

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 30th March 2017 at 5.30 p.m.

Present: Mrs C Gayton (Chair), Mrs J Cook (left at 6.50pm), Mrs R Burt, Mr B Legrove, Mr T Smith (arrived at 5.50pm and left at 6.25pm)

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	Welcome Mrs Gayton welcomed all those recorded as present.		
2	Apologies Mrs E Nockolds (work), Mrs L Morley (prior commitment) - Apologies accepted. Mr T Sampson - Mrs Gayton to contact her and question ongoing absence from meetings		
3	Notification of Any Other Urgent Business Mrs Burt asked that the NPHQ School Improvement Task report be added to Matters Arising – this was agreed by Governors.		
4	Declaration of Business Interests/Conflict of Interest None		
5	Membership of the Governing Body Nothing to be discussed at this meeting.		
6	Confirmation of the Minutes of the meeting held on 9th February 2017 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 9 th February. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
7	Matters Arising <ul style="list-style-type: none"> ○ ACTION: Mr Legrove to complete a DBS check. Headteacher to confirm if the check for Mrs Morley carried out at North Wootton School can be used for her role as governor. ○ There was nothing new to report following on from the previous discussions regarding not moving forward with joining a MAT. Some schools previously keen to join a MAT in the area are linking with Churchill Park. ○ Mrs Burt attended a budget setting meeting which went towards meeting the training criteria for Governors. ○ Mrs Burt presented her action plan for her NPQH School Improvement Plan, which focuses on more able pupils will make good or better progress in writing. Targets include - ensuring more able children are challenged in all English lessons across the school – to identify pupil needs and the use of appropriate intervention strategies to meet the needs of children at risk of falling behind – develop the use of Talk for Writing approaches across the school – develop opportunities for writing across Reception and Year 1 and presentation of written work in Years 1 and 2 will have clear evidence of a joined up style. This improvement task will be done at this school, however another task has to be completed in another school. 	Asap	H/T

	<p>Mr Smith arrived at 5.50pm.</p> <p>Mr Legrove asked if the 8 week HMI project re Challenge and Growth Mind set had had an impact on children. The Headteacher and Mrs Burt said yes, they thought it had – this will be discussed further in agenda Item 10.</p>		
8	<p>Reports From Committees</p> <p>Mr Legrove summarised the following matters discussed at the Resources Sub-committee meeting held on 22nd March 2017;</p> <ul style="list-style-type: none"> ○ The school fund holds a balance of around £3,000, some costs for the schools 50th birthday celebrations will be met from the fund, it will then be closed and the remainder transferred to the main budget. It has been confirmed that it will require auditing for 16/17 at a cost of approximately £190. ○ Financial performance was monitored with other schools in Norfolk and figures were comparable. ○ The Budget Control Report was reviewed and there were no big variances in budget against spend. ○ The Annual Building Inspection was carried out and the Year 1 toilets were identified as needing to be refurbished when funds allow. ○ Three quotes were considered for the work to remodel the entrance area. Recommendation was made by the sub-committee to appoint Bespoke Norfolk, who have made a second visit to the school following the initial quote. It was proposed by Mr Smith to accept the quote by Bespoke Norfolk, which is £48,700 and this was seconded by Mr Legrove and carried unanimously by those present at the meeting. ○ The 17/18 budget was presented; the pupil funding forecaster has erred on the side of caution with numbers of children. Staffing costs are increasing. 17/18 budget shows a carried forward of 11.69% surplus, upon advice from the County Finance Officer this can be adjusted in the first revision of the budget to show the accepted 8% surplus. There have been additions to Services to Schools since the Resources meeting, including tree maintenance which is £500 for 2 years and the cost of auditing the school fund. There is uncertainty as to whether the universal free school meals will continue in September. <p>Mrs Cook asked how the budget is approved. The Headteacher said that following signing off by Governors, it is sent to NCC for approval and then it can be uploaded to STAR accounts.</p> <p>Mrs Cook asked why staff training was decreasing; the Headteacher said that the 17/18 cost is for the Primary Writing Course.</p> <p>Mrs Cook asked what Bought in Professional Services Curriculum related to, this is a one off cost for Norfolk Better to Best.</p> <p>Mrs Gayton proposed that the 17/18 budget is signed off by Governors. This was seconded by Mrs Cook and carried unanimously by all those present. Mrs Gayton then signed the budget papers.</p> <p>Mrs Cook summarised the following matters discussed at the Teaching and Learning Sub-Committee meeting held on 17th March 2017;</p> <ul style="list-style-type: none"> ○ The SENdCO member of staff has returned from maternity leave and currently dedicates one afternoon a week to this 	End of March	HT

	<p>work. It was noted that training should be done within 3 years of being appointed to this role, ACTION: as the member of staff has taken maternity leave during this timeframe, the Headteacher will find out when the deadline for training expires.</p> <ul style="list-style-type: none"> ○ A member of staff is continuing in her NPQH (National Professional Qualification for Headship) training. ○ Behaviours for Learning – Sex and Relationship Education needs to be looked at in light of recent changes. Attendance is predicted to be down this term due to a sickness bug which affected a number of children. ○ Teaching, Learning and Assessment – The Cornerstones curriculum purchased has been adapted to suit the school. ○ EYFS – Intervention groups have been set up and reviewed termly, joint moderation is being carried out with Cluster schools. ○ The school will have an additional training closure day on 9th June for whole staff training to develop the use of Talk For Writing approaches across the school for the Primary Writing Project. The library is currently shut for refurbishment and it is planned to be re-opened on 31st March, as part of the birthday celebrations. RED TED (Reading Every Day, Talking Every Day), scheme will be introduced in the summer term, with rewards for regular reading. Reception classes are now being taught joined up handwriting. ○ There was some discussion regarding exclusion of children with different religious beliefs and how in practice this can prove challenging for teachers. ○ Headteacher is monitoring teachers subject planning time. ○ The Mad Scientist workshop attended the school on 16th March, great feedback from staff and children. Cornerstones curriculum investigations to be used in this subject and tracking has started by way of evidence of children’s work. ○ A mural artist has now visited the school to repaint the mural in the Hall. Another artist has worked with the children to create a felt display. ○ JONK - Joy Of Not Knowing project embraces the fact that it is OK not to know and children learn more by finding out about themselves to be successful learners. The 6 skills identified are; planning, questioning, creativity, connectivity, communication and perseverance. This will be introduced to the children in the first week back to school after Easter as a Recipe for a Good Learner. Staff have started to look at how these learning characteristics can be aligned with the schools logo and ethos; the 6 skills being represented by the parts of a tree and the roots as the Personal and Social values which underpin good learning. 	Summer Term	HT
9	<p>Headteacher’s report Items discussed;</p> <ul style="list-style-type: none"> ○ One child is due to leave Fox Cubs at Easter, a reception place has been requested to start after Easter in Reception so will put child into Fox cubs. ○ Key Stage 1 teachers have been involved in cluster moderation with a large group of local primary schools. Judgements were made in writing and maths to ensure a shared understating of Age Related Expectations in both Year 1 and Year 2. Governors asked what moderation means exactly, the Headteacher explained that it is looking at pupils work to see if schools views on children’s attainment and progression are the same. ○ Children’s data is good with no cause for concern. 		

10	HMI School Improvement Project The Headteacher and Mrs Burt attended a meeting to present their findings from the 8 week school improvement project led by an HMI. The target was for more children to be working at greater depth in all areas, pupil asset was used to identify target children to move from dark green (working at age related expectation) to blue (exceeding age related expectation) in one core area. In Reception – 9 out of 13 made accelerated progress in writing (69%). In Year 1 – 7 out of 21 children made accelerated progress in writing (33%). And in Year 2 – 6 out of 17 children made accelerated progress in maths (35%). The next steps, Enquiry Based Learning project to increase independence in Year 1 and 2. JONK project (starting next term) to continue to develop attitudes to learning and embed Characteristics of Effective Learning in all year groups.		
11	Student Council The student Council meets regularly and is well run. Members of the Council decorated cakes to sell in aid of comic relief. Being part of student Council is having a positive effect on children. The Governors wish to thank Mrs Angell for her hard work.		
12	School Policy Review Mrs Burt attended Operation Encompass training, an initiative between Norfolk Police and Safeguarding team which enables early notification of domestic violence incidents. Schools will be notified before 9am if the police have been called to a DV incident which a child has been either witness to or present at the night before. Governors approved the appendix to be added to the Safeguarding policy to reflect this.		
13	Governor Monitoring, Development and Training Mrs Cook could not attend Pupil Premium training, ACTION: Clerk to find out when the next training is available and let her know. Mrs Cook left the meeting at 6.50pm.	Clerk	ASAP
14	Dates/Times of Future Meetings Governing Body - Thursday 25 th May 2017 – 5.30pm Resouources Sub Committee – Thursday 15 th June – 8.00am Teaching and Learning Sub Committee – Friday 30 th June – 8.00am ACTION: Clerk to contact Mrs Morley and check her availability now for a Friday meeting Governing Body – Thursday 6 th July – 5.30pm	Clerk	ASAP
15	Confidential Matters None		
16	Any Other Urgent Business None		

The meeting closed at 7.05 p.m.