

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 30th November at 5.30 p.m.

Present: Mrs C Gayton (Chair), Mrs J Cook, Mrs R Burt, Cllr T Smith, Mrs L Morley, Cllr E Nockolds, Mrs C Anderson

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

No	Agenda item	By date	By whom
1	<p>Welcome to New Governors Mrs Gayton welcomed Mrs Anderson to the Board of Governors.</p> <p>Those present were recorded by the Clerk.</p>		
2	<p>Apologies Brendan Legrove.</p>		
3	<p>Declaration of Interest for the Meeting None were declared.</p>		
3a	<p>Presentation by Maths Subject Leader Emily Riddington gave a presentation of her work on the maths curriculum, looking in particular at fluency, reasoning and problem solving. It is broken down into year groups and gives ideas to teach elements in an outdoors setting and the Year 2 section is now complete. Following on from the phonics principles, new slogans have been made up for forming numbers. For the Spring Term, the next steps are to monitor by learning walks, book scrutiny and observations and evaluate in the Summer Term. <i>Mrs Gayton asked if challenging the most abled pupils is a hard task, Miss Riddington said that she is concentrating on plugging the gaps between Reception and the start of Year 1. Mrs Gayton also asked if the Cluster is giving the same amount of support to Miss Riddington that she is putting in, Miss Riddington said that she has a good working relationship with all the Cluster members and they support each other and each bring something different in terms of ideas and approaches to each meeting they have, in particular suggestions on open ended questions to ask the children. It was discussed that the wording of a question is important in how a child understands and then answers. Mrs Gayton asked how teachers will monitor children's progress, this will be done through Point in Time Assessments and then feeding back to Miss Riddington.</i> Mrs Gayton thanked Miss Riddington on behalf of Governors for her hard work and time in this area.</p>		
4	<p>Governing Body/Committees: Adopt</p> <ul style="list-style-type: none"> a) Governing Body Structure & Terms of Reference – this was agreed to be adopted. b) Governors' Code of Conduct – this was agreed to be adopted. c) Resources Terms of Reference – this was postponed from the sub-committee meeting and Governors agreed to adopt. 		

	<p>d) Teaching & Learning Terms of Reference – following recommendation from this sub-committee, it was agreed to be adopted. ACTION: Clerk to ensure all Governors have a copy of the code of conduct.</p>	Clerk	Asap
5	<p>Confirmation of the Minutes of the meeting held on 28th September 2017 Following 2 adjustments on Page 2 – Performance Management should read Teaching and Learning. In Appointment of Governors with Special Responsibilities - Vacant Position should read Mr Legrove. Mrs Gayton then proposed the acceptance of the minutes of the meeting held on 28th September. This proposal was seconded by Mrs Cook, and carried unanimously by those present at the meeting.</p>		
6	<p>Matters Arising from the Previous Meeting ACTION: Mrs Cook to complete a monitoring form following her visit to school. Mr Legrove has monitored a forest school's lesson and gave feedback at the Resources sub-committee. Mrs Gayton has monitored a Talk 4 Writing lesson and gave feedback at the Resources sub-committee. Cllr Smith has completed the online Safer Recruitment training. Clerk has a copy of his certificate to file.</p>	JC	Asap
7	<p>Notification of any other Urgent Business The Headteacher has 3 quotes for the grounds maintenance contract to consider.</p>		
8	<p>Correspondence None received.</p>		
9	<p>Headteacher's report Mrs Gayton asked what challenges are faced when trying to teach a pupil whose first language is not English and how can she be assessed and monitored. The Headteacher explained that a TA from another Cluster school has offered to come and help with language. Mrs Burt said that the teachers use lots of facial expressions when communicating and it is hoped that by immersing her in language she will progress. The child is showing evidence that she wants to engage and learn.</p> <ul style="list-style-type: none"> ○ EYFS baseline - 13% well below age related, this is due to SEN and EAL children being counted. ○ PITA dropped at the start of the Autumn term. There was some discussion about the need to look at the Reception assessment. ○ Mrs Cook asked if the school should normally expect these results for Year 2. The Headteacher said the Year 1 cohort is boy heavy with a wide ability group. ○ It has been recognised that Reception children need to be made more independent at the end of their year in preparation for Year 1, this can be done through learning about the responsibility of resources. There is some challenging behaviour in Reception and Year 1, and teaching needs to adapt to the cohort. This is an area to look at, children may respond better to completing challenges every day and the choice is when they complete a task, instead of if they complete it. ○ Mrs Gayton asked how the Junior School manages the transition for Year 2, the Headteacher said they are 		

	<p>assessed at the new school and also received data from Year 2 teachers.</p> <ul style="list-style-type: none"> ○ Cllr Smith asked how children are grouped together for smaller teaching groups. This is done in higher and higher middle and then lower middle and lower together, this helps with teaching within an ability group. ○ Mrs Gayton asked for an update on the child currently in Reception with attachment issues. The Headteacher said that his behaviour is challenging and they are being visited by a School Support Teacher to support teaching staff. There is one to one support for him currently 3 days a week, the Headteacher is in the process of recruiting another member of staff for 2 days a week. Governors discussed the impact he may have on the rest of the class. The traffic light system is not effective, but there is no evidence that his behaviour is affecting others. Mrs Gayton asked if a time frame has been set for exclusion to take place if it is ever felt that this course of action is required. ACTION: The Headteacher will bring information regarding the process of exclusion to the next Governors meeting. <p>Cllr Nockolds and Mrs Gayton left the meeting at this point – 6.50pm.</p> <p>RAISE Online: This report was discussed at the Teaching and Learning sub-committee and there were no areas of concern.</p> <p>Fischer Family Trust Data: This report gives no areas of great concern. It was noted that KS1 science is going down, this is due to 2 SEN children not meeting expected level. EAL are doing well. The Pupil Premium Group will continue to be closely monitored.</p>	H/T	Feb 2018
10	<p>Committee Reports</p> <p>Resources</p> <p>Cllr Smith gave feedback from the sub-committee meeting and reported that finances are in a strong position. Any variances on the budget have good reasons. For Budget Revision 2, the pupil forecaster has been revised this means an increase in budget. And an extra £10,000 has been received from the Cluster for SEN funding. Cllr Smith proposed that Governors accept the budget revision; this was seconded by Mrs Morley and agreed unanimously. The total Sports Premium allocation for 17/18 is £17,740. The Headteacher presented spending proposals for this which were considered by Governors.</p> <ul style="list-style-type: none"> · Purchase additional and replacement bikes and trikes - £2,076.85 - Cllr Smith proposed to agree this spend, seconded by Mrs Morley, unanimously agreed. · Run 'Balance ability' bike training sessions, to buy equipment and receive training for scheme to be run every year - £5,136.20 – Cllr Smith proposed to agree this spend, seconded by Mrs Morley, unanimously agreed. · After school and curriculum enrichment sport provision, offering after school clubs with no charge to parents - £6,700 – Cllr Smith proposed to agree this spend, seconded by Mrs Morley, unanimously agreed. · Healthy living promoted through extra-curricular golden time healthy eating activities - £1,000, Purchase a traverse wall - £1,507.55 and purchase a haystack climber £1,791 – Cllr Smith proposed to agree this spend seconded by Mrs Morley, unanimously agreed. <p>The Headteacher reported on the School Fund Audit, the findings were as follows;</p> <ul style="list-style-type: none"> · The activities account was missing 		

	<ul style="list-style-type: none"> · Staff had used loyalty cards on purchases · A VAT amount of £12.47 had not been reclaimed. <p>Governors agreed an action plan to ensure all weaknesses are addressed to ensure compliance in the future. It was noted that this fund will be closed at the end of the year.</p> <p>Teaching and Learning</p> <p>Mrs Cook reported that items discussed at the previous sub-committee meeting were:</p> <ul style="list-style-type: none"> · The Inspection Data Summary, this report gave no cause for concern. · Updates were given on Talk 4 Writing and Storytime Phonics · School Improvement Development Plan was summarised and the intentions and priorities for the School were discussed · How best to spend the Pupil Premium/Sports Premium · Arrangements made for Mrs Nockolds to meet with the Headteacher to go through the safeguarding audit. <p>Mrs Burt reported that since the Teaching and Learning Committee she had visited a Talk 4 Writing School in Birmingham with the Headteacher and EYFS Lead. It was interesting to see the schools teaching methods in action, they also practice a Talk 4 Maths scheme. Action notes from the visit were taken.</p> <p>Mrs Cook left the meeting at this point – 7.10pm.</p>		
11	<p>Student Council Report</p> <p>To be added to a future agenda, no update given.</p>		
12	<p>Safeguarding Audit</p> <p>Cllr Nockolds met with the Headteacher recently to complete a School Self Evaluation for Safeguarding. There are 10 areas to consider and 3 areas found to take action on;</p> <ol style="list-style-type: none"> 1. Compliance checklist to complete. 2. Safeguarding training as a Governing Body is required, Headteacher suggested that the date of the next meeting in February could be used for this, to be confirmed. 3. Guidance for safer working practices, ensure staff see annually and sign. <p>Governors agreed the findings and actions on the report.</p> <p>Mrs Anderson asked who the safeguarding lead is in school – Headteacher is Lead, and deputy is Mrs Burt. The Headteacher suggested that Mrs Anderson could become involved in this area.</p>		
13	<p>Governor Training</p> <p>Cllr Smith has completed the NSPCC Safer recruitment in Education online course - Clerk to look at website to book a general finance course for him.</p>	Clerk	Asap
14	<p>Any Other Urgent Business</p> <p>The Headteacher presented 3 quotes for the grass cutting contract to commence in March 2018 which were considered by Governors. Mrs Morley proposed that CGM are appointed, this was seconded by Cllr Smith and</p>		

	unanimously agreed.		
15	Confidentiality of Proceedings The Headteacher reminded everyone that any discussions taking place at this meeting remain confidential.		
16	Date of Next Meetings Full Governors – 8 th February 2018 – It is to be confirmed whether this meeting time will be used for Governing Body Safeguarding training. Resources – 1 st February 2018 Teaching and Learning – 16 th March 2018		

The meeting closed at 7.30 p.m.