

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 6th July 2017 at 5.30 p.m.

Present: Mrs C Gayton (Chair), Mrs J Cook, Mrs R Burt, Mr B Legrove, Cllr T Smith, Mrs L Morley, Cllr E Nockolds

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

No	Agenda item	By date	By whom
1	Apologies Mr T Sampson – Apologies accepted.		
2	Notification of Any Other Urgent Business None		
3	Declaration of Business Interests/Conflict of Interest None, however, Cllr Smith informed the meeting that he is now a County Councillor.		
4	Membership of the Governing Body Nothing to be discussed at this meeting.		
5	Confirmation of the Minutes of the meeting held on 30th March 2017 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 30 th March. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
6	Matters Arising <ul style="list-style-type: none"> ○ Mrs Morley and Mr Legrove have completed their DBS checks. 		
7	Reports From Committees Mr Legrove summarised the following matters discussed at the Resources Sub-committee meeting held on 15 th June 2017; <ul style="list-style-type: none"> ○ The school fund balance is now spent. ○ The website audit has been completed again. ○ Due to a delay in the planning application being processed by County Council, the start date for the building project is set to be around 17th August. The Headteacher is looking at temporary arrangements for the office staff to be located in the intervention room and library in the first few weeks back at school as the rebuilding work will not be completed until mid-late September. There may also be an issue with securing access to the school grounds which Bespoke will be asked to assist with. A second quote by Bespoke has been given to clad the remainder of the front of the building, costing £12,000. Mrs Gayton said that there is money in the budget for this additional spend and it was given full support at the Resources sub-committee meeting and proposed that it is accepted by Governors, this was seconded by Cllr Smith and unanimously agreed by Governors. ACTION: After some discussion following the recent large scale fire in London of a cladded building, the Headteacher will seek reassurance from Bespoke as to the choice of cladding proposed to be used. ○ There have been 2 internal appointments to SEN teaching in Reception year. 	ASAP	HT

	<ul style="list-style-type: none"> ○ A new scheme for teaching phonics called 'Storytime Phonics' has been identified at a cost of around £2,000. This expenditure was recommended for approval at the Resources sub-committee meeting and proposed for approval by Governors by Mrs Gayton and seconded by Mr Legrove and unanimously agreed by Governors. <p>Mrs Cook summarised the following matters discussed at the Teaching and Learning Sub-Committee meeting held on 30th June 2017;</p> <ul style="list-style-type: none"> ○ The new subject leader for Maths is doing well. ○ Staff have requested more training on pupil asset. ○ New playground equipment has been purchased. ○ Parent requests for holidays are increasing. There was some discussion on how to educate parents that absent days can affect learning, it was suggested that the league table is introduced again in assemblies so that children take the message home to parents that they do not want to miss school. ○ Seven children attended a JONK awards ceremony in Norwich, which they all enjoyed. ○ Pupil premium budget for next year is estimated to be £11,880. Six out of seven children are at least at age related expectations and met target to exceed age related expectations. ○ The PE subject leader from the Junior school has been asked to advise on spending the sports premium budget effectively. ○ Four children starting in Reception in September have identified needs and TA SEN support has been increased to cover this. 		
8	<p>Headteacher's report</p> <p>The Headteacher went through her report and the following items were noted;</p> <ul style="list-style-type: none"> ○ Next year there will be continued focus on the characteristics of effective learning, these have been illustrated on the South Wootton tree of good learning by the roots representing; enthusiastic, ambitious, respectful, caring, friendly and thoughtful. ○ Mrs Gayton asked where the school came in the Tri-Golf competition at KES, the Headteacher said they were 2nd and 3rd. ○ Mrs Gayton asked how long the Peckover project will take, Mrs Burt said that it will be completed by February 2018. ○ Cllr Nockolds asked where information regarding the Operation Encompass is published, the Headteacher said the newsletter and there are posters on display in school. Cllr Smith asked how staff welfare is managed if they have to deal with a child through this scheme, the Headteacher said there is support from Norfolk County. The Headteacher and Safeguarding member of staff provide briefings each week, staff are given information when inducted. There will be a box added to the signing in sheet in school to confirm that anyone coming into the school is aware of who to report any issues to if they are concerned. ACTION: A Governor to complete safer recruitment training this term and another to complete in the September term. This can be done online via the NSPCC website. ○ The School has used the NSPCC Pantosaurus resource to teach Year 1 the underwear rule, parents were made aware of this via tapestry before the lesson took place. 		

9	<p>Subject Leaders Reports The reports were looked at with the following comments and discussions; SEN – In 17-18 the way in which the school assesses and tracks the children will be looked at. Maths – The percentage of children working at greater depth is good in Year 1. The subject leader is the only one with an EYFS background in the cluster group and has had a leading role in producing the relevant sections of the cluster calculations policy and scheme of work. English – Reading café’s continue to be successful, continuing to develop the RED TED scheme. The new ‘Storytime Phonics’ will start in September where the teaching of sounds is done more through books, the scheme comes with lots of resources. Science – A work scrutiny has been conducted. Cornerstone has been used and children are meeting age related expectations – some exceeding. Computing – An online safety day took place at school. Apps linked to maths and phonics are being looked at for use on the iPads. EYFS – Since being trained as a moderator the subject leader has a better understanding of what exceeding looks like in literacy and numeracy. Humanities – Looking at teaching RE for one or two full days next term instead of an hour a week. It is hoped that the newly appointed curate from the Church will come into school to do assemblies.</p>		
10	<p>2017/2018 Budget Plan Revision The revision for 2017/18 was proposed for acceptance by Mrs Gayton, this was seconded by Mr Legrove and unanimously agreed following recommendation by the Resources committee. Mrs Gayton then signed the revision.</p>		
11	<p>School Policy Review Charging and Remissions policy was proposed for acceptance by Mrs Gayton and seconded by Mr Legrove and unanimously agreed, this was then signed by Mrs Gayton.</p>		
12	<p>Governor Monitoring, Development and Training Nothing to report at this meeting.</p>		
13	<p>Dates/Times of Future Meetings The Clerk circulated a list of suggested dates to be approved at the next meeting which was agreed will be Full Governors on Thursday 28th September 2017 at 5.30pm.</p>		
14	<p>Any Other Urgent Business None</p>		
16	<p>Any Other Urgent Business It was proposed by Mrs Gayton and seconded by Mrs Cook that the Headteacher submit the Learning Outside the Classroom Policy for a bronze recognition.</p>		

The meeting closed at 7.35 p.m.