

Minutes of the Governors' Meeting held at South Wootton Infant School on Monday 26th March 2018 5.00 p.m.

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

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

No	Agenda item	By date	By whom
1	Welcome Mrs Gayton welcomed governors to the meeting.		
2	Apologies None		
3	Notification of Any Other Urgent Business None		
4	Declaration of Interest for the Meeting None were declared.		
5	Membership of the Governing Body Nothing to discuss.		
6	Confirmation of the Minutes of the meeting held on 8th February 2018 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 8 th February. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting. Mrs Gayton also proposed the acceptance of the confidential minutes of the meeting held on 8 th February. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
7	Matters Arising from the Previous Meeting Cllr Nockolds had found out that cones could be used on the road outside the school for special occasions only and could not be used regularly to control parking. She has also obtained some 'no dog fouling' stickers from the Borough Council and placed these on lampposts close to the school.		
8	Reports from Committees Resources Committee – 20 th March 2018 – Mr Legrove reported on the following; <ul style="list-style-type: none">○ Governors have completed finance training to meet the requirements currently for the RAG rating.○ There are still 2 minor items on a snagging list to be completed by Bespoke in the front entrance.○ Candidates for the full time teaching position will be interviewed on 28th March and selection made before the Easter break.		

- A review of the Budget Control Report found no areas for concern.
- Governors carried out the Annual Buildings Inspection where a large project to refurbish the Year 1 toilets was discussed.

The Budget Plan (18/19, 19/20, 20/21) was then discussed at this meeting as the paperwork had not been completed at the time of the sub-committee meeting. Governors noted the following points;

- The bottom line shows a projected surplus for Year 3, this is including a 2% uplift in support staff costs.
- The Pupil Funding Forecaster has been based on 58 pupils for the Reception intake, it was felt to be prudent and budget cautiously and then adjustments can be made at the next revision if required.
- Cluster SEN funding is ending in September 2018, after this application will have to be made to County.
- Pupil Premium has increased based on 10 pupils from last census. This is put against support for intervention.
- Free school meals have been confirmed until Sept 2018.
- Budget line for payments to other schools is notional cluster funding, left in as expenditure to be used to buy in support that will no longer be available from the Cluster.
- £20,000 has been moved from revenue to capital as a further contribution to the Year 1 toilet refurbishment.
- Services to Schools – services totalling £47,500 will be purchased through Educator Solutions, including a full audit, building maintenance partnership, HR service, catering contract, grounds maintenance, sickness insurance for teaching, caretaking, cleaning and admin staff and resources for the 18/19 statutory teaching of relationship and sex education.

Mrs Gayton reminded Governors that the budget overall looks very healthy but to be aware of the need to spend surpluses.

Mrs Gayton proposed that the budget plan is approved by the governing board, Mrs Burt seconded this and all those present agreed.

Teaching and Learning Committee – 23rd March 2018 – Mrs Cook reported on the following

- Bikes and Trikes have been purchased.
- Safeguarding Audit has been completed.
- The SEN report was reviewed; the majority of pupils with SEN are in Reception. A new individual timetable for the pupil with challenging behaviour has had a positive impact and staff are continuing to work closely with parent and external agencies.
- The Cluster speech and language therapist has continued to visit school, which teachers have found useful. From next year the Cluster will not pay for this support and the school will purchase external visits directly.
- The SIDP was discussed and pupil progress will be monitored after Easter.
- Attendance is an issue with 5 fixed penalty notices issued recently. [Cllr Smith asked if teachers give children work to complete if absent for holidays, Mrs Burt said that this is not always possible as lessons can change based on the classes learning. It is always suggested for children to keep a diary and read every day.](#)

<p>9</p>	<p>Headteacher's report</p> <p>The following were discussed from the Headteachers report;</p> <ul style="list-style-type: none"> ○ Mrs Gayton asked how confident are staff that future pupil assessments will be more accurate. The Headteacher said that the data is looking better now compared to previous reports and staff will have moderation meetings after Easter. ○ The Headteacher said she had met with heads from local schools who are not within a MAT, (Fairstead, Terrington St Clement, Hollymeadows, Watlington and SWJunior) to discuss how they can potentially support one another. There was some discussion on who they use for challenge and support and SWJunior suggested using the same people as SWInfant and sharing the cost. There is money in the budget for accessing external challenge and support. ○ Mrs Gayton asked if the schools are happy to remain with the Local Authority and the Headteacher said yes, they appeared positive. ○ Cllr Nockolds asked if there was a plan to hold smaller focused groups in Reception, the Headteacher said yes, groups of around 6. ○ The number of children attending breakfast club is increasing, from Easter the budget has been increased to cover 3 permanent members of staff. ○ Within the candidates for the full time teaching position are students who have had placements at the school. It was felt a good reflection that they have decided to apply to work here too. Mrs Gayton asked if NQT's need a mentor and the Headteacher said yes they did. ○ Governors considered a quote for the refurbishment of the Year 1 toilets. A company have given a price of £18,000, this is well below the figure of the feasibility study carried out by NPS which was £45,000. It was agreed to obtain 2 more quotes and then Governors would make a decision via email, as it is hoped that with a quick decision being made the work could be done at the May half term. ○ Governors will responsibilities set meeting dates with the Headteacher for the next term. ○ Outcomes for pupils report was discussed; Between Autumn and Spring more children are at age related and above. Larger groups of EAL and SEN will impact upon the figures. Year 1 figures are looking better and improving. Year 2 may not have as many children working to greater depth as last year. External moderation could take place either this year or next year – teaching staff are aware of this. ○ Following the 2 days closure for snow (Wednesday 28th Feb and Friday 2nd March), Mrs Gayton asked if the school has a policy for closing as some parents found it frustrating that the school was shut on Wednesday, then open on Thursday then shut again on the Friday. It was felt that the police warnings which were given telling people not to travel were applicable to the more rural areas of Norfolk and not the towns and these were then taken too literally. However, taking into consideration the icy conditions, all 3 High Schools in King's Lynn were 		
-----------------	--	--	--

	<p>closed and also the Junior school the decision was reluctantly taken to close for the second day. It was agreed that due to the unpredictable nature of snowy weather it is difficult to plan for these circumstances.</p> <p>Mrs Morley left the meeting at 6.25pm.</p>		
10	<p>School Policy Review – GDPR and Privacy Notice Policy The school secretary will attend GDPR training on 28th March. County will provide a Data Protection Officer, it is hoped that the school can obtain this service together with SWJunior and share the cost. This policy will be available for approval at the next meeting, 24th May when all information will be in place.</p>		
11	<p>Student Council There was no report for this meeting.</p>		
12	<p>Governor Monitoring, Development and Training Nothing to report.</p>		
13	<p>Date of Next Meetings Full Governors – Thursday 24th May – 5.30pm Resources – Tuesday 12th June 2018 – 8.00am Teaching and Learning – Friday 29th June 2018 Full Governors – Thursday 5th July 2018</p>		
14	<p>Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
15	<p>Any Other Urgent Business None</p>		

The meeting closed at 6.40 p.m.