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**WILLIAM LILLEY INFANT & NURSERY SCHOOL AND BANKS ROAD INFANT & NURSERY SCHOOL
JOINT MEETING OF THE GOVERNING BODIES
MONDAY 19 MARCH 2018, 5:00PM**

			Action whom	Action when
1	Welcome and Introductions			
Committee members Present Mrs M Paterson (MP), Mrs S Williams (SW), Mrs C Clemens (CC), Mr M Marriott (MM), Mrs S Beardsley (SB), Miss Trudy McMahon				
2	Apologies			
Mr A Hitchcock (AH), Mr D Pearson (DP)				
3	Declaration of Interests			
None declared.				
4	Minutes of last meeting held on 14 November 2017			
MM requested amendment to Agenda item 8 (paragraph 3): "It was agreed that the Safeguarding Governors <i>would meet to discuss safeguarding processes</i> " and not "...carry out a joint safeguarding audit." Pending this amendment minutes were AGREED and APPROVED as a true and accurate account of the meeting. To be signed by the two Chair of Governors at the next Committee meeting.				
5	Matters arising			
	Agenda item	Action	Review	
5. Matters arising	Create links between the school website.	Complete	CC/SB	Complete
	Governors to attend Governor Day at each site	BRINS to be arranged for June. WL dates under review pending new structure. Agreement to share with BRINS once date arranged.	CC/SB	June
	BRINS Governors meeting date to be advised to enable WL Governors to attend.	WL not yet attended due to other diary commitments. Next BRINS meeting 17 July. Next WL meeting 9 July. Open invitation for both Committees to attend.	All	Ongoing
	Look into options for having a shared page on GovernorHub to allow sharing of monitoring reports.	Several other schools have requested this. Jane Mansell of Governor Services investigating. Continue to review.	SW	Ongoing
	Chairs to carry out joint safeguarding audit.	Action amended to 'discuss safeguarding processes' as per Agenda item 4.	MM/AH	ASAP

		Date to be arranged for Summer Term		
	Termly school council reports to be shared.	Complete. BRINS school council letter included within BRINS HT Report. CC to share.	CC	
	BRINS & L newsletters to include collaboration updates.	Complete.		
	JJC minutes to be added to school website.	To action.	CC/SB	ASAP
	Expectation for written impact statements to be written and shared with all stakeholders.	Complete.	CC/SB	
7. Working Collaboratively	Evidence of impact of collaborative working to be highlighted in the minutes.	Complete.	Minute taker	
8. Review of progress against Collaboration Plan	Chairs to carry out joint safeguarding audit.	Action amended to 'discuss safeguarding processes' as per Agenda item 4. Date to be arranged for Summer Term	AH/MM	Summer Term
	Informal learning walks to be carried out by Heads	Action carried forward.	CC/SB	Summer Term
	SB to lead staff meeting on Growth Mindset – date to be set	Action carried forward.	SB	Summer Term
	WL to attend Twilight session at BRINS on EHWB	Complete. WL recently carried out staff wellbeing survey. To compare data with BRINS.	CC/SB	Summer Term.
	Add new section to action plan to record impact of collaboration	Complete. Updated termly.	CC/SB	
10. Evidence of impact	Expectation for written impact statements to be shared with all stakeholders	Complete	CC/SB	
6	Review of membership including Chair			
	<p>Agreement that MM, as Chair of Governors of the host school, be appointed as Chair for this committee meeting.</p> <p>WL committee membership slowly stabilising though still carrying Vice Chair vacancy and will have LA vacancy from September. MM queried constitution of both Governing Bodies.</p> <p>CC confirmed BRINS Governing Body comprised 11 x Governors + HT. 2 x vacancies open (LA and Community).</p> <p>SB confirmed WL Governing Body comprised 14 x Governors + HT.</p> <p>Action MM/SB to consider restructuring of WL Governing Body.</p>		SB/MM	Summer 18
7	Governors collaboratively working – feedback from meetings			
	<p>AH had attended WL FGB during previous term. AH unable to feedback due to his absence. However, CC advised that AH had had found the visit very useful.</p> <p>Agreement it would be useful to have monitoring report proforma to be completed on this and future projects/offline discussions. Agreement this would ensure all instances of collaboration were recorded and impact evidenced.</p> <p>Discussion and agreement it may be useful for link governor meetings to be attended by host and counterpart link governors. Sharing of dates/information vital for this to happen so both sides aware of opportunities.</p> <p>Action Monitoring Report proforma to be shared for completion. Consider Link Governor meetings being attended by counterparts. Share upcoming dates/events to maximise opportunities for collaboration – to be done</p>		CC CC/SB CS/SB	ASAP Summer 18 ASAP

via individual Governor Hub sites pending resolution of request for shared Governor Hub page.		
8	Review of progress against Collaboration Plan	
<p><u>Safeguarding</u> MM/AH to meet to discuss safeguarding processes across both schools.</p> <p><u>Teaching & Learning</u> Informal learning walks will take place by the Head Teachers of both school carried forward to Summer Term.</p> <p><u>Staffing</u> EYFS Leads have met. Maths Leads have met. English Leads have met.</p> <p>Diary/timetable clashes and unforeseen events had forced delays/cancellation of some meetings. Discussion and agreement to consider INSET days/Twilight sessions from 18-19 to allow staff to meet outside of school. This would also reduce costs of covering staff during school time.</p> <p>CC advised that subject leaders would be accountable to evidence impact of these meetings from Autumn 2018.</p> <p><u>Staff</u></p> <p><u>CPD</u> Maths leads attend Maths Hub @ GSA together. WL staff attended twilight training on Emotional Health and Wellbeing on 15th January. Joint EAL training arranged for June to reflect increase in EAL children at both schools. Training to be led by LA.</p> <p>Ongoing understanding between two schools to invite each other to any training arranged, to include staff meetings to further enhance collaboration.</p> <p>GDPR goes live 25 May 2018. Both Heads and SBMs had attended briefing sessions. Consider joint GDPR training for staff and Governors.</p> <p>CPD provides evidence of sharing a financial saving, and enables enhanced learning opportunities to staff, which will serve to improve outcomes for the children.</p> <p><u>Moderation/Assessment</u> Joint moderation to be arranged for comparative judgements.</p> <p><u>School Council</u> Joint visits had taken place. School Council had spent afternoons at counterpart school and had been fully involved in school activities. Visits had allowed children to make comparisons and recognise similarities between the two schools. The School Council were understandably focused initially on the school environment (playground/classrooms etc) but CC/SB were confident they would eventually look at other aspects of school life. Termly reports shared to further demonstrate schools' commitment to working together.</p> <p>Impact of the School Council agreed as: Sharing of behaviours and rewards 'Magpie-ing' ideas from other school.</p>		

<p>Collaboration is visible. Children talk to their peers and parents. Evidences schools' commitment to working together to both communities.</p> <p><u>Pupil Premium</u> WL currently report on financial year, which is reviewed termly. BRINS currently report on academic year.</p> <p>Discussion and agreement that it would be useful for PP Link Governors and PP Leads from both schools to meet and share Pupil Premium Report and plans and discuss the differences in practices and the benefits of each.</p> <p><u>Parents</u> Collaboration has been shared on websites. BRINS and WL newsletters include collaboration updates. Discussion and agreement that JCC committee minutes to be shared on website, following approval. Evidences schools' commitment to working together to both communities.</p> <p>Action MM/AH to meet to discuss safeguarding processes across both schools. Informal learning walks by HTs to take place during Summer Term. Consider INSET days/Twilight sessions from 18-19 to allow staff to meet outside of school. Subject Leaders to be accountable to evidence impact of meetings from Autumn 2018. Joint moderation to be arranged for comparative judgements. Schools to continue to invite each other to any training arranged. PP Link Governors and PP Leads from both schools to meet and share Pupil Premium Report and plans and discuss the differences in practices and the benefits of each. JCC committee minutes to be shared on website.</p>			
9	Evidence of impact of collaboration on school improvement		
<p>Action CC and SB to update impact statement and distribute to those staff who have met for completion.</p>		CC	ASAP
10	Review of Collaboration Agreement		
<p>SB had spoken with Jane Mansell regarding extending the Collaboration Agreement. Presuming both Governing Bodies approved the extension paperwork should be prepared and taken to the next JCC for approval and signature.</p> <p>Both schools, therefore, would need to add this as an agenda item to their next Full Governing Body meeting to determine agreement and approval to extend.</p> <p>MM asked JCC to consider extending beyond three years. Discussion and agreement that regular review was required to ensure the aims of the collaboration were constantly under review and scrutiny and meeting the needs of both schools.</p> <p>Action Collaboration Agreement to be added as agenda item to Full Governing Body Committee at both schools. Presuming approval, paperwork to be prepared to present to next JCC for formal approval and signature.</p>		CC/SB CC/SB	Summer 18 Summer 18
11	Correspondence		
None.			

12	Any Other Business		
<p>CC reported that Jackie Moss, HT at Trent Vale had offered opportunity for collaboration. CC advised this would not affect the BRINS/WL collaboration but would be another, separate collaboration with another group of schools, with its own Agreement/Action Plan etc.</p> <p>Thorough and in-depth discussion. Agreement that whilst very grateful for the invitation it was felt that the BRINS/WL collaboration was still in its infancy. An additional collaboration may dilute the benefits of BRINS/WL work.</p> <p>Trent Vale offer did, however, highlight there were many other Infant schools in the area with similar difficulties. Agreement to consider inviting these schools to join BRINS/WL collaboration in the future.</p> <p>Action To thank Trent Vale for their offer but to decline. Consider expanding collaboration with other infant schools in the area.</p>		CC All	ASAP Summer/ Autumn
13	Confidentiality of Business		
None.			
14	Next Meeting		
18 June 2018, 5.30pm 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: MONDAY 19 MARCH 2018, 5:00PM**

No	Agenda Item	Action	By Whom	By When
4.	Minutes of last meeting.	Amendment to Agenda Item 8. Paperwork to be signed by Committee Chairs at next Committee meeting.	AH/MM	Summer 2018
5.	Matters arising	Governors to attend Governor Day at each site. WL to advise BRINS of date once agreed.	All	Summer 2018
		Shared GovernorHub page for use by both schools. Ongoing pending feedback from Jane Mansell.	Jane Mansell	Ongoing
		AH/MM to meet to discuss safeguarding practices and processes.	AH/MM	Summer 2018
		JCC minutes to be added to WL website	JJ	ASAP
		Informal learning walks to be completed by both HTs	CC/SB	Summer 2018
		SB to lead staff meeting on Growth Mindset	SB	Summer 2018
		Compare data and results of EHWB staff surveys.	CC/SB	Summer 2018
6.	Review of Membership	Consider restructure of WL Governing Body	SB/MM	Summer 2018
7.	Governors Collaboratively working	Monitoring report to be circulated for completion by all.	CC	ASAP
		Consider link governor meetings to be attended by counterparts.	CC/SB	Summer 18
		Share upcoming events/meetings to maximise opportunities for collaboration via GovernorHub	CS/SB	ASAP
8.	Review of progress against Collaboration Plan	Informal learning walks by HT to be arranged for Summer term.	CC/SB	Summer 18
		Consider INSET/Twilight sessions from 18-19 for staff to meet outside of school.	CC/SB	Summer 18
		Subject leaders to be accountable to evidence impact of meetings from Autumn 18	CC/SB	Autumn 18
		Joint moderation to be arranged for comparative judgements	CC/SB	Summer 18
		Schools to continue to invite each other to any training arranged.	CC/SB	Ongoing
		PP Link Governors and school leads to meet to share PP report and plans –differences in practices and benefits of each.	CC/SB	Summer 18

No	Agenda Item	Action	By Whom	By When
9	Evidence of impact of collaboration	CC and SB to update impact statement and distribute for completion by relevant staff/governors.	CC/SB	ASAP
10	Review of Collaboration Agreement	Collaboration Agreement to be added as agenda item to FGB committee of both schools.	CC/SB	Summer 18
		Presuming approval, paperwork to be prepared to present to next JCC for formal approval and signature.	CC/SB	Summer 18
12	Any other business	To thank Trent Vale for their offer of collaboration but to decline.	CC	ASAP
		Consider expanding collaboration with other infant schools in the area	All	Summer/Autumn 18