

**Minutes of the Governors' Meeting held at South Wootton Infant School on Thursday 12<sup>th</sup> December 2019 at 5.30 p.m.**

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

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

No	Agenda item	By date	By whom
1	<b>Welcome to New Governors</b> Those present were recorded by the Clerk and new Governor Mr Justin Arrowsmith was welcomed.		
2	<b>Apologies</b> Mrs L Morley (prior meeting)		
3	<b>Declarations of Interest for the Meeting</b> Cllr T Smith – Item 14 (Norse)		
4	<b>Governing Body/Committees</b> Adoption of the following documents were unanimously agreed, proposed by Mrs Cook and seconded by Cllr Nockolds; <ul style="list-style-type: none"> <li>· Governing Body Structure &amp; Terms of Reference</li> <li>· Governors Code of Conduct</li> </ul> Upon recommendation from the sub committees <ul style="list-style-type: none"> <li>· Resources Terms of Reference</li> <li>· Teaching and Learning Terms of Reference</li> </ul>		
5	<b>Approval of the Minutes of the meetings held on 19<sup>th</sup> September and the EGM held on 2<sup>nd</sup> Dec 2019</b> Mrs Cook proposed the acceptance of the above minutes of the meetings held on 19 <sup>th</sup> Sept and 2 <sup>nd</sup> Dec. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
6	<b>Matters Arising From Previous Minutes</b> <b>19<sup>th</sup> September</b> <ul style="list-style-type: none"> <li>· Tackling Tables cards have been purchased</li> <li>· Cllr Nockolds has passed information on the Barbican Box to the Head teacher and is now being looked into</li> <li>· A separated meeting to discuss Ofsted was held on 2<sup>nd</sup> Dec</li> <li>· ACTION - GDPR Policy Review – this will be carried forward to the next meeting.</li> <li>· Resources Training – Mr Legrove has completed an online course. <b>ACTION: Cllr Smith, Mrs Anderson and Mr Arrowsmith, each to complete a course</b></li> </ul> <b>2<sup>nd</sup> December</b> <ul style="list-style-type: none"> <li>· Clerk is in the process on completing a document for Governors responsibilities – <b>ACTION: any outstanding background/experience send to Clerk</b> <b>ACTION: Governors to arrange their visits to lessons in their subject area of responsibility</b> <b>Ensure monitoring forms are completed for all visits to School – ongoing</b></li> </ul>	Spring Term ASAP  ASAP  End Of Jan 20	Headteacher TS/CA/JA  TS/JC/JR /CA/LM ALL

	<ul style="list-style-type: none"> <li>· Clerk to arrange training session for agreed date – 26<sup>th</sup> Feb 20</li> <li>· Governor responsibility for EYFS was not agreed at the meeting, Mrs Anderson agreed to take this role.</li> </ul>		
7	<b>Notification of Any Other Urgent Business</b> Roadway markings outside School Replacement windows		
8	<b>Correspondence</b> None		
9	<b>Headteacher’s report – including Safeguarding</b> The following items from the report were discussed; <ul style="list-style-type: none"> <li>○ More information will be given to parents to ensure all children entitled to Pupil Premium are recognised.</li> <li>○ The daily mile track is still in the planning stage – Governors agreed this would be an asset to the school and a good link with the sports activities currently available.</li> <li>○ After School clubs are being reviewed, potentially passing on a small charge to parents, and therefore be the potential for more places for clubs, (free sessions for pupil premium children). The after school provision which will be offered at the Junior School was discussed.</li> <li>○ Attendance is on average 96.93%</li> <li>○ Regarding special needs provision and safeguarding; Governors noted training should be up to date for staff and their well being monitored closely. The TA responsible for the child returning from the SRB has received Step On training.</li> <li>○ Cllr Nockolds met with the Head teacher to review the Safeguarding Compliance checklist, areas noted - <ul style="list-style-type: none"> <li>· It was confirmed that the Chair would liaise with the Local Authority in any occurrence of an allegation of abuse against the Head teacher.</li> <li>· It is important that the pupil voice is heard, Governors were reminded to speak to children when they visit and record their comments on the visit monitoring form.</li> <li>· A single central record of all staff to be kept up to date.</li> </ul> </li> <li>○ One child was excluded for a ½ day, this decision was made by the Deputy Head upon discussion with the Head who was off site attending a course. Governors approved this action.</li> <li>○ The KWEST Challenge Partner Report was reviewed, the Head teacher and Governors felt the report was useful and some positive action points came from it.</li> </ul>		
10	<b>Committee Reports</b> <b>Resources</b> <ul style="list-style-type: none"> <li>· The Budget Revision 2 showed a well controlled budget forecasting a 0.06% deficit for 2021/2022. A trial budget is still being run alongside the actual budget to show the difference on the pension’s grant being carried forward. Following recommendation from the sub committee Mr Legrove proposed approval of the Budget Revision 2 and this was seconded by Mrs Cook and unanimously agreed.</li> <li>· The RAG Rating is Red – <b>ACTION: Governors to ensure training is attended and/or carried out online and then notify the Clerk who can report on Governor Hub.</b></li> </ul>	Ongoing	All and Clerk

	<ul style="list-style-type: none"> <li>The themed audits for Asbestos and GDPR were reviewed and actions noted.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>The Inspection Data Summary Report was reviewed, writing and maths came out highlighted as strengths, writing is average and reading is above expected levels and the Head teacher is aware of this and measures being put into place.</li> <li>An interactive report was shown to the sub committee which allows data and information to be manipulated to give meaningful reports and allows strengths and weaknesses to be identified.</li> <li>The SIDP was also reviewed. The importance of communication with SWJS was noted, curriculum planning and ensuring vocabulary used is carried forward.</li> </ul>		
11	<p><b>Student Council Report</b></p> <p>No report for this meeting, but it was noted that the Council meets regularly and the group gives feedback in assembly and are very active in the School.</p> <p>Current In School Tracking Data shows that the EYFS has a girl heavy cohort with some SEN, speech and language and a high number of summer birthdays.</p> <p>Need to ensure children coming out of Reception are at a good point. School needs to have a consistent approach as to how reading and writing is measure, especially in EYFS and what is expected in Year 1. It was noted that an expectation needs to be set and aim to maintain it. Year 2 are being pushed with higher book bands and many are coming out of Year 1 exceeding expectations.</p>		
12	<p><b>Governor Training</b></p> <p>Mr Legrove has completed online training - Schools Financial Value Standard 2019-20 Updates.</p> <p>Several Governors attended the Christmas Café, ensure monitoring forms are completed.</p>		
13	<p><b>Any Other Urgent Business</b></p> <p>Roadway Markings – parking and the safety concerns outside the school gates at drop off and pick up times continues to be an issue. The Parish Council arranged for a Highways Officer to look into extending the yellow zig zag lines to create a longer area where cars are unable to park and to introduce an urban clearway. It was noted that this could increase the speed of traffic although the site lines for crossing the road would increase. Governors confirmed they were happy with these suggestions for the County to implement. It was also suggested that the speed hump could be turned into a zebra crossing. The Head teacher will take this back to the Parish Council.</p> <p>Metal Window replacement – this will be done in February half term, there may be some disruption during school time if classrooms need to be cordoned off, but it is hopeful this would be kept to a minimum.</p>		
15	<p><b>Confidentiality of Proceedings</b></p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
16	<p><b>Date of Next Meeting</b></p> <p>Training – preparing for the new Ofsted – to be confirmed 26<sup>th</sup> Feb 2020.</p>		

The meeting closed at 7.15 p.m.