

**Minutes of the Governors' Meeting held at South Wootton Infant School on Wednesday 23<sup>rd</sup> March 2016 at 5.35 p.m.**

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

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

No	Agenda item	By date	By whom
1	<p><b>Welcome to new Parent Governor</b>                      In the absence of Mrs. Johnston, Mrs Gayton (Vice-Chair) took the Chair for the meeting. She welcomed Mrs. Sampson to the governing body. Following a brief discussion all agreed that Mrs. Sampson should join the Teaching &amp; Learning Sub-Committee.</p>		
2	<p><b>Apologies</b>                      Mrs. C. Johnston (work commitments). The apologies were accepted.</p>		
3	<p><b>Notification of Any Other Business</b>                      Headteacher – confidential matter.</p>		
4	<p><b>Declaration of Business Interests/Conflict of Interest</b>                      There were no business interests declared for the meeting.</p>		
5	<p><b>Membership of the Governing Body</b>                      A vacancy still existed for a Co-opted Governor. Mrs. Nockolds knew a gentleman who had expressed an interest and would let the Clerk have their contact details.  <b>ACTION: Clerk to arrange an informal school visit for gentleman interested in becoming a Governor.</b></p>	a.s.a.p.	Clerk
6	<p><b>Confirmation of the Minutes and Confidential Minutes of the meetings held on 26<sup>th</sup> November</b>  <i>Mrs. Cook proposed the acceptance of the minutes of the meeting held on 10<sup>th</sup> February. This proposal was seconded by Mrs. Allen, and carried unanimously by those present at the meeting.</i></p>		
7	<p><b>Matters arising – Governors' Action List</b>                      The Governors reviewed the Action List as follows:                      a) MSA training – Training deferred to Autumn term.  <b>ACTION: arrange MSA training.</b>                      b) 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.</p>	18/12/2015	H/T H/T &

	<p><b>ACTION: Headteacher and Chair to draft document and email to Governors.</b></p> <p>c) Artificial grass for friendship corner – Headteacher to purchase this weekend.  <b>ACTION: Headteacher to purchase artificial grass.</b></p> <p>d) Ofsted Inspection – Mr. Donkersloot provided training for Governors on 10<sup>th</sup> March on Ofsted inspections. – signed off 23/03/16.</p> <p>e) Co-opted Governor/governing body – Headteacher had investigated options. – signed off 23/03/16</p> <p>f) Solar panel projects for schools – investigate options.  <b>ACTION: Headteacher to investigate options.</b></p> <p>g) Parent Governor election – process completed and Mrs. Sampson appointed. – signed off 23/03/16</p> <p>h) Ofsted question crib sheet – distributed to Governors. – signed off 23/03/16</p> <p>i) Free school meals – the Headteacher reported that she had referred to these in the last Newsletter and would prepare a board for Parents’ Evenings. – signed off 23/03/16</p> <p>j) Broadband – Headteacher had investigated options which were reported to the Resources Sub-Committee. – signed off 23/03/16.</p> <p>k) Equalities Objectives – information for Governors had been forwarded by the Clerk. – signed off 23/03/16</p> <p>l) Budget Plan 2016-2019 – being presented to Governors at this meeting for approval. – signed off 23/03/16</p> <p>m) Contract to Services 2016-17 – being presented to Governors at this meeting for approval. – signed off 23/03/16</p> <p>n) Tapestry – Headteacher presented a demonstration of the software to Governors. – signed off 23/03/16</p> <p>o) Topic books – Teaching &amp; Learning Sub-Committee to carry out a book scrutiny.  <b>ACTION: carry out book scrutiny of topic books.</b></p> <p>p) After school gym club and yoga day – Mrs. Chimes to be asked to organise the events for the summer term.  <b>ACTION: organise after school gym club and yoga day.</b></p> <p>q) PE Policy – draft appendix being presented during meeting. – signed off 23/03/16</p> <p>r) PE, Early Years and Humanities policies – being presented during meeting. – signed off 23/03/16</p> <p>s) Teaching Assistants – Headteacher to prepare information on responsibilities etc. for Teaching &amp; Learning Sub-Committee.  <b>ACTION: prepare information on Teaching Assistant responsibilities etc.</b></p>	<p>23/03/2016</p> <p>13/02/2016</p> <p>Summer 2016</p> <p>28/06/16 Summer 2016</p> <p>28/06/16</p>	<p>Chair</p> <p>H/T</p> <p>H/T</p> <p>T &amp; L S-C RC</p> <p>H/T</p>
8	<p><b>Reports from Committees</b></p> <p>a) Resources – Rev. Wilkins presented his report. <b>Mrs. Cook questioned whether there were grants for schools regarding solar panels.</b> The Headteacher had been unable to make enquiries due to the financial year-end procedures but would do so in the summer term. Rev. Wilkins reported that the RAG rating was on yellow for training. <b>Mrs. Cook asked if it made any difference who from the governing body did the training.</b> Rev. Wilkins replied that anyone could do the training and suggested the basic finance course for those who were not on the Resources Sub-Committee. He also reported that the Sub-Committee had agreed year-end purchases for window replacements for the kitchen, toilet and front office; playground markings for the front and rear playgrounds and 30 iPad minis, gripcases, Unocart and Macbook. <b>Mrs. Nockolds asked if these were to replace the computers in the classrooms.</b> Mrs. Burt and Miss Davenport stated that the classroom computers were used in a different way and</p>		

	<p>that the iPads would be timetabled out to be used when best fitted into the curriculum. Rev. Wilkins reported that the carry forward figure was estimated to be £71,000. The Budget Plan for 2016/17 was presented. Pupil numbers had been entered in line with expectations. Figures included allowances for maternity cover, point increases for staff, ICT expenditure and applications for the new iPads. <a href="#">Mrs. Nockolds queried the £17,780 net expenditure</a>. The Headteacher stated that because the school had a considerable carry forward figure the school was able to make an overpayment but Governors needed to be aware that in future years this would not necessarily be the case. <i>Rev. Wilkins proposed the approval of the Budget Plan 2016/17. This proposal was seconded by Mrs. Gayton and carried unanimously.</i> The Contract for Services had been discussed and recommended for approval. The Headteacher reported that since the meeting she had received notification that there may be some changes to the HR figures due to calculation changes. <i>Rev. Wilkins proposed the approval of the Contract to Services. This proposal was seconded by Mrs. Nockolds and carried unanimously.</i> Governors had also received a copy of the Annual Building Inspection carried out on 11<sup>th</sup> March.</p> <p><i>Mrs. Burt left the meeting at 6.03 pm.</i></p> <p>Mrs. Allen referred to the water damaged tiles in the Year 2 corridor. Rev. Wilkins stated this was an ongoing problem with flat rooves. The Headteacher stated she would ask the Caretaker to replace the tiles. Confidential staffing matters were then discussed.</p> <p><i>Mrs. Burt returned to the meeting at 6.06 pm.</i></p> <p>b) Teaching &amp; Learning – Mrs. Nockolds presented her report. School staff had had an interesting visit to another school. The Sub-Committee had also discussed the Chilli Challenge and the Year 2s attendance. <a href="#">Mrs. Gayton asked if it was particular children whose attendance was poor</a>. The Headteacher replied it was the cohort and that their attendance had been lower than the other year groups throughout their time at the school. The Headteacher would carry out pupil perception surveys during the summer term. Pupil Premium and Sports Premium reports had also been discussed. Mrs. Nockolds issued her thanks to the Headteacher.</p>		
9	<p><b>Headteacher’s report</b></p> <p>The Headteacher reported that a LAC would be admitted to Reception after Easter. <a href="#">Mrs. Gayton asked if there would be any ramifications for the school from this</a>. The Headteacher replied there would be additional paperwork for completion. The SATs meeting for parents had been well attended and the power point used had been put on the school’s website. Home Learning had been monitored. The results were – 89% for Reception, 97% for Year 1 and 93% for Year 2 for children completing at least one piece of work or more. <a href="#">Mrs. Cook commented on the lack of recording in the Reading Records</a>. Mrs. Burt replied that parents were prompted to write a comment, but in Year 2 it was expected that the children could do this for themselves and the parents initial the comment. <a href="#">Mrs. Gayton asked what percentage of children read four times a week</a>. It was reported that this hadn’t been monitored recently, but staff would do so next term. Mrs. Burt informed Governors that more parents commented in the Reading Record</p>		

	<p>than had in the Learning Journals. The School would be looking into 'Red Ted', a system to encourage children to read. Once they had read a sufficient number of books in a year they received a teddy. World Book Day had been a success and the school had been featured in the EDP. Maths Cafés had also been well attended. Reception had been on a school visit to Park Farm. Pupils had taken part in Sports Relief in conjunction with the Junior School. An advertisement had been placed for a Year 2 Teacher. The school had registered for Artsmark. Mrs. Gayton enquired what Artsmark was. The Headteacher clarified this was an award for commitment to the arts. Mrs. Cook asked how the school shared best practice. The Headteacher replied via meetings, either with herself or through staff meetings. Mrs. Allen enquired who would take on the SENCO role once Mrs. Chimes had begun her maternity leave. The Headteacher replied that she would be covering in her absence. Mrs. Nockolds asked if a lot of children attended the Breakfast Club. Mrs. Allen responded that it had been a really good year for Reception children in addition to the other children who had attended previously.</p>		
10	<p><b>School Improvement and Development Plan</b>  The Headteacher presented the outcomes. EYFS data had been updated that afternoon and the latest figures were presented to Governors. Mrs. Cook asked if the Literacy figures would improve with intervention. The Headteacher replied that they would and that this had been affected by staff absence. However, the class teacher had been inventive and was now providing support by other means. Mrs. Cook asked why the Maths figures were always higher. The Headteacher responded that the children did fantastic work with Maths which showed in the results. Mrs. Cook asked who categorised EAL children. The Headteacher informed Governors this was based on information parents provided on their admission form. Mrs. Gayton commented on the big gap between girls and boys. The Headteacher pointed out that the gap usually closes by the time the children reach Year 2. The data for Year 1/Year 2 was then presented. Mrs. Gayton commented on the data for reading. The Headteacher stated that children who needed support had been identified and were being targeted. Mrs. Gayton asked if the capabilities of the SEN children prevented them from gaining age related expectations. The Headteacher reported that the 2 children had made exceptional progress for them and were closing the gap.</p> <p><i>Mrs. Nockolds left the meeting at 7.10 pm.</i></p>		
11	<p><b>Student Council</b>  Mrs. Allen reported that all classes now had a Student Council display. Their next meeting would be after Easter.</p>		
10	<p><b>School Improvement and Development Plan</b>  Headteacher disseminated additional information. Rev. Wilkins issued his thanks to the Headteacher for her report.</p>		
12	<p><b>School Policy Review: PE, Early Years &amp; Humanities</b>  The Headteacher distributed an Appendix to the PE Policy. Mrs. Allen proposed acceptance of the PE, Early Years and Humanities policies. This was seconded by Mrs. Cook and Rev. Wilkins and carried unanimously.</p>		

13	<b>Governor Monitoring, Development and Training</b> a) monitoring visits – Mrs. Nockolds - Maths Café. The Headteacher requested a completed monitoring form for the visit. <b>ACTION: complete monitoring form.</b> b) link governor – no report. c) training – Ofsted training for all Governors by Mr. Donkersloot	a.s.a.p.	EN
14	<b>Dates/Times of Future Meetings</b> <b>Governing Body – Thursday 26<sup>th</sup> May 2016 at 5.30 pm.</b>		
16	<b>AOB</b> Headteacher – a confidential matter was discussed during this Agenda item.		
15	<b>Confidential Matters</b> Any reference to names or named individuals. Confidential matters were discussed as part of Agenda Items No. 8 & 16.		

The meeting closed at 7.30 p.m.