Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 19th September 2019 at 5.30 p.m.

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

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

No	Agenda item	By date	By whom
1	Welcome to New Governors		
	Those present were recorded by the Clerk and new Governor Mr Jamie Ring was welcomed.		
	There is still one vacancy for a parent governor, a letter will go out to parents for nominations.	ASAP	HT/Clerk
2	Apologies		
	Mrs C Anderson (unable to obtain childcare)		
3	Membership of the Governing Body – Election of Officers		
	Chair – The Clerk asked if anyone would like to put themselves forward to be Chair. Mrs Cook said she would be		
	happy to take on the role. This was proposed by Mrs Morley and seconded by Mr Legrove and unanimously		
	agreed. Mrs Cook then proceeded to chair the meeting.		
	Vice Chair – Mr Legrove said he was happy to take the role of vice-chair. This was proposed by Mrs Morley and		
	seconded by Cllr Nockolds and unanimously agreed.		
	Mrs Burt said she was happy to continue in the role of teacher governor, Mr Legrove proposed this and Mrs Morley		
4	seconded and unanimously agreed.		
4	Notification of Any Other Urgent Business		
5	Proposal for a school purchase.		
5	Approval of the Minutes of the meeting held on 11 th July 2019 Mrs Cook proposed the acceptance of the minutes of the meeting held on 11 th July. This proposal was seconded		
	by Mr Legrove, and carried unanimously by those present at the meeting.		
	by will begrove, and carried dilatilificustry by those present at the meeting.		
6	Committees – Review of Committee Structure and Membership		
	Membership to the following committees was agreed, it was felt that these roles played to peoples strengths.		
	Resources		
	Brendan Legrove		
	Cllr Thomas Smith		
	Claire Anderson		
	Vacant Governor position		
	Teaching and Learning		
	Jenny Cook		
	Lucy Morley		
	Cllr Elizabeth Nockolds		

	Becky Burt		
	Jamie Ring		
7	Appointment of Governors with Special Responsibilities		
	Safeguarding/Safer Recruitment/Looked after children – Cllr Nockolds		
	SEND - Mrs Cook		
	Performance Management – Mrs Cook and Mr Legrove		
	Pupil Premium and Sports Premium – Mr Ring		
	Educational Visits and GDPR – Cllr Smith		
	Website monitoring – Mrs Morley		
	Health and Safety – Mr Legrove		
	Link Governor for training – Mrs Anderson		
8	Agree a meeting calendar for the year 2019/20, including committees;		
	Governors		
	Thursday 19 th September at 5.30pm		
	Thursday 12 th December at 5.30pm		
	Thursday 13 th February at 5.30pm		
	Thursday 26 th March at 5.30pm		
	Thursday 21 st May at 5.30pm		
	Thursday 9 th July at 5.30pm		
	Resources Sub-Committee		
	Thursday 21 st November at 8.00am		
	Thursday 30 th January at 8.00am		
	Thursday 19 th March at 8.00am		
	Thursday 15 th June at 8.00am		
	Teaching and Learning Sub-Committee		
	Friday 22 nd November at 8.00am		
	Friday 13 th March at 8.00am		
	Friday 26 th June at 8.00am		
9	Register of Business Interests Forms		
	No declarations of interest were made for this meeting and signing the forms will be deferred to the next meeting.		
10	Matters Arising		
	 Tackling Tables cards to be purchased. 	Dec 19	HT
	 Headteacher has carried out safeguarding training for MSA's, more training to be carried out this term. 		
	Headteacher has started making plans for a mock Ofsted, she will be attending senior leaders training for the		
	new inspection framework.		
	 Health and Safety policy has been reviewed. 		
	 Cllr Nockolds will give an update at the next meeting regarding the Barbican Box. 	Dec 19	EN
	o Cin recorded win give an apacte at the next meeting regarding the Darblean Box.	100010	-14

11	Headteacher's report		
	The following items were discussed from the report;		
	 There is a child moving to another school, which will leave 1 space in Reception and 1 space in Year 2. 		
	 Several Governors are concerned about the parking situation, and the number of parents who are queuing 		
	up outside the school waiting for the gate to open, many of which are standing on the road. The		
	Headteacher will send a note to parents to remind them of the gate opening times and ensure the new		
	caretaker is opening up promptly.		
	 The job share SENDco with the Junior School is still working well. 		
	 Cllr Nockolds asked if tradesmen are given information about safeguarding when they work in school, the 		
	Headteacher said yes they have information in place.		
	 The 'meet the teacher' sessions for the new school year were well attended. 		
	 Internal staff cover in place for 2 members of staff on maternity leave is working well. 		
	 It was noted that each year group are following their own topics this term, instead of following a whole 		
	school topic.		
	 Governors discussed the importance of being ready for the next Ofsted inspection. ACTION: Training is 	Oct 19	ALL
	available for Governors on the new framework which as many people who can will attend. It was agreed		
	that arranging a mock Ofsted is essential, to be discussed more at the next meeting.		
12	School Policy Review		
	The following 2019/20 policies were proposed for acceptance by Mr Legrove and seconded by Mrs Morley and		
	unanimously agreed, these were then signed by Mrs Cook.		
	 Safeguarding 		
	 Health and Safety 		
	○ Behaviour		
	Online Safety		
	Whistle Blowing		
	Medical Conditions		
	 Intimate Care 		
	o First Aid		
	Whole School Attendance Policy		
	Anti Bullying Policy		
	Staff Internet Use		
	Code of Conduct for School Staff		
1.0	ACTION: The GDPR policy will be reviewed at the next meeting	Dec 19	HT/TS
13	Governor Monitoring, Development and Training		
	The 'Meet the Teacher' sessions were successful, the largest group of parents attended were from		
	Reception.		DI /OA/TO
	ACTION: It was noted that each Governor on the Resources sub committee needs to complete 3 finance	Ongoing	BL/CA/TS
	training sessions during this school year.		

	Cllr Nockolds said that she presents a report from the School to the Parish Council regularly to update
	them.
14	Any Other Urgent Business
	School Purchase – The Headteacher said that the whiteboards in classrooms have been problematic to use for
	some time and beyond repair. Governors discussed quotes obtained by the Headteacher for new units, Cllr Smith
	proposed that the quote for £13,447 is accepted to replace the units and this was seconded by Cllr Nockolds.
	Expenditure will be from the capital budget line which currently has £27,549 allocated against it.
15	Confidentiality of Proceedings
	The Chair reminded everyone that any discussions taking place at this meeting remain confidential.
16	Date of Next Meetings
	Full Governors – 12 th December 2019
	Resources – 21 st November 2019
	Teaching and Learning – 22 nd November 2019

The meeting closed at 7.00 p.m.