

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 5th July 2018 5.30 p.m.

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

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

No	Agenda item	By date	By whom
1	Apologies Mrs L Morley, Cllr T Smith		
2	Notification of Any Other Urgent Business The Headteacher said she has received further correspondence from the neighbour who complained about the tree overhanging her garden. She invited the lady to attend the meeting, but had not received confirmation that she would attend.		
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 24th May 2018 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 24 th May. This proposal was seconded by Mrs Cook, and carried unanimously by those present at the meeting.		
6	Matters Arising from the Previous Meeting All action points have been followed up.		
7	Reports from Committees Teaching and Learning – 29th June 2018 The minutes had been circulated prior to the meeting and the following was discussed; <ul style="list-style-type: none"> ○ The School Improvement Plan – subject leaders are reviewing their action plans. The accuracy and ease of extraction of information from Pupil Asset is to be looked at. The tree of learning principles are working well. There is a need to ensure the school challenges staff, Governors agreed it was a good idea to bring in an external trainer for Behaviour Management. Attendance is still cause for concern and staff will consider making home visits next term if there is suspicion that absence may be due to holiday. ○ The VNET literacy consultant visited the school to assess the strengths and weaknesses in literacy teaching and learning with a focus on Talk for Writing. The children's work evidence shows they are engaged in this with 		

	<p>the quality of work, Mrs Gayton asked if there are any year groups where Talk for Writing is working better, the work is especially good in Year 2. Mrs Anderson asked if children should be able to write joined up at Year 2, yes – children are taught from phonics stage and shown the diagonal strokes.</p> <ul style="list-style-type: none"> ○ The school was chosen by County to be moderated, the work of 9 pupils was reviewed 3 reading, 3 writing and 3 maths. It was felt the manner of the moderators was not very friendly and this has been fed back. <p>ACTION: The traverse wall will be purchased and installed in September 2018.</p> <p>Resources – 12th June 2018 The minutes had been circulated prior to the meeting and the following was discussed;</p> <ul style="list-style-type: none"> ○ The concerning rise in absence taken for holidays in term time. Headteacher is issuing paperwork to County who administer the fines. ○ There was nothing to review for energy monitoring. ○ The Headteacher has requested a quote from the contractors who are remodelling the Year 1 toilets for a price to do the Reception toilets as part of the project. This would cost an additional £10,000. She has been given a detailed schedule of work which will start on the first day of the summer holidays – 25th July. Mrs Gayton proposed that this should be accepted and work carried out on both sets of toilets, Mr Legrove seconded this and all Governors agreed. ○ The finance audit was agreed to be requested for September/October 2018 – before the Autumn half term. <p>ACTION: Headteacher to arrange.</p>	H/T	Sept 18
8	<p>Headteachers Report The report had been circulated prior to the meeting and the following points were discussed;</p> <ul style="list-style-type: none"> ○ Positive feedback received from parents regarding the recent visit to the Royal Norfolk Show, it was agreed the day was a success and each group of children saw different things. ○ As the current SENco is not in a position to complete her training it has been agreed to share the SENco currently at the Junior School, Governors agreed this was a good idea. Initially the SENco's contract will stay with the Junior School and the Infant School will pay for the time she spends at this school. ○ Circumstances for 2 TA's taking leave was discussed, See Confidential Minutes. It was agreed that amendments will be made to the pay policy to state that time off for personal reasons will be at the risk of being unpaid and Governors will consider each case separately. ○ Absence due to holidays is constantly being targeted with a piece in the recent newsletter highlighting the impact it has on a child's learning. It was noted that absence is low in the pupil premium group. ○ The breakfast club continues to be successful. ○ The VNET consultant provided clear actions to build on for next year in terms of literacy and Talk for Writing. Cllr Nockolds asked what talking partners were, this is where children are encouraged to talk to another pupil about topics and ideas relating to the lesson. 	H/T	Sept 18

	<ul style="list-style-type: none"> ○ EYFS – this year 79% of children achieved Good Level of Development compared with 86.5% last year, reflecting the continuing higher level of significant SEN in the cohort. There have been no significant needs identified in the new EYFS intake for Sept 18. ○ Year 1 – 90% of children passed the phonics screening which is up from 88% last year. ○ Year 2 – 0% of SEN children are at Age Related Expectation. Overall results are down on last year although it reflects the lower phonics results from last year. More SEN and EAL had an impact this year. Something to address next year is the results of writing at Greater Depth reflect the change in focus of exemplification. 		
9	<p>Subject Leaders reports</p> <p>Each report was shown on the projector and discussed, with the following points noted;</p> <ul style="list-style-type: none"> ○ Computing – good use of the ipads this year. ○ English – next steps come from the VNET assessment, increase phonics screening. Mrs Anderson asked if RedTed has encouraged children to red more frequently, Mrs Burt said that 93% of children have their certificate for 25 reads since September 2017, however this means that 7% have not recorded a reading in their books at all. More Reading Cafés are planned for the new year. ○ EYFS – Talk for Writing is an area to develop, there is a need to teach story structure and will start to learn this with traditional tales. There are several summer birthdays within the new cohort this may have an impact on data. ○ Humanities – Block teaching of RE took place this year and was successful. Mrs Anderson asked if children with different religions can take part in RE, yes, however Jehovah Witnesses do not join in to celebrate Christmas or Birthdays. Mrs Gayton asked if teachers are happy with their lead subjects, the Headtacher felt the responsibilities could be changed around for next year. ○ Art – ACTION: Headteacher to submit Artsmark paperwork. ○ SEN – Talk boost is currently running in Reception, a group has been identified for September. ○ THRIVE is working well. Mrs Gayton asked if the school is doing enough intervention to address the more able. The possibility of using an existing TA to do this. 		
10	<p>2018/19 Budget Plan /Revision 1</p> <p>The Resources sub committee recommended the approval of the Budget Plan Revision 1, Mrs Gayton proposed that it is approved by full Governors and this was seconded by Mr Legrove and all agreed.</p>		
11	<p>School Policy Review</p> <p>Charging and Remissions Policy to be deferred until next meeting.</p>		
12	<p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> ○ Mrs Cook is booked onto SEN and Pupil Premium training 		

	<ul style="list-style-type: none"> ○ Safeguarding training will take place at the school on 4th September at 1-4pm, all Governors to attend if possible. ○ Cllr Nockolds gave feedback from Safeguarding training; <ul style="list-style-type: none"> · A cross check on kitchen staff with NORSE will have to be evidenced for safer recruitment. · Any nagging doubts will be followed up by staff and all files kept in a locked cabinet. · There will be a leaflet for visitors and tradesmen coming into school to make them aware of safeguarding. · Volunteers will have to sign a record to say they have read safeguarding information. · Student Council have discussed how safe they feel in the school and will report back at the September Governors meeting. 		
13	Date of Next Meeting Thursday 20 th September 2018 at 5.30pm.		
14	Student Council Report This will be presented at the September meeting.		
15	Any Other Urgent Business None.		
16	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential. Mrs Gayton also thanked the Headteacher, teachers and staff for their hard work this year.		

The meeting closed at 7.30 p.m.