

Minutes of the Governors' Meeting held at South Wootton Infant School on Tuesday 2nd December 2014 at 3.35 p.m.

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

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

No	Agenda item	By date	By whom
1	<p>Resignation of Co-opted Governor / Co-option of Parent Governor The Chair opened the meeting by thanking Mrs Nockolds and Rev. Wilkins for attending the “Deep Dive” day and the Headteacher for the arrangements. She also issued a reminder regarding confidentiality. Governors were informed of the resignations of Mr Winson and Miss Fox. The Clerk was asked to arrange a collection for Mr Winson. <i>ACTION: arrange a collection for Mr Winson.</i> Discussion took place regarding suggestions for a co-opted Governor and the Clerk would arrange a Parent Governor election as soon as possible. <i>ACTION: arrange a Parent Governor election.</i> <i>Mr Hunt left the meeting to allow a discussion on his proposed co-option to the governing body. Following a brief discussion Rev. Wilkins proposed the co-option of Mr Hunt to the governing body. This proposal was seconded by Mrs Nockolds and agreed unanimously. Mr Hunt was welcomed back to the meeting and to the governing body.</i></p>	19/12/14 a.s.a.p.	Clerk Clerk
2	<p>Consideration of apologies sent Mrs L. Williamson (on a 2-day course). The governing body accepted the apologies.</p>		
3	<p>Committees: Adopt Terms of Reference The Terms of Reference for the Resources and Teaching & Learning Sub-Committees were adopted by the governing body.</p>		
4	<p>Appoint governors with special responsibilities Performance Management/Safer Recruitment - Rev. Wilkins Safeguarding - Mr Hunt Cluster - Mrs Johnston</p>		

5	Register of business interests – declaration of interest for the meeting There were no business interests declared for the meeting.		
6	Confirmation of the Minutes of the meetings held on 18th September <i>Mrs Allen and Rev. Wilkins proposed the acceptance of the minutes of the meeting held on 18th September. This proposal was seconded by Mrs Johnston and carried unanimously by those present at the meeting.</i>		
7	Matters arising – Governors’ Action List The Governors reviewed the Action List as follows: a) Implementation of new lanyards. ACTION: Implement new lanyards for staff in the Spring term. b) Establish link with Junior School for good practice for Governors. ACTION: Chair to keep connection ongoing. c) OTP feedback. ACTION: report for next Full Governors’ meeting. d) Student Council – Friendship bench to be painted. ACTION: ask Caretaker to paint bench. e) Governor and Staff social event. ACTION: arrange for January. f) Headteacher’s appraisal – date agreed for 17 th December. g) Teaching & Learning Sub-Committee. ACTION: appoint Vice-Chair. h) Updated Post Ofsted Action Plan. ACTION: email to all Governors. i) Outdoor Classroom. ACTION: agree siting of building. j) New outdoor seating. ACTION: investigate costs. k) Business Continuity Plan. ACTION: discuss with Headteacher of Junior School. l) Capital Budget. ACTION: Contact Neil Leeds regarding Capital funding and Reception works. m) Finance training. ACTION: School staff to book training. n) School Financial Value Standard ACTION: Attend Working Party.	Spring 15 Ongoing 12/02/15 Jan 15 06/02/15 a.s.a.p. 06/02/15 06/02/15 06/02/15 06/02/15 a.s.a.p. 06/02/15 21/01/15	Clerk Chair H/T Chair T & L S-C H/T Res. S-C H/T H/T Clerk H/T & SA GW, LW, CJ, Clerk

8	<p>Correspondence No correspondence was tabled for the meeting.</p>		
9	<p>Deep Dive reports - Mrs Nockolds – reported that you could see the progression the children were making. Also the difference in how the children communicated in their year groups throughout the school. Literacy – some concerns were expressed regarding handwriting. All staff were aware of the difference in the curriculum. Standards were on an upward trend. Pupils were tracked each half term. Outside learning was reported as helpful to some children. Rev. Wilkins – echoed Mrs Nockolds comments. Website and Single Central Record – new SCR checked and all up-to-date. Website discussed and generally okay with the exception of a Medical Conditions Policy (see Agenda Item No. 14). EYFS – reported standards were improving year on year. Expectations were the same for this year. Methods of recording had changed. Discussion was held on EAL, boys versus girls, indoor and outdoor learning. Links with South Wootton Pre-School usually increase after Christmas and it was hoped that this would continue with the new staff. There would be trials of a new Baseline in 2015 and the Headteacher reported that she had an interest in the Early Excellence product which was based on observations. This would be an agenda item for the next Governors’ meeting. Mrs Johnston – echoed Mrs Nockolds comments. SENCO – there had been changes to SEND policies and procedures. Now based on needs and not funding. Statements would be changed over the next 3 years to Education Health Care Plans. There would no longer be SA (School Action) and SA+ (School Action Plus) categories. There are 4 new areas: Communication and Interaction; Cognition and Learning; Social, Mental and Emotional Health; Sensory and Physical. The school currently employs 2 SEN staff. Pupil Premium – greater focus on collaboration in learning. 14 children currently registered. School had received a budget of £22,000. School to send a communication to parents each half term to remind them of Free School Meals. Discussion ensued on the census and encouragement to eat a school dinner on that day as this affects the school’s funding. Some Pupil Premium had been targeted for the more able children. Pupil Premium figures were published on the school website on a yearly basis. Safeguarding – the Headteacher reported that there were 2 children whose attendance was about 80% and would need following up.</p>		
10	<p>Headteacher’s report The Headteacher reported that a PGCE student from Bishop Grosseteste University is on placement in Mrs Hayes’ class for the Autumn and Summer terms. Mrs Nockolds asked what else the school could do to improve attendance. Discussion took place on the possibility of re-introducing the weekly league table and children who arrive late. The Headteacher would draft a general reminder to parents, then follow-up and target those children who are persistently</p>		

	<p>late. Mrs Johnston asked for an update on staffing. The Headteacher stated that the person she had hoped would join the school in January would not be able to. Two applications and an expression of interest had been received for the post but all would be unable to start until Easter. Therefore the Headteacher would advertise in January for a permanent post from Easter. Four agencies had been looking for suitable teachers to cover for the Spring term but this had been unsuccessful. The Headteacher proposed Mrs Diamond to cover Bumblebees class and that she would cover 3 days in Dragonflies with Mrs Blogg working the other two days. This was felt the best option as both teachers were known to the school and the children. <i>This proposal was agreed.</i> Mrs Johnston asked how Mrs Pemberton had settled in with the PE curriculum. The Headteacher responded that she hadn't had the opportunity to monitor her but would do so in the Spring term. Rev. Wilkins asked how we monitor behaviour for learning.</p> <p><i>Mrs Nockolds left the meeting at 4.37 pm.</i></p> <p>The Headteacher replied by purposeful learning, children engaged. An explanation of the HMI visit was presented to Mr Hunt.</p> <p>Rev. Wilkins and Mrs Johnston extended their thanks to the Headteacher.</p>		
<p>11</p>	<p>Sub-Committee reports</p> <p>a) Resources – Rev. Wilkins presented a brief report. There had been criticism of the governing body's involvement with the SFVS process and therefore a Working Party had been set up to address this. Rev. Wilkins extended his thanks to the Headteacher and School Administrator for their work on the budget. The Headteacher presented the Budget Plan Revision 2 2014-15 which had been recommended by the Resources Sub-Committee. Discussion was held on the purchase of resources and limited storage space, the possibility of funding an After School Club and the visit by the new Finance Officer, Wendy Penn. <i>Rev. Wilkins proposed the acceptance of the Budget Plan Revision 2 2014-15. This proposal was seconded by Mrs Johnston and carried unanimously.</i></p> <p>b) Teaching & Learning – Mrs Allen queried the minutes regarding staff compiling a skills tracker for reading. The Headteacher stated that this followed the scrutiny of Learning Journals and the results of entries. Children would be encouraged to read regularly at home and offered an award after a period of time if they met thresholds. Year 2 had set homework for their children to write their own entry into the Learning Journal.</p> <p><i>PSHE Policy – Acceptance of the policy was proposed by Mrs Hayes, seconded by Mrs Allen and Mrs Johnston and carried unanimously.</i></p>		
<p>12</p>	<p>Student Council report</p> <p>Mrs Allen reported that the new council was settling down and had done very well in the recent interviews. They had raised £185 for Children in Need. Discussion had been held on what was a Gold Award and they had felt that this was given for something special. The Headteacher reported that staff had defined the Gold Award as something</p>		

	outstanding for the individual child.		
13	<p>Governor Training</p> <p>i) training – Mrs Johnston (Vision, ethos and strategic direction). A discussion would be held with the Headteacher on the vision for the school and a joint project with Learning Resources.</p> <ul style="list-style-type: none"> - Mrs Hayes, Mrs Allen, Mrs Thomas (Governance Now). - Rev. Wilkins (SFVS) - Mrs Williamson (The School Budget) <p>ii) visits – Mayors visit to open the Reception outdoor area. The Chair said this had been a most enjoyable occasion. She would submit a report and photograph to the Lynn News and Free Press. The Chair was keen for the school to be involved with the Lynn News Education Awards next year.</p> <p>iii) Governors Code of Conduct - <i>Rev. Wilkins proposed acceptance of the Governors Code of Conduct. This proposal was seconded by Mr Hunt and carried unanimously.</i></p>		
14	<p>AOB</p> <p>Headteacher - a new statutory requirement for the school website was the publication of a Medical Conditions Policy. Copies were distributed. <i>Mrs Johnston proposed that the Governors agreed in principal to publish the policy on the website and review next term. This proposal was seconded by Mr Hunt and Rev. Wilkins and carried unanimously.</i></p> <p>ACTION:</p>		
15	<p>Confidentiality of proceedings</p> <p>Any reference to names or named individuals. The Chair reminded Governors again of the importance of confidentiality.</p>		
16	<p>Date of next meeting – Thursday 12th February 2015 at 4.00 p.m.</p> <p>Reminder that another “Deep Dive” day would be held in March.</p>		
14	<p>AOB continued</p> <p>Headteacher – issued her thanks to Rev. Wilkins and Mrs Johnston for spending the day in school.</p> <p>Mr Hunt – requested information for Safeguarding.</p> <p>ACTION: forward information re Safeguarding.</p> <p>Mrs Johnston – requested information regarding the Cluster meetings etc.</p> <p>ACTION: forward information re Cluster.</p>	a.s.a.p. a.s.a.p.	H/T H/T

The meeting closed at 5.23 p.m.