller number of points and areas and maybe have a governor to focus on one area then feedback.</p> <p>Governor Hub can be used for a standardised process in the coming year.</p> <p>JE to meet DG & MR to discuss governor role.</p> <p>LH to support MR as Vice Chair, covering a meeting in school once per term.</p>	
<p>8</p>	<p>Sport Premium – CC</p> <p>The document for 2023-24 is in progress, some adjustments are needed before it can be published.</p> <ul style="list-style-type: none"> • £17130 is received per year. There are 5 areas where it can be spent. • Sports Coach – this is the biggest spend, the coach covers in school PE lessons and 3 after school clubs. • In the last few years the school has invested in sports equipment and resources but there are a few more items needed ie bikes and scooters. • There will be some training for TA's and MDSA's by Happy Lunchtimes. They provide a two day training session and will engage staff and help to provide good ideas for outdoor playtimes. • PP & Vulnerable children will be invited to join clubs (25% per club) starting from the Autumn term. • Interschools sports – these involve CLP schools and Winchelsea. <p>Governors thanked CC for this information.</p> <p>Question – with Ofsted focussing on PE, what time is given to this at OTIS?</p> <p>Answer – 2 hours per week – 1 hour with teacher and 1 hour with coach.</p> <p>Question – Is PE communicated to parents?</p> <p>Answer – Yes and DG will be working with PFG on communication/access to information this year.</p> <p>Question – how do you know children enjoy PE in school?</p>	

	<p>Answer – Deborah Zachary did a deep dive into PE on her last visit and there is also Children’s voice.</p>	
<p>9</p>	<p>Policies</p> <p>Documents were issued to governors prior to meeting Behaviour Policy and Anti-bullying policies to be renewed annually.</p> <p>Behaviour Policy – no changes since last approved. Governors approved.</p> <p>Anti-bullying – this has been reworked by PCW, it is now more user friendly and linked to school’s values. A child’s leaflet explaining bullying has been produced. Governors approved.</p> <p>Teaching & Learning Policy – Governors approved. To be renewed in 2yrs.</p> <p>Intimate Care – Discussions continued around this policy and the need for correct wording to support OTIS. DG has researched ERIC principals which are used by health professionals. It was agreed that a 2nd adult should be in close proximity and the intimate care log completed. LH to meet with MW to discuss wording asap.</p>	
<p>10</p>	<p>AOB</p> <p>CLP support for schools – OTIS is marked as low level. There was no discussion with DG or MR prior to the issue of the letter. There will be between 1 – 5 visits offered. MR to challenge the decision on behalf of OTIS.</p> <p>PP discussion – document has to be published by 30th September.</p> <p>CLP parent survey is due to be sent out in next two weeks. OTIS completed a survey in the summer term.</p> <p>12th October – Challenge Partner visit with the focus on computing. This will be a morning visit. MS to attend as governor.</p> <p>SLT meetings – minutes to be made available. These are held each Tuesday 3.30 – 4.30pm and governors can attend.</p> <p>MR questioned feasibility of a member of SLT attending LGB meetings, possibly on a rota basis, as part of professional development. DG to speak to staff.</p> <p>Staff presentations at forthcoming governors meetings will be confirmed and governors will be notified.</p> <p>Governor Hub – all governors to register to be able to use this fully. All documentation for meetings will be posted on this site and there is training and information available for governors.</p>	

	<p>Open Evening for new starters – this will take place on 9th November 5.30pm – 7pm. Staff are looking at what activities they will offer in each class and parents are encouraged to attend with children. Other schools also offer a similar event each year. Leaflets will be printed and distributed to nurseries and pre-schools in the local area.</p> <p>Question – would it be possible for a virtual tour on the website? DG – it would need someone with the ability to produce such a video. JE – offered to see if he could arrange this.</p> <p>LH asked if it would be possible for governors to be involved with the celebration assembly by giving raffle tickets to children during their visits, if they witness good behaviour or great learning etc.</p>	
11	<p>Feedback to Trust;</p> <p>MR to feedback to Chairs forum.</p>	
13	<p>Date of Next Meeting:</p> <p>Wednesday 18th October 2023 at 5pm in school.</p>	Clerk

Meeting concluded at 19.30 hours

Signed (Chair) Date

Actions:

1. Governors to arrange visits to school as per their roles
2. LH & MW to meet to finalise intimate care wording
3. DG & MR to meet with JE to discuss governor role
4. Governor Hub – all governors to register and use regularly