

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 8th February 2018 at 5.30 p.m.

Present: Mrs C Gayton (Chair), Mrs J Cook, Cllr T Smith, Cllr E Nockolds, Mrs C Anderson, Mr B Legrove

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

No	Agenda item	By date	By whom
1	Apologies Rebecca Burt		
2	Notification of Any Other Urgent Business It was noted that the period of office for Cllr Nockolds expired on 6 th Feb, it was agreed to discuss her co-option in item 9.		
3	Declaration of Interest for the Meeting None were declared.		
4	Confirmation of the Minutes of the meeting held on 30th November 2017 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 30 th November. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
5	Matters Arising from the Previous Meeting All action points have been completed.		
6	Reports from Committees Resources Committee – 1 st Feb 2018 – Mr Legrove reported on the following; <ul style="list-style-type: none"> ○ Thursdays were no longer a convenient day for meetings and all those on the sub-committee agreed to change to Tuesdays, therefore the next meeting dates will be; Tuesday 20th March Tuesday 12th June ○ The Headteacher to set a date to meet with Mrs Cook, the Governor with responsibility for pupil premium. ○ A finance audit will be carried out during the summer term. ○ BCR3 - There is currently a budgeted surplus to carry forward of 11.35%. This surplus has increased since the previous budget revision due to increased SEN funding. A transfer of £20,000 from revenue to capital to fund refurbishment work in the Year 1 toilets was discussed. The Headteacher agreed to get a quote for the refurbishment. Since the sub-committee meeting the quote has been received from Norfolk Property Services, this is in the region of £45,000. Governors were shocked by this figure and felt that the amount is too high. ACTION: The Headteacher to contact NPS again to confirm this figure and seek comparative quotes. Mrs Gayton proposed 	ASAP	H/T, BL, EN

	<p>that £20,000 is moved from revenue to capital budget to put towards this work, this was seconded by Mr Legrove and unanimously agreed.</p> <ul style="list-style-type: none"> ○ The rest of the budget was reviewed and considered to be in good shape and Budget Revision 3 was recommended for approval by the sub-committee and this was duly signed by Mrs Gayton at this full Governors meeting. ○ The RAG rating is Green, to ensure training requirements are met Mr Legrove has emailed governors to ask them to complete a finance training course. ○ The SFVS was reviewed with minor changes. Mr Legrove proposed that this is signed and seconded by Mr Smith and Mrs Gayton duly signed at this full Governors meeting. ○ The Headteacher has updated the Business Continuity Plan and it was noted that Mrs Gayton and Mrs Cook are required to hold a copy. ○ The front extension was inspected and a few items added to the snagging list, the Sub-committee recommended that the final payment is made to Bespoke. ○ The historic grounds maintenance contract with NORSE is to be reviewed with a detailed specification. This contract would then be on a yearly renewal. 		
7	<p>Headteacher's report</p> <p>The following were discussed from the Headteachers report;</p> <ul style="list-style-type: none"> ○ An HLTA has resigned and due to finish at Easter. Cover for the summer term will be met within existing staff. ○ Two TA posts in Reception have been filled. ○ A cleaner resigned and the post has been filled. ○ <i>Discussion regarding a member of teaching staff is contained in the confidential minutes.</i> ○ Staff absence due to family emergencies needs to be managed differently. Governors discussed that the policy would be that staff have an 'emergency' day to sort out cover and then any further time would be taken as unpaid leave. There would be a maximum number of 'emergency' days granted in the year with no more than one per term, and further paid absence should be at the discretion of the Headteacher. ○ The balance bikes have been a big success. ○ The Headteacher has made suggestions for different approaches which may meet the needs of a more challenging cohort in Reception, as issues recently have impacted on pupils progress. Governors discussed the need for suggestions to become instructions. ○ Year 1 reading is improving and maths scores are encouraging. However, Governors are concerned by the Point in Time Assessments; the Headteacher said that the data will be looked at again. <p>Mrs Nockolds asked when parents evening will take place – end of February.</p> <p>Mrs Anderson asked when spellings are taught – these are linked with phonics where spelling patterns are taught in line with diagraphs.</p> <p>It was noted by all Governors that parking outside the school is becoming extremely dangerous. ACTION: Mrs</p>	ASAP	EN

	Nockolds to find out whether cones would be permitted to be put outside the school to stop parking in certain places.		
8	Governor Monitoring, Development and Training Nothing to report.		
9	Any Other Urgent Business Cllr Nockolds said she was happy to continue as a Governor and Cllr Smith proposed her co-option for another 4 years and Mrs Gayton seconded and all unanimously agreed.		
10	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
16	Date of Next Meetings Full Governors – Monday 26 th March – 5pm Teaching and Learning – Friday 16 th March 2018 Resources – Tuesday 20 th March 2018		

The meeting closed at 7.40 p.m.