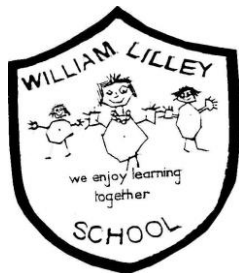


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**WILLIAM LILLEY INFANT & NURSERY SCHOOL AND BANKS ROAD INFANT & NURSERY SCHOOL**  
**JOINT MEETING OF THE GOVERNING BODIES**  
**TUESDAY 11 JULY 2017, 6:00PM**

			Action whom	Action when
<b>1</b>	<b>Welcome and Introductions</b>			
Committee members Present Mr K Snow (KS), Mr D Pearson (DP), Mrs S Beardsley (SB) Mr A Hitchcock (AH), Mrs M Paterson (MP), Mrs C Clemens (CC)				
<b>2</b>	<b>Apologies</b>			
Mrs H Goodwin (HG), Mrs L McPhearson (LM), Mrs K Brackner (KB)				
<b>3</b>	<b>Declaration of Interests</b>			
None declared.				
<b>4</b>	<b>Minutes of last meeting held on 14 March 2017</b>			
Minutes were <b>AGREED</b> and <b>APPROVED</b> as a true and accurate account of the meeting and signed by the two Chair of Governors.				
<b>5</b>	<b>Matters arising</b>			
<b>Agenda item</b>	<b>Action</b>	<b>Review</b>		
Website	Both school websites to be updated to include link to other's websites.	Banks Road – Action complete. William Lilley – Action remaining	SB	ASAP
School Council	Whole school trip to each site.	Not possible during summer term due to moderation etc- to arrange for Autumn 17	SB/CC	Autumn 17
Staff Training	William Lilley staff invited to attend Attachment Training.	Action complete. 3 x WL staff attended.		
	Safeguarding: Peer review between two HTs.	Action complete. Beneficial to both with ideas being shared		
	Governors to attend Governors Day at each site	Action carried forward.	ALL	Autumn 17
Delegation Full:JCC	Amendments to be emailed out and agreed at next meeting.	Action carried forward. CC/SB to review and circulate.	CC/SB	Autumn 17
Action Plan	To review, amend and ratify the action plan for Collaboration 2017	Adapted to include objective reference. Agreement to revisit in September and share with Governors.	CC/SB	Autumn 17
<b>6</b>	<b>Appointment of Chair</b>			
Agreement that KS, as Chair of Governors of the host school, be appointed as Chair for this committee meeting.				
<b>7</b>	<b>Governors collaboratively working – feedback from meetings</b>			
Committee Structure. KS and AH had met to discuss committee structures currently in place. WL structure to change from September – FGB + one other full meeting each term, with all Governors to attend. BRINS were also looking at how their committees were currently structured, though decisions may be influenced by recruitment of new				

<p>Governors in Autumn term.</p> <p><u>Ofsted Discussions.</u> BRINS congratulated WL on their recent Ofsted Inspection. WL thanked BRINS for their support.</p> <p><u>Governors Committee Observations.</u> LM had attended and observed WL Governors Meeting. WL Governors had been invited to observe BRINS meeting, invitation to roll over to Autumn 2017 if WL unable to attend.</p> <p><b>Actions:</b> WL Governor(s) to attend BRINS Committee Meeting as observer.</p>	<p>WL Govs</p>	<p>Autumn 17</p>
<p><b>8</b>    <b>Review of progress against Collaboration Plan</b></p>		
<p><u>Safeguarding.</u> SB and CC had met twice and had found these discussions and sharing of strategies, procedures and document proformas very beneficial.</p> <p>WL Safeguarding Governor, Mike Marriott, had carried out safeguarding audit today.</p> <p>Discussion around benefits of sharing Governor monitoring and audit reports across both schools. Agreement that this would be welcomed by both parties.</p> <p>KS suggested that BRINS and WL Safeguarding Governors meet to carry out joint safeguarding audit. AH suggested this should focus on one element of the Annual Governors Safeguarding Checklist e.g. processes used across the two schools when dealing in open Child Protection cases.</p> <p><u>Teaching &amp; Learning.</u> SB and CC met and completed work scrutiny across both schools in preparation for KS1 moderation. Further Summer term learning walks had been postponed as the moderation had taken priority.</p> <p><u>Staffing.</u> Gap analysis by EYFS completed. Learning walks carried out. WL English subject leader focus is development of spelling. Looking at strategies used at BRINS and how WL can learn from their successes. Maths coordinators have met to discuss training opportunities; one will attend and feedback to the other.</p> <p><u>CPD</u> Two attachment twilights completed. Maths as already discussed. CPD to be push for 17-18.</p> <p><u>Moderation/Assessment</u> Continuous throughout the year, which all had found very helpful and allowed both BRINS and WL to look in detail at children’s work, rather than looking through work from many settings during LA moderation networks.</p> <p><u>School Council</u> One visit to WL had taken place. Ofsted and LA moderation had delayed the summer term visit and this will now take place during Autumn term. From Autumn 17 council will write reports to share across school.</p>		

<p><u>Pupil Premium</u> Beginning of professional dialogue. PP procedures at each school discussed. PP leads attended PP Conference together and both excited at opportunities.</p> <p><u>Parents</u> Collaboration has been shared on website. BRINS and WL newsletters include collaboration updates. Discussion and agreement that JCC committee minutes to be shared on website.</p> <p>KS thanked SB/CC for their hard work. Discussion and agreement that the action plan provided excellent evidence of the collaboration at work.</p> <p>A copy of the Action Plan was signed by both HTs for schools' records.</p> <p><b>Actions:</b> Governors Monitoring and Link Governors reports to be shared across both Governing Bodies. Safeguarding Governors to carry out joint safeguarding audit with agreed focus. WL and BRINS school council visits. School Council to create termly reports to share across both schools. BRINS and WL to continue to include collaboration updates within newsletters. JCC committee minutes to be shared on websites.</p>	<p>Govs MM/AH SB/CC SB/CC SB/CC SB/CC</p>	<p>Sept 17 Autumn 17 Autumn 17 Autumn 17 Ongoing Ongoing</p>
<p><b>9 SIP Priorities for 2017-18 Shared Priorities</b></p>		
<p>Many similarities between the two schools.</p> <p><u>Wellbeing</u> WL – Building resilience BRINS – Emotional health &amp; Wellbeing</p> <p><u>Outcomes</u> Both schools have identified gender gap with focus on writing and spelling across both schools.</p> <p>WL to target physicality skills – identified that phonics knowledge and creativity was in place but children not able to write as lacking the physical skills.</p> <p>BRINS gender gap within Y1-2 with boys' writing to be the focus.</p> <p>BRINS to also target more able children – currently several children who are working within GD but not achieving.</p> <p><u>Leadership &amp; Management</u> BRINS target to build up skill set of new leadership team. Middle leaders currently working on their own areas – now looking at triangulating this work – middle leaders to meet 2 x term for a whole day to include data, interventions and monitoring overview so that all are aware of what each is doing and of impact across all areas.</p> <p>WL – Middle leadership already priority following Ofsted recommendations, however, focus this year will include monitoring and evaluation of their subject role.</p> <p><u>Early Years</u> BRINS –PSE - many have low resilience, and writing.</p> <p>WL – physicality of writing and addition of Quality Mark, due Autumn 18.</p>		

WL were also hoping to work towards achieving the International Dimensions Award across the whole school.			
<b>10</b>	<b>Impact – how this is evidenced across JCC</b>		
<p>AH was keen to identify how the JCC evidenced its own effectiveness. Whilst he acknowledged that discussions had been taking place in ‘subgroups’ he had been surprised at how few decisions had been made at the last meeting.</p> <p>CC reminded Governors that the aim of the first meetings was to form relationships. It was acknowledged, however, that CC and SB would require an overview – they were providing time ‘off timetable’ at considerable cost. HTs and Govs required a record of how that time had been used and the impact. Going forward impact would be evidenced by:</p> <ul style="list-style-type: none"> <li>• Subject leaders’ reports on impact of joint work.</li> <li>• Action plan evidence of work done to date.</li> <li>• School council reports.</li> <li>• Governors monitoring and subject leaders reports – already in place at BRINS.</li> </ul> <p>BRINS staff were already providing internal impact statements for their subjects. Agreement to use this proforma to create collaboration impact statements to share across both schools.</p> <p><b>Actions:</b>  BRINS impact statement proforma to be shared with WL.  Expectation for written impact statements to be shared with all stakeholders</p>		CC SB/CC	Sept 17 Sept 17
<b>11</b>	<b>Correspondence</b>		
None.			
<b>12</b>	<b>Any Other Business</b>		
None.			
<b>13</b>	<b>Confidentiality of Business</b>		
None.			
<b>14</b>	<b>Next Meeting</b>		
14 November 2017, 6:00pm at Banks Road Infant & Nursery School.			

**WILLIAM LILLEY INFANT & NURSERY SCHOOL AND BANKS ROAD INFANT & NURSERY SCHOOL  
 JOINT MEETING OF THE GOVERNING BODIES  
 AGREED ACTIONS : TUESDAY 11 JULY 2017, 6:00PM**

No	Agenda Item	Action	By Whom	By When
5	Matters Arising	Website: Both school websites to be updated to include link to each other's websites	SB/CC	ASAP
		School Council: Whole school trip to be arranged	SB/CC	Autumn 17
		Staff Training: Governors to attend Governors Day at each site	All Governors	Autumn 17
		Delegation: to be reviewed and circulated	SB/CC	Autumn 17
		Action Plan: Review and share with Governors	SB/CC	September 17
7	Governors' Collaboratively Working	WL Governor(s) to attend BRINS Committee Meeting as observer.	WL Governors	Autumn 17
8	Review of Progress against Action Plan	Governors Monitoring and Link Governors reports to be shared across both Governing Bodies.	WL Governors	Autumn 17
		Safeguarding Governors to carry out joint safeguarding audit with agreed focus.	Safeguarding Governors	Autumn 17
		WL school council to visit BRINS.	SB	Autumn 17
		School Council to create termly reports to share across both schools.	SB	Autumn 17
		WL to include collaboration updates within newsletters.	SB	September 17
		JCC committee minutes to be shared on websites.	SB/CC	ASAP
10	Evidencing Impact	BRINS impact statement proforma to be shared with WL.	CC	ASAP
		Expectation for written impact statements to be shared with all stakeholders	SB/CC	ASAP