

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 20<sup>th</sup> September at 5.30 p.m.**

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

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

No	Agenda item	By date	By whom
1	<p><b>Welcome to New Governors</b> Those present were recorded by the Clerk.</p>		
2	<p><b>Apologies</b> Mrs C Anderson (unable to obtain childcare), Cllr T Smith (had another meeting at 6.00pm)</p>		
3	<p><b>Membership of the Governing Body – Election of Officers</b>  <b>Chair</b> – The Clerk asked if anyone would like to put themselves forward to be Chair. Mrs Gayton said she would be happy to continue in her role for a final year. This was proposed by Mr Legrove and seconded by Mrs Morley and unanimously agreed. Mrs Gayton then proceeded to chair the meeting.  <b>Vice Chair</b> – Mrs Cook said she was happy to continue as vice-chair. This was proposed by Mrs Gayton and seconded by Mr Legrove and unanimously agreed.</p>		
4	<p><b>Notification of Any Other Urgent Business</b>                      The Headteacher listed;                      Performance Management                      A Letter received from a member of staff</p> <p>Teachers pay awards were discussed and Governors agreed that as the deadline for submission of these will be before the next Governors meeting, they should be agreed with the Headteacher and Mrs Gayton prior to submission.</p>		
5	<p><b>Approval of the Minutes of the meeting held on 5<sup>th</sup> July 2018 and confidential minutes</b>                      Mrs Gayton proposed the acceptance of the minutes of the meeting held on 6<sup>th</sup> July. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.</p>		
6	<p><b>Committees – Review of Committee Structure and Membership</b>                      Membership to the following committees was agreed, it was felt that these roles played to peoples strengths.  <b>Resources</b>                      Claire Gayton                      Brendan Legrove</p>		

	<p>Cllr Thomas Smith Claire Anderson</p> <p><b>Teaching and Learning</b> Jenny Cook Lucy Morley Cllr Elizabeth Nockolds Becky Burt</p>		
7	<p><b>Appointment of Governors with Special Responsibilities</b> Safeguarding/Safer Recruitment/Looked after children – Cllr Nockolds SEND/Pupil Premium – Mrs Cook Educational Visits – Mrs Anderson Performance Management – Mrs Gayton and Mr Legrove Link Governor for training – Mr Legrove Website monitoring – Mrs Morley Health and Safety – Cllr Smith</p>		
8	<p><b>Agree a meeting calendar for the year, including committees;</b></p> <p><b>Governors</b> Thursday 6<sup>th</sup> December at 5.30pm Thursday 14<sup>th</sup> February at 5.30pm Thursday 28<sup>th</sup> March at 5.30pm Thursday 23<sup>rd</sup> May at 5.30pm Thursday 11<sup>th</sup> July at 5.30pm</p> <p><b>Resources Sub-Committee</b> Tuesday 13<sup>th</sup> November at 8.00am Tuesday 29<sup>th</sup> January at 8.00am Tuesday 19<sup>th</sup> March at 8.00am Tuesday 11<sup>th</sup> June at 8.00am</p> <p><b>Teaching and Learning Sub-Committee</b> Friday 16<sup>th</sup> November at 8.00am Friday 15<sup>th</sup> March at 8.00am Friday 28<sup>th</sup> June at 8.00am</p>		

9	<b>Register of Business Interests Forms</b> Each Governor signed the above forms for this year and no declarations of interest were made for this meeting.		
10	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>○ A visit is being made to the School in the coming weeks in order to discuss positioning of the climbing wall.</li> <li>○ The finance audit will be carried out as soon as it can be booked in.</li> </ul>		
11	<b>Headteacher's report</b> The Headteacher went through her report and the following items were noted; <ul style="list-style-type: none"> <li>○ <b>Mrs Cook asked who the new subject leaders are:</b>  English – Becky Burt  Maths – Nina Angell and Rachel Brice  Science – Katie Buckley  EYFS – Sarah Newman  Arts – Christie Peart  IT – Beth Ely  PSHE – Rosie Chimes  PE – Rachel Ash  Humanities – to be confirmed</li> <li>○ <b>Mrs Gayton and Mr Legrove asked about maths results.</b> The Headteacher said that Maths results in school are strong and that children are meeting targets.</li> <li>○ Fit Friday has started successfully. A Year 2 class are currently going swimming which is going well, it was noted that the split between children who can and can't swim is about 50/50. The rest of the children are enjoying the other activities, good feedback from parents.</li> <li>○ <b>Cllr Nockolds asked if the Student Council discussed safeguarding.</b> The Headteacher said they had last year, and she will ensure the new Council discuss and it is reported back the Governors.</li> <li>○ Attendance is still an issue with some requests for holiday already being received. The Headteacher noted that parents of children under 5 cannot be fined. Information has been sent to parents at the start of the term to enforce the procedure in terms of fining which the School will pursue if children are absent for holidays.</li> <li>○ <b>Mrs Cook asked if teachers who had changed year groups were settling into their new classes.</b> The Headteacher said staff were enjoying their challenges and had settled well.</li> <li>○ Mrs Martin has received a 'Grow Your Own Award' from Anglia in Bloom. This is a great achievement and Governors wished for their thanks to be passed on to her. It was suggested that this could be promoted on the school website.</li> </ul>		
12	<b>School Policy Review</b> The following policies were proposed for acceptance by Mrs Gayton and seconded by Mr Legrove and		

	<p>unanimously agreed, these were then signed by Mrs Gayton.</p> <ul style="list-style-type: none"> <li>○ Medical Conditions Policy</li> <li>○ Intimate Care Policy</li> <li>○ Whistleblowing Policy</li> <li>○ Online Safety Policy</li> <li>○ First Aid Policy</li> <li>○ Educational Visits Policy</li> <li>○ Attendance Policy</li> <li>○ Staff Code of Conduct</li> <li>○ Health and Safety Policy</li> <li>○ Whole School Policy for Safeguarding</li> <li>○ Behaviour Policy - the Headteacher presented a new policy which has been rewritten to state simpler rules for children to follow, she has asked Mrs Peart if she can create a character which can illustrate these.</li> </ul>		
<b>13</b>	<p><b>Governor Monitoring, Development and Training</b> The 'Meet the Teacher' sessions were successful, the largest group of parents attended were from Reception.</p>		
<b>14</b>	<p><b>Any Other Urgent Business</b> Performance Management – The Headteacher will arrange a date in November with Mr Legrove and Mrs Gayton to discuss this. Letter from Member of Staff – This will be noted in Confidential Minutes.</p>		
<b>15</b>	<p><b>Confidentiality of Proceedings</b> The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
<b>16</b>	<p><b>Date of Next Meetings</b> Full Governors – 6<sup>th</sup> December 2018 Resources – 13<sup>th</sup> November 2018 Teaching and Learning – 16<sup>th</sup> November 2018</p>		

The meeting closed at 7.15 p.m.