Minutes of the Governors' Meeting held at South Wootton Infant School on Monday 28th March 2019 5.30 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), Miss R Brice and Mrs N Angell – Maths Subject Leaders

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	Subject Leader Report		
	Miss Brice and Mrs Angell spoke about their work as Maths subject leaders. The subject had received good		
	feedback at the recent Teaching and Learning Review. There has been discussion around giving Maths a higher		
	profile, possibly giving children rewards similar to REDTED for reading. SATS work is underway in Year 2 to get		
	children familiar with the structure of the assessment. Governors looked at examples of the childrens exercise books		
	and were impressed with the content. Mrs Angell and Miss Brice said they had suggested teachers having working		
	boards in their classrooms with interactive maths challenges. Vertical number lines are also being considered to put		
	up in the classes, this would help especially with work on temperatures and negative numbers. Mrs Gayton asked		
	how is SWIS working with the junior school in terms of maths teaching. There is ongoing communication with the		
	maths lead at the junior school, SWIS have looked at the Yr3 and Yr4 Power Maths workbooks which are used at the junior school, however it was noted there was little space to show workings and would not be suitable to adopt at		
	SWIS as the approach is to be creative with maths and link it to a current topic using more practical methods. It was		
	decided that schemes are good to dip in to and use as a guide. Mr Legrove asked if there is a difference in		
	attainment between boys and girls, and if there is a gap how could the school and governors help with this - some		
	data shows that boys are stronger – ACTION: Headteacher to analyse data by gender for the next meeting. Mrs	May 19	H/T
	Morley asked if the school had a calculations policy, yes – this was completed about 2 years ago with the junior	May 19	1 1/ 1
	school as part of the cluster. Mrs Gayton asked if all children complete the same tasks - there is an opportunity to		
	attempt different challenges, differentiated during the lesson. Mr Legrove asked if Maths was in the SIDP - the		
	subject has an action plan and the whole curriculum will be looked at next term and will be included. Mr Legrove		
	asked for confirmation that the maths subject has enough budget for the resources it needs - yes it has. It has been		
	agreed that current Yr2 children will take up their maths book when they move to the junior school. Mrs Gayton		
	asked if there was any intervention in Maths - yes, there is for those that need it. Mrs Gayton also asked how the		

	more able are being challenged; this is about reasoning and mastery and through demonstrating their understanding through application. Mrs Gayton also asked if Miss Brice and Mrs Angell have the time and resources to dedicate to the maths subject lead, they said yes and requested that some Tackling Tables cards are purchased. ACTION: Purchase Tackling Tables cards. Mrs Anderson asked about the SATS and for an explanation on how they can read SATS questions – there is guidance on how things can be said. There are 2 papers – arithmetic and reasoning. Data analysis is done at each assessment and teacher assessments are taken into account too. Mrs Gayton thanked Miss Brice and Mrs Angell for attending the meeting and said that Governors find it invaluable to hear first-hand from teachers.	April 19	Н/Т
6	Membership of the Governing Body		
	The Headteacher confirmed that no applications had been received for the Governor vacancy and all agreed that she		
7	should approach those that had previously applied to see if they were still interested.		
7	Confirmation of the Minutes of the meeting held on 14 th February 2019 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 14 th February. This proposal was		
	seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
8	Matters Arising from the Previous Meeting		
	Mrs Gayton said she had received 2 complaints on different issues and has sought advice from the Governor Hub on		
	how to deal with them. Action plans have been put in place, however issues cannot be discussed with Governors at		
	this stage. ACTION: to confirm that SWIS complaints procedure is available on the website.	ASAP	H/T
9	Reports from Committees		
	Resources Committee – 19 th March 2019 – Mr Legrove reported on the following;		
	Two versions of the budget plan have been produced to reflect the impact of teacher pension contributions		
	increasing to 24%. The live budget plan has a grant to cover the cost for a limited period and the trial budget		
	shows the grant projected for 3 years. Changes made to the projection are; The pupil forecaster is set to a full capacity intake of 60 pupils.		
	Staff sickness insurance has been increased from day 6 to day 11.		
	Energy costs are inflated by 9%.		
	Subject leaders budgets have been decreased.		
	Contract to Services have remained largely the same as last year but the financial package has been reduced		
	to the standard version.		
	The live budget Year 1 and Year 2 shows a surplus and Year 3 is a deficit.		
	Governors reviewed the budget headings and Mr Legrove proposed the live budget for 2019/20 be approved		
	(showing a surplus of 5.12%), this was seconded by Mrs Gayton and all agreed and Mrs Gayton signed the		
	paperwork.		
	 The Annual Buildings Inspection was carried out and there were no areas of concern. 		
	Teaching and Learning Committee – 15 th March 2019 – Mrs Cook reported on the following		
	Mrs Cook had attended SEN training and made all Governors aware of the importance of challenging. She		
1	200 attended 0211 training and made an 0010more aware of the importance of challenging. One	İ	

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	recommended all Governors look on Governor Hub for question ideas.		
	Attendance was discussed and the Headteacher is to attend a meeting in Norwich about this on 29 th March.		
	An action point was to ensure all parents sign out of reading café's for health and safety reasons.		
	The SENCO attended the meeting and gave an update which was useful.		
	o The Schools approach to behaviour was discussed and its consistency with staff. Mrs Anderson asked when is a		
	parent is notified of a child misbehaving - if a child goes onto red they take home a red card and if this occurs 3 or		
	more times in a half term the Headteacher will arrange a meeting with the parent and class teacher. Mrs Gayton		
	asked where the line is drawn between bad behaviour and bullying - bullying is the persistent and systematic		
	targeting of a child and this would be logged in school. It was noted that staff frequently discuss behaviour. Mrs		
	Cook asked if all staff are trained sufficiently in behaviour management – yes, have completed Step On and Step		
	Off training. Mrs Gayton asked how MSA's deal with bad behaviour, lower level issues are dealt with by them	Summer	H/T
	and the follow through with a teacher. ACTION: Headteacher to carry out some in house refresher training	Term	
	 The SENCO has held a coffee morning for parents which was successful. Governors discussed the importance 		
	of ensuring all staff are supported.		
10	Headteacher's report		
	The following were discussed from the Headteachers report;		
	o Governors wished to thank Rachel Ash who teaches PE. Her enthusiasm was noted and ACTION: Governors	Summer	H/T
	asked if she could attend a future meeting and that an update on sports is provided regularly.	Term	
	o Children celebrated World Book Day by bringing in a book as they had dressed up for Alien Day 2 weeks before.		
	Teachers said that the children had a sharper focus on their books and the day was very enjoyable.		
	 Mrs Cook asked if the 2 members of staff who are pregnant will have risk assessments – yes. 		
	 The caretaker is leaving at the end of the summer term and the Headteacher has completed a job specification 		
	which Governors reviewed. The content was agreed and ACTION: the advert will be placed on the Norfolk	ASAP	H/T
	Schools website, SWIS website, Contact magazine and Parish Council Boards. The Headteacher will obtain a		
	quote for placing an advert in the Lynn News and Your Local Paper.		
	o It was noted that the following Governors have received significant GDPR training in their workplace Mrs Gayton,		
	Cllr Nockolds, Cllr Smith, Mrs Cook and Mrs Morley. The Clerk has also undergone GDPR training specific to		
	local government.		
	7.15pm – Mrs Morley left the meeting.		
	7. Topin Wild Money for the meeting.		
	o The recent Teaching and Learning Assessment was beneficial to all teachers and positive comments were		
	received. There are some action points from the report such as working on short term memory skills and adults		
	to write on boards in joined up writing.		
	 Mrs Gayton asked what the transition plans are for the Yr2's to move to the Junior School, children will take 		
	Maths and English working books with them to continue to use in the 1 st term of Yr3. Yr3 teachers will be visiting		
	SWIS to get to know the children in the summer term.		
	Attendance is improving, if a child's attendance falls below 90% the Headteacher will organise a face to face		
	3		

	meeting with the parent. Governors considered the reasons a parent had given for taking a Yr2 child out of		
	School in May for a family holiday, during the time SATS will be taken. It was agreed not to authorise this		
	absence, one reason being the staff time taken out of teaching to administer the SATS when the child returns from holiday.		
	nom nomacy.		
	7.30pm – Mrs Anderson left the meeting.		
	7.35pm – Rachel Curtis (Clerk) left the meeting – the following notes were provided by Mrs Gayton.		
	o Data Analysis		
	Governors agreed it was encouraging to see an increase in reading.		
	There is steady progress in maths but attainment was already high.		
	Mrs Gayton challenged that writing had dropped from baseline and not picked back up again. ACTION: Mrs	May 19	RB
	Burt to investigate and report back.		
	 Mrs Gayton requested comparative data from previous year ACTION: Headteacher to show this in next report. 		
11	School Policy Review – RSE (Relationship and Sex Education)		
	This policy will be reviewed at the next meeting.		
12	Student Council		
	Nothing to report.		
13	Governor Monitoring, Development and Training		
	o Mrs Cook suggested reintroducing 'deep dive' days where as many Governors as possible come to SWIS to carry		
	out an extended monitoring visit. Governors agreed this was a good idea and a date was provisionally set for		
	Thursday 11 th July before the Full Governors meeting which would be scheduled for an earlier time.		
	Mrs Gayton mentioned the possibility of another 'Mock Ofsted' meeting which Governors had undertaken 4 years All who had participated agreed it was greatling but your handfinial ACTION. Had does have to investigate	C	11/ 11
	ago. All who had participated agreed it was gruelling but very beneficial ACTION: Headteacher to investigate someone to undertake this role.	Summer Term	H/T, All
	 The possibility was also discussed at introducing an additional Full Governor meeting into the calendar as with 	I C IIII	
	subject leader reports, the meetings overrun. All agreed that the subject leader visits were beneficial and are		
	keen to continue.		
14	Date of Next Meetings		
	Full Governors – Thursday 23 rd May 2019 – 5.30pm		
	Resources – Tuesday 11 th June 2019 – 8.00am		
	Teaching and Learning – Friday 28 th June 2019 – 8.00am		
	Full Governors – Thursday 11 th July 2019 – Time to be confirmed		
15	Confidentiality of Proceedings		
	The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
16	Any Other Urgent Business		

None		
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The meeting closed at 7.45pm and everyone was thanked for their efforts and apologies for overrunning.