

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 24th May 2018 5.30 p.m.

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

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

No	Agenda item	By date	By whom
1	Apologies Mr B Legrove		
2	Notification of Any Other Urgent Business <ul style="list-style-type: none"> ○ Tree Maintenance – A letter of complaint was received by a resident regarding a tree in the school grounds overhanging her property. The Headteacher has contacted a tree surgeon who advised that a reduction in the crown and pruning can be carried out at a cost of £225. Governors agreed to go ahead with this and Mrs Gayton will write to the resident to let her know. ○ End of Year Balances – this analysis of surplus funds was agreed and signed by Mrs Gayton. ○ Sickness Absence Policy – A parent has written a letter to the Headteacher to raise concerns about the current sickness absence policy. At present if a child has an isolated occurrence of sickness they should be kept off school for 24 hours, however if there is a period of several occurrences of sickness and/or diarrhoea, then a 48 hour period is advised before returning to school. Governors discussed the content of the letter and while they are sympathetic to the parent's concerns they are happy that the policy as it stands and no amendments should be made. The policy follows guidelines set by Public Health England and Governors felt that parents should use common sense and discretion in deciding when their child should return to school. ACTION: Headteacher to put some clarification of the policy in the next newsletter. Mrs Cook asked if the school was monitored on attendance by Norfolk County Council, the Headteacher said yes it was. 	25/05/18	H/T
3	Declaration of Interest for the Meeting None were declared.		
4	Membership of the Governing Body Nothing to discuss.		
5	Confirmation of the Minutes of the meeting held on 26th March 2018 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 26 th March. This proposal was seconded by Mrs Cook, and carried unanimously by those present at the meeting.		
6	Matters Arising from the Previous Meeting None		
7	Headteachers Report The report had been circulated prior to the meeting and the following was discussed; <ul style="list-style-type: none"> ○ No data to report as Reception and Year 2 are currently completing end of year assessments. ○ Mrs Gayton said that Governors would support her if she needed cover from supply staff for her 2 teaching days in Reception. ○ Storage and management of data needs to be looked at as part of GDPR, it was suggested that Google Drive 		

	<p>could be used for remote access. ACTION: Headteacher to look into this.</p> <ul style="list-style-type: none"> ○ A child has been excluded for 1.5 days following an incident of physical assault on another pupil and teacher, since then behaviour has improved. Governors then discussed behaviour management within Reception. Planning is currently taking place for their move to Year 1, the staffing structure is being looked at to ensure there is enough one to one support in place. ○ The newly appointed teacher will work in Year 1 and has shown a keen interest to be involved in the School prior to September. ○ Mrs Gayton proposed that the School continues to buy into the Schools Sports Partnership Scheme, this was seconded by Cllr Smith and all agreed. ○ The Headteacher said consideration is being given to the School having 'Fit Friday' where children come in sports clothes and take part in sports activities for part of the day. However, space within the School to accommodate this in bad weather may be an issue. The Headteacher is talking to Greyfriars School about swimming lessons. Governors were very supportive of this idea and suggesting that the School promotes the ParkRun for juniors which takes place in the Walks. Mrs Anderson asked if the school could do cycle proficient, it is thought that this is done in Year 3 at the Junior School. ○ Cllr Nockolds noted it was good to see the School working so closely with the Junior School and during a recent visit to the School was impressed by how organised the Breakfast Club was. 	ASAP	H/T
8	<p>Policies – GDPR and Privacy Notice Policy</p> <ul style="list-style-type: none"> ○ The School has bought into Data Protection Education Ltd, which have given template policies and also provides online training for staff. Mrs Cook asked if there should be a designated Governor for GDPR and the Headteacher said she thought there would be. The Clerk said that to ensure the security of documents in future all agendas, minutes and documents relating to meetings will be uploaded onto Governor Hub. She will send an email to Governors to let them know when information has been put on there with a link. ○ Governors agreed that any documents held by them should be deleted after their term of office. ACTION: Headteacher to include this in the policy document. ○ ACTION: Clerk to ensure all Governors have access to Governor Hub, reset passwords if necessary and see if messages can be sent securely through the system. ○ Other issues to consider - the signing in and out register will be kept in the office, the board of appointments will not be easily viewed and staff will be asked if they are happy for their names to be on the board in the staff room. <p>Taking into account the above, Mrs Gayton proposed that the GDPR policy is adopted and this was seconded by Cllr Smith and all agreed.</p>	ASAP	H/T
		ASAP	Clerk
9	<p>Safeguarding</p> <p>Cllr Nockolds attended training and reported the following;</p> <ul style="list-style-type: none"> ○ As many Governors as possible should be encouraged to attend Safeguarding training. ○ All volunteers should have training including tradesmen visiting the School, (it is possible to produce a card for this purpose) ○ Staff Behaviour, Dress Code, Code of Conduct and Social Media Training were discussed – the Headteacher 		

	<p>said that training will be arranged for staff with an external trainer.</p> <ul style="list-style-type: none"> ○ Single Central Record to be maintained – Cllr Nockolds will meet with the Headteacher in the next half term to review this. ○ Attendance must be ensured at MASH meetings. ○ Safeguarding policies to be reviewed annually – it was noted that this is done in September. ○ It was discussed that Student Council could be asked how safe they feel in School, Mrs Gayton asked that there is a report from them for the next meeting. ○ Ensure the Annual Buildings Inspection take into account safeguarding requirement, Governors who are part of the Resources Sub-committee said they felt this was taken into account annually when they tour the school for the inspection. ○ ACTION: Headteacher to send Governors Safeguarding information from the notes provided by Cllr Nockolds. ○ Governors also discussed if teachers are looking for safeguarding issues when they carry out house visits for the new intake in September, Mrs Burt said they would complete a ‘nagging doubt’ form if they saw something which was cause for some concern. 	ASAP	H/T
10	Health and Safety Nothing to report for this meeting		
11	Governor Monitoring, Development and Training <ul style="list-style-type: none"> ○ Cllr Nockolds – Safeguarding – see item 9. ○ Mrs Gayton observed STEP ON training, the children were engaged and well behaved and the course was well led with interesting content. 		
12	Date of Next Meetings Resources – Tuesday 12 th June 2018 – 8.00am Teaching and Learning – Friday 29 th June 2018 Full Governors – Thursday 5 th July 2018		
13	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
14	Any Other Urgent Business Toilet refurbishment – the Headteacher has strived to obtain 3 quotes but only has 2. Mrs Gayton proposed that Focus Washrooms are chosen to carry out the work and this was seconded by Cllr Smith and all agreed.		

The meeting closed at 7.15 p.m.