

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 26th May 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 Mr. T. Smith.

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

No	Agenda item	By date	By whom
1	<p>Apologies In the absence of Mrs. Johnston, Mrs Gayton (Vice-Chair) took the Chair for the meeting. The Chair informed the governing body of Mrs. Johnston's resignation as of the end of this academic year. Apologies - Mrs. C. Johnston (work commitments). The apologies were accepted. Rev. Wilkins would join the meeting later and Mrs. Nockolds informed the governors that Mr. Smith was on his way. Discussion was held regarding the Co-opted Governor vacancy. The Headteacher informed the governing body of a prospective governor if Mr. Smith was not interested.</p>		
2	<p>Notification of Any Other Business Clerk – RAG rating, Activities Accounts, School Fund.</p>		
3	<p>Declaration of Business Interests/Conflict of Interest There were no business interests declared for the meeting.</p>		
4	<p>Membership of the Governing Body Discussed during Agenda item No. 1.</p>		
5	<p>Confirmation of the Minutes and Confidential Minutes of the meetings held on 23rd March <i>Mrs. Allen proposed the acceptance of the minutes of the meeting held on 23rd March. This proposal was seconded by Mrs. Cook, and carried unanimously by those present at the meeting.</i></p> <p><i>Mrs. Cook proposed the acceptance of the Confidential minutes of the meeting held on 23rd March. This proposal was seconded by Mrs. Gayton, and carried unanimously by those present at the meeting.</i></p>		
6	<p>Matters arising – Governors' Action List The Governors reviewed the Action List as follows: a) Co-opted Governor – in hand. b) MSA training – carry forward to next year. ACTION: arrange MSA training.</p>	2017/18	H/T

	welcomed to the governing body by Mrs. Gayton. Introductions were made. Mr. Smith was appointed to the Resources Sub-Committee.		
7	<p>Headteacher's report</p> <p>This was brief as the pupil data would not be updated until next half term. The Headteacher would report on this at the next meeting. There was concern regarding pupil numbers going forward for future years, however the Budget Plan had been set with this in mind. The Headteacher and School Administrator were currently looking at Revision 1. <i>The Headteacher proposed the purchase of NB2B (Norfolk Better to Best) at a cost of £2,900. Mrs. Cook asked what this was for.</i> The Headteacher said the package covered the next academic year providing training, inspections and support for the school. <i>Governors agreed unanimously to this proposal. Mrs. Gayton asked if it was our school undersubscribed or were other schools affected as well.</i> The Headteacher felt this was partly due to demographics and also parents wanting all round care. <i>Mrs. Gayton felt that the school should promote itself more, possibly with a Facebook page.</i> The Headteacher was already looking into ideas to flag up the after school care links already established with Mr. Bees and Childminders. Discussion followed on future numbers. Mrs. Nockolds remarked on the recent Maths Cafés and how enthusiastic the children had been. Mrs. Gayton offered her thanks to all staff involved with school visits, trips, Cafés, lunches etc. <i>Mrs. Nockolds referred to the links with Pre-Schools regarding children starting in September.</i> The Headteacher stated that all was in place for transition visits etc. <i>Mrs. Nockolds asked when the New Parents' Evening was being held.</i> This was confirmed as Wednesday 8th June. Mrs. Gayton confirmed she would be in attendance as she had a child starting in September. The Headteacher reported that there was now a LAC in school, the first one in her time here. <i>Mrs. Gayton asked who qualified as a LAC.</i> The Headteacher confirmed any child in care. <i>Mrs. Gayton referred to staffing and the Year 2 teacher appointment.</i> Rev. Wilkins confirmed that it been the right appointment and the candidate had been impressive at her interview. The Headteacher informed governors that Miss Ely would be able to attend on Transition Day to meet the pupils. <i>Mrs. Cook asked who was mentoring Miss Riddington now that Mrs. Chimes was on maternity leave.</i> The Headteacher said she would complete the last observation and paperwork. <i>Mrs. Gayton referred to Mrs. Burt's time out of class to mentor Miss Carmen.</i> Mrs. Burt stated this had also given her the opportunity to work on other school projects and provide Guided Reading demonstrations for staff. <i>Mrs. Gayton asked if Miss Carmen would be with the school for the remainder of the term.</i> The Headteacher stated only until the end of June and then Crickets would be covered for the remaining 3 weeks by Mrs. Blogg, with Mrs. Burt returning to Caterpillars. <i>Mrs. Nockolds asked if there was only 1 HLTA remaining on the staff.</i> The Headteacher replied that this was the case but that staff in classes acted as Cover Supervisors, which meant they followed teacher's plans but did not plan themselves. Another TA had been appointed to cover Reception. <i>Mrs. Gayton asked what would happen when Mrs. Allen retired in the summer.</i> The Headteacher reported that she was in discussion with staff. Also that Mrs. Ash would be qualified and would teach PE 2 afternoons a week. <i>Mrs. Nockolds requested staff changes for the Teaching & Learning Sub-Committee meeting.</i></p> <p>ACTION: staff changes for Teaching & Learning Sub-Committee meeting.</p> <p><i>Mrs. Gayton asked if the school were aware of any SEN children coming into school in September.</i> The</p>	28/06/16	H/T

	<p>Headteacher confirmed one for which a transition meeting had already taken place. The Headteacher informed governors that Year 2 SATs had been completed. Mrs. Gayton asked when the results came in. The Headteacher replied that they had already been marked but that the standardised scores were not available until next Friday. Mrs. Cook asked if the tests were sent away. The Headteacher said not for KS 1. She also informed governors that Miss Riddington had worked with the children during Golden Time and had been successful in gaining a Bronze Eco Schools Award. Miss Brice had offered to cover the 2 days a week supply during the Autumn term to cover Mrs. Chime's maternity leave. Mrs. Gayton asked if there were set hours for professional development. The Headteacher responded there wasn't and referred to the White paper – Standards for CPD. Mrs. Cook asked when the mural and playground markings would be completed. The Headteacher stated that the markings were now planned for the summer holiday and that she would also get the mural painted over during that time. The Headteacher informed governors that the school would be 50 years old next spring, opening on 11th April 1967. Discussion ensued regarding celebrating the event.</p>		
8	<p>Educational Excellence Everywhere, March 2016 The Headteacher had registered all governors on the 'School Bus'. This website provided current information on all aspects of school management. Governors accessed the Educational Excellence Everywhere, March 2016 document on the new iPad minis and discussed the content. The Headteacher reported that she, along with other Headteachers, had attended a meeting with a group from NB2B regarding the formation of a Multi Academy Trust for Norfolk Schools. The idea would be to have academy hubs, but all schools maintaining their current status with a Headteacher etc. They were looking for a group of schools to trial from April 2017. Mrs. Gayton asked if the Headteacher would consider this if it wasn't being forced upon schools. The Headteacher replied that in this format she would but not necessarily otherwise. Mrs. Cook enquired that once schools had gone down the route of becoming an academy was this final. The Headteacher confirmed that it was. Mrs. Gayton asked if the Headteacher knew any Headteachers from schools who had become academies and how they were doing. The Headteacher replied that reports from the schools that had already changed had found no difference. Mrs. Burt confirmed she had a friend working in an academy school and that they had found no difference. The Headteacher stated the only thing was that the school would be accountable to different people. Mrs. Cook asked what would happen to the governing body. The Headteacher responded that this hadn't been discussed and that at the moment they were looking for expressions of interest. <i>The governing body agreed for the Headteacher to keep an interest.</i></p>		
9	<p>Safeguarding Mrs. Nockolds had met with the Headteacher to carry out the review and the following information was disseminated to governors. The Policy was in place and reviewed each year. Safer Recruitment up-to-date. The Single Central Record was checked half termly. Designated Safeguarding Lead was the Headteacher. Staff receive Safeguarding updates each September, an item for action for governors. The Headteacher had attended Prevent training in 2015. ACTION: Safeguarding training for governors</p>	Sep 16	All Govs

10	Health & Safety (including Policy) There was a vacancy for a Health & Safety governor at the moment but this appointment was deferred until September when all appointments were reviewed. <i>Rev. Wilkins proposed the acceptance of the Health & Safety Policy. This was seconded by Mrs. Nockolds and carried unanimously.</i>		
11	Review of School Website Due to time constraints the Clerk agreed to email an electronic copy of the checklist to governors to enable them to mark it in their own time. ACTION: email School Website checklist to governors	a.s.a.p.	Clerk
12	Cluster Update The Headteacher reported that the structure of School Clusters may not be the same in future years. There had been lots of discussion re additional funding for bids for SEN support. Last year there had been 5 panel meetings but on the first panel meeting this year the amount awarded exceeded the budget spent for the whole of last year. Discussion followed regarding the Cluster budget.		
13	Governor Monitoring, Development and Training a) monitoring visits – Maths Cafés. b) link governor – no report. Student Council – Mrs. Allen reported that the children had discussed: the graffiti wall being repainted with the school logo; the outside reading space; coming in from playtime ready to learn; and the noise in the school hall. They were pleased with the artificial grass in the friendship area and suggested a launch day for the project. c) training – Mrs. Gayton and Mrs. Cook had registered for a finance course. Mrs. Cook had signed up to Pupil Premium in June.		
14	Dates/Times of Future Meetings Resources Sub-Committee – Thursday 16 th June 2016 at 8.00 am. Teaching & Learning Sub-Committee – Tuesday 28 th June 2016 at 8.00 am. Governing Body – Thursday 7 th July 2016 at 5.30 pm.		
15	Confidential Matters Any reference to names or named individuals.		
16	AOB a) RAG rating – Rev. Wilkins reported on amber for Governor finance training. b) The Governing Body recorded their thanks to the PTFA for their support, financially and in other ways. Also to the Caretaker for his commitment and time spent in the school above and beyond his expected hours.		

	<p>c) Activities Accounts were presented for Year 2 visit to Norwich Puppet Theatre (11/03/2015), Reception visit to Church Farm (23/03/15), whole school to Royal Norfolk Show (01/07/15), Year 2 to BeWILDerwood (17/07/15), Year 1 to Sandringham (12/10/15), KES Multi-Skills (20/11/15), Year 2 to King's Lynn Museum (24/11/15), Reception and Year 1 to King's Lynn Arts Centre (10 & 08/12/15), Planetarium visit to school (10/02/16), Reception to Park Farm (22/03/16), Mini-Monsters visit to school (11/04/16). The governors agreed to sign off the accounts.</p> <p>d) School Fund Audit presented. There were no issues. This was signed off by the Vice-Chair.</p>		
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The meeting closed at 7.47 p.m.