



OLD TOWN INFANT SCHOOL AND NURSERY

MINUTES OF A MEETING OF THE WHOLE GOVERNING BODY

Held on Wednesday 18th October 2023 at 5.30 pm

Present: Doug Gubbins (DG), Lesley Hole (LH), Caroline Chase (CC), Rebecca Braunton (RB) virtual, Mel Searle (MS)

In Attendance: Martine Whittle (Clerk), Luisa Cameron - Teacher

		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting. Apologies were received from: Mike Randall – unwell Jay Eastwood - work Robert Ayres - absent</p>	
2	<p>Business Interests declared.</p> <p>No new interests were declared.</p>	
3	<p>Vision & Values Presentation – Luisa Cameron</p> <p>This is a new project at Old Town and after discussion within school the agreed starting point was ‘Children at the heart of everything’.</p> <ul style="list-style-type: none"> • A consultation with parents/staff/governors provided the vision of ‘Strive, Thrive, Belong’ <p>Action – ensure these values are included on school headers.</p> <ul style="list-style-type: none"> • Staff discussed all the words suggested from the consultation and agreed the four values – Curiosity, Respect, Resilience, Independence. • There were so many suggestions and not wanting to lose them, staff agreed to incorporate them within the vision and values. • A poster has been designed to reflect the school and show off the vision and values. • DG is leading Monday assemblies to introduce each character and then each one in depth. • Respect is the focus for October and November. • It is good to remind everyone about behaviour and important that parents and children can unpick each value. • DG shared the document with meeting. <p>Comment – it fits well with the Jigsaw programme as well.</p>	

	<p>LCam – it is expected that the curriculum will show each value eventually. Also, important that staff and children use the values regularly to embed them.</p> <ul style="list-style-type: none"> • Staff are keeping a record of books which reflect the values to help children understand. • Stickers are also in use to reward children when seen using the values. • Parent focus group have been very supportive of this project and are going to source metal badges for children, this is seen as a more sustainable option. • It is hoped that the school’s vision and values will be incorporated into the behaviour plan in the future. <p>Question – is this in place across all year groups? Not yet in use in the Nursery but hopefully by summer term.</p> <p>Question – will the vision and values be visible around the school? There are 10 signs to go up around the school grounds. Governors discussed the behaviour of children at lunchtime and the processes in place.</p> <p>Action – some training is needed for MDSA and ASC staff on vision and values. Governors discussed the school website and the need for it to reflect this new project.</p> <p>Action – DG to look at the possibility of refreshing the website in the coming months. Governors thanked LCam for briefing. LC left the meeting.</p>	
4	<p>Minutes of meeting held previously on 13 September 2023:</p> <p>All minutes were agreed as a true and accurate record.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1 – visits ongoing 2 – Completed 3 – Outstanding 4 – ongoing <p>Matters arising:</p> <p><u>AOB</u> – DG advised that MR did attend the challenge review in school and voiced his concerns around targets being set without consultation with school.</p> <p><u>Parent Survey</u> was undertaken in school in July and the CLP bi-annual survey has taken place in October. There is a league table for responses received with OTIS currently 3 out of 13. Feedback not yet been seen. DG expressed his disappointment that as Head Teacher he does not see the results first.</p> <p>Question – will it be possible to compare results between the two surveys? DG – there won’t be a direct comparison as years groups have changed.</p> <p><u>SLT meetings</u> – these are set and based around curriculum.</p> <p>Action – bullet points of meeting notes to be made available to governors. DG to put a plan together to enable link governors to be involved. This will go on Governor Hub.</p> <p><u>Governor Hub</u> – all governors to register and make use of it, including training.</p> <p><u>Open evening</u> – governors updated and discussed.</p>	

<p>5,</p>	<p>Policies</p> <p>PSHE – this is due for review. A family in school have requested to withdraw their child from PSHE lessons.</p> <p>DG outlined the current issue:</p> <ul style="list-style-type: none"> • Family wanted clarity over what is taught in science for Sex Ed. • Safeguarding requirements mean children are taught correct names for body parts. • The parents accepted this however, they did not agree with the NSPCC PANTS program. • DG had a very difficult meeting with these parents, they were not happy with the books in school showing diversity. • Following the meeting, parents requested flexi-schooling but this was declined. • Parents are now not sending their child into school on Mondays when PSHE is taught. • Statutory advice has been taken from LA. Further advice is awaited. • There is no statutory right to withdrawn children from lessons. • Parent consultations have been completed with very positive feedback. • DG shared the results with the meeting. <p>Question – does the school website have any information about the NSPCC PANTS campaign?</p> <p>Yes – governors were shown where to find this on the website.</p> <ul style="list-style-type: none"> • DG’s concern over the parents issue with PANTS has been logged. • Advice has been taken from the school improvement partner as well. <p>Question – was there a second parent concern?</p> <p>Yes, DG met with another parent, this time accompanied by CM. Following this meeting, parents have completed an in year transfer form.</p> <ul style="list-style-type: none"> • Governors discussed this policy and website further. <p>Policy approved.</p>	
<p>6</p>	<p>H & S – MW</p> <ul style="list-style-type: none"> • Governors were advised that H & S will continue to be an agenda item. There is the need for a H & S governor to visit the school once per term to meet with Site Supervisor and report back to governors. Currently RA is named governor but has not attended meetings. • MS agreed to meet with Site Supervisor after half term, prior to the audit. <ul style="list-style-type: none"> • There are two H & S audits due this school year. Willis Tower Watson RPA audit on November 13th and ROSPA audit on 10th June. • Fire Drill undertaken on 21st September. • Lockdown practice undertaken on 4th October. • Gas safety checks completed in summer holidays. • Parago tasks completed, some may be late due to workload. 	
<p>7</p>	<p>Headteacher update including safeguarding, Finance, PP & SP</p> <p><u>Safeguarding</u></p>	

	<p>All staff training on Friday 20th October 9.15am to 12.15pm Some referrals have been made since the start of term. DSL meeting every week. Notes are then emailed out to staff giving limited information. This has improved communication. Question – does information get passed on from previous schools? Some but no LADDO referral information. Termly safeguarding report is due out in December.</p> <p><u>Finance</u> Waiting for information regarding the new school year budget. Year end was better than expected. Caretaker house funds have been spent; last purchases will be made before Christmas. Waiting for funds for ECHP claims.</p> <p><u>Sport Premium - CC</u> New template was issued with new guidelines. CC working on this document, transferring details from the previous one. Some changes have been needed. Document needs to be published by 31st July 2024.</p> <p><u>Pupil Premium</u> Katy Brunton has completed learning walks. DG provided governors with an indication of results for PP children and non-PP children. Results are good but important to keep momentum going.</p>	
<p>8</p>	<p>Chairs Action – LH on behalf of MR</p> <p>It was requested that one governor take on one section of SDP. Governors discussed this at length and agreed the following: A – Rebecca B – Mike C – Lesley D – Mel</p> <p>All governors agreed to comment on behaviour on visit forms. Action – Governor monitoring form to be added to Hub.</p> <p>SLT – governors discussed at length, and with a view to streamlining to avoid duplication, suggested the following actions: Action – DG to approach DZ for training for governors. Action – DG flow chart to show monitoring progression. To be reviewed annually. MS commented that a half termly learning walk has been undertaken for her link role. A report will be completed. RB noted that a report will be completed following her attendance on a school trip. Governors agreed that visit reports would be loaded onto the Hub for everyone to read. Each governor has the responsibility to raise any issue at meetings. Action – The four OFSTED focus areas to be used as headings on the visit form.</p>	

	<p>Governors discussed this at length using the Hub knowledge area as a reference point.</p> <p>The governor audit on the Hub to be completed each September and reviewed in July to see what progress has been made.</p>	
9	<p>School Development Plan</p> <p>School status report is in progress. It is in a new format, DG showed governors an example of the document.</p>	
10	<p>Governor's feedback from school visits or contact with school</p> <p>These were discussed in previous points.</p>	
11	<p>Date of Next meeting;</p> <p>Wednesday 29th November at 5.30pm</p> <p>Katy Brunton to present Pupil Premium report</p>	
12	<p>Key Message for Trust:</p> <p>None at this time.</p>	

Meeting concluded at 19.30 hours

Signed (Chair) Date

Actions:

- Values to be included in school headers - DG
- Vision & Values training for MDSAAs - DG
- Website to be refreshed to reflect vision & values – DG (in coming months)
- SLT meetings – bullet points to governors - DG
- Governor monitoring form to be accessible from Hub. - MW
- Governor visits form to use Ofsted areas of focus as headings. - MW
- Deborah Zachary to be approached for governor training session. - DG
- Flowchart for monitoring progression - DG