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 Headteacher: Carole Catley

MINUTES OF THE FULL GOVERNING BODY MEETING OF DEANSBROOK INFANT SCHOOL, HELD AT THE SCHOOL ON TUESDAY 22ND NOVEMBER 2022 AT 6.30 PM

PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/ Absent
Julia Hutton-Squire (JH-S)	Co-opted	Chairman	3/4/2019-2/4/2023	Present
Nickolas Mailer (NM)	Co-opted		27/6/2019-26/6/2023	Present
Jade Cheung (JC)	Co-opted	Vice Chairman	3/4/2019-2/4/2023	Present
Nicola Simon (JC)	Co-opted		3/4/2019-2/4/2023	Present
Judith Suissa (JS)	Co-opted		22/11/2022-21/11/2026	Present
Carole Catley (CC)	Staff	Headteacher	Ex-officio	Present
John Parnaby	Staff		25/01/2022-24/01/2026	Present
Rajen Rajput	Parent		11/05/2021-10/05/2025	Present
Ryan Hannan	Parent		07/10/2021-06/10/2025	Present
Shabaz Dar (SD)	Parent		13/06/2019-12/06/2023	Present
Roshi Klair	Parent		07/10/2021-06/10/2025	Present
Ayub Abdi	Parent			Present
Hugh Rayner (HR)	LA		28/02/2022-27/02/2026	Absent
Caroline Winston	Clerk			In attendance

PART ONE

1. WELCOME & INTRODUCTIONS

- 1.1 The Chair welcomed Governors to the meeting, extending a special welcome to new parent governor Ayub Abdi.
- 1.2 Introductions were made around the room for his benefit.

2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

- 2.1 Hugh Rayner was absent.

3. DECLARATION OF PECUNIARY INTEREST, REGISTER OF BUSINESS INTERESTS AND ADOPTION OF CODE OF CONDUCT

- 3.1 None of the Governors present declared a pecuniary interest in the business to be discussed.
- 3.2 Governors were reminded to complete and submit to the Clerk the annual register of business interests form.
- 3.3 The NGA Code of Conduct was **ADOPTED** for the new academic year.

4. APPOINTMENT OF CHAIRMAN FOR THE ACADEMIC YEAR 2022-2023

- 4.1 Nominations were invited for the position of Chairman. A nomination was received for Julia Hutton-Squire, who indicated her willingness to stand. The Governing Body **RESOLVED** that Julia Hutton-Squire be appointed Chairman for the academic year 2022/2023, or until her successor was appointed.

5. APPOINTMENT OF VICE CHAIRMAN FOR THE ACADEMIC YEAR 2022-2023

- 5.1 Nominations were invited for the position of Vice Chairman. A nomination was received for Jade Cheung, who indicated her willingness to stand. The Governing Body **RESOLVED** that Jade Cheung be appointed Vice Chairman for the academic year 2022/2023, or until her successor was appointed.

6. MINUTES OF THE MEETING HELD ON 22nd JUNE 2022 AND MATTERS ARISING/ACTIONS

- 6.1 The Part I Minutes of the meeting held on 22nd June 2022 were confirmed, initialled, and signed by the Chair.
- 6.2 Arising from the minutes:
- 6.3 Item 4.13 Add Lettings to the next agenda of the Finance and Premises Committee The Headteacher reported that she had been in contact with a company who provided a lettings management website for school lettings. This was displayed on screen for Governors to view. The company concerned was Sharesy and an overview was provided of the service that they provided.
- 6.4 **ASKED** want commission they took from each let sourced through their website, the Headteacher said that this would be 15% for the first year and 20% thereafter.
- 6.5 Before proceeding with letting the premises the School needed to be made more secure. Digilocks would be installed on each door, and this would cost £1500. The Headteacher explained that this would be paid through capital funding as part of the IT equipment upgrade project.
- 6.6 **ASKED** who would need to be onsite for lettings, the Headteacher explained that for long-term lettings a key box would be installed outside, along with fobs for the alarm system being provided.
- 6.7 For one-off lettings, a member of staff would need to be onsite.
- 6.8 A Governor suggested looking into hiring out the School car park, especially for events being held at the Church. The Headteacher said that this would need to be co-ordinated with the Junior School as they shared half of the car park.
- 6.9 A Governor suggested letting the car park in the school holidays for people needing parking for Mill Hill Broadway Station when travelling to airports.
- 6.10 The Finance and Premises Committee undertook to investigate this further.
- 6.11 Item 4.16 Produce a calendarised timeline for the marketing of the School This had been completed.
- 6.12 The Headteacher reported that she had taken some parents on a tour of the School that term. An open evening had also been held, supported by three members of the Governing Body. A further open evening would be taking place on 1st December 2022.
- 6.13 **ASKED** whether the School would be distributing flyers again in January 2023, the Headteacher said that she would supply these flyers for distribution locally by Governors. Shabaz Dar, Ryan Hanrahan, Ayub Abdi and Roshi Klair undertook to post these in the local residential area.
- 6.14 Item 5.17 Produce information document on Pupil Premium This had been completed.
- 6.15 Item 11.4 Complete governance audit This action was pending.
- 6.16 Item 13.11 Send Governors proposed new school day times This had been completed.
- 6.17 The Headteacher reported that the consultation on this had taken place in the summer term and the school day times had changed to:
- 8.40am – 3.15pm Reception and KS1
 - 8.45am – 3.30pm Nursery

		Action	Who?	Deadline
6.10	a.	Add Lettings to the next agenda of the Finance and Premises Committee	CC	January 2023
6.15	a.	Complete governance audit	CC, JHS, NM, HR, JC, RH	January 2023

7. REPORT OF THE HEADTEACHER

- 7.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 7.2 Arising from the report:
- 7.3 Languages in School The Headteacher highlighted that the biggest change in the languages spoken by families attending the School was the narrowing gap between the number of English and Romanian families.
- 7.4 A discussion ensued on some of the reasons that nationalities attending the School changed over the years.
- 7.5 **ASKED** whether the School could plot the areas most of their families travelled in from so that the publicity leaflets could be delivered in targeted areas, the Headteacher said that she already had this information for Nursery and Reception as staff undertook home visits in these year groups.
- 7.6 Staff Well-being It was highlighted that senior leaders at the school were very aware of the importance of staff well-being. A staff well-being survey had been sent out to staff to ascertain what the stress triggers were and if there was a group of staff who were suffering with mental health more than others and whether the stress was school related or related to factors outside of school.

- 7.7 An inset had been planned for early December using the analysis of the surveys and would help staff with strategies to support them to deal with their own stress.
- 7.8 Pupil Attendance The attendance data was highlighted.
- 7.9 Governors noted that Nursery attendance had been very poor this academic year and, due to the fact their attendance was not mandatory, involvement from the EWO had not been possible. However, families were sent letters emphasising the importance of good attendance and children whose attendance did not improve, risked losing their place at the Nursery if other children were waiting for a place.
- 7.10 **ASKED** whether children should retain their place in Nursery if their attendance was very poor, the Headteacher expressed her personal view on the matter.
- 7.11 Governors discussed the fact that both adults and children were particularly vulnerable to bugs and viruses following the heightened hygiene routines implemented during Covid now becoming more relaxed.
- 7.12 Schools had also noticed that parents were more likely to keep their children home with minor illnesses when this would not have been the case before the pandemic.
- 7.13 It was noted that during their last inspection, Ofsted had recognised the challenges faced in maintaining pupil attendance in Infant school settings when children's immune systems were learning to cope with the influx of germs.
- 7.14 The Headteacher was pleased to report that attendance in the Nursery had improved since she had written her report.
- 7.15 PTA Events It was noted that the annual general meeting had taken place and the School was delighted to have over 20 parents/carers attend. The new officers for the year had been elected and approved.
- 7.16 Governors were reminded that the Christmas Fun Day would be taking place on 9th December 2022. They were encouraged to attend if possible.
- 7.17 **ASKED** whether the Nursery roll was currently at capacity, the Headteacher said that there were currently 40 children on roll, with a further 7 starting in January 2023. This left one space for an admission in April. Governors were reminded that some of the children in the Nursery were attending full time which had an impact on the roll numbers. Prior to the full-time provision there would be a total of 39 spaces in each of the morning and afternoon sessions.
- 7.18 **ASKED** whether, with the Nursery being full and the School therefore potentially having to turn families away, this could impact on Reception admission numbers, the Headteacher said that staffing ratio rules in the Nursery were what affected how many children could be admitted. If there were lots of families requesting places in April, then it would be worth adjusting the staffing to accommodate this.

8. REPORTS OF COMMITTEES

- 8.1 Pupils, Parents and Community Committee The minutes of the meeting held on 12th October 2022, copies of which had been previously circulated, were received and noted.
- 8.2 Curriculum, Attainment and Standards Committee The minutes of the meeting held on 4th October 2022, copies of which had been previously circulated, were received and noted.
- 8.3 Finance and Premises Committee The committee had met on the 19th October 2022 and the minutes were to be circulated.
- 8.4 It was reported that discussion had focussed on the budget forecast, staff salary increases, Pupil Premium funding and the Sports Premium.
- 8.5 It was reported that Support Staff were all receiving £1925 (pro rata) backdated to April 2022. The School had factored 1.5% provision for Performance Related pay increases, but had not anticipated the flat rate increase to everyone. This was the primary reason for the budgetary position worsening.
- 8.6 For teachers the School had budgeted a 3% increase backdated to April 2022. This increased had actually been greater, but had only been backdated to September 2022.
- 8.7 **ASKED** whether it was known yet whether staff strikes would be going ahead, the Headteacher said that Unions were balloting their staff and that any strikes were likely to take place in January 2023. These strikes were due to the lack of Government funding for staff pay increases.
- 8.8 It was suggested that some information about the strike period go in the newsletter nearer the time to explain the context of the strike action. Parents would be encouraged to write to their MPs about the financial pressure schools were currently facing.
- 8.9 **ASKED** how likely the strike was to go ahead, the Headteacher said that this was very likely, and would be a number of individual days over a number of weeks. Staff were also being advised by the Unions to work to rule, working just their set hours.
- 8.10 A decision to close the School would be based on the safety of the children.

- 8.11 **ASKED** what would prevent the strikes happening in schools, the Headteacher said that this could be prevented with increased Government funding being allocated to the education sector.

9. UPDATE ON SAFEGUARDING

- 9.1 The Headteacher reported that there were:
- 2 children on Child Protection (CP) plans
 - 1 on a Child in Need (CIN) Plan
 - 1 child on an Early Help plan
- 9.2 Governors were reminded that, in line with the updates to KCSIE, that they should have a good level of safeguarding training. They had all been invited to the session held at the School in September 2022 and were reminded that training was accessible through the Governor Support and Development Programme.
- 9.3 Ryan Hanrahan undertook to circulate the links to online safeguarding sessions available.
- 9.4 The Headteacher provided a brief overview of the systems in place for staff identifying safeguarding concerns. These were logged on CPOMS.
- 9.5 Staff updated their safeguarding training annually. The SLT also kept staff updated concerning any safeguarding matters reported nationally. It was suggested that Governors also be provided with these updates.
- 9.6 Governors were reminded to sign the declaration form to confirm that they had read the recent updates to KCSIE.
- 9.7 **ASKED** whether school phones were taken out by staff when on school trips, the Headteacher said that there used to be basic phones for staff to use in an emergency, but these had been ineffective. Staff were now permitted to use their own phones in the event of an emergency following the school's Mobile Phone Policy.

		Action	Who?	Deadline
9.3	a.	Circulate links to the online safeguarding training	RH	January 2023

10. ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE AND LINK GOVERNOR ROLES

- 10.1 It was agreed that the committee structure and membership remain unchanged.
- 10.2 The Headteacher suggested that link governor visits resume in January/February and undertook to circulate staff contact details for these to be arranged.
- 10.3 Rajen Rajput undertook to take over the EYFS link role.
- 10.4 **ASKED** about the Curriculum Maps, the Headteacher said that these were being reloaded onto the website in a slightly different format.

		Action	Who?	Deadline
10.2	a.	Circulate staff contact details for link governor visits	CC	January 2023

11. RATIFICATION OF POLICIES

- 11.1 The following documents had been shared:
- Behaviour and Relationships Policy
 - SEN Information Report
 - Low Level Safeguarding Concerns Policy
 - Online Safety Policy
 - Safeguarding Policy
 - SEND Policy
 - Uniform Policy
- 11.2 After full consideration the documents were **RATIFIED**.
- 11.3 Governors were asked to send any comments on these documents to the Headteacher by the following Tuesday.

12. CHIEF EXECUTIVE'S REPORT

- 12.1 The report had been shared with Governors for information.
- 12.2 The Director had highlighted that there had been three changes of Education Secretary, a new Monarch and a new Prime Minister since the last report.
- 12.3 The Headteacher highlighted that the report had included:
- BELS Chief Executive's Message
 - Updated DFE Statutory Guidance: KCSIE

- T-Levels Update
- Reflection Groups for Designated Safeguarding Leads
- Updated DFE Statutory Guidance: Suspension and Exclusion
- Governor Training Programme – Autumn 2022
- Free School Meals Checking Service
- Ofsted Update on Changes to Framework
- School Libraries Update
- Chair Succession Planning

12.4 Governors were encouraged to update their training on the Ofsted Framework.

13. GOVERNOR SUPPORT AND DEVELOPMENT

13.1 The Governor Support and Development Programme was commended to Governors.

13.2 The Headteacher requested that, if booking on a session, governors notify the School office.

14. ANY OTHER BUSINESS

14.1 Governing Body Membership The Clerk highlighted that the following terms of office would be expiring in 2023:

- Julia Hutton-Squire – 15.3.2023
- Jade Cheung – 15.3.2023
- Nikki Simon – 2.4.2023
- Nick Mailer – 26.6.2023
- Shabaz Dar – 12.6.2023

14.2 The Co-opted Governor March/April reappointments would be an item on the next agenda.

14.3 The term of office of Judith Suissa had expired and she had nominated herself for a further four-year term.

14.4 It was unanimously **AGREED** that she be reappointed as a Co-opted Governor for the four-year period ending 21st November 2026.

14.5 Site Access for School drop off and collection A Governor highlighted that when only one gate was opened for entrance to the site, this became extremely congested for parents in the morning. It was requested that the Hale Drive entrance be opened at the same time to alleviate this issue.

14.6 In response, the Headteacher said that she usually opened this gate personally and stood outside in the mornings to welcome the children but had not done this for a short period of time due to staffing shortages.

14.7 A discussion ensued about this matter and a suggestion was made to seek parent volunteers to open this gate in the mornings. This would be given further consideration.

		Action	Who?	Deadline
14.2	a.	Add Co-opted Governor appointments to the next agenda	Clerk	January 2023

15. ANNUAL MEETING SCHEDULE 2021-2022

15.1 The meeting schedule had been emailed to Governors.

16. DATES OF NEXT MEETINGS

16.1 The dates of the next meetings were confirmed as:

- **Monday 27th February 2023 at 6.30 pm**
- **Tuesday 20th June 2023 at 6.30 pm**

16.2 Governors were reminded that it had been agreed that committee meetings would continue online, with cameras on. Full Governing Body meetings were now held face-to-face at the School.

17. CONFIDENTIAL ITEMS

17.1 A discussion was held on confidential items, which were subject to separate confidential minutes.

Signed:..... Date:.....
Chair of Governors