

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 19th March 2015 at 4.04 p.m.

Present: Mrs C Johnston, Rev. G. Wilkins, Mrs B. Allen, Mrs A. Hayes.

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 L. Williamson, Mr L. Hunt and Mrs E. Nockolds (work commitments). The governing body accepted the apologies.</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 12th February <i>Rev. Wilkins proposed the acceptance of the minutes of the meeting held on 12th February. This proposal was seconded by Mrs. Allen and Mrs. Hayes 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) Copy of parental complaint letter for Headteacher. The Chair and Clerk had contacted Mr. Russell who had informed them he had shredded all Governor paperwork following his resignation. The Clerk had also contacted Governor Services and was awaiting further correspondence. Discussion followed and the governing body agreed that should this situation arise in the future they would ensure the Headteacher received all necessary documentation. b) Arrange Social Event – postponed until summer term in view of staff changes. ACTION: arrange Social Event for summer term. c) Appoint Vice-Chair to Teaching & Learning Sub-Committee – discussion ensued regarding the difficulties in appointing new Governors and that staff could not be appointed to the position of Chair or Vice-Chair. The Chair agreed to approach a local resident who had shown an interest in the school with a view to co-opting them to the governing body. ACTION: approach a local resident to co-opt as Governor. d) PE – update reported in Resources Sub-Committee meeting.</p>	<p>Summer 15</p> <p>21/05/15</p>	<p>Chair</p> <p>Chair</p>

	<p>e) School tag line – Mrs. Allen reported this had been discussed in the Student Council meeting.</p> <p>f) School logo – the Headteacher reported there was no limit to the number of colours we could use in the school logo.</p> <p>g) Parent Governor vacancy – Headteacher to approach parent.</p> <p>ACTION: approach parent to co-opt as Parent Governor.</p>	21/05/15	H/T
5	<p>Correspondence</p> <p>NCC – letter to confirm receipt of SFVS followed by second letter to say that Education Finance agreed with the judgements of the governing body.</p> <p>NCC – A Good Education for Every Norfolk Learner – copies for the Chair and Headteacher were distributed.</p>		
6	<p>Deep Dive reports</p> <p>Rev. Wilkins reported that he was happy with the arrangements for safeguarding and that the single central record was up-to-date. Mrs. Nockolds had met with Subject Leaders for Literacy and Maths. The focus of the 'Deep Dive' had been phonics and reading. Rev. Wilkins had seen phonics in every year group and all children had been engaged. He had heard children read and their use of the phonics they had learnt was evident in their reading. The children were confident and used to reading to others. Rev. Wilkins questioned if there was an opportunity for children to progress between the phonics groups and the Headteacher replied this happened as the need arose. The Chair encouraged all Governors to attend the next 'Deep Dive' day on Thursday 9th July.</p> <p>ACTION: attend 'Deep Dive' day</p>	09/07/15	Governors
7	<p>Headteacher's report</p> <p>The Headteacher reported that there were now two children leaving at Easter. New Reception Teachers, Miss Brice and Mrs. Newman, would be visiting the school next Wednesday. Miss Riddington would also be invited to join them if possible. The Chair said she would make a brief visit to meet them at lunchtime.</p> <p>ACTION: visit school at lunchtime to meet new staff</p> <p>The Chair had attended the Education Challenge Partner's visit which had been positive. A joint project with Churchill Park would enable the school to access funding to support the school's SIDP. As part of this a member of their staff would be visiting the school tomorrow to look at Outdoor Learning. Pupil attendance was giving concern as the school currently had a chicken pox epidemic. Also there were extended family holidays. These had not been authorised and parents would receive a fine. It was hoped attendance would improve during the summer term. The Headteacher was expecting the school to be moderated this year. This would be a positive experience as all evidence would be moderated by external advisers. Rev. Wilkins asked if the behaviour concerns in Year 1 were worse in one class than the other. The Headteacher replied that it was across both classes. The incident mentioned had been dealt with and parents had been supportive. The Chair asked the Headteacher to remind Mr. Rice to contact her regarding the governing body's desire to work in collaboration with the Junior School.</p>	25/03/15	Chair

8	<p>Sub-Committee reports</p> <p>a) Resources – Rev. Wilkins reported that the Resources Sub-Committee were happy with the Projected Year End balance. He then presented the Budget Plan Original 2015/16. This was discussed. <i>Acceptance of the Budget Plan Original 2015/16 was proposed by Rev. Wilkins, seconded by Mrs. Hayes and carried unanimously.</i> The Contract to Services was presented based on the same services as previous years except for ICT technician support. This support would be provided by InTouch for the next financial year. The Contract for Caretaking/Cleaning support would be provided by Norse as previous but via direct payment. <i>Acceptance of the Contract to Services was proposed by Rev. Wilkins, seconded by the Chair, and carried unanimously.</i> Rev. Wilkins reported that the Sub-Committee had approved the expenditure for mini iPads, a projector for the hall and PE resources.</p> <p>b) Teaching & Learning – minutes of the previous meeting were distributed. The Headteacher reported on the Post Ofsted SIDP. The school was in the process of updating all reading areas in the classrooms. A reading challenge had been set for pupils for the Easter holiday. A reward system would be introduced in the Summer term to encourage children to read and for parents to sign in their child’s learning journal. Money had been set aside to purchase books for reading and topics. Staff had been looking at the Curriculum Overview in preparation for publishing on the school website. Options were distributed for discussion. <i>The Chair asked whether the school would be doing anything for Science as this was Science Week.</i> The Headteacher replied that we had in previous years but there had been insufficient time this year due to such a short term. However she stressed that she felt Science was important for children particularly at this age. Following discussion all Governors agreed that the jigsaw format of the Curriculum Overview was preferred. <i>The Chair queried whether the Sports Premium should be spent on external staff.</i> The Headteacher stated not necessarily. Part of the Sports Premium had been budgeted to purchase iPads to improve teaching and learning and for a projector for the hall to enable the children to view their own work and self-evaluate. During the summer term the Headteacher would be looking at PE provision for the school and would see if there was a member of staff interested in training for the PE qualification. The Headteacher had prepared a document covering all five areas of the British Values in readiness for publishing on the website. The governing body agreed with the content. The Chair suggested these should be included in the Headteacher’s presentation and throughout the content of the website.</p>		
9	<p>Student Council report</p> <p>Mrs. Allen reported that Miss Willetts had attended the Student Council meeting and had taken the ideas the children had proposed for a new tag line and logo. She had also spent time in school working with the Year 2 children on logo suggestions. The children liked logos which contained children and those in bright colours. Examples of the children’s work were perused. Mrs. Allen also reported that the Student Council had arranged a fund raiser for Comic Relief (make your face funny for money).</p>		
10	<p>Governor Training</p> <p>i) Governor elections – Parent & Co-opted. Covered as part of Agenda Item No. 4 (c & g).</p> <p>ii) training – Rev. Wilkins – Safer Recruitment; Mrs. Johnston – attending Education Show tomorrow (Pupil Premium</p>		

	and SEND seminars; also presentation by NGA). iii) visits – Rev. Wilkins – Assembly.		
11	AOB None declared for this meeting.		
12	Confidentiality of proceedings Any reference to names or named individuals. The Chair reminded Governors again of the importance of confidentiality.		
13	Date of next meeting – Thursday 21st May 2015 at 4.00 p.m.		

The meeting closed at 5.45 p.m.