

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 26th November 2015 at 5.35 p.m.

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

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

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent The Chair welcomed Mrs. Cook to the governing body and thanked Mrs. Gayton for chairing the last meeting at short notice. Apologies - Mr. Hunt (work commitments). The apologies were accepted.</p>		
2	<p>Governing Body/Committees: Adopt – a) Governing Body Structure & Terms of Reference b) Governors' Code of Conduct c) Headteacher's Performance Review Committee Structure and Terms of Reference d) Hearings Committee Structure and Terms of Reference e) Appeals Committee Structure and Terms of Reference f) Pupil Discipline Committee Structure and Terms of Reference Terms of Reference (g) Delegation of Responsibility to Individuals, h) Resources, i) Teaching & Learning) <i>Rev. Wilkins proposed that documents a) to i) should be adopted. This proposal was seconded by Mrs. Nockolds and carried unanimously.</i></p>		
3	<p>Appoint governors with special responsibilities: Educational Visits Following discussion the following was agreed: Educational Visits - Mrs. Cook</p>		
4	<p>Register of business interests Outstanding forms were completed and collected in. There were no business interests declared for the meeting.</p>		
5	<p>Confirmation of the Minutes of the meetings held on 24th September <i>Mrs. Gayton proposed the acceptance of the minutes of the meeting held on 24th September. This proposal was seconded by Mrs. Allen and Mrs. Cook, and carried unanimously by those present at the meeting.</i></p>		

<p>6 Matters arising – Governors’ Action List The Governors reviewed the Action List as follows: a) Arrange Social Event – Governors were invited to the Christmas Reading Café being held on 2nd December, 6.00-7.00 pm. ACTION: Social Event - 2nd December. b) MSA training – Training deferred to Autumn term. ACTION: arrange MSA training. c) Annual review of governance – carry out review. Headteacher and Chair to draft document and email to Governors in January before Sub-Committee meetings. ACTION: Headteacher and Chair to draft document and email document to Governors. d) Artificial grass for friendship corner – Headteacher to purchase. On behalf of the Student Council Mrs. Allen queried when the artificial grass would be in place. The Headteacher stated she had been unable to purchase this during the October half term holiday but was intending to visit a local carpet outlet that weekend. ACTION: Headteacher to purchase artificial grass. e) Governor commitment – the Chair reported that she had spoken to Mr. Hunt, but following his absence tonight he had requested a further discussion with her. ACTION: Chair and Mr. Hunt to have further discussion. f) Terms of Reference – agree for Teaching & Learning Sub-Committee. Signed off 26/11/15 g) Terms of Reference – agree for Resources Sub-Committee. Signed off 26/11/15 h) Ofsted inspection – email prompt sheets. Signed off 26/11/15 i) Ofsted Inspection – clerk to arrange Full Governing Body training. Mrs. Allen reported that she had recently attended this training. Following discussion it was decided that Mrs. Allen would copy her documentation and distribute to Governors. Also the Headteacher would investigate the possibility of Mr. Paul Donkersloot, Headteacher of Churchill Park, coming to do a practice run of an Ofsted Inspection with the governing body. ACTION: Mrs. Allen to prepare Ofsted documentation and distribute to Governors. ACTION: Headteacher to arrange practice run of Ofsted Inspection. j) Finance Support Officer’s visit – Rev. Wilkins reported he had attended the visit. Signed off 26/11/15 k) Co-opted Governor/governing body – investigate options. ACTION: Headteacher to investigate options. l) Terms of Reference – adopt. Signed off 26/11/15 m) Year 1 data – Headteacher to report to Governors. Signed off 26/11/15 n) Sports Premium – Headteacher to prepare document for Governors. Signed off 26/11/15 o) Teaching & Learning policy and Assessment Appendix – put forward for agreement. Signed off 26/11/15 p) Solar panel projects for schools – investigate options. ACTION: Headteacher to investigate options. q) Budget Revision 2 – approval of Full Governing Body. Signed off 26/11/15</p>	<p>02/12/2015 18/12/2015 Jan 2016 18/12/2015 18/12/2015 a.s.a.p. Jan 2016 Spring 2016 Spring 2016</p>	<p>Govs H/T H/T & Chair H/T Chair & LH BA H/T H/T H/T</p>
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	r) SFVS and Governing Body Matrix – working party to complete documentation. ACTION: Governors to complete documentation.	04/02/2016	Res. S-C
7	Correspondence None tabled for the meeting.		
8	<p>Headteacher’s report & RAISEonline/Fischer Family Trust data</p> <p>The Headteacher presented her report and asked Governors if they were happy with the new layout. This received approval. The Headteacher reported that the historical data was really strong; however Ofsted would look at where the children are now. A new way of assessing the children had been brought in. <i>Mrs. Gayton remarked that there were no children above age related expectations in the EYFS data.</i> The Headteacher explained that more children were coming in at age related expectations. <i>Mrs. Cook stated that she was surprised by the number of children below expectations.</i> The Headteacher informed Governors that the Reception staff had taken Baseline training and all children had been baseline assessed this year. She would be attending training with Mrs. Newman next week to have the data explained and would report to Governors at the next meeting. <i>Mrs. Gayton asked when children would have their next assessment.</i> The Headteacher confirmed this would be at Christmas. <i>Mrs. Gayton also commented on the difference in the data between reading and maths.</i> The Headteacher had spoken to staff and was hoping that once the Christmas assessment had been put on, the data would show improvements. <i>Mrs. Cook queried how staff self-evaluated.</i> The Headteacher said they did this continually and that she wrote a self-evaluation for the whole school.</p> <p><i>Mrs. Nockolds left the meeting at 6.07 pm.</i></p> <p><i>Mrs. Cook asked if staff had received training on assessment.</i> The Headteacher replied there had been no formal training and that this was an area of change at the moment. However, staff had met with another local Cluster for CPD to moderate with them and create a standards file for writing, which had been very useful. <i>Mrs. Gayton asked if this would be one of the areas Ofsted would look at; how the children were categorised.</i> Mrs. Burt confirmed that they would and that it had been suggested that Subject Leaders from local schools meet together to formulate an agreed format for assessment. <i>Mrs. Gayton commented that the middle group covered a wide range of development.</i> Mrs. Burt stated that the children came in as beginning but couldn’t become embedded until the curriculum had been taught. New Curriculum guidelines provided expectations of what children should know in each year group. <i>Mrs. Cook asked why there was a focus on FSM (free school meals).</i> The Headteacher explained that historically this was a group that hadn’t performed well. Now, as the government provides the funding, the reports need to show what schools are doing above the norm for these children. The Chair reported that there was training available for Governors on Pupil Premium and that the challenge was to get parents to sign up to free school meals. The Headteacher said she would promote this again in January.</p> <p>ACTION: Headteacher to promote free school meals.</p>	Jan 2016	H/T

	<p>Mrs. Cook asked what percentage of FSM children were currently in school and the Headteacher stated 6.8%. Mrs. Johnston asked what percentage of children attending school were outside the catchment area. The Headteacher reported that under 50% came from the South Wootton ward.</p>		
9	<p>Committee reports</p> <p>a) Resources – Rev. Wilkins presented his report. Budget Revision 2 had been discussed and <i>acceptance was proposed by Rev. Wilkins, seconded Mrs. Gayton and carried unanimously</i>. The Headteacher stated that the school needed to spend money this year to avoid a large carry forward figure. Subject Leader budget spends were in hand and two companies had been booked to price up playground markings etc. The Chair asked if the current markings were being removed and whether these would be replaced. The Headteacher reported that staff had ideas for new markings. Discussion took place regarding the graffiti wall and it was decided to repaint with a view to displaying the new school logo in its place. The Headteacher also wished to replace the school sign on the front entrance wall. Mrs. Cook asked what was happening about the damaged piece of equipment on the trim trail. The Headteacher reported that an order had been placed for this to be repaired. Mrs. Cook asked if the school received funding for sports. The Headteacher explained that this was the Sports Premium. Rev. Wilkins also reported that the Sub-Committee had discussed the NAS themed audits, Pupil Premium, RAG rating (currently on green), benchmarking against other schools, SFVS, Finance Support Officer’s visit and the Headteacher’s Performance Management due to take place on 7th December. Diary dates were then decided for future Sub-Committee meetings – Thursday 4th February, Friday 11th March and Thursday 16th June, 2016 at 8.00 am.</p> <p>b) Teaching & Learning – Mrs. Cook gave a brief report. The Headteacher followed this with a report on the Sports Premium which would be spent on gymnastics (training and equipment), training a TA in NPETCS, a yoga day and purchase of additional resources to update PE equipment. Mrs. Cook asked if the school could choose how to spend the money. The Headteacher confirmed they could as long as it expanded expertise. The Chair thought that yoga was a good idea to which the Headteacher responded by saying it was very good for brain gym. She also said that the outcomes for this area could not be marked by data alone but more linked to behaviours for learning and participation.</p>		
10	<p>Student Council report</p> <p>Mrs. Allen reported that in addition to the artificial grass already mentioned the children had raised questions regarding the bark for the train area. The Headteacher reported that she would be talking to the companies who were visiting regarding the playground markings about the possibility of rubber bark for the train area. The Student Council had also mentioned the trim trail (discussed as part of agenda no. 9 a). They had arranged a Pudsey ramble which had raised over £400 and were looking into a game for a stall at the Christmas Fair. Mrs. Allen also reported that they had had a good discussion over the tag line: Smile, Work, Inspire, Succeed.</p>		
11	<p>Policies: Assessment appendix, Teaching & Learning Policy</p> <p>The Headteacher presented the Assessment appendix explaining that there could be further changes as this area</p>		

	<p>developed. She offered to send Governors a copy of the PITAs (point in time assessments).</p> <p>ACTION: forward copy of PITAs to Governors</p> <p>The Teaching & Learning and SEND Policies were also presented. <i>Mrs. Gayton proposed acceptance of both documents. This was seconded by Mrs. Johnston and carried unanimously.</i></p>	18/12/2015	H/T
12	<p>Governor Training</p> <p>i) training – Mrs. Allen (Ofsted), Mrs. Burt, Mrs. Gayton and Mrs. Cook (New Governor), Rev. Wilkins (online Finance).</p> <p>ii) visits- reminder to attend Christmas Reading Café on 2nd December.</p> <ul style="list-style-type: none"> - Rev. Wilkins (Assembly), Mrs. Nockolds (Maths Café and Breakfast Club) 		
13	<p>AOB</p> <p>Confidential matters were discussed during this agenda item.</p>		
14	<p>Confidentiality of proceedings</p> <p>Agenda item No. 13 and any reference to names or named individuals.</p>		
15	<p>Date of next meeting – Wednesday 10th February 2016 at 5.30 p.m.</p>		

The meeting closed at 7.08 p.m.