

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 6<sup>th</sup> December 5.00 p.m.**

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

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

No	Agenda item	By date	By whom
1	<b>Welcome to New Governors</b> Those present were recorded by the Clerk.		
2	<b>Apologies</b> Cllr T Smith – travelling to London for a meeting – apologies accepted.		
3	<b>Declaration of Interest for the Meeting</b> None were declared.		
9	<b>Presentation by Science Subject Leader (this item was agreed to be moved up the agenda).</b> Katie Buckley gave a presentation of her work to supplement her subject leaders report which had already been circulated. She said she had attended a course in October with other science subject leaders and the expectation is that science is taught for 1.5 hours per week in Yr 1 and Yr 2 in managed lessons and Reception through understanding of the world. This is working well and children are using the correct vocabulary. A trip to the Planetarium is planned for next year and a visit from the Mad Scientist workshop group. The school has bought into the Cornerstone which teachers use to help with lesson plans. Mrs Buckley confirmed she had budget remaining for extra equipment and additional resources. Mrs Gayton asked if there is a specified time that Reception children should spend on science per week and Mrs Buckley was not aware of a figure. She said that the school compared confidently with other schools who attended the course. Mrs Gayton asked how much and how often monitoring could be done of other teacher's lessons, this can be done in the PPA time which is half a day each half term. Mrs Gayton also asked if there was evidence of a gender gap and Mrs Buckley said she had not really experienced one, both boys and girls get equally as excited about the subject.  Mrs Gayton thanked Mrs Buckley on behalf of Governors for her hard work and time in this area.		
4	<b>Governing Body/Committees: Adopt</b> a) Governing Body Structure & Terms of Reference – this was agreed to be adopted. b) Governors' Code of Conduct – this was agreed to be adopted. c) Resources Terms of Reference – recommendation from the Resources sub committee meeting was that a		

	<p>quorum of 3 is unworkable and therefore 2 would be more practical – this change was agreed.</p> <p>d) Teaching &amp; Learning Terms of Reference – recommendation from the Teaching &amp; Learning sub committee meeting was that a quorum of 3 is unworkable and therefore 2 would be more practical – this change was agreed.</p>		
<b>5</b>	<p><b>Confirmation of the Minutes of the meeting held on 20<sup>th</sup> September 2018</b></p> <p>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.</p>		
<b>6</b>	<p><b>Matters Arising from the Previous Meeting</b></p> <ul style="list-style-type: none"> <li>· The finance audit has taken place with a successful outcome.</li> <li>· The climbing wall and haystack climber will be installed on 11<sup>th</sup> December.</li> </ul>		
<b>7</b>	<p><b>Notification of any other Urgent Business</b></p> <ul style="list-style-type: none"> <li>· Mrs Burt announced she has passed her NPQH qualification and received good feedback and comments. Governors formally noted her great achievement and congratulated her.</li> <li>· Condition of Data Collection Programme – The Headteacher</li> <li>· School Dog – The Headteacher</li> </ul>		
<b>8</b>	<p><b>Correspondence</b></p> <p>None received.</p>		
<b>10</b>	<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>○ There has been an issue with the provider of Premier Sport teaching as part of Fit Friday. The School will obtain a refund for time missed and it is hopeful that a change of staff will be an improvement.</li> <li>○ Swimming lessons are going well, it is helped now that the children put their costumes on before they leave School.</li> <li>○ 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> <li>○ There is a possibility of being able to offer an after School art club in the future being run by a parent.</li> <li>○ Positive results were noted from the parent questionnaire held as part of parents evening and there was nothing to be concerned about in the answers given.</li> <li>○ The child with challenging behaviour (Child x) in Yr 1 has a placement for 4 days a week at a School offering specialist help for their social, emotional and mental health needs. This will initially be for 2 terms with a potential for an extra term, Child X will still attend this School on a Friday. Both Schools will review progress with the host School receiving ongoing reports.</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Data from the Point in Time Assessments was discussed, especially the jump from Yr 1 from Reception. The data is influenced by applying independence and also this Yr 1 cohort has some challenging children meaning some support is to be expected. Some children are being targeting at greater depth and intervention is taking place in Reception to target the more able. Mrs Gayton asked if home learning and reading is monitored. Mrs Burt said reading is recorded to enable children to obtain their reading certificates, however some parents do not believe in homework for their children so will not complete it.</li> <li>○ The recent bedtime reading café was successful, it was thought that by offering a staggered 'drop in' it was less crowded and therefore more enjoyable.</li> <li>○ Mrs Gayton asked if the SEN gender split was normal as it appears boy heavy, the Headteacher said there was nothing to be concerned about.</li> <li>○ There is a possibility of sharing after school clubs with the Junior School, the Headteacher will speak to Mrs Earl.</li> <li>○ Parking outside the School is still an issue, with one car in particular persistently double parking. The Headteacher has ordered a banner to go up to remind people of appropriate parking.</li> <li>○ Governors who are not parents noted they do not get a copy of the School newsletter, ACTION: Clerk to receive a copy and forward to Governors.</li> <li>○ Desk Top Audit <ul style="list-style-type: none"> <li>· Clerk to get together with the Headteacher to look at Governor Hub as it was noted that some training was not recorded on there.</li> <li>· The Schools Charging and Remissions Policy needs to be looked at.</li> <li>· The number of governors required to make up the Governing Body needs to be clarified, ACTION: Clerk to look into.</li> </ul> </li> </ul>	Ongoing	RC
11	<p><b>Committee Reports</b></p> <p><b>Resources</b></p> <p>Mr Legrove (Chair of the subcommittee) gave feedback and reported;</p> <ul style="list-style-type: none"> <li>· Proposal for the change of quorum from 3 to 2.</li> <li>· Attendance was discussed on the Headteachers report, still an ongoing issue with parents notifying the School of holidays to be taken.</li> <li>· The Budget Revision 2 shows a good forecast with a surplus.</li> <li>· The Headteacher is to retain her purchasing card and keep this active.</li> <li>· £20,000 to be moved to the capital budget to fund the decommissioning of the ICT suite – a partition wall will go up and create a quiet room for Rabbits and an intervention room. The old Rabbits quiet room would become a Thrive room, and decorated and furnished accordingly. The Headteacher will move back to the office next to the library and the smaller office will be equipped with a PC and will be available to use by staff for their PPA time and also the Secretary to work on finances. Three quotes are being sought.</li> <li>· Mrs Gayton attended a successful budget setting meeting with the new finance officer.</li> <li>· Acceptance of the Budget Revision 2 was proposed by Mr Legrove and seconded by Mrs Gayton and all agreed,</li> </ul>		

	<p>Mrs Gayton then signed the paperwork.</p> <p><b>Teaching and Learning</b>  Mrs Cook (Chair of the sub committee) reported that items discussed at the previous sub-committee meeting were:</p> <ul style="list-style-type: none"> <li>· The climbing wall and haystack climber will be installed on 11<sup>th</sup> December.</li> <li>· The School no longer subscribes to the VNET package.</li> <li>· Subject plans and performance were also discussed.</li> <li>· Mrs Cook and Mrs Morley to arrange to meet the Headteacher.</li> </ul>		
<b>12</b>	<p><b>Student Council Report</b>  To be added to a future agenda, however, it was noted that Mrs Angell runs this well.</p>		
<b>13</b>	<p><b>Governor Training</b>  None to report.  Monitoring visits completed;</p> <ul style="list-style-type: none"> <li>· Bedtime Reading Café</li> <li>· Cross Country event</li> </ul>		
<b>14</b>	<p><b>Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>- School Dog  The Headteacher is in the process of getting a dog which will become a School dog. She will be responsible for the costs and training and bring it in to School each day. It is hoped that it will have a positive impact on the School and help with behaviour and children's wellbeing and to be used in the library as a reading dog. The Headteacher is drafting a letter to send out to parents to obtain permission for their children to be near the dog. Mrs Gayton noted that insurance may need to be looked at.</li> <li>- Condition Data Collection Survey  The Education and Skills Funding Agency are carrying out a programme to survey all government funded school sites to collect data on the condition and management of the buildings. This will take place on 17<sup>th</sup> January by 2 surveyors. The Headteacher has a questionnaire to complete prior to the visit.</li> </ul>		
<b>15</b>	<p><b>Confidentiality of Proceedings</b>  Mrs Gayton 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 – 14<sup>th</sup> February 2019  Resources – 29<sup>th</sup> January 2019  Teaching and Learning – 15<sup>th</sup> March 2019</p>		

The meeting closed at 6.50 p.m.