

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 6<sup>th</sup> October 2016 at 5.30 p.m.**

**Present:** Mrs C Gayton (Chair), Mrs R Burt, Mrs L Morley, Mrs T Sampson, Mr B Legrove

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

No	Agenda item	By date	By whom
	Mrs Curtis was asked to leave the room to discuss her application for the role of Clerk to the Governors. Upon her return it had been noted by the Headteacher that Mrs Burt had proposed and Ms Sampson had seconded her appointment and she was duly appointed as Clerk and proceeded to take the minutes of the meeting.		
1	<b>Welcome to new Governor(s)</b> The Headteacher welcomed Mrs Lucy Morley and Mr Brendan Legrove to the meeting.		
2	<b>Apologies</b> Mrs Nockolds (attending another meeting). The apologies were accepted.		
3	<b>Confirmation of the Minutes of the meeting held on 7<sup>th</sup> July 2016</b> Mrs Gayton proposed the acceptance of the minutes of the meeting held on 7 <sup>th</sup> July. This proposal was seconded by Mrs Burt, and carried unanimously by those present at the meeting.		
4	<b>Election of Officers</b> <b>Chair</b> – The Clerk asked if anyone would like to put themselves forward to be Chair. Mrs Gayton said she would like to be considered for the position, this was proposed by Mrs Burt and seconded by Mrs Morley and unanimously agreed. Mrs Gayton then proceeded to chair the meeting. <b>Vice Chair</b> – In her absence Mrs Cook was proposed for this position by the Chair, this was seconded by Mrs Morley and unanimously agreed.		
5	<b>Committees – Review of Committee Structure and Membership</b> The following were agreed to form the <i>Resources Sub-Committee</i> ; Mrs Gayton, the Headteacher, Mr Smith, Mr Legrove and Mrs Sampson  The following were agreed to form the <i>Teaching and Learning Sub-Committee</i> ; Mrs Nockolds, Mrs Cook, Mrs Morley, Mrs Burt, the Headteacher		
6	<b>Appointment of Governors with Special Responsibilities;</b> The following were agreed;		

	<p>Safeguarding/Safer Recruitment/Looked after children – Mrs Nockolds  SEND/Pupil Premium/Educational Visits – Mrs Cook  Cluster – Mrs Gayton  Performance Management – Mrs Gayton and Mrs Sampson  Link Governor for training/Website monitoring – Mr Legrove  Health and Safety – Mrs Morley</p>		
<b>7</b>	<p><b>Agree meetings calendar for the year, including committees</b></p> <p><b>Governors</b>  Thursday 6<sup>th</sup> October at 5.30pm  Thursday 1<sup>st</sup> December at 5.30pm  Thursday 9<sup>th</sup> February at 5.30pm  Thursday 30<sup>th</sup> March at 5.30pm  Thursday 25<sup>th</sup> May at 5.30pm  Thursday 6<sup>th</sup> July at 5.30pm</p> <p><b>Teaching and Learning Sub-Committee</b>  Friday 25<sup>th</sup> November at 8.00am  Friday 17<sup>th</sup> March at 8.00am  Friday 30<sup>th</sup> June at 8.00am</p> <p><b>Resources Sub-Committee</b>  Thursday 17<sup>th</sup> November at 8.00am  Wednesday 1<sup>st</sup> February at 8.00am  Wednesday 22<sup>nd</sup> March at 8.00am  Thursday 15<sup>th</sup> June at 8.00am</p>		
<b>8</b>	<p><b>Register of Business Interests</b>  The Headteacher gave out forms to the new Governors for completion.  <b>ACTION: Clerk/Headteacher to locate forms for existing Governors and ascertain if they need to complete a new one or sign and date for the new school year.</b></p> <p>There were no declarations of interest for this meeting.</p>	Next meeting	Clerk, H/T
<b>9</b>	<p><b>Matters Arising from the minutes (Action List)</b>  a) The Headteacher has arranged MSA training, a meeting to be held with them on 10<sup>th</sup> October.  b) Solar Panel Project – waiting for contact with school surveyor.</p>		

	c) Safeguarding training – This will be required for new Governors, it was suggested to do all Governors as a whole.		
10	<p><b>Short Headteacher's Report</b></p> <p>The Headteacher presented her report.</p> <p>There have been a few spaces in the Reception classes for the past 2 years. The Headteacher explained that this could be due to the housing stock and age of people in the area and there just isn't the population of Reception aged children at this time, Mrs Morley confirmed that North Wootton school were in a similar position. The Chair said that some parents may assume it is an oversubscribed school and therefore not apply. <b>The Headteacher is in the process of organising a banner to promote the schools Good Ofsted report</b> and posters will be going up to advertise the school's open morning. <b>The Chair asked if lower numbers could impact upon funding and therefore the budget.</b> The Headteacher confirmed it could.</p> <p>There are 10 pupil premium children, 6% of the school and there is now a greater expectation of reporting on the website of pupil premium.</p> <p>Attendance has been lower of late, this is thought to be due to parents taking term time holidays. Guidance has now changed which makes it more difficult to fine parents. Celebrations at the end of each term are planned for 100% attendance.</p> <p><b>ACTION: Headteacher to provide a breakdown for the next meeting of absence which is due to holidays and due to sickness.</b></p> <p><b>The Chair asked if it was ok for the Headteacher carry on the role of SENCO long term to cover Rosie Chimes's maternity leave.</b> The Headteacher said that it is limited as to who can carry out this role and Mrs Chimes is due to return to school early 2017. The Headteacher and Mrs Burt are both up to date with their safeguarding training.</p> <p>There have been no racist or bullying incidents since the last report. <b>The Chair asked if the incident last term would become and safeguarding issue</b> and the Headteacher said it is being monitored to ensure there are no racial undertones.</p> <p>Appraisals have been completed, and five teachers are recommended to qualify for a pay increase, the recommendation was proposed by The Chair and seconded by Mrs Sampson and all agreed. Mrs Burt has also begun the first stage of NPQH, head teacher qualification.</p> <p>The Headteacher discussed the key points the School Improvement and Development Plan including more able children to be challenged.</p> <p>Suggested Governor monitoring for the coming year was discussed. Governors are keen to hear suggestions of what they can do to fulfil their roles, 'deep dive' days have been tried. <b>ACTION: Headteacher to put the link person within the school in contact with the Governor with that responsibility.</b></p>	Asap	H/T
		Next Meeting	H/T
		Asap	H/T
11	<p><b>Agreement on joining Multi Academy Trust underneath the Viscount Nelson Education Trust</b></p> <p>There is to be an application to the Regional Schools Director from the group of schools under the umbrella of the Viscount Nelson Education Trust. If the school was a part of this group it would mean a move away from being a local authority school and the implications would include the way funding is given and ownership of the site the school is on, the school would keep its individuality. Schools already interested in joining are, South Wootton Junior School, Highgate Infant and Nursery, Howard Infant, Greyfriars, Fairstead, Windmill federation (Walpole and Tilney), Watlington and potentially Reffley. One application can be completed for all the schools together. <b>Would this be more time consuming for the Headteacher?</b> The structure would be strong, knowledgeable people have been approached to be on board with experience in important roles in education. <b>Does being part of a larger group have advantages for procurement?</b> Yes. <b>Would the cluster of schools as it stands be</b></p>		

	<p>ongoing? Some schools in the cluster are already academies. <a href="#">Is there a benefit from having a high school in your group of trust schools?</a> There can be, although drawing expertise from other schools with pupils of the same age can be of benefit too. It was proposed by The Chair and seconded by Mrs Morley and all agreed to move forward with joining the multi academy trust underneath the Viscount Nelson Education Trust.</p>		
12	<p><b>Policies: Safeguarding and umbrella policies, Behaviour, Assessment, Homework, Marking &amp; Feedback, Appraisal and Pay Policy</b>  Everyone was in agreement to adopt the above policies which The Chair signed. There were some questions arising from the policies;  Safeguarding – <a href="#">it states every child will know where information is going, how does this work in practise?</a> It is not possible to tell a child that you promise to keep any information that they give you to yourself. Typo to be corrected in sections 4.5, 5.11 and 5.16. <a href="#">How do you deal with a child who comes to school dirty and unkempt?</a> There is a form to complete to evidence monitoring of the situation.  Behaviour – <a href="#">is there an escalation procedure, what happens if severely bad behaviour goes past red?</a> Parents would be contacted straight away, the Headteacher and Mrs Burt explained the colour coded behaviour chart used in class. Red – Stop, Orange – Thinking, Green – Learning, Silver – Achieving, Gold – Outstanding.</p>		
13	<p><b>Governor Training</b>  Training – Mrs Morley, Mr Legrove, Mrs Sampson and the Chair to let the Headteacher know the dates of training they wish to attend.  Visits – There are Governor monitoring forms available in the front office for recording visits and observations.</p>	Asap	H/T
14	<p><b>AOB</b>  None</p>		
15	<p><b>Confidentiality of Proceedings</b>  The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
16	<p><b>Date of Next Meeting</b>  Thursday 1<sup>st</sup> December 2016 at 5.30pm</p>		

The meeting closed at 7.00 p.m.