

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 7th July 2016 at 5.32 p.m.

Present: Mrs. C. Gayton, Mrs. B. Allen, Mrs. R. Burt, Mrs. E. Nockolds, Mr. T. Smith.

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

| No | Agenda item | By date | By whom |
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| 1 | <p>Apologies Mrs Gayton (Vice-Chair) in the Chair for the meeting. Apologies - Mrs. C. Johnston (work commitments), Rev. Wilkins (personal), Mrs. Sampson (personal) and Mrs. Cook (childcare). The apologies were accepted.</p> | | |
| 2 | <p>Notification of Any Other Business Headteacher – Multi-Academy Trust.</p> <p><i>Mr. Smith arrived at 5.35 pm.</i></p> | | |
| 3 | <p>Declaration of Business Interests/Conflict of Interest There were no business interests declared for the meeting.</p> | | |
| 4 | <p>Membership of the Governing Body The governing body were informed of Mrs. Allen's resignation as of the end of this academic year. This would leave a vacancy for a Parent and a Co-opted Governor in September. The Headteacher extended her thanks to Mrs. Allen for extending her period of service for another year as it had been her original intention to stand down last year. The Chair enquired if an election could take place now or was it necessary to wait until September. The Headteacher stated that a new parent had already made enquiries but due to the length of the process and the requirement for new Reception parents to be in place the election couldn't take place before September. Mrs. Allen asked if anyone had been appointed to replace the retiring Clerk. The Headteacher replied that at the moment there was a vacancy but that this was in hand. Following discussion the Headteacher offered to talk to the Junior School regarding the possibility of using their Clerk.</p> <p>ACTION: talk to Junior School regarding their governing body clerk.</p> | a.s.a.p. | H/T |
| 5 | <p>Confirmation of the Minutes of the meetings held on 26th May <i>Mrs. Nockolds proposed the acceptance of the minutes of the meeting held on 26th May. This proposal was seconded by Mrs. Allen, and carried unanimously by those present at the meeting.</i></p> | | |

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| <p>6</p> | <p>Matters arising – Governors’ Action List The Governors reviewed the Action List as follows: a) MSA training – the Headteacher would be inviting MSAs to participate in the Safeguarding training for all staff in September. ACTION: invite MSAs to Safeguarding training. b) Skills audit – email to Governors – signed off 07/07/16 c) Solar panel projects for schools – investigate options. Initial conversations had taken place with NPS. ACTION: Headteacher to pursue further with NPS. d) Topic books – Teaching & Learning Sub-Committee to carry out a book scrutiny – signed off 07/07/16 e) Teaching Assistants – Headteacher to prepare information on responsibilities etc. for Teaching & Learning Sub-Committee – signed off 07/07/16 f) Staff changes – prepare information re future staffing – signed off 07/07/16 g) Safeguarding training – arrange for Governors ACTION: arrange Safeguarding training for Governors h) School Website checklist – email to Governors – signed off 07/07/16 i) Budget Plan 2016-2019 Revision 1 – approval by governing body – signed off 07/07/16 J) Charging & Remissions Policy – approval by governing body – signed off 07/07/16</p> | <p>01/09/16</p> <p>Aut 2016</p> <p>Sep 2016</p> | <p>H/T</p> <p>H/T</p> <p>Govs</p> |
| <p>7</p> | <p>Reports from Committees b) Teaching & Learning – Mrs. Nockolds presented her report. Information prepared by Mrs. Burt on ‘a day in the life of a TA’ was disseminated. The Sub-Committee had reviewed the SIDP as reported in the minutes. A book scrutiny of topic books had taken place and the provision of wrap-around care had been discussed. a) Resources – the Chair presented a report. The Budget Plan and revisions had been discussed including the movement of money to Capital funds for a school project. The Headteacher explained that she was in discussions with NPS regarding the development of the entrance area to the school. This would be planned for the summer of 2017. An amount of £7,000 in Capital Funds was required to be spent by this summer; however it had been agreed by County that this could be carried forward to next year for such a project. There had been an update on the Annual Building Inspection. Also reports on energy monitoring and certificate which is displayed in the entrance area, personnel and the Breakfast Club.</p> | | |
| <p>9</p> | <p>2016/2017 Budget Plan/Revision 1 The Headteacher reported that she was awaiting further information regarding Talk for Writing. Mrs. Burt was also awaiting details of her application for the NPQH course she had applied for. Figures included in the budget for Professional Network training for subjects which the Cluster would no longer be paying for. E30 – the amount of £34,000 to be transferred to Capital Funds for the remodelling project. Mrs. Allen asked if the Breakfast Club was still in profit and the Headteacher confirmed that it was. Mrs. Nockolds queried the entry of Pupil Premium for the 3 years. The Headteacher explained that at this stage this was an unconfirmed figure but that the same amount had</p> | | |

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| | been entered into income and expenditure. Once confirmed next term the breakdown of the money would be entered. <i>Mrs. Gayton proposed the acceptance of the 2016/2017 Budget Plan Revision 1. This was seconded by Mrs. Sampson and carried unanimously.</i> | | |
| 8 | <p>Headteacher's report</p> <p>The Chair requested that the behaviour information be set out in a grid for each year group in future reports. The Headteacher presented her report. With regard to the data there was no comparison data for KS1 against other schools. The Chair asked when schools would find out this information. The Headteacher replied that this would not be available before September. Mrs. Sampson asked for clarification on what the initials ARE stood for. The Headteacher explained ARE - Age Related Expectations and WGD – working at greater depth. Discussion followed regarding the curriculum in particular, writing. The Chair asked if it would be possible to introduce a writing challenge following on from the book challenge introduced last year. Discussion followed. The Chair requested a report on Home Learning. The Headteacher presented the outcomes for Pupil Premium. Mrs. Sampson asked what intervention was. The Headteacher explained that this was additional teaching on top of the general teaching children received. The provision of this would be looked at again for next year. The Sports Premium outcomes were then presented. The Ofsted inspection was discussed. Mrs. Nockolds enquired if there was an Action Plan. The Headteacher stated this would be developed from the details on the report. Mrs. Nockolds asked when the report would be published and the Headteacher responded that she was unsure but hopefully before the end of term. The Chair said that Governors and Staff should be congratulated. The Headteacher remarked that the inspectors had been pleased to see the number of Governors in attendance for the inspection and thanked them for their support.</p> | | |
| 10 | <p>School Policy Review</p> <p>Charging & Remissions policy – <i>Mrs. Gayton proposed the acceptance of the policy. This was seconded by Mrs. Nockolds and carried unanimously.</i></p> | | |
| 11 | <p>Governor Monitoring, Development and Training</p> <p>a) monitoring visits – Mrs Gayton (Sports Day and New Intake Parents' Evening). The Headteacher reported that she had received a very positive email from Mrs. Cook regarding the organisation of Sports Day. On behalf of the governing body the Chair extended thanks to the PTFA for all their support on the day.</p> <p>b) link governor – no report.</p> <p>c) training – Mrs. Gayton (Finance course), Mr. Smith (Governance Now).</p> | | |
| 12 | <p>Dates/Times of Future Meetings</p> <p>Governing Body – to be arranged for early October 2016.</p> | | |
| 13 | <p>Student Council Report</p> <p>Mrs. Allen reported that the Student Council had visited the Headteacher regarding the Friendship Corner and had</p> | | |

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| | <p>given an assembly presentation to the children to relaunch it. They had queried whether the MSAs were aware of what it was for. They were planning a game for the Summer Fayre – pirate socks. Mrs. Allen asked if a decision had been made on who would be replacing her and the Headteacher replied that this had not been decided yet.</p> | | |
| 14 | <p>AOB Headteacher – NB2B Multi-Academy Trust were putting together a proposal to put forward to the DFE on the 1st July. There would be a significant number of schools which would be divided into 3 hubs, but each school would maintain their current structure. Following discussion the Governors agreed for the Headteacher to pursue joining the academy trust. ACTION: pursue joining the NB2B Multi-Academy Trust.</p> <p><i>The Headteacher left the meeting at 7.04 pm.</i></p> <p>Chair - issued a vote of thanks to Mrs. Allen (Co-opted Governor) and Mrs. Thomas (Clerk) who were retiring at the end of this term.</p> <p><i>The Headteacher returned to the meeting at 7.06 pm</i> and on behalf of the governing body presented both with a bouquet of flowers.</p> <p>Chair contd – a vote of thanks was also given to Mrs. Johnston (Parent Governor and former Chair) who had tendered her resignation.</p> | a.s.a.p. | H/T |
| 15 | <p>Confidential Matters Any reference to names or named individuals.</p> <p>The Chair issued her thanks to everyone, wishing them a lovely summer break and would see them again in October.</p> | | |

The meeting closed at 7.07 p.m.