

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 9th July 2015 at 4.00 p.m.

Present: Mrs C Johnston, Mrs L. Williamson, Rev. G. Wilkins, Mrs E. Nockolds, Mrs. C. Gayton, Mrs A. Hayes, Mrs B. Allen.

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

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Mr L. Hunt (work commitments). The governing body accepted the apologies.</p>		
2	<p>Register of business interests – declaration of interest for the meeting None declared for this meeting.</p>		
12	<p>A.O.B. <u>Co-opted Governor</u> - Mrs. Johnston informed Governors that Mrs. Jenny Cook, a work colleague, had offered her services as a Co-opted Governor. Following a brief discussion <i>Mrs. Johnson proposed that Mrs. Cook be elected as a Co-opted Governor. This proposal was second by Mrs. Nockolds and carried.</i> <u>Royal Norfolk Show visit</u> – The Chair offered her personal congratulations to the Headteacher and her staff for the successful school visit after receiving positive feedback from parents. The Headteacher extended her thanks to Mrs. Thomas for her part in the organisation of the trip. <u>Time of future meetings</u> – discussion was held regarding the timing of meetings. It was decided to hold Full Governors' meetings at 5.30 p.m. and Sub-Committees at 8.00/8.30 a.m. The 'Deep Dive' day model would be reviewed in September.</p>		
3	<p>Confirmation of the Minutes and Confidential Minutes of the meetings held on 21st May <i>Rev. Wilkins proposed the acceptance of the minutes of the meeting held on 21st May. This proposal was seconded by Mrs. Gayton and Mrs. Johnston and carried unanimously by those present at the meeting.</i> <i>Mrs. Nockolds proposed the acceptance of the Confidential minutes of the meeting held on 21st May. This proposal was seconded by Rev. Wilkins and carried unanimously by those present at the meeting.</i></p>		
4	<p>Matters arising – Governors' Action List The Governors reviewed the Action List as follows: a) ID badges - implementation of new badges and lanyards.</p>		

	<p>ACTION: order ID badges.</p> <p>b) Arrange Social Event – discussed and date set for Friday 4th September.</p> <p>ACTION: arrange Social Event for 4th September.</p> <p>c) Appoint Vice-Chair to Teaching & Learning Sub-Committee – Mrs. Gayton appointed.</p> <p>d) MSA training – discussed at Resources Sub-Committee. Training deferred to Autumn term.</p> <p>ACTION: arrange MSA training.</p> <p>e) Tapestry – evaluate application. Governors reported that positive feedback had been received from both parents and staff.</p> <p>f) Annual review of governance – carry out review. The Chair offered to collate the information provided by the Headteacher and Governors and email the results to the governing body for approval.</p> <p>ACTION: Chair to collate the information provided and email document to Governors.</p> <p>g) ‘Deep Dive’ day – on this occasion the day had been well attended.</p> <p>h) New Reception Staff – Chair offered to meet the staff at lunchtime on 17th July. The Headteacher would ascertain if this was suitable as it was the day of the New Entrants visits.</p> <p>ACTION: Chair to visit school on 17th July at lunchtime.</p> <p>i) Staffing structure – discussed at the Resources Sub-Committee meeting on 25th June.</p>	<p>Autumn 15</p> <p>04/09/15</p> <p>Autumn 15</p> <p>31/07/15</p> <p>17/07/15</p>	<p>Clerk</p> <p>Chair</p> <p>H/T</p> <p>Chair</p> <p>Chair</p>
<p>5</p>	<p>Correspondence</p> <p>None tabled for this meeting.</p>		
<p>6</p>	<p>Headteacher’s report</p> <p>The Headteacher presented her report. She had attended moderation for EYFS reporting that there were changes to assessment which had resulted in the data being slightly lower than last years. These results could also be attributed to staff changes. The Year 1 phonics screening results were similar to last years. Of the 11 children in Year 2 who had taken the test again only 1 hadn’t passed. KS 1 results were exceeding in all areas. Pupil groups were in line with expectations. The Headteacher reported that the school had a fantastic teaching team in place.</p> <p>Mrs. Johnston asked if there had been any feedback from parents. The Headteacher responded that she tended to receive only the negative comments. Other Governors reported that they had heard neither negative nor positive comments. On Leadership and Managements the Headteacher reported that Mrs. Hayes would remain as Subject Leader for Maths, Mrs. Burt as Subject Leader for Literacy and that Mrs. Newman had taken on the role for EYFS and Miss Hayes for SEN. Priorities for the new SIDP for Governors would be succession planning for the future. Discussion ensued on the future governing body’s situation. Mrs. Nockolds queried pupil attendance and the decision made by South Wootton Junior School governors to fine families who take holidays longer than 5 days. Following discussion on this matter the Headteacher offered to talk to Mr. Rice, Headteacher at the Junior School with a view to sending out a letter from both schools adopting the same approach. The Governors agreed.</p> <p>ACTION: contact Mr. Rice to discuss school’s joint policy on pupil holidays.</p>	<p>Autumn 15</p>	<p>H/T</p>

7	<p>Sub-Committee reports</p> <p>a) Resources – Rev. Wilkins presented his report – Budget Plan Revision 1 2015/18. Changes to funding for future years based on lower intake number for this year – currently at 54. Increases to salaries due to pay increments and staffing changes. Energy costs being monitored following recent high electricity bill. Orders for resources had been signed off. <i>Mrs. Johnston proposed the acceptance of the Budget Plan Revision 1 2015/18. This proposal was seconded by Rev. Wilkins and carried unanimously. Mrs. Nockolds queried the funding of the new Outdoor Classroom.</i> The Headteacher confirmed this was being paid for by the PTFA. The Headteacher reported that she had received confirmation that the School Fund 2014/15 had been audited and this had been found acceptable. The Headteacher recorded her thanks to Mrs. Thomas for the accounts.</p> <p>b) Teaching & Learning – Mrs. Nockolds reported that the end of year data had been presented in the Headteacher’s report. Both Mrs. Hayes and Mrs. Burt had presented their reports to the Sub-Committee. Maths – areas covered in the report were Numicon; assessment and tracking; Maths having a higher profile in future displays; updating of equipment and Maths areas in classrooms. Literacy – areas covered in the report were development of assessment and training for the new curriculum (SPAG); developing the use of the library; emphasising with parents and children to read at home and revamping writing areas in Year 1. On Pupil Premium and Sports Premium Mrs. Nockolds reported that some of the Year 2 pupils had represented the Western Area at Bawburgh in Tri-Golf and had come second overall. <i>Mrs. Johnston asked if the school was in receipt of EYPP funding.</i> The Headteacher reported this was for early years (Pre-School) not Reception.</p>		
8	<p>Deep Dive day reports</p> <p>a) Safeguarding – the Headteacher reported that she was looking into this in terms of staffing and would be arranging training for Mrs. Burt. Governors would need to review their Safeguarding in September alongside all other roles. Staff training would be taking place at the beginning of September. The Headteacher had been on Prevent training (awareness of radicalisation) which would be disseminated to staff as part of their Safeguarding training. The County Policy for Prevent would be looked at in September. Rev. Wilkins had attended Safer Recruitment training but it was recommended that other Governors attend next year. The Headteacher reported there had been no major Safeguarding issues this year. She had attended 2 meetings for children, 1 child now having been signed off. <i>Mrs. Nockolds asked if the school had any Looked After Children</i> and the Headteacher replied not at this time.</p> <p>b) SEND report – Miss Hayes had taken on the SENCO role. She would be attending a year of training on the practical side, followed by the SENCO training. General discussion followed on the report.</p> <p>c) Literacy and Numeracy – Mrs. Nockolds reported that in addition to her Sub-Committee report Governors had looked at children’s topic books from all classes.</p>		

9	<p>Student Council report Mrs. Allen reported that Mr. Philpot had made a sign for the friendship corner which the children had taken great pleasure in painting. They had requested artificial grass for the area which the Headteacher had in hand. They had also organised a game for the Summer Fair and posters for the Forest Area. ACTION: purchase artificial grass for friendship corner.</p>	Autumn 15	H/T
10	<p>Policies: Bad Debt, Charging & Remissions, Redundant Equipment, Finance, Lettings The policies had been emailed to Governors for consideration. These were based on County policies with amendments as applicable to the school. The Finance Policy had been amended with the new Barclays Bank account details and the removal of the statement giving permission for the School Administrator to be a cheque signatory. This would no longer be necessary under Barclays Bank as the account would be monitored online by those permitted to access the account. <i>Rev. Wilkins proposed the acceptance of the policies. This was seconded by Mrs. Williamson and carried unanimously.</i></p>		
11	<p>Governor Training i) Health & Safety Governor – deferred to September. ii) Annual Review of Governance – Chair to collate, breakfast meeting with Headteacher next week to discuss. ACTION: hold breakfast meeting with Headteacher next week. iii) Review of Action Plan iv) training – Mrs. Johnston (Pupil Premium). v) visits- Rev. Wilkins (Royal Norfolk Show).</p>	13-17/07/15	Chair
13	<p>Confidentiality of proceedings Any reference to names or named individuals. The Chair reminded Governors again of the importance of confidentiality.</p>		
14	<p>Date of next meeting – Thursday 24th September 2015 at 5.30 p.m. Mrs. Nockolds extended thanks to Mrs. Williamson who was retiring from the governing body after 11 years' service. On behalf of the Governors the Chair extended her thanks to Mrs. Williamson.</p>		

The meeting closed at 17.45 p.m.