

**Minutes of the Statutory Meeting Of The Board Of Governors
At Blossomfield Infant & Nursery School On
Wednesday 6th July 2016**

Present: Mrs L Bosley (Chair of Governing Body) (LB) Mr R Jarman (Vice Chair) (RJ), Mrs B Farkas (Headteacher) (BF), Mr T Tiwana, Mr D Flavell (DF), Mrs S Church (SC) , Mrs D Rothwell (DR), Rebecca McDermott (RM), Charlotte Bywater (CB)

Apologies: None

In Attendance: Mrs P Atkinson (Business Manager) (PA), Mrs K Morrison (Deputy Head) (KH)
Ms Deborah Yardley (Clerk to The Governing Body) (DY)

The meeting opened at 6.30pm and was quorate throughout (9 governors reducing to 6 for item 17)

Agenda Item	Supporting Documents
3	<ul style="list-style-type: none"> • Minutes from the previous meeting – 16 March 2016
5	<ul style="list-style-type: none"> • Minutes of Resources Committee Meeting of 15 June 2016 • Forward Forecast • Out-turn Statement as at May 2016
7	<ul style="list-style-type: none"> • Attendance Policy & Charging Policy
10	<ul style="list-style-type: none"> • Report of the Head Teacher • Child Protection / SEN report • SEF June 2016 • Impact of PE Funding
11	<ul style="list-style-type: none"> • Minutes of Teaching and Learning Committee Meeting of 11 May 2016
12	<ul style="list-style-type: none"> • Chairman's Actions

Minute Item	Outcomes
3	<p>The minutes of the meeting and the Confidential Minute held on 16 March 2016 were approved and signed by the Chair as a true and accurate record of the meeting.</p> <p>Minute ref: BFGBM60716.1</p>
5	<p>Forward forecaster – it was agreed that this will be carried forward to the next Full Governing Body meeting.</p> <p>Minute ref: BFGBM60716.2</p>
6	<p>Governors agreed to conduct a further set of parent governor elections in the autumn term.</p> <p>Minute ref: BFGBM60716.3</p>

	<p>The Clerk to book governors on the agreed courses for the Autumn term.</p> <p>Minute ref: BFGBM60716.4</p>
7	<p>The attendance policy was accepted by governors.</p> <p>Minute ref: BFGBM60716.5</p> <p>Governors agreed to maintain the school fund at current levels and accepted the updated Charging and Remissions Policy.</p> <p>Minute ref: BFGBM60716.6</p>
10	<p>SDP – all governors to send the Vice Chair details of the initiatives and training for this year by the first half term.</p> <p>Minute ref: BFGBM60716.7</p> <p>Governors need to undertake Prevent online training and print off the certificate and send to the Headteacher.</p> <p>Minute ref: BFGBM60716.8</p> <p>Headteacher to follow up on minutes of Collaborative partnership and forward to the Chair.</p> <p>Minute ref: BFGBM60716.9</p>
13	<p>Clerk to follow up with the IT Technician to have the governor membership spreadsheet deleted entirely. The Clerk to arrange for the minutes of the 16 March meeting to be added to the website.</p> <p>Minute ref: BFGBM60716.10</p>
16	<p>Clerk to draw up a proforma to circulate to governors for completion and return to enable completion of governors' national database.</p> <p>Minute ref: BFGBM60716.11</p>
17	<p>Pay reviews for non-teaching staff were agreed.</p> <p>Minute ref: BFGBM60716.12</p>

1	<p>Welcome and Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting and introduced the newly appointed parent governor, Charlotte Bywater to the Governing Body. There were no apologies for absence.</p>
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2	Declaration of Pecuniary Interests
	None.
3	Minutes of Meeting held on 16 March 2016
	The minutes of the meeting and the Confidential Minute held on 16 March 2016 were approved and signed by the Chair as a true and accurate record of the meeting.
4	Matters Arising from the Minutes
	<p>It was agreed that governor training will be booked on a termly basis.</p> <p>The SFVS has been signed.</p>
5	Resources Committee Report
	<p>Governors had no questions on the minutes of the Resources Committee meeting held on 15 June which had been circulated.</p> <p>The Business Manager advised that she had been in touch with the Audit Team regarding whether the Chair of the Scrutiny Committee could also attend the Resources Committee and the team member is currently on maternity leave. The Business Manager will follow up.</p> <p>May outturn report – governors appreciated that it is still very early in the financial year and had no questions.</p> <p>Forward forecaster – it was agreed that this will be carried forward to the next Full Governing Body meeting.</p>
6	Governance
	<p>The Chair advised that two parent governor elections had been held during the summer term; Charlotte Bywater had been appointed following the first election. Disappointingly, no nominations had been received following the second set of elections. Governors agreed to conduct a further set of elections in the autumn term.</p> <p>The following governor training was agreed:-</p> <p>Anti-Bullying - DF – 29 November</p> <p>Assessment without Levels – RM on 27 September</p> <p>Chair’s Briefing Session – Chair on 3 November</p> <p>Clerk’s Briefing Session – DY on 21 September & 3 November</p> <p>Early Years – CB on 23 November (this clashes with the next Full Governing Body Meeting so apologies for CB were accepted in advance)</p> <p>Literacy – Chair, RM on 15 November</p>

	<p>Mathematics – Chair, TT on 10 November</p> <p>Preparation for Ofsted – DF on 6 December</p> <p>Supporting Looked after Children – Chair on 1 December</p> <p>The Clerk will book governors on the above courses.</p>
7	<p>Adoption of Policies</p> <p>The attendance policy was accepted by governors.</p> <p>Governors discussed the draft Charging and Remissions Policy. The Business Manager had ascertained what a number of other schools charged for the school fund which ranged from £0 to £57. The average is £24. Historically, the school fund at Blossomfield has been £39 which equates to £1 per week and has been well supported by parents. Governors agreed to maintain the school fund at current levels and accepted the updated Charging and Remissions Policy.</p>
8	<p>Update on Blossomfield Childcare</p> <p>This is a confidential item and has been documented in a separate confidential minute.</p>
9	<p>Report from new parents evening</p> <p>DF had attended the two evenings on behalf of governors and reported that attendance had been good across both evenings. Parents had been receptive to the improvements that the new build would present. The Chair and Headteacher thanked DF on behalf of governors for attending.</p>
10	<p>Headteacher’s Report</p> <p>Governors are welcome to attend the assemblies on 14 and 21 July both at 9.15am.</p> <p>SC would advise the Chair of the names of the children who would receive a book token to enable the Chair to personalise a letter.</p> <p>Governors were pleased to note that attendance is up on last year. The School Improvement Advisor had focussed very closely on attendance and had been impressed with the tracking system that was in place. The SIA report is awaited.</p> <p>Details of work that would be carried out during the holiday were provided. The construction of the steel frame requires a crane which will take up the entire playground. This will therefore take place during the summer holiday period. The Headteacher has a site meeting during the last week of term and will update parents following this.</p> <p>The Headteacher updated governors with staff changes. There are 2 vacancies for lunchtime supervisors and shortlisting is taking place; the school cook has left and the new supply cook has settled in well. Interviews for a permanent cook will be done by the Catering Department. Appraisals for support staff have been completed.</p> <p>Governors discussed the SEF and the importance of ensuring that all</p>

governors contribute to it. This has previously been discussed at Scrutiny Committee.

5.2 - Fire safety drill – went well, particularly given there were children doing a yoga class who were barefoot. Some adjustments will be made for the future; in particular ensuring that the Foundation stage and Childcare unit use the front exits.

6.3 PE Funding – the school came third in the cheerleading festival and were awarded the most points of any infant school in the Solihull inter-schools competition.

6.8 Preliminary KS1 results – governors briefly discussed and understood that there is currently no yardstick to measure performance locally or nationally. The aim was 85% of the cohort to have met expectations in reading, maths and writing. This has been met in reading and maths but has not been met in writing. The Headteacher explained that the writing is very technical encompassing cursive handwriting and spelling, punctuation and grammar. Phonics results have improved from last year which the Headteacher attributes to lots of small initiatives such as teaching phonics first thing in the morning, discussing with other schools what they do, coaching of parent helpers and students and the hard work of the staff.

A governor asked what information would be communicated to parents. The Headteacher confirmed parents would be advised whether their child had met/not met/exceeded expectations. The information on the cohort would also be published on the school website.

6.7 – SDP – governors discussed how best to summarise the work that they had done this year. **It was agreed that the Vice Chair would compile and all governors would send him details of the initiatives and training they had done this year. This needs to be done by the first half term.**

On behalf of the governing body the Chair thanked all staff who give up their time to run clubs which are so valuable for the children. The Chair was also impressed by the amount of money raised for charity. The Headteacher confirmed that having a dedicated member of staff who has responsibility for co-ordinating initiatives had made the difference and that the children's choices had been taken into account.

8.2 – **all governors need to undertake Prevent training.** This can now be accessed online and all governors must complete the training and print off the certificate which is issued at the end and send to the Headteacher.

8.4 Collaborative work – the Chair has not received any minutes so **the Headteacher will follow up.**

10.4 Child Protection /SEN report – governors had no questions on the comprehensive support which KM had provided.

10.7 – Parent Partnership – no parents attended the last meeting. This was disappointing as staff had given up their time to attend.

10.5 and 10.6 both the Safeguarding Register and School Bullying/Incident Registers have been signed by the Headteacher and the Chair.

11	<p>Teaching & Learning Committee</p> <p>Governors had no comments on the minutes of the meeting held on 11 May 2016.</p>
12	<p>Chairman's Action</p> <p>The report had previously been submitted. In addition, the Chair had attended the Equality & Diversity training in place of TT who was unable to attend.</p>
13	<p>Website</p> <p>The Chair reported that governors' personal details had been removed from the website but for an unknown reason have reappeared. It was agreed that the Clerk would follow up with the IT Technician to have the governor membership spreadsheet deleted entirely. All governors are contactable through the school office. The Clerk will also arrange for the minutes of the 16 March meeting to be added to the website.</p>
14	<p>Publication of Minutes and Papers</p> <p>It was agreed that item 8 update on Blossomfield Childcare was a confidential item and would be the subject of a separate minute.</p>
15	<p>Date of Autumn Statutory Meeting</p> <p>Wednesday 23 November 2016 at 6.30pm.</p>
16	<p>Any Other Business</p> <p>The Clerk advised governors of a new statutory requirement from September 2016 which requires governors' details to be entered on a national database. It was agreed that the clerk will draw up a proforma to circulate to governors for completion and return.</p>
17	<p>Governors who are members of staff withdrew at 7.48pm prior to non-teaching staff pay discussions. The Vice Chair left the meeting at 7.49pm.</p> <p>Non Teaching Staff – Pay Discussions</p> <p>The Headteacher recommendations, as per the separate schedule, which is confidential, were unanimously agreed by governors.</p>
18	<p>Termination of Meeting</p> <p>The meeting closed at 8.16pm</p>