

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 9th February 2017 at 5.30 p.m.

Present: Mrs C Gayton (Chair), Mrs J Cook, Mrs R Burt, Mr B Legrove, Mrs E Nockolds

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

No	Agenda item	By date	By whom
1	Apologies Mr T Smith (work), sent a note with 2 points to raise, Mrs T Sampson (prior commitment), Mrs L Morley (illness) Apologies accepted.		
2	Notification of Any Other Urgent Business None		
3	Declaration of Business Interests/Conflict of Interest None		
4	Confirmation of the Minutes of the meeting held on 1st December 2016 Mr Legrove proposed the acceptance of the minutes of the meeting held on 6 th October. This proposal was seconded by Mrs Gayton, and carried unanimously by those present at the meeting.		
5	Matters Arising ACTION: Mr Legrove needs 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.	Asap	H/T
6	Reports From Committees Mr Legrove summarised the following matters discussed at the Resources sub-committee meeting held on 1 st February; <ul style="list-style-type: none"> ○ To ensure the training requirement is met my governors before the end of March, completion of 3 courses is required, Mr Legrove and Mrs Gayton have both completed a course. ACTION: A governor to complete an online course or attendance by a governor at the next budget setting meeting will fulfil this. ○ The school fund held has a balance of around £3,000, it costs £190 per year to be audited and therefore is felt that it can be closed with the balance being spent on the schools 50th birthday celebrations this year. ○ Overall budget is in good shape, a surplus of £60,000. ○ SFVS has been updated by the Headteacher and Resources Committee and is recommended for submission to County. Mrs Gayton proposed this, Mr LeGrove seconded and all agreed. ACTION: Headteacher to submit to County ○ Maternity leave starting after February half term can be covered by additional hours by a member of the Reception team and other staff, this will mean good continuity for the children. 	End of March By 28 th Feb	All HT

	<ul style="list-style-type: none"> ○ Spend approved for a new shed for bikes and trikes, £1,395. ○ Spend approved for 2 artists to be in school during the week of the birthday celebrations (last week of March), one to repaint the mural in the hall with the children and the other to make felt banners. ○ Quotes for the library were considered and Bookspace was chosen. The Headteacher said that she is hopeful this will be done soon and the opening of it incorporated into the birthday celebrations. ○ An initial quote from a County Contractor for the extension to the front office/reception area was thought to be too high at around £60,000. The Headteacher has contacted 3 local contractors, 2 have visited the school and 1 is planned this week, then awaiting quotes. ○ Budget Revision 3 has been updated on the financial system, with a carried forward surplus of £59,188. Mrs Gayton proposed that the governors approve this and was seconded by Mrs Nockolds and all agreed, Mrs Gayton then signed Budget Provision 3. 		
7	<p>Headteacher's report</p> <p>Items discussed;</p> <ul style="list-style-type: none"> ○ Currently 171 pupils on roll, spaces in Reception and Year 2. ○ An 8 week School improvement Project has started, with the priority to Challenge All Learners. Chosen as a challenge for the more able was highlighted in the Ofsted inspection and is also on the SIDP. The Headteacher and Mrs Burt summarised how this works and explained the timetable of weekly actions. Mrs Cook asked what JONK is – the Joy Of Not Knowing, a celebration of not knowing and then encouraging the children to choose how to investigate, this also builds independence. The children's work is marked in green highlighter pen for growth (something they need to work on) and pink highlighter pen for 'tickled pink' they understand and know the answer. Mrs Nockolds asked about expenditure for this project – the money used is coming from the SIDP budget. ○ Two members of staff are continuing with their Early Excellence 'enquiry based learning' training. ○ A Reception teacher is now an EYFS moderator. ○ Another Reception teacher has started Level 3 Forest School training. ○ The 'dragons' in school have helped engage the children with this term's topic. ○ The 6 children who attended the recent Gymnastics Festival at Lynnsport were placed 3rd, it was felt that the whole experience for the children was a positive one. ○ The 2 after school clubs currently running are done by outside people. ○ Year 1 teacher is returning from maternity leave after half term to Hedgehogs class on Thursday and Friday and using Wednesday afternoon as SENco time. ○ There have been recent incidents of the roof leaking, this is been addressed through the BMP4 scheme. Mrs Cook asked about external painting of the school – this is on the list with BNP4 for this year. Mr Smith raised a point about the state of the roof in his notes. ○ Year 2 are looking at moving to a similar daily timetable as that of Year 1 as this would enable more challenging of the children. ○ Mrs Burt explained that Cornerstone provides a set of ideas/topics and teachers use it as an extra resource. 		

	<ul style="list-style-type: none"> ○ Whole school attendance is consistent. ○ Outcomes for pupils is Good. KS1 - tracking progress is important as figures include children who have met some but not necessarily all of the learning outcomes taught, it will be important to ensure that teaching addresses these gap as children are capable of meeting age related expectations at the end of the year. 		
8	<p>MAT discussions and update</p> <p>Governors discussed joining the Viscount Nelson Education Trust. Since the last meeting where Governors agreed they were in favour of moving forward with this, with reservations, there have been developments -</p> <ul style="list-style-type: none"> ○ Mr Legrove attended a meeting with others interested in becoming trustees, discussions took place but were hypothetical due to the early stages of discussion regarding the MAT. ○ There has been correspondence to Headteachers from the Head of Norfolk Better to Best asking for implications to be considered of working with Churchill Park and how their plans for a MAT might be merged with the original plan and suggesting that 4-5 schools move forward first to establish a strong MAT and then take on others. ○ The Headteacher attended a meeting at Fairstead Primary and discussed the confusing information coming forward from VNET about the possibilities of forming a MAT, Churchill Park's aspirations to become a sponsor MAT and whether or not it would take the lead in terms of a Teaching School. ○ The Headteacher has updated the previously circulated list of pros and cons of joining the MAT and noted; <ul style="list-style-type: none"> · Other schools have had to change their position on moving forward as a group due to other pressures. · Messages around the appointments of trustees, members and the CEO have been mixed. · The finances are currently protected by the LA in terms of economies of scale. · The junior school position has changed and they are now happier to remain a LA maintained school. · There has been no communication with the LA regarding their agenda to make all schools through primary schools. · There is no longer term immediate danger of isolation and the schools partnership with the junior school continues to strengthen. <p>Previously there seemed to be pressure to join as the school was led to believe that if it didn't it would be isolated, but now some schools who had previously committed have changed their minds. As there is no clear direction from central government on this matter and the formation of a MAT is unstable, it is felt there is no pressure to commit to proceed at present. Governors are in agreement to step back and monitor the situation.</p>		
9	<p>Governor Monitoring, development and training</p> <ul style="list-style-type: none"> a) To receive any reports from governors who have undertaken monitoring visits to school Governors spoke of visits they have made to the school recently and will complete reports for them. b) The receive a report from the Link Governor It is unclear what is expected from the agenda item, ACTION: Headteacher and Clerk to investigate. c) To receive feedback from Governors who have attended training course since the previous termly meeting to the Governing Body 	Before next meeting	H/T, Clerk

	Mrs Cook has signed up to the Pupil Premium course on 15 th March.		
10	Dates/Times of Future Meetings Thursday 30 th March at 5.30pm.		
11	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
12	AOB <ul style="list-style-type: none"> ○ Norfolk County Council are looking to move St Edmund's Academy to a new building on the Lynnsport development. The primary school will provide places for 420 pupil places and could be expanded further in time. There will be provision for pre-school children on this site and the buildings currently used by the Academy and Professional Development Centre will be used for a specialist academy for learners with social, emotional and mental health difficulties, run by Catch 22. Information sessions are to be held 20th Feb, 2-3pm at St Edmund's Academy, 23rd Feb, 2-3pm at Highgate Infant School and 27th Feb, 6-7pm at St Edmund's Academy. ○ Mr Smith made the point in his note that he was glad to see something being taught about internet safety. 		

The meeting closed at 7.30 p.m.