

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 21st May 2015 at 4.05 p.m.

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

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

No	Agenda item	By date	By whom
1	<p>Co-option of Parent Governor Mrs. Johnston informed Governors that Mrs. Gayton had offered her services as a Parent Governor. Mrs. Gayton was invited to leave the meeting briefly to allow discussion on her co-option. Following the discussion <i>Rev. Wilkins proposed that Mrs. Gayton be co-opted as a Parent Governor. This proposal was second by Mrs. Nockolds and carried.</i> Mrs. Gayton returned to the meeting and was welcomed onto the governing body.</p>		
2	<p>Consideration of apologies sent Mrs L. Williamson (holiday) and Mr L. Hunt (work commitments). The governing body accepted the apologies.</p>		
3	<p>Register of business interests – declaration of interest for the meeting The Clerk and Mrs. Hayes declared an interest in Agenda Item No. 7.</p>		
4	<p>Confirmation of the Minutes of the meetings held on 19th March <i>Mrs Allen proposed the acceptance of the minutes of the meeting held on 19th March. This proposal was seconded by Mrs. Hayes and carried unanimously by those present at the meeting.</i></p>		
5	<p>Matters arising – Governors' Action List The Governors reviewed the Action List as follows: a) ID badges - implementation of new badges and lanyards. ACTION: order ID badges. b) Copy of parental complaint letter for Headteacher. The Clerk had again contacted Governor Services and had been directed to Mr. Ward who had clerked the meeting. As had been previously stated all paperwork regarding the meeting had been destroyed after the 6 month period. It was therefore decided to sign off this item. c) Friendship bench – painted during Easter holiday. Signed off. d) Arrange Social Event – summer term. ACTION: arrange Social Event for summer term. e) Appoint Vice-Chair to Teaching & Learning Sub-Committee – discuss at July meeting.</p>	<p>Autumn 15</p> <p>Summer 15</p>	<p>Clerk</p> <p>Chair</p>

	<p>ACTION: discuss appointment of Vice-Chair to Teaching & Learning Sub-Committee at next meeting.</p> <p>f) Governor co-option - the Chair had approached a local resident regarding co-option to the governing body but this had been unsuccessful.</p> <p>g) Parent Governor vacancy – now filled.</p> <p>h) MSA training – training to be arranged.</p> <p>ACTION: training to be booked.</p> <p>i) Tapestry – evaluate application.</p> <p>ACTION: Governors to evaluate on ‘Deep Dive’ Day.</p> <p>j) Annual review of governance – carry out review.</p> <p>ACTION: carry out annual review of governance.</p> <p>k) ‘Deep Dive’ day – Chair stressed the importance of attending if possible.</p> <p>ACTION: Governors to attend ‘Deep Dive’ day.</p> <p>l) New Reception Staff – Chair to meet new staff.</p> <p>ACTION: Chair would visit after half term.</p>	<p>July 15</p> <p>Summer 15</p> <p>09/07/15</p> <p>09/07/15</p> <p>09/07/15</p> <p>Summer 15</p>	<p>T & L S-C</p> <p>H/T</p> <p>Govs</p> <p>Govs</p> <p>Govs</p> <p>Chair</p>
6	<p>Correspondence</p> <p>NCC – Education Finance RAG rating.</p>		
7	<p>Headteacher’s report</p> <p>There was general discussion on staffing. Mrs. Gayton suggested holding a ‘Meet the Teacher’ evening when new staff were appointed so that parents knew who to see regarding their child. Rev. Wilkins asked if there was a timescale for appointing a new SENCO. The Headteacher said she would be drafting a memo to staff for distribution the following day to enable them to consider the post over the half term holiday. The Headteacher reported that the Year 2 staff had attended moderation and that their judgements had been agreed by the County moderator. This would be the last year of SATs in their current format as there would be changes from next year. The Headteacher informed Governors that predictions for attainment were not as good this year as last year. The Chair referred to the incident in the Forest Area. The Headteacher reported that all protocols had been followed. Risk assessments had been reviewed and that the Year 2 children had been involved in the process. The new logo designed by Sammy Willetts was presented to Governors. The Chair had congratulated her for the work on the project. The Headteacher reported that the school would be holding an Aspirations week beginning Monday 29th June. Bowers the Butchers would be visiting to make burgers with the Year 1 children. They would also hold a ‘design a burger’ competition. The Chair offered the opportunity of lunch and a tour of Learning Resources. Mrs. Allen asked when Governors would have the opportunity to see an example of the logo embroidered on a sweatshirt. The Headteacher said it was hoped to have examples available for the New Parents’ Evening. Changes to stationery would be made ready for September, except for the New Entrants’ Welcome Pack which had been prepared including the new logo.</p> <p><i>The Clerk and Mrs. Hayes left the meeting at 16.53 p.m.</i></p>		

	<p>Confidential matters were discussed as part of this agenda item.</p> <p><i>The Clerk and Mrs. Hayes returned to the meeting at 17.00 p.m.</i></p> <p>A further confidential matter was discussed as part of this agenda item.</p>		
8	<p>Student Council report</p> <p>Mrs. Allen reported that the Student Council had looked at the options for the new logo and had liked the one selected. They had also looked at the options for the tag line. The friendship bench had been painted and the Student Council had written a letter of thanks to Mr. Philpot. It was also reported that the Student Council was keen to develop the friendship corner with the bench, a sign, artificial grass and scented plants. They had also drawn safety posters for the Forest Area.</p>		
9	<p>Ofsted</p> <p><i>Mrs. Gayton asked if the school was expecting a call from Ofsted.</i> The Headteacher reported that they had been in the locality recently so it could be a possibility. She reported that there were changes to the Common Inspection Framework effective from September 2015. Governors were then updated with the changes. The Chair stressed that Governors now subscribed to the NGA and that it would be beneficial for someone to attend their conference. The Headteacher stated that when the information relating to the Ofsted changes arrived she would email it to Governors.</p>		
10	<p>Policies: Health & Safety</p> <p>The Headteacher reported that the school reviews its Health & Safety policy each year although it should be reviewed every two years. Discussion ensued as to whether the Health & Safety Governor should be included in the role of Safeguarding Governor. The Headteacher would approach Mr. Hunt for his opinion. <i>Mrs. Nockolds proposed the agreement of the Health & Safety Policy. This was seconded by Mrs. Johnston and carried unanimously.</i></p>		
11	<p>Governor Training</p> <p>i) Health & Safety Governor – covered during Agenda Item No. 10. ii) training – nothing to record. iii) visits – Rev. Wilkins – Assembly. Mrs. Johnston informed the meeting that it was her hope to make more frequent visits in the summer term now that her workload was lighter. The Headteacher invited Governors to attend the trip to the Royal Norfolk Show on 1st July and also to the Year 2 trip on 17th July.</p>		
12	<p>AOB</p> <p>None declared for this meeting.</p>		

13	Confidentiality of proceedings Any reference to names or named individuals. The Chair reminded Governors again of the importance of confidentiality.		
14	Date of next meeting – ‘Deep Dive’ Day on Thursday 9th July 2015		

The meeting closed at 17.27 p.m.