

**Minutes of the Governors' Meeting held at South Wootton Infant School on Monday 28<sup>th</sup> 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	<b>Welcome</b> Mrs Gayton welcomed Governors to the meeting.		
2	<b>Apologies</b> None		
3	<b>Notification of Any Other Urgent Business</b> None		
4	<b>Declaration of Interest for the Meeting</b> None were declared.		
5	<b>Subject Leader Report</b> 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 – <b>ACTION: Headteacher to analyse data by gender for the next meeting.</b> Mrs Morley asked if the school had a calculations policy, yes – this was completed about 2 years ago with the junior 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	May 19	H/T

	<p>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. <b>ACTION: Purchase Tackling Tables cards.</b> 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. <b>There are 2 papers – arithmetic and reasoning. Data analysis is done at each assessment and teacher assessments are taken into account too.</b> 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.</p>	April 19	H/T
<b>6</b>	<p><b>Membership of the Governing Body</b> The Headteacher confirmed that no applications had been received for the Governor vacancy and all agreed that she should approach those that had previously applied to see if they were still interested.</p>		
<b>7</b>	<p><b>Confirmation of the Minutes of the meeting held on 14<sup>th</sup> February 2019</b> Mrs Gayton proposed the acceptance of the minutes of the meeting held on 14<sup>th</sup> February. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.</p>		
<b>8</b>	<p><b>Matters Arising from the Previous Meeting</b> 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. <b>ACTION: to confirm that SWIS complaints procedure is available on the website.</b></p>	ASAP	H/T
<b>9</b>	<p><b>Reports from Committees</b> Resources Committee – 19<sup>th</sup> March 2019 – Mr Legrove reported on the following;</p> <ul style="list-style-type: none"> <li>○ 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; <ul style="list-style-type: none"> <li>· The pupil forecaster is set to a full capacity intake of 60 pupils.</li> <li>· Staff sickness insurance has been increased from day 6 to day 11.</li> <li>· Energy costs are inflated by 9%.</li> <li>· Subject leaders budgets have been decreased.</li> <li>· Contract to Services have remained largely the same as last year but the financial package has been reduced to the standard version.</li> <li>· The live budget Year 1 and Year 2 shows a surplus and Year 3 is a deficit.</li> </ul> </li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>○ The Annual Buildings Inspection was carried out and there were no areas of concern.</li> </ul> <p>Teaching and Learning Committee – 15<sup>th</sup> March 2019 – Mrs Cook reported on the following</p> <ul style="list-style-type: none"> <li>○ Mrs Cook had attended SEN training and made all Governors aware of the importance of challenging. She</li> </ul>		



	<p>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.</p> <p>7.30pm – Mrs Anderson left the meeting.</p> <p>7.35pm – Rachel Curtis (Clerk) left the meeting – the following notes were provided by Mrs Gayton.</p> <ul style="list-style-type: none"> <li>○ Data Analysis <ul style="list-style-type: none"> <li>· Governors agreed it was encouraging to see an increase in reading.</li> <li>· There is steady progress in maths but attainment was already high.</li> <li>· Mrs Gayton challenged that writing had dropped from baseline and not picked back up again. <b>ACTION: Mrs Burt to investigate and report back.</b></li> <li>· Mrs Gayton requested comparative data from previous year <b>ACTION: Headteacher to show this in next report.</b></li> </ul> </li> </ul>	May 19	RB
<b>11</b>	<b>School Policy Review – RSE (Relationship and Sex Education)</b> This policy will be reviewed at the next meeting.		
<b>12</b>	<b>Student Council</b> Nothing to report.		
<b>13</b>	<b>Governor Monitoring, Development and Training</b> <ul style="list-style-type: none"> <li>○ 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<sup>th</sup> July before the Full Governors meeting which would be scheduled for an earlier time.</li> <li>○ Mrs Gayton mentioned the possibility of another ‘Mock Ofsted’ meeting which Governors had undertaken 4 years ago. All who had participated agreed it was gruelling but very beneficial <b>ACTION: Headteacher to investigate someone to undertake this role.</b></li> <li>○ The possibility was also discussed at introducing an additional Full Governor meeting into the calendar as with subject leader reports, the meetings overrun. All agreed that the subject leader visits were beneficial and are keen to continue.</li> </ul>	Summer Term	H/T, All
<b>14</b>	<b>Date of Next Meetings</b> Full Governors – Thursday 23 <sup>rd</sup> May 2019 – 5.30pm Resources – Tuesday 11 <sup>th</sup> June 2019 – 8.00am Teaching and Learning – Friday 28 <sup>th</sup> June 2019 – 8.00am Full Governors – Thursday 11 <sup>th</sup> July 2019 – Time to be confirmed		
<b>15</b>	<b>Confidentiality of Proceedings</b> The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
<b>16</b>	<b>Any Other Urgent Business</b>		

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The meeting closed at 7.45pm and everyone was thanked for their efforts and apologies for overrunning.