

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 19<sup>th</sup> 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	<p><b>Welcome to New Governors</b> 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.</p>	ASAP	HT/Clerk
2	<p><b>Apologies</b> Mrs C Anderson (unable to obtain childcare)</p>		
3	<p><b>Membership of the Governing Body – Election of Officers</b> <b>Chair</b> – 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. <b>Vice Chair</b> – 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 seconded and unanimously agreed.</p>		
4	<p><b>Notification of Any Other Urgent Business</b> Proposal for a school purchase.</p>		
5	<p><b>Approval of the Minutes of the meeting held on 11<sup>th</sup> July 2019</b> Mrs Cook proposed the acceptance of the minutes of the meeting held on 11<sup>th</sup> July. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.</p>		
6	<p><b>Committees – Review of Committee Structure and Membership</b> Membership to the following committees was agreed, it was felt that these roles played to peoples strengths. <b>Resources</b> Brendan Legrove Cllr Thomas Smith Claire Anderson Vacant Governor position <b>Teaching and Learning</b> Jenny Cook Lucy Morley Cllr Elizabeth Nockolds</p>		



11	<p><b>Headteacher's report</b></p> <p>The following items were discussed from the report;</p> <ul style="list-style-type: none"> <li>○ There is a child moving to another school, which will leave 1 space in Reception and 1 space in Year 2.</li> <li>○ 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.</li> <li>○ The job share SENDco with the Junior School is still working well.</li> <li>○ Cllr Nockolds asked if tradesmen are given information about safeguarding when they work in school, the Headteacher said yes they have information in place.</li> <li>○ The 'meet the teacher' sessions for the new school year were well attended.</li> <li>○ Internal staff cover in place for 2 members of staff on maternity leave is working well.</li> <li>○ It was noted that each year group are following their own topics this term, instead of following a whole school topic.</li> <li>○ Governors discussed the importance of being ready for the next Ofsted inspection. <b>ACTION: Training is 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.</b></li> </ul>	Oct 19	ALL
12	<p><b>School Policy Review</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>○ Safeguarding</li> <li>○ Health and Safety</li> <li>○ Behaviour</li> <li>○ Online Safety</li> <li>○ Whistle Blowing</li> <li>○ Medical Conditions</li> <li>○ Intimate Care</li> <li>○ First Aid</li> <li>○ Whole School Attendance Policy</li> <li>○ Anti Bullying Policy</li> <li>○ Staff Internet Use</li> <li>○ Code of Conduct for School Staff</li> </ul> <p><b>ACTION: The GDPR policy will be reviewed at the next meeting</b></p>	Dec 19	HT/TS
13	<p><b>Governor Monitoring, Development and Training</b></p> <ul style="list-style-type: none"> <li>○ The 'Meet the Teacher' sessions were successful, the largest group of parents attended were from Reception.</li> <li>○ <b>ACTION: It was noted that each Governor on the Resources sub committee needs to complete 3 finance training sessions during this school year.</b></li> </ul>	Ongoing	BL/CA/TS

	<ul style="list-style-type: none"> <li>○ Cllr Nockolds said that she presents a report from the School to the Parish Council regularly to update them.</li> </ul>		
<b>14</b>	<p><b>Any Other Urgent Business</b></p> <p>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.</p>		
<b>15</b>	<p><b>Confidentiality of Proceedings</b></p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
<b>16</b>	<p><b>Date of Next Meetings</b></p> <p>Full Governors – 12<sup>th</sup> December 2019  Resources – 21<sup>st</sup> November 2019  Teaching and Learning – 22<sup>nd</sup> November 2019</p>		

The meeting closed at 7.00 p.m.