

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 12th February 2015 at 4.05 p.m.

Present: Mrs L. Williamson, Mrs B. Allen, Mrs A. Hayes, Mr L. Hunt, Mrs E. Nockolds, Rev. G. Wilkins.

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

Guest: Sammy Willetts (Learning Resources)

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Mrs C Johnston (work commitments). The governing body accepted the apologies.</p>		
10	<p>Aims & Vision The Headteacher introduced Ms. Willetts to the governing body and explained that she would be assisting a school project around vision and values. As part of this she would be working on re-designing the school logo in conjunction with the children. The Headteacher distributed documents of the aims and visions of various schools which had been looked at in a recent staff meeting. Discussion followed. Governors felt that the school's values should be broken down into age appropriate explanations. Staff had looked at the present tag line (Smile, Learn, Believe, Achieve) and felt that it was time for a change. One suggestion had been 'Smile, Work, Inspire, Success'. Further discussion took place. Mrs. Allen would discuss the suggestions put forward with the Student Council. ACTION: discuss tag line with Student Council It was decided to keep the school uniform colour as red. The Headteacher would check with the current uniform supplier whether there was a limit on the numbers of colours that could be used for the logo. ACTION: check with supplier the number of colours permitted to use in the school logo Ms. Willetts offered to come into school to attend the Student Council Meeting and meet for 2 afternoons with the Year 2 pupils. <i>Ms. Willetts left the meeting at 4.28 p.m.</i></p>	<p>27/02/15</p> <p>19/03/15</p>	<p>Mrs. Allen</p> <p>H/T</p>
2	<p>Register of business interests – declaration of interest for the meeting There were no business interests declared for the meeting.</p>		
3	<p>Confirmation of the Minutes of the meetings held on 2nd December <i>Rev. Wilkins proposed the acceptance of the minutes of the meeting held on 2nd December. This proposal was seconded by Mr. Hunt and Mrs. Nockolds and carried unanimously by those present at the meeting.</i></p>		

4	<p>Matters arising – Governors’ Action List The Governors reviewed the Action List as follows: a) Implementation of new lanyards – timescale reviewed to take account of staff changes. ACTION: Implement new lanyards for staff in readiness for the Autumn term. b) Copy of parental complaint letter for Headteacher. ACTION: Clerk to email Mr. Russell c) OTP feedback - The Headteacher reported that Mrs. Hindmarsh had attended the training at Sheringham Primary School. Although she no longer worked at the school the same knowledge was still in school as Miss Hayes had attended the same course. As part of the course Teachers had reflected on their practice and adopted methodology (3 positives and 1 what if). The school had joined up with the Junior School last term to observe teaching practices and further sessions were planned again for this term. This was intended to share good practice. Mrs. Hindmarsh had shared the information with staff during staff meetings. d) Student Council – Friendship bench to be painted – Caretaker to paint during Easter holiday. ACTION: ask Caretaker to paint bench. e) Governor and Staff social event. ACTION: arrange for January. f) Headteacher’s appraisal – Governors requested documentation. ACTION: forward documentation to Governors. g) Teaching & Learning Sub-Committee. ACTION: appoint Vice-Chair. h) Updated Post Ofsted Action Plan. ACTION: email to all Governors. i) MSA training – arrange training for summer term. ACTION: arrange training. j) PE – update Governors on provision of PE. ACTION: update Governors</p>	<p>Autumn 15 a.s.a.p. Easter 15 Jan 15 a.s.a.p. 10/03/15 a.s.a.p. Summer 15 17/03/15</p>	<p>Clerk Clerk H/T Chair H/T T & L S-C H/T H/T H/T</p>
5	<p>Correspondence No correspondence was tabled for the meeting.</p>		
6	<p>Headteacher’s report Rev. Wilkins requested that it be put on record that the governing body were aware of current Labour plans re class sizes. Mrs. Nockolds queried whether the appointments had been made for new teachers in Reception. The Headteacher informed Governors there had been 5 candidates, 1 of whom had withdrawn prior to interview. It had been a close decision but staff had been appointed. One a job-share (60-40 split) and the other starting at the beginning of May, firstly as an unqualified teacher becoming Qualified Teacher Status from September. A letter of notification would be sent home to Reception parents tomorrow to update them on the appointments. Mrs. Blogg</p>		

	<p>would cover the first two weeks after Easter to cover vacancy. Rev. Wilkins asked the Headteacher how she was finding combining the role of Headteacher, Teacher and SENCO. The Headteacher reported she was getting support from Jane Jewson for SEN who was arranging for a School Support Team teacher to come in and carry out some classroom observations. Paperwork for applications for funding had to be completed in the summer term and help had been offered by other schools to assist with this. The Headteacher reported that she had sometimes found it difficult to get a balance. Mrs. Nockolds questioned whether there had been any further problems with the child who had received 3 red cards. The Headteacher responded that there had been no red cards for that child this half term. Mrs. Williamson questioned the holiday leave of 22 days for a pupil. The Headteacher explained that she had granted 10 days leave for religious reasons, however on their return she would complete the paperwork for a fixed penalty notice. A fixed penalty notice had also been submitted for another child. Mrs. Nockolds asked for clarification of the current achievement data regarding attainment. The Headteacher explained that 84% of pupils were expected or above of which 44% were above. Mrs. Williamson queried the statement regarding EYFS in the letter from NCC re achievement. The Headteacher informed Governors the details were based on information that she had provided but she knew from tracking that the predictions were not accurate. Mrs. Nockolds questioned what Tapestry was and the Headteacher confirmed this was an application which parents could access via a smart phone or computer. It was an electronic version of the learning journey recording children's achievements. Those parents not having a phone or computer would be invited into school to use their facilities. Governors would evaluate this next term.</p> <p>ACTION: evaluate Tapestry</p>	Summer 15	Govs
7	<p>Sub-Committee report</p> <p>Resources - Minutes of the last meeting were distributed and Rev. Wilkins presented his report.</p> <p>a) Budget Plan Revision 3 2014-15 – included a budget figure to purchase 3 new projectors and interactive whiteboards. A further 2 projectors and interactive whiteboards would be included in future planning. <i>Acceptance of the Budget Plan Revision 3 was proposed by Mrs. Williamson and Rev. Wilkins, seconded by Mr. Hunt and carried unanimously.</i></p> <p>b) SFVS – a Working Party had met and completed the document. <i>Acceptance of the SFVS was proposed by Mr. Hunt, seconded by Rev. Wilkins and Mrs. Hayes and carried unanimously.</i></p> <p>c) BMP4 – it was reported that the contract for the BMP3 would come to an end March 2015. The Resources Sub-Committee had decided to sign up for the BMP4 which would begin in April 2015 for a period of 5 years.</p> <p>d) Smoothwall Swurl – (internet filtering). The governing body discussed whether to sign up for ICT to manage this on our behalf or for the school to manage it themselves. <i>Mrs. Williamson and Rev. Wilkins proposed that the school should ask ICT to manage this on our behalf. This proposal was seconded by Mr. Hunt and carried unanimously.</i></p>		
8	<p>New Food Regulations & Arrangements</p> <p>These had been introduced at the beginning of January 2015. The Headteacher reported that the school meals were</p>		

	provided and managed by Norse whose staff were up-to-date with current requirements.		
9	'Keeping children safe in education: childcare disqualification requirements' All staff had been issued and had completed the necessary documentation. Mrs. Williamson raised her concerns regarding the completion of the form because of its reliance on the person's honesty.		
11	Governor Training i) Governor elections – Parent & Co-opted. The Clerk had carried out a Parent Governor election but no nominations had been received. It would now be necessary to co-opt a Parent Governor in addition to a Co-opted Governor. Discussion took place and the Headteacher offered to approach a parent to ascertain their willingness to join the governing body. ACTION: Headteacher to approach parent regarding Parent Governor vacancy ii) training – Mrs. Nockolds had attended a meeting entitled "How to co-ordinate a Partnership for Schools"; Rev. Wilkins – Basic Finance; Mrs. Hayes – Neglect - Multi-Agency. iii) visits – Rev. Wilkins – Assembly; Mrs. Williamson and Rev. Wilkins – EYFS Teacher interviews. iv) Monitoring – reports from 'Deep Dive' day requested. ACTION: forward monitoring reports to Clerk v) Healthcheck – document discussed and completed. Governors will carry out an annual review of governance in the summer term. ACTION: annual review of governance	19/03/15 a.s.a.p. Summer 15	H/T Govs Govs
12	AOB Headteacher – 'Deep Dive' day on Thursday 19 th March. Governors to carry out a walkabout, monitor and evaluate Phonics, hear children read, look at writing scrutiny. Meetings in the afternoon with Subject Leaders, Safeguarding etc. Clerk – requested confirmation of arrangements for the next Teaching & Learning Sub-Committee meeting. Following discussion the date was changed to Tuesday 10 th March at 3.30 p.m.		
13	Confidentiality of proceedings Any reference to names or named individuals. The Chair reminded Governors again of the importance of confidentiality. <i>Rev. Wilkins and Mr. Hunt left the meeting at 5.58 p.m.</i>		
14	Date of next meeting – Thursday 19th March 2015, 'Deep Dive' Day		

The meeting closed at 6.00 p.m.