

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 11<sup>th</sup> July 2019 - 5.30 p.m**

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

**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> - None		
3	<b>Declaration of Interest for the Meeting</b> None were declared.		
4	<b>Membership of the Governing Body</b> - Mrs Cook's term of office is ends on 19 <sup>th</sup> July 2019. Mrs Morley proposed that Mrs Cook is co-opted for another 4 years, this was seconded by Cllr Nockolds and unanimously agreed. Her new term of office will end on 10 <sup>th</sup> July 2023. - It was noted that Mrs Burt's term of office as a staff governor ends on 6 <sup>th</sup> September 2019, the Headteacher will talk to staff to find a new teacher governor for the next school year. - There are 2 vacancies on the governing board. <b>ACTION: It was agreed that these will aim to be filled in September, specifically to engage interest from new Reception parents.</b>	Sept 19	H/T, Clerk
5	<b>Confirmation of the Minutes and confidential minutes of the meeting held on 23<sup>rd</sup> May 2019</b> Mrs Cook proposed the acceptance of the minutes of the meeting held on 23 <sup>rd</sup> May. This proposal was seconded by Cllr Nockolds, and carried unanimously by those present at the meeting. Mrs Cook also proposed acceptance of the confidential minutes held on 23 <sup>rd</sup> May, this proposal was seconded by Cllr Nockolds and carried unanimously by those present at the meeting.		
6	<b>Matters Arising from the Previous Meeting</b> <b>Actions as follows;</b> - Tackling Tables resources to be purchased. - MSA training will be carried out in the autumn term. - The mock Ofsted will be carried out in the Autumn term.  The Headteacher has spoken to Paul Donkersloot and arranged a meeting for the autumn term.	ASAP Sept/Oct 19 Sept/Oct 19	H/T H/T All
7	<b>Reports from Committees</b> <b>Resources – 11<sup>th</sup> June 2019</b> o Governors discussed the fact that the Headteacher has not used her purchasing card for some time and it		

	<p>was agreed that as she has no need to use one, it can be dispensed with and a record made of this.</p> <ul style="list-style-type: none"> <li>○ The quality objectives are now on the website.</li> <li>○ There is a statement on the website to state that parents can obtain paper copies of documents from the School.</li> <li>○ The Energy Monitoring report is yet to be received.</li> <li>○ <b>ACTION: The Health and Safety policy will be reviewed in September.</b></li> </ul>	Sept 19	All
<b>8</b>	<p><b>Headteacher's report</b></p> <p>The following were discussed from the Headteachers report;</p> <ul style="list-style-type: none"> <li>○ There is work to be done for the new curriculum requirements which are Ofsted related rather than DfE, staff have begun to look at the curriculum in terms of the three "I's" – Intent, Implementation and Impact. Governors agreed that the current curriculum offered is broad and balanced, but there are more ways that it can be enhanced to provide "cultural capital" for the children.</li> <li>○ Cllr Nockolds noted there is a new local arts initiative called the Barbican Box which could possibly be linked to the School – <b>ACTION: she will find out more and let the Headteacher know.</b></li> <li>○ Staff have begun to deliver the new RSE curriculum. <b>Mrs Cook asked how well children responded, Mrs Burt said it was well received, but they would be doing a follow up PANTS lesson also.</b></li> <li>○ Mrs Angell attended training funded by English Heritage which was aimed at using the local area to meet the requirements of the history and geography curriculum. The School is now keen to work towards being awarded Heritage School status.</li> <li>○ Mrs Chimes has begun her maternity leave 2 weeks early.</li> <li>○ <b>Mrs Cook asked if Mrs Ash would be returning to school to provide Gym teaching, the Headteacher said she was hopeful she would.</b></li> <li>○ The maternity leave to be taken by 2 members of staff in the autumn term will be covered internally and by regular supply teachers.</li> <li>○ <b>Mrs Cook asked if the data at the end of Key Stage 1 showing results being down on last year is cause for concern. There was some discussion over reading levels and Mrs Burt has begun to introduce a comprehension test to go with reading, to check the children's inference skills.</b></li> <li>○ It was noted that some children are not reading enough at home, this means less are gaining the RED TED award at the end of the school year.</li> <li>○ <b>Mrs Anderson asked if the data was expected to be low, Mrs Burt said it was higher than they thought it would be and that data is skewed by a heavy proportion of boys in the cohort.</b></li> <li>○ <b>Mrs Cook asked if SWIS meets with the Junior School to hand data across. The writing books are going with the children.</b></li> <li>○ <b>Cllr Nockolds asked how often staff are trained in Safeguarding – the Headteacher said annually.</b></li> </ul>	Ongoing	Cllr N
<b>9</b>	<p><b>Subject Leader Reports</b></p> <p>Governors read the reports from subject leaders and the School SEN report and the following was discussed; There is a big difference between the number of boys with SEN and the number of girls. Children will be encouraged to spell accurately with the expectation of a word list at the end of each year which they</p>		

	should be able to spell. The use of a phonetic dictionary was discussed with the possibility of using in Year 2.		
<b>10</b>	<p><b>2019/2020 Budget Plan/Revision 1</b></p> <ul style="list-style-type: none"> <li>○ Governors reviewed the budget control report and Cllr Legrove proposed to agree the budget in line with the recommendation from the Resources Sub-committee, this was seconded by Mrs Anderson and unanimously agreed. The Trial Budget was reviewed which contains a grant to cover the cost of increased pension contributions, Mr Legrove proposed agreement of this, which was seconded by Cllr Smith and unanimously agreed. Mrs Cook signed the paperwork.</li> <li>○ The Headteacher said that staff are now being made more aware of their expenditure.</li> </ul>		
<b>11</b>	<p><b>School Policy Review</b></p> <p>After reviewing the Charging and Remissions Policy Mr Legrove proposed its acceptance, this was seconded by Mrs Burt and all unanimously agreed.</p>		
<b>12</b>	<p><b>Governor Monitoring, Development and Training</b></p> <p>None to report.</p> <p>It was noted that the members of the finance sub-committee should ensure their training is kept up to date.</p>		
<b>13</b>	<p><b>Date of Next Meetings</b></p> <p>Full Governors – Thursday 19<sup>th</sup> September 2019</p>		
<b>14</b>	<p><b>Student Council Report</b></p> <p>Nothing submitted for this meeting.</p>		
<b>15</b>	<p><b>Any Other Urgent Business</b></p> <p>There has been a request from teaching staff using Hedgehogs classroom to have an external door fitted, as their exit is via an internal corridor or the Reception classroom. In principle Governor thought this was a good idea especially from a Health and Safety perspective. The Headteacher will look into this and obtain quotes.</p>	Autumn Term	H/T
<b>16</b>	<p><b>Confidentiality of Proceedings</b></p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		

The meeting closed at 7.20pm.