

Minutes of the Governors' EGM held at South Wootton Infant School on Monday 2nd December 2019 at 5.30 p.m.

Present: Mrs J Cook (Chair), Mr B Legrove, Mrs R Burt, Cllr E Nockolds, Cllr T Smith, Mr J Ring, Mrs C Anderson, Mr J Arrowsmith

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

No	Agenda item	By date	By whom
1	Apologies Mrs L Morley		
2 3	Overview of the recent Ofsted training session attended by Mrs Cook, Mr Legrove, Mr Ring and Cllr Smith Feedback from the Headteacher and Mrs Burt of training they have attended Mrs Cook explained the reason for the meeting was to bring to all Governors attention and discuss recent training those above attended for the new Ofsted Framework. Points discussed were as follows; <ul style="list-style-type: none"> · The new framework will be more curriculum focused and it was noted that Governors should be aware of their understanding of this and the role they play to ensure the Schools fills out its statutory duties. · Mock questions which Governors may be asked by Ofsted were discussed. It was felt that at present Governors would feel quite exposed if asked these. · The skills and experience Governors bring to the board should be known. ACTION: It was agreed that the Clerk shall produce a document to record Governor's background of experience and areas of responsibility. Training attended should also be included; this will help to identify any gaps. · Safeguarding issues are important and all Governors should be aware of policies, especially the area which they have allocated responsibility for. · Although the framework is new, it is still important to know any updates and changes made from the last inspection. · The School Inspection Data Summary Report (IDSR) has already been looked at by the Teaching and Learning Sub-committee and this is the data Ofsted will use when preparing for and during an inspection. · The importance of good citizenship was noted, Mrs Cook asked what the School does in terms of this – Student Council, 3 School Rules – Ready, Respectful and Safe, tree of learning and developing behaviours for learning. · It was noted that teacher wellbeing is now included in the inspection. · Cllr Nockolds asked if the School dog, Dennis was having a positive impact – the Headteacher said, now he is settled in the School the plan is to timetable him to visit lessons to help support emotional health. 		
4	Typical Ofsted Timeframe during a visit Prior to an inspection Ofsted will check the Schools website, look at SATs results, and check the media. The Headteacher will receive a 90 minute phone call prior to the visit, the Headteacher will prepare for this call, the deputy head will also be present to take notes. Reading, Maths and Science will be looked at along with another		

	<p>subject which the Headteacher can choose. It is important to then inform all subject leaders and staff. The Chair of Governors will be called to be interviewed on Day 1 and most Governors said they can be available to attend during the visit. The inspection is expected to last 2 days, when feedback is given on the second day the Clerk can attend to take notes. The timetable for the inspection days should stay as planned and not change.</p>		
<p>5</p>	<p>Actions for Governors It was agreed that Governors should be allocated subject areas of responsibility, these were decided as follows; Mrs Cook – English/Design and Technology Cllr Nockolds – Maths Mr Ring – Science and PE Mr Arrowsmith – History Mrs Anderson – Geography Mr Legrove – PSHE/Forest School/Computing Cllr Smith – RE Mrs Morley – Art/Music ACTION: Each Governor will speak to the subject leader and attend a lesson by the end of January. ACTION: Ensure forms are completed for any monitoring visits. Mrs Cook said that further training is available from Educator Solutions for all Governors, by way of a trainer coming to School to talk about the new Ofsted Framework – ACTION: Clerk to make enquires to arrange this for Thursday 13th February, during the full Governors meeting.</p>		

The meeting closed at 6.35pm