

Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 23rd May 2019 - 5.30 p.m

Present: Mrs C Gayton (Chair), Mrs J Cook, Cllr T Smith, Cllr E Nockolds

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk), Mrs R Chimes – RSE and PSHE Subject Leader

No	Agenda item	By date	By whom
	<p>Rosie Chimes – RSE and PSHE Subject Leader Mrs Chimes said the work teachers are doing to deliver PSHE lessons is going well, with good feedback from teachers and signs the children are engaging with the subject matter. The school has bought into a new programme which has lesson plans to give a clear focus, and is a good discussion based scheme which encourages children to debate and talk about the subject which is something the children at SWIS are confident in doing. Mrs Gayton asked how much time is spent on this subject – Weekly – Reception 15-20mins, Yr 1 20-25 mins and Yr2 30-40mins and lessons are taught in circle time. Parents will be given the opportunity to see the lesson plans for the new RSE curriculum teaching, which will take place in the summer term. Mrs Cook asked if there were any ongoing costs for resources – no, just the one-off payment to Educator Solutions. Including information in the new parent pack was discussed, but it was thought that as it is not taught until the summer term, it would be more relevant to share with parents at a meet the teacher session closer to the time. The draft policy for this has come from Educator Solutions, and will now have a period of consultation for parents where it can be viewed on the website. Mrs Cook asked if children with different religious beliefs can withdraw from the lessons – yes, they can legally but would recommend that they are included. Mrs Gayton asked if the school is measured on the teaching of RSE – as it becomes statutory in September, it would then be included as part of any Ofsted inspection. Mrs Cook asked if staff are comfortable with delivering lessons – yes. Governors thanked Mrs Chimes and agreed it would be useful for her to attend another meeting to give feedback once lessons have started.</p>		
1	<p>Apologies Mr B Legrove, Mrs C Anderson, Mrs L Morley, Mrs R Burt</p>		
2	<p>Notification of Any Other Urgent Business</p> <ul style="list-style-type: none"> - To discuss the use of the National Government Association membership - To discuss email from NCC regarding Governors home address details on Governor Hub 		
3	<p>Declaration of Interest for the Meeting None were declared.</p>		
4	<p>Membership of the Governing Body</p> <ul style="list-style-type: none"> - There is currently one vacancy for a parent governor. - Mrs Gayton's term of office ends on 01/06/19, therefore this will be her last meeting. - It was noted that the term of office for Mrs Cook finishes 19/07/19 and will therefore need to be co-opted at the next meeting. 		

	- Mrs Burt's term of office as a staff governor ends 06/09/19.		
5	Confirmation of the Minutes of the meeting held on 28th March 2019 Mrs Gayton proposed the acceptance of the minutes of the meeting held on 28 th March. This proposal was seconded by Cllr Nockolds, and carried unanimously by those present at the meeting.		
6	Matters Arising from the Previous Meeting Actions as follows; <ul style="list-style-type: none"> - Headteacher to confirm if the Tackling Tables resources have been purchased. - Data will be presented at the July meeting. - MSA training will be carried out in the summer term. - Mrs Ash, the PE subject leader will be invited to make a presentation at the next meeting. - Mrs Burt's report will be carried forward to the next meeting. - The mock Ofsted will be carried out in the Autumn term. 	ASAP July 19 June 19 July 19 July 19 Sept 19	H/T H/T H/T H/T R/B All
7	Headteacher's report The following were discussed from the Headteachers report; <ul style="list-style-type: none"> o It was agreed by governors to continue to buy Emma Woods from September from the School Sport Partnership, and agreed it was an excellent use of the Sports Premium. o Staff CPD – as SWIS is not in a MAT, the Headteacher needs to ensure staff are given opportunities to network with other schools and share expertise by talking to other non MAT schools. ACTION: Headteacher will attend a meeting shortly with other Headteachers and discuss. o Premises – work to create the new quiet room and group room is complete and children and teachers are enjoying their new space, Governors looked at the areas and were pleased with the work. o The Governors praised the school for how they handle SATs, by dealing with them in a low key manner, it is clear that the children are not stressed by the process. o Two candidates will be interviewed for the caretaker position on 24th May. o A SEN review has taken place by Paul Donkersloot and observations showed that the SEN provision is solid. o The Headteacher will use the School rules - Ready, Respectful and Safe to focus on behaviour next term. o The maternity leave cover from September can be staffed internally. o The provision of additional after school clubs was discussed, the idea of canvassing parent's opinion was thought to be beneficial and there is a possibility of joining with the Junior School to combine clubs. <p>Staffing, behaviour and welfare were discussed in confidential minutes.</p> <ul style="list-style-type: none"> o The Governors appreciate the hard work the Headteacher has put into this School year and extend their utmost thanks to her. Thanks also to Miss Brice and Mrs Angell for their additional working hours to provide cover this summer term and therefore providing continuity for the children. 	Summer Term	H/T

8	Policies Governors agreed an update and clarification on one paragraph in the Behaviour Policy.		
9	Governor Monitoring, Development and Training <ul style="list-style-type: none"> Mrs Cook and Mrs Gayton have some monitoring forms to complete. ACTION: Clerk to see if the blank form can be emailed to Governors to complete electronically. 	ASAP	Clerk
10	Date of Next Meetings Resources – Tuesday 11 th June 2019 – 8.00am Teaching and Learning – Friday 28 th June 2019 – 8.00am Full Governors – Thursday 11 th July 2019 – time to be confirmed – ACTION: Clerk to email Governors to see if they are available to complete a deep dive from 1pm.	ASAP	Clerk
11	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
12	Any Other Urgent Business <ul style="list-style-type: none"> Governors agreed that they do not use the National Government Association service and therefore not to renew the schools membership for this year. Responding to an email from NCC which requests that Governors home addresses are recorded on Governor Hub, it was agreed that it should be sufficient for the address to the c/o the School – Clerk to respond to this affect. <p>The Headteacher and fellow Governors thanked Mrs Gayton for her hard work as a member of the body for the last 4 years, especially her time as Chair.</p>		

The meeting closed at 7.10pm.