

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 28th September 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	Welcome to New Governors Those present were recorded by the Clerk.		
2	Apologies Tarra Sampson.		
3	Confirmation of the Minutes of the meeting held on 6th July 2017 In Item 10 - Mrs Gayton proposed the acceptance of the minutes of the meeting held on 6 th July. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
4	Notification of Any Other Urgent Business None		
5	Membership of the Governing Body – Election of Officers Chair – The Clerk asked if anyone would like to put themselves forward to be Chair. Mrs Gayton said she would be happy to continue in her role for another year. This was proposed by Mrs Cook and seconded by Cllr Nockolds and unanimously agreed. Mrs Gayton then proceeded to chair the meeting. Vice Chair – Mrs Cook said she was happy to continue as vice-chair. This was proposed by Mrs Gayton and seconded by Mr Legrove and unanimously agreed. Resignation: Mrs Tarra Sampson tendered her resignation in a letter to the Clerk. ACTION: Mrs Gayton will write a letter of thanks to her. The Headteacher will add a piece in the newsletter to advise parents there is now a vacancy on the board of Governors and the necessary paperwork will be completed.	ASAP	Chair/HT/Clerk
6	Committees – Review of Committee Structure and Membership Membership to the following committees was agreed, it was felt that these roles played to peoples strengths. Resources Claire Gayton Brendan Legrove Cllr Thomas Smith Vacant Position		

	<p>Teaching and Learning Jenny Cook Lucy Morley Cllr Elizabeth Nockolds Becky Burt</p>		
7	<p>Appointment of Governors with Special Responsibilities Safeguarding/Safer Recruitment/Looked after children – Cllr Nockolds SEND/Pupil Premium/Educational Visits – Mrs Cook Cluster – Mrs Gayton Performance Management – Mrs Gayton and Mr Legrove Link Governor for training/Website monitoring – Mr Legrove Health and Safety – Mrs Morley</p> <p>Following the appointment of the above Governors with their special responsibilities, Governors identified the following training to undertake in 17/18; Governance Now – New Governor – 30th Nov 17 Performance Management – Mr Legrove – 14th Nov 17 Pupil Premium – Jenny Cook – 28th Nov 17 Using Data – Claire Gayton – 12th Dec 17 General Finance – Cllr Smith Safer Recruitment – Cllr Smith, Cllr Nockolds, Mrs Gayton – Online course with NSPCC Health & Safety – Mrs Morley – 7th June 18</p>		
8	<p>Agree a meeting calendar for the year, including committees; Governors Thursday 28th September at 5.30pm Thursday 30th November at 5.30pm Thursday 8th February at 5.30pm Monday 26th March at 5.30pm Thursday 24th May at 5.30pm Thursday 5th July at 5.30pm</p> <p>Resources Sub-Committee Thursday 16th November at 8.00am Wednesday 1st February at 8.00am Wednesday 22nd March at 8.00am Thursday 14th June at 8.00am</p>		

	Teaching and Learning Sub-Committee Friday 17 th November at 8.00am Friday 16 th March at 8.00am Friday 29 th June at 8.00am		
9	Register of Business Interests Forms Each Governor signed the above forms for this year and no declarations of interest were made for this meeting.		
10	Matters Arising A Governor needs to complete safer recruitment training which has been identified in item 7 above.		
10	Headteacher's report The Headteacher went through her report and the following items were noted; <ul style="list-style-type: none"> ○ Mrs Gayton asked why there are 61 pupils in Reception. This is due to an intake of twins which came in late. There has also been a recent request for a Year 1 space. ○ Mrs Gayton asked if the extra SEN provision in Reception is working well. The Headteacher said that it is early in the term and some children have challenging behaviour, 2 children are attending on a part-time basis and an application will be made to the Cluster for funding of additional staffing costs to cover this. Mrs Gayton asked if the same SEN support staff would follow the children into Year 1 and Year 2, the Headteacher said this has not yet been decided. The Governors felt that it is their responsibility to ensure the welfare staff and other children. Staff are undergoing Step On and Step Up training. Mr Legrove asked if the Reception year is where you see the biggest change in pupils, the Headteacher said this is dependent on various factors. When challenging children are allowed greater flexibility, this has to be managed within other children's expectation and routines in the class. Mrs Cook asked where the Pupil Premium money will be allocated, the Headteacher said that behaviour training will go under this budget. Mr Legrove asked what can be put in place to prevent children running out of school, teachers are mindful to keep doors shut and be aware that a pupil could show this behaviour. ○ Mrs Cook asked what other schools use their Sports Premium budget for. The Headteacher said it can be used for coaching and training for teachers to run after school clubs. ○ There are currently 2 student placements in School, one in Reception and one in Year 1. ○ Two teachers have qualified for a pay increase to MPS 3 and one has qualified to increase to MPS 4. These increases were agreed by the Governors. ○ The newly installed concrete ramp outside Owl's classroom is quite steep. The incline needs to be reviewed and still awaiting the work to be signed off by County. ○ The School has been awarded the Learning Outside the Classroom Quality Mark (Bronze) award. ○ Delays due to planning permission meant that work on the new entrance did not start until mid August which has meant disruption to the front office that will continue until half term. Governors are extremely concerned that work has been slow in the past 2 weeks with builders not on site some days. ACTION: A letter will be sent to Bespoke to voice these concerns and payments withheld until work resumes. 	ASAP	Chair/HT

	<p>SIDP</p> <ul style="list-style-type: none"> ○ Training for the Talk for Writing is good and there is a Talk for Writing display in the Hall. ○ The Headteacher has met with the new Head at the Junior School and it is hoped that a positive relationship between the schools will be maintained and links strengthened. Governors felt that joint working with the Governors of the Junior School would be a positive step and are keen to build links in that area. ACTION: Mrs Gayton will write a letter to the Junior School Governing Body to put this forward. 	October	Chair
12	<p>School Policy Review</p> <p>The following policies were proposed for acceptance by Mrs Gayton and seconded by Mr Legrove and unanimously agreed, these were then signed by Mrs Gayton.</p> <ul style="list-style-type: none"> ○ Medical Conditions Policy ○ Intimate Care Policy ○ Positive Behaviour Policy ○ Whistleblowing Policy ○ Online Safety Policy ○ First Aid Policy ○ Offsite Visits Policy ○ Attendance Policy ○ Anti Bullying Policy ○ Staff Internet Use Policy ○ Safeguarding 		
13	<p>Governor Monitoring, Development and Training</p> <p>ACTION: Mrs Cook to complete a monitoring form after attending the ‘meet the teacher’ event at the start of term. Mr Legrove expressed an interest in attending and monitoring a forest schools lesson. Cllr Nockolds and Mrs Gayton said they would monitor Talk for Writing lessons. Clerk to send out the form electronically to Governors. All Governors will aim to complete a monitoring form.</p>	Ongoing	All/HT/Clerk
14	<p>Any Other Urgent Business</p> <p>None</p>		
15	<p>Confidentiality of Proceedings</p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
16	<p>Date of Next Meetings</p> <p>Full Governors – 30th November 2017 Resources – 16th November 2017 Teaching and Learning – 17th November 2017</p>		

The meeting closed at 7.10 p.m.