

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 14<sup>th</sup> February 2019**

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

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

No	Agenda item	By date	By whom
1	<b>Apologies</b> None		
2	<b>Notification of Any Other Urgent Business</b> To be discussed in Item 6 - <ul style="list-style-type: none"> <li>· Changes to Revision 3</li> <li>· RAG Rating</li> <li>· 3 Activities Accounts to be signed off</li> </ul>		
3	<b>Declaration of Interest for the Meeting</b> None were declared.		
4	<b>Confirmation of the Minutes of the meeting held on 6<sup>th</sup> December 2018</b> Mrs Gayton proposed acceptance of the minutes of the above meeting, this proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
5	<b>Matters Arising from the Previous Meeting</b> <ul style="list-style-type: none"> <li>· Clerk to obtain a copy of the newsletter and send to non-parent Governors.</li> </ul>		
6	<b>Reports From Committees</b> Resources Committee – 29 <sup>th</sup> January 2019 <ul style="list-style-type: none"> <li>· Pupil absence was discussed and this is mentioned in the Head teachers report</li> <li>· The Business Continuity Plan has been put on Governor Hub by the Head teacher and Clerk with restricted access.</li> <li>· The Budget Control Monitoring forecast a surplus of 8.6%</li> <li>· The SFVS was discussed and Governors agreed its summary of remedial action which is to put in place the recommendations regarding the business purchasing card as per the financial audit. The Chair then signed the document.</li> </ul> <ul style="list-style-type: none"> <li>○ The RAG rating is Green, school secretary has completed 2 courses and has 1 more planned. The Head teacher needs to complete one more and finance governors need 2 more completed. The Clerk noted that all training needs to be recorded on Governor Hub.</li> <li>○ Governors reviewed 3 quotes received for the refurbishing of the ICT suite to create 2 spaces. This work involves putting up stud walls and dry lining. Mrs Gayton proposed to go with the contractor who had previously carried</li> </ul>		

	<p>out work in the library, this quote clearly detailed the work to be completed and was the middle value in cost (£3,500), this was seconded by Mr Legrove and unanimously agreed.</p> <ul style="list-style-type: none"> <li>○ The county approved provider of IT equipment has quoted £8,000 to provide new children's laptops and SmartTV's to replace the white boards. This purchase is part of the refurbishment work above. Mrs Morley proposed acceptance of the quote, this was seconded by Cllr Nockolds and unanimously agreed.</li> <li>○ To allow for contingencies for this project the amount on line E30 – Direct Revenue Financing is now £13,000, this was agreed by Governors.</li> <li>○ A quote from a county approved contractor for carpeting the front office, corridor and small office and head teachers office was reviewed. Also the purchase of the following was considered - new reception chairs, new cupboards and chairs for front office, new unit for the Thrive area and new desk and filing cabinet for Head teachers office. This expenditure was agreed and the budget provision for £3,614 on line E12.</li> <li>○ Governors also agreed expenditure, detailed in the budget provision of £3,768 on line E13 – this is for play bonding to be put on the ground around the outside learning area.</li> </ul> <p>All of the above detailed changes from the Revision 3 previously agreed by Resources committee, acceptance was proposed by Mrs Gayton and seconded by Mrs Cook and unanimously agreed and signed by the Chair.</p> <ul style="list-style-type: none"> <li>○ Three activities accounts were approved and signed by the Chair; Reception trip to Sandringham – PTFA paid for the coach. Yr 2 trip to Sainsburys Centre there was a school budget share, parent contribution and PTFA funding. Year 1 trip to Pensthorpe made up of a school budget share, parent contribution and PTFA funding.</li> </ul>		
7	<p><b>Headteacher's report</b></p> <p>This report had been previously circulated and the following items were discussed;</p> <ul style="list-style-type: none"> <li>○ The caretaker has said he would like to retire at the end of the summer term. He has been an asset to the school and hard to replace. Governors suggested mentioning in the newsletter soon to attract interest. <b>ACTION: Headteacher to produce a Person Specification, Job Description, and Advert to send to Governors to review to begin the recruitment process.</b></li> <li>○ It was noted that the schools gymnastics team did very well in their festival coming 4<sup>th</sup> out of 16. Governors wished to extend their thanks and congratulations to Rachel Ash who coached the team.</li> <li>○ It was also noted that there has been inconsistency of the provision of Funtrition. Governors spoke highly of the external PE teacher, Mrs Wood. It was suggested that she could come into School in the Summer term to teach athletics for Yr 1 and Yr 2, and the Reception teachers would teach their own PE lessons.</li> </ul> <p>Mrs Morley left the meeting at this point – 6.30pm</p> <ul style="list-style-type: none"> <li>○ Mrs Gayton asked if the bike ability time could be assessed. She felt that some Yr 2 children are too big the ride the balance bikes comfortably and would prefer to ride their own bikes more. There was discussion that maybe</li> </ul>	HT	Feb/March 19

	<p>Yr 2 could have a longer period of time in swimming lessons instead. The Head teacher said she would consider this, however, Governors praised Fit Fridays as being successful and good at teaching life skills and fitness.</p> <ul style="list-style-type: none"> <li>○ Mrs Gayton asked if the child attending the Specialist Resource Base was finding it of benefit, the Head teacher said that it was too early to see change and the placement needs 2 terms to see improvement. Governors feel that the School is meeting the needs of the child.</li> <li>○ 2 children in Year 1 have been assessed for Autistic Spectrum Disorder and it was noted that SIDP money has been spent in additional help for behaviour.</li> <li>○ There is no information yet for the new intake in September.</li> <li>○ Relationship and Sex Education becomes statutory from September 2019, a new JIGSAW scheme which covers more curriculum than PATHS is being introduced which will lead into RSE. Information will go out to parents in the summer term regarding this.</li> <li>○ It was noted that the signs on the path outside the school are working and parents are not parking in that area and it makes it safer to cross the road.</li> </ul>		
8	<p><b>Subject Leader Report</b> Mrs Burt showed Governors her movie presentation of the Talk for Writing project which has now been running for 2 years. Jo the trainer has shared some 'next steps' including how to interpret non-fiction into T4W. The school is looking to develop a T4W hub where the schools in the current group can share good practice, and subject leaders from other schools will visit SWIS in April to look at how the school is doing. Mrs Gayton asked how the school compares to others in the group and Mrs Burt said they are on a par with others.</p> <p>Mrs Anderson left the meeting at this point – 7.35pm.</p>		
9	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>· <b>ACTION: There is a need to recruit another Governor and the recruitment process will start after half term.</b></li> <li>· Mrs Cook has training booked for 6<sup>th</sup> March</li> <li>· Cllr Nockolds will attend the reading café on 15<sup>th</sup> Feb.</li> </ul>	HT	Feb/March 19
10	<p><b>Any Other Business</b> None</p>		
11	<p><b>Confidentiality of Proceedings</b> Mrs Gayton reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
12	<p><b>Date of Next Meetings</b> Teaching and Learning – 15<sup>th</sup> March 2019 Resources – 19<sup>th</sup> March 2019 Full Governors – 28<sup>th</sup> March 2019</p>		

The meeting closed at 7.45 p.m.