

Minutes of the Governors' Meeting held at South Wootton Infant School on Wednesday 10th February 2016 at 5.34 p.m.

Present: Mrs. C. Johnston, Mrs. C. Gayton, Mrs. B. Allen, Mrs. R. Burt, Mrs. J. Cook, Mrs. E. Nockolds, Rev. G Wilkins.

In attendance: Miss J. Davenport (Headteacher), Mrs. L. Thomas (Clerk).

No	Agenda item	By date	By whom
1	<p>Apologies The Chair informed Governors of Mr. Hunt's resignation. Mrs. Nockolds had forwarded her apologies for the beginning of the meeting but would join when she could. Rev. Wilkins was expected to attend. The Chair reported that there were now 2 vacancies on the governing body, one for a Parent and one for a Co-opted Governor. The Headteacher and Chair had prepared a flyer on being a School Governor which would be sent home before the end of the week. Mrs. Burt reported that she had a possible contact for a Co-opted Governor. The Clerk would arrange a Parent Governor election immediately after the half term holiday. ACTION: arrange Parent Governor election.</p> <p><i>Rev. Wilkins arrived at 5.42 p.m.</i></p>	March 16	Clerk
2	<p>Notification of Any Other Business Headteacher - Paul Donkersloot, Headteacher of Churchill Park.</p>		
3	<p>Declaration of Business Interests/Conflict of Interest There were no business interests declared for the meeting.</p>		
4	<p>Membership of the Governing Body As discussed during Agenda Item No. 1.</p>		
5	<p>Confirmation of the Minutes and Confidential Minutes of the meetings held on 26th November <i>Rev. Wilkins proposed the acceptance of the minutes of the meeting held on 26th November. This proposal was seconded by Mrs. Cook, and carried unanimously by those present at the meeting.</i></p> <p><i>Mrs. Gayton proposed the acceptance of the confidential minutes of the meeting held on 26th November. This proposal was seconded by Mrs. Allen, and carried unanimously by those present at the meeting.</i></p>		
6	<p>Matters arising – Governors' Action List The Governors reviewed the Action List as follows: a) Arrange Social Event – signed off 10/02/16.</p>		

	<p>b) MSA training – Training deferred to Autumn term. ACTION: arrange MSA training.</p> <p>c) Annual review of governance – carry out review. Headteacher and Chair would be meeting this Friday to finalise the document and will email to Governors once completed. ACTION: Headteacher and Chair to draft document and email to Governors.</p> <p>d) Artificial grass for friendship corner – Headteacher to purchase this weekend. ACTION: Headteacher to purchase artificial grass.</p> <p>e) Governor commitment – signed off 10/02/16</p> <p>f & g) Ofsted Inspection – the Headteacher had spoken to Mr. Paul Donkersloot, Headteacher of Churchill Park, regarding carrying out a practice run of an Ofsted Inspection with the governing body. He had agreed and Governors were asked to come up with dates and times of their availability in the early weeks of next half term. The Headteacher would prepare a crib sheet from the questions given to Mrs. Allen on her recent training. ACTION: Mrs. Allen to prepare Ofsted documentation and distribute to Governors – signed off 10/02/16 ACTION: Governors to notify Headteacher of availability for Ofsted training. ACTION: Headteacher to prepare Ofsted question crib sheet for Governors.</p> <p>h) Co-opted Governor/governing body – investigate options. Flyer being sent out to all parents. ACTION: Headteacher to investigate options.</p> <p>i) Solar panel projects for schools – investigate options. ACTION: Headteacher to investigate options.</p> <p>j) SFVS and Governing Body Matrix –documentation completed. To be discussed as part of Agenda Item No. 7. – signed off 10/02/16.</p> <p>k) Free school meals – the Headteacher reported that she had referred to these in the last Newsletter and would prepare a board for Parents’ Evenings. ACTION: prepare board with free school meals information for Parents’ Evenings.</p> <p>l) PITAs – the Headteacher would forward the information to Governors – signed off 10/02/16</p>	<p>18/12/2015</p> <p>23/03/2016</p> <p>13/02/2016</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>Spring 2016</p> <p>Spring 2016</p> <p>Feb/Mar 16</p>	<p>H/T</p> <p>H/T & Chair</p> <p>H/T</p> <p>Govs</p> <p>H/T</p> <p>H/T</p> <p>H/T</p> <p>H/T</p>
7	<p>Reports from Committees</p> <p>Resources – Rev. Wilkins presented his report. The BCRs had been received and showed only minor areas requiring attention. These had been adjusted in the budget revision. <i>Budget Revision 3 was recommended by the Sub-Committee and signed off by the Chair of Governors.</i> The SFVS (School Financial Value Standard) was presented to the governing body for approval. <i>Acceptance was proposed by Rev. Wilkins, seconded by Mrs. Johnston and carried unanimously.</i> The RAG rating had been green except for training. The Headteacher and School Administrator were already booked on courses and Mrs. Gayton reported that she would also be booking a training course. The financial governing body matrix had been completed.</p> <p>The Headteacher informed Governors that the contract for the school’s current management information system would end in March 2016. The school had received a demonstration on Pupil Asset which was currently used in school for assessment. This was also the same MIS that the Junior School used. The cost for Pupil Asset would be £1,823 against £3,045 which we presently pay for Capita Sims. <i>Following discussion the Headteacher proposed that</i></p>		

	<p><i>the school should change to Pupil Asset. The governing body agreed.</i></p> <p>The Headteacher also informed Governors that the contract for broadband was up for renewal. The County option would be with Udata. Other options were available including InTouch, our current ICT technician provider. The Headteacher would investigate further and report back to Governors. She would also speak to the Junior School regarding their broadband provision.</p> <p>ACTION: Headteacher to investigate broadband options.</p>	23/03/16	H/T
8	<p>Headteacher's report</p> <p>The Headteacher reported that there had been several visitors in the school this half term. <i>Mrs. Cook asked if the school paid for these.</i> The Headteacher responded that the visit by Bev Hall was covered from the NB2B subscription but that the school had paid for ½ day for Amanda Lowe. However she felt the expense had been well worth it. <i>Mrs. Cook also asked what 'extending challenge' was as referred to in her report regarding a Reception pupil.</i> The Headteacher responded that this would be moving them on a bit faster. The Headteacher reported that she was monitoring closely the Pupil Premium children in Year 2. <i>Mrs. Cook questioned whether it was usual to have no children above age related expectations, particularly in Literacy in the EYFS.</i> The Headteacher explained some aspects in Literacy were difficult to achieve in the early part of the year. <i>Mrs. Gayton asked if Governors could expect to see children above ARE by the end of the year</i> and the Headteacher confirmed 'yes'.</p> <p><i>Mrs. Nockolds arrive at 6.15 p.m.</i></p> <p><i>Mrs. Cook referred to the disparity in the data figures for KS1.</i> The Headteacher explained that the black figures were from previous assessments (levels) whereas the orange figures were from the new system (Point in Time Assessments) and therefore were not like for like. <i>Mrs. Cook asked if it was easier for staff now that they were settled with the new system.</i> Mrs. Burt responded that staff were now used to it and knew immediately where children were on the system. The Headteacher pointed out that assessments would not be entered on to the tracking system until Easter, however staff were constantly monitoring against the PITAs as to whether children were on track to meet end of year expectations. <i>Mrs. Johnston asked what difference this had made.</i></p> <p><i>Rev. Wilkins left the meeting at 6.21 p.m.</i></p> <p>Mrs. Burt reported PITAs were a more accurate record of where children were, not expectations of what level children were at. The system enabled teachers to be more focused. There was not so much pressure on teachers that children needed to be on a level because that was where they should be. The Headteacher informed Governors that the exemplifications of end of KS1 assessments had come out this week. Expectations were that teachers should embed what children learnt in their year group and not push them to do next year's work. The Headteacher was planning to meet with the Deputy Headteacher of Churchill Park to discuss assessment for SEN pupils. <i>Mrs. Johnston referred to the recent sickness outbreak.</i> The Headteacher reported that she had received a call from the Health Protection Team who were happy with our procedures except in future, when an incident is deemed virulent;</p>		

	we will change the absence from 24 hours to 48 hours.		
9	<p>Equalities Objectives and Information</p> <p>The Chair asked that in terms of the statistics provided why they were from 2010. The Headteacher replied that there was no recent information. Mrs. Allen confirmed that at her training of the previous evening, she had been informed the 2010 Act details were the ones to use. Governors then completed the Equality Audit Tool documentation. The Clerk would forward a copy of Mrs. Allen’s training documents to Governors.</p> <p>ACTION: forward Equalities Objectives information to Governors.</p>	a.s.a.p.	Clerk
10	<p>School Policy Review</p> <p>The updated Marking and Feedback policy was presented to Governors. Mrs. Burt reported that the children already knew what the symbols meant and were amending their work. Once familiar with the system it could be developed further where the children could mark their own work in pink/green, one way of assessing themselves. It was reported that Teachers were pleased with how the system was working. <i>The Marking and Feedback policy was approved.</i></p>		
11	<p>Governor Monitoring, Development and Training</p> <p>Mrs. Allen – Equality & Diversity and SMSC.</p>		
12	<p>Dates/Times of Future Meetings</p> <p>Mrs. Allen requested the addition of Student Council to the agenda for future meetings. She gave her report saying that the children were responding to the Headteacher’s letter regarding ‘pupil voice’ and had been discussing what could be done better in school. She reported they were talking about lots of things and she would report to Governors at the next meeting.</p>		
13	<p>Confidential Matters</p> <p>Any reference to names or named individuals.</p>		
14	<p>AOB</p> <p>Covered in Agenda Item No. 6.</p>		

The meeting closed at 7.10 p.m.