

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 1st December 2016 at 5.30 p.m.

Present: Mrs C Gayton (Chair), Mrs J Cook (5.40pm), Mrs R Burt, Mrs L Morley, Mr B Legrove (5.50pm), Mr T Smith, Mrs E Nockolds (6.10pm)

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	Apologies Mrs T Sampson (illness) Apologies accepted.		
2	Governing Body/Committees: Adopt – a) Governing Body Structure & Terms of Reference – this was agreed to be adopted. b) Governors' Code of Conduct – this was agreed to be adopted. c) Resources Terms of Reference – following recommendation from this sub-committee, it was agreed to be adopted. d) Teaching & Learning Terms of Reference – following recommendation from this sub-committee, it was agreed to be adopted.		
3	Register of business interests The Clerk gave governors new forms to complete, which were returned during the meeting. Forms are outstanding from Mrs Nockolds and Mrs Sampson, ACTION: Clerk to ensure completed.	ASAP	RC
4	Confirmation of the Minutes of the meeting held on 6th October 2016 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 6 th October. This proposal was seconded by Mrs Cook, and carried unanimously by those present at the meeting.		
5	Matters Arising There were no matters arising. It was decided that any Actions will be taken from the notes in the minutes and the Clerk is not required to produce an Action List.		
6	Correspondence The Chair and Mr Legrove were given some correspondence.		
7	Headteacher's report and RAISEonline/Fischer Family Trust data The Headteacher confirmed the pupil premium number as 11. ACTION: Headteacher will update the names of the Year 2 classes. The Headteacher gave an overview of her report;	For next	H/T

	<p>Year 2 figures are strong. Gender and age issues in Reception will mean the figures are skewed, as they are boy heavy and a young year group. There are also many variables in EYFS which are beyond the schools control. Point in Time Assessments are to be monitored closely as Dark Green means pupils have securely learnt and Light Green means they have learnt mostly, but not all – both indicate pupils are on track, but must ensure that children in the Light Green category move to the Dark Green. <i>Mrs Cook asked when is the data taken for the start of KS1, the Headteacher said it was at the end of the previous year.</i> Children have been assessed in school this week. Mrs Cook commented on the roof in the kitchen which has been repaired and the new windows which have been installed are an improvement. The Headteacher said that she is chasing Andrew Waterfield regarding the plans for the entrance modifications and the school is on the list for external redecoration.</p> <p>The Fischer Family Trust data was discussed which everyone agreed it was easier to understand in terms of its presentation. <i>Mr Legrove asked how Governors have a role assisting in the strategic and long term planning of the school, the Headteacher said they did in terms of the School Improvement and Development Plan, ACTION Headteacher to send copy of report to Governors.</i> The Headteacher said that several requests for holidays in term time are being submitted, she said attendance is monitored and action is taken if the herringbone reports are red in the form of a letter being sent to parents.</p>	report	
8	<p>Committee Reports</p> <p>a) Resources: Mr Legrove gave a report following the meeting held on 17th November. Items discussed were:</p> <ul style="list-style-type: none"> i) the adoption of the terms of reference. ii) surveyors are working on plans for the front entrance building project. iii) financial position is very healthy with a surplus being forecast after building work is factored in. iv) the need to keep the separate school fund holding around £3,000 was discussed. v) the RAG rating is green, but will be Amber next time as the school has a new Administrator in post. vi) Mr Legrove will stand in for Mrs Sampson on 2nd December to carry out the Headteachers appraisal with Mrs Gayton. <p>Approval of the second revision of the budget was proposed by Mr Legrove and seconded by Mrs Gayton and this was signed off by Mrs Gayton. Mrs Nockolds raised the point that Governors should be looking at ensuring some of the surplus is spent to significantly contribute to the school and children’s learning, options discussed were covering some outside areas with a canopy, and log cabin style classroom. The Headteacher has contacted a company called Bookspace to obtain a quote for updating the library.</p> <p>b) Teaching & Learning: Mrs Cook gave a report following the meeting on 25th November. Items discussed were:</p> <ul style="list-style-type: none"> i) the Chair and Vice Chair were elected. ii) the adoption of the terms of reference. iii) the RAISEonline picture is good. iv) Cornerstones curriculum has been purchased. v) 11 pupil premium children. vi) ACTION: Headteacher to email Sports Premium report. vii) Plans for the library to be updated and suggested opening one day a week after school with the possibility of a dog to visit for the children to read to. 	ASAP	H/T

	<p>viii) An organisational chart had been requested, Headteacher has now included this information within the format of the Headteachers report.</p> <p>ix) ACTION: Headteacher to email SEND update, this details that one child now has an Education and Healthcare Plan, a TA has visited Churchill Park, and two Yr 2 boys will need extra support for transition to the Junior School.</p> <p>ACTION: Clerk to ensure that the email has been sent containing the minutes of the above meeting to the Headteacher and Mrs Cook.</p>	ASAP	H/T
		ASAP	Clerk
9	<p>Student Council Report</p> <p>Officers have been elected as follows; Chloe Saunders is Chair, Flynn Angell is Vice-Chair, Oliver Gayton is Secretary and Lois Goodchild is Treasurer. Their planning and organisation was praised for Poppy selling and the Children in Need fundraising which saw a giant Pudsey being covered in 1p and 2p pieces totalling £260. Priorities for the Student Council are to now use their page on the website more. Mrs Gayton asked the Headteacher to thank Mrs Angell for her work with the group.</p>		
10	<p>Multi Academy Trust Update</p> <p>Mrs Gayton asked for everyone's opinion on the school joining the Multi Academy Trust underneath the Viscount Nelson Education Trust. Thoughts and views were as follows;</p> <ul style="list-style-type: none"> - It was hoped that teacher's roles would not change, however teachers could be pooled and shared between schools. - It is felt that as the school has a Good Ofsted rating and is sound financially this would be of benefit; however it is not known what may happen to any surplus funds the school has upon joining the MAT. - The Local Authority view at the moment is that through primary schools are preferred, and if the school does not join the MAT it may be in a vulnerable position and also be the only school in King's Lynn not to be part of a trust. - There will be an impact on school spaces following the plans to build around 450 houses on the land behind the school and adjoining Edward Benefer Way, concerns are that the junior school could then be extended to become a through primary. - It was felt that the voice of the school would be bigger and more protected within the MAT. - There was concern over what would become of the governing body if joining the MAT, some trusts have dispensed with governors in schools and some have remained. - The group of schools wishing to join the MAT are diverse; South Wootton Junior School, Highgate Infant and Nursery, Howard Infant, Greyfriars, Fairstead, Windmill federation (Walpole and Tilney), Watlington and Reffley - There could be a benefit of being part of the setting up of a MAT, instead of trying to join at a later date, when it may not even be possible to do so. - There was discussion about how the financial management may change, there are thoughts that if a school is running well it would be left alone to manage, only if there are difficulties would trustees step in. - One SWIS governor has expressed an interest in becoming a trustee. If successful this would mean the school has a stronger voice within the MAT. 		

	The general feeling was positive, with some reservations. The governors feel that the school cannot stand alone and voted unanimously to proceed with joining the multi academy trust underneath the Viscount Nelson Education Trust.		
11	Governor Training Mr Legrove and Mrs Morley have recently attended training which they found useful. ACTION: Both need to complete their DBS checks.	ASAP	LM, BL
12	AOB - The contract with NORSE is due to expire, it was agreed to renew their services for another 3 years. It was noted that if circumstances change there is no penalty to be paid to terminate the contract. - The Headteacher has received a quote for the replacement of laptops linked to the white boards, it was agreed to go ahead with the purchase of those.		
13	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
16	Date of Next Meeting Thursday 9 th February 2017 at 5.30pm		

The meeting closed at 8.05 p.m.