

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 24th September 2015 at 5.30 p.m.

Present: Mrs. E. Nockolds, Mrs. C. Gayton, Mrs. B. Allen, Mrs. R. Burt, Mrs. J. Cook.

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

No	Agenda item	By date	By whom
1	<p>Welcome to new Governor(s) The Clerk welcomed Mrs. Cook (Co-opted) and Mrs. Burt (Staff), new Governors, to their first meeting.</p>		
2	<p>Consideration of apologies sent Rev. G. Wilkins (interview), Mrs. C. Johnston (work commitments), Mr L. Hunt (child's medical appointment). The Clerk informed the governing body that Mr. Hunt had now been absent from Governors' meetings for a period of six months. Governor Services had advised that although the apologies he had presented had been genuine their suggestion was that from now on they should not be accepted. They had also advised that the Chair should have a conversation with Mr. Hunt regarding his commitment. A discussion followed. <i>Mrs. Gayton proposed that the Chair should speak to Mr. Hunt but that on this occasion his apologies should be accepted. This proposal was agreed.</i> The Governors also accepted the apologies of Rev. Wilkins and Mrs. Johnston. ACTION: Chair to speak to Mr. Hunt</p>	a.s.a.p.	Chair
3	<p>Confirmation of the Minutes of the meetings held on 9th July <i>Mrs. Nockolds proposed the acceptance of the minutes of the meeting held on 9th July. This proposal was seconded by Mrs. Allen and carried unanimously by those present at the meeting.</i></p>		
4	<p>Election of officers: <i>Mrs. Nockolds nominated Mrs. Johnston for the position of Chair. This was seconded by Mrs. Gayton and carried unanimously. There were no other nominations. As Mrs. Johnston was absent the Headteacher nominated Mrs. Nockolds to take the Chair for the meeting. This was agreed.</i> <i>Mrs. Nockolds nominated Mrs. Gayton for the position of Vice-Chair. This was seconded by Mrs. Allen and carried by those present. There were no other nominations and Mrs. Gayton was duly elected.</i></p>		

5	<p>Committees: The structure and membership of the Sub-Committees were reviewed and amended as follows:</p> <p>Resources: Rev. Wilkins, Mrs. Johnston, Mr. Hunt, Mrs. Gayton and Miss Davenport.</p> <p>Teaching and Learning: Mrs Nockolds, Mrs Allen, Mrs. Cook, Mrs Burt and Miss Davenport. This would leave a vacancy which would be filled by the newly elected Co-opted Governor.</p> <p>Terms of Reference for the Sub-Committees would be agreed at the first meeting of each Sub-Committee. ACTION: agree Terms of Reference</p>	13/11/2015 20/11/2015	T & L S-C Res. S-C																		
6	<p>Appoint governors with special responsibilities: Following discussion the following was agreed:</p> <table border="0"> <tr> <td>Safeguarding/Looked after children/ Safer Recruitment</td> <td>-</td> <td>Mrs. Nockolds</td> </tr> <tr> <td>Performance Management</td> <td>-</td> <td>Rev. Wilkins & Mrs. Gayton</td> </tr> <tr> <td>SEND/Pupil Premium</td> <td>-</td> <td>Mrs. Cook</td> </tr> <tr> <td>Link Governor for Training/Website</td> <td>-</td> <td>Rev. Wilkins</td> </tr> <tr> <td>Cluster</td> <td>-</td> <td>Mrs. Johnston</td> </tr> <tr> <td>Health & Safety</td> <td>-</td> <td>Mr. Hunt</td> </tr> </table>	Safeguarding/Looked after children/ Safer Recruitment	-	Mrs. Nockolds	Performance Management	-	Rev. Wilkins & Mrs. Gayton	SEND/Pupil Premium	-	Mrs. Cook	Link Governor for Training/Website	-	Rev. Wilkins	Cluster	-	Mrs. Johnston	Health & Safety	-	Mr. Hunt		
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7	<p>Agree a meetings calendar for the year</p> <p>Full Governors</p> <ul style="list-style-type: none"> - Thursday 26th November at 5.30 pm - Wednesday 10th February at 5.30 pm - Wednesday 23rd March at 5.30 pm - Thursday 26th May at 5.30 pm - Thursday 7th July at 5.30 pm <p>A discussion was held on 'Deep Dive' days and it was decided to incorporate these into other event days.</p> <p>Resources</p> <ul style="list-style-type: none"> - Friday 20th November at 8.00 am <p><i>Mrs. Nockolds left the meeting at 18.08 pm</i></p> <p>Teaching & Learning</p> <ul style="list-style-type: none"> - Friday 13th November at 8.00 am <p><i>Mrs. Gayton took the Chair for the remainder of the meeting.</i></p>																				

8	<p>Register of business interests</p> <p>Forms had been distributed to Governors via email and those completed were collected in.</p> <p>There were no business interests declared for the meeting.</p>		
9	<p>Matters arising – Governors’ Action List</p> <p>The Governors reviewed the Action List as follows:</p> <p>a) ID badges - implementation of new badges and lanyards. Signed off 24/09/2015.</p> <p>b) Arrange Social Event – decision to combine with other event in school - Christmas Reading Café. ACTION: Social Event - 2nd December.</p> <p>c) MSA training – Training deferred to Autumn term. The Headteacher reported that she had received communication from Sheringham Primary School offering MSA training but felt this was too far for staff to travel. However, she had contacted them to see if they would provide the training in-house instead. ACTION: arrange MSA training.</p> <p>d) Annual review of governance – carry out review. The Headteacher reported that she had met with the Chair at the end of term to discuss the review and would be meeting again next week. ACTION: Chair to collate the information provided and email document to Governors.</p> <p>e) New Reception Staff – Chair offered to meet the staff at lunchtime on 17th July. Chair had offered her apologies due to work commitments. Governors agreed to combine this with the Social Event. Signed off 24/09/2015</p> <p>f) Holidays – the Headteacher reported that both the Junior and Infant Schools had issued a letter to parents regarding holiday absence and the joint policy of both schools. Signed off 24/09/2015.</p> <p>g) Artificial grass for friendship corner – Headteacher to purchase. ACTION: Headteacher to purchase artificial grass.</p>	<p>02/12/2015</p> <p>18/12/2015</p> <p>26/11/2015</p> <p>18/12/2015</p>	<p>Govs</p> <p>H/T</p> <p>Chair</p> <p>H/T</p>
10	<p>Ofsted Inspection</p> <p>The Headteacher informed Governors that she expected a visit from Ofsted either this term or next. Governors new to the role were concerned as to what they needed to know and do. The Headteacher offered to send out a prompt sheet of possible questions Ofsted could ask. Governors requested Ofsted training to be included on the agenda of the next meeting. The Clerk offered to ascertain training dates regarding Ofsted inspections for the full governing body. ACTION: Headteacher to send out prompt sheet re Ofsted inspections. Clerk to arrange full governing body training.</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p>	<p>H/T</p> <p>Clerk</p>
11	<p>Short Headteacher’s report</p> <p>The Headteacher presented her report. Mrs. Nockolds had left a comments sheet on which she stated how pleased she was with how the Pupil Premium was being spent. Mrs. Cook questioned the attendance figure and asked how it was set. The Headteacher explained that this was a target set by the school but that if the figure for attendance</p>		

	dropped below national average this could result in an Ofsted inspection. Mrs. Nockolds had also asked for clarification on attendance and whether absences of one week would incur penalties. The Headteacher confirmed that absences of 5 days (10 sessions) or more would incur a fine.		
12	<p>Flying Start</p> <p>The Headteacher reported that she was pleased that there were no critical issues. She was also pleased with the improvement in Maths. The school would continue to target this year the more able pupils in Year 2 in Maths and writing. The new SEN Code of Practice meant that schools were more circumspect in putting children on the SEN register. Mrs. Gayton asked if children came to the school identified. The Headteacher and Mrs. Burt stated not necessarily. The school sets up groups for intervention and if an individual needs more than this then they are placed on the SEN register. EYFS data had shown a slight drop last year but this was possibly due to staff changes. The current Reception children were being baseline assessed at present. KS1 Pupil Premium children's results had been in line with national average last year.</p>		
13	<p>Policies: Anti-Bullying, Assessment, Attendance, Positive Behaviour, Staff Code of Conduct, Educational Visits, e-safety, First Aid, Home Learning, Intimate Care, Medical Conditions, Marking and Feedback, Pay, Recruitment and Selection, Safeguarding, Support Staff Appraisal, Teaching Staff Appraisal and Whistleblowing.</p> <p>These policies had been emailed to Governors for consideration. These were based on County policies with amendments as applicable to the school. A discussion ensued regarding the Positive Behaviour Policy and the traffic light and Golden Time systems used in school. The Headteacher informed Governors that there would need to be changes to the Assessment policy due to changes in the assessment process and Appendices would be presented as and when drafted. <i>Mrs. Gayton proposed the acceptance of the policies. This was seconded by Mrs. Cook and carried unanimously.</i></p>		
14	<p>Governor Training</p> <p>i) training – ii) visits-</p>		
15	<p>AOB</p> <p>Mrs. Nockolds had also commented on the School Self-Evaluation Summary Sheet. She agreed with Section 1 – good; Section 2 – felt it was important for parents to understand the new curriculum as well as home-learning; Section 3 – Forest Area was successful and would be good to develop further and agreed with developing attendance reward system, reading cafés and Student Council; Section 5 – agreed to develop the use of Tapestry more. The Headteacher reported that the school now had a committed teacher very keen on the Forest Area and this would be developed further next year. There had been very positive comments regarding Tapestry and the software was now being used by Year 1 in addition to Reception.</p>		

	<p>Headteacher - requested a Governor for the Finance Support Officer's visit. Mrs. Gayton offered if no-one else was available.</p> <p>ACTION: Governor to attend Finance Support Officer's visit.</p> <p>Headteacher - reported that quotations had been received for the outdoor classroom, the cheapest being £17,933. The school had been given a refund from NPS from the balance left from the BMP3. This had amounted to £10,908.50. <i>Mrs. Gayton proposed acceptance of the quotation for £17,933 for the building of the outdoor classroom. This was seconded by Mrs. Allen and carried unanimously.</i></p> <p>NCC - The Headteacher had received a communication regarding Children Missing in Education in which the school was congratulated for recording all leavers correctly.</p> <p>Headteacher - vacancy for a Co-opted Governor. The Headteacher informed Governors she had received an offer from a local Headteacher as a possible candidate and there was another individual she could approach. Mr. Rice had also put forward the suggestion of the possibility of one governing body for both schools. Following discussion the Headteacher agreed to investigate these options further.</p> <p>ACTION: Headteacher to investigate options regarding Co-opted Governor/governing body.</p>	13/11/2015	Gov.
		26/11/2015	H/T
16	Confidentiality of proceedings Any reference to names or named individuals.		
17	Date of next meeting – Thursday 26th November 2015 at 5.30 p.m.		

The meeting closed at 19.27 p.m.