

**Minutes of the Governors' Meeting held via Zoom Thursday 25<sup>th</sup> March 2021 at 5.30 p.m.**

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

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

| No | Agenda item   | By date                      | By whom                      |
|----|---|------------------------------|------------------------------|
| 1  | <b>Welcome</b>  |                              |                              |
| 2  | <b>Apologies</b><br>Mr J Arrowsmith   |                              |                              |
| 3  | <b>Notification of Any Other Urgent Business</b><br>Governors approval of expenditure item.   |                              |                              |
| 4  | <b>Declarations of Interest for the Meeting</b><br>None   |                              |                              |
| 5  | <b>Membership of the Governing Body</b><br>Governors noted that Mrs Morley has handed in her resignation.<br>There are now 2 vacancies – 1 co-opted and 1 parent governor.<br>Cllr Smith stated that if he loses his seat in the upcoming Ward elections in May he may consider resigning from his Governor position.   |                              |                              |
| 6  | <b>Approval of the Minutes of the meetings held on 25<sup>th</sup> February 2021</b><br>Mrs Cook proposed the acceptance of the above minutes; this was seconded by Cllr Smith, and carried unanimously by those present at the meeting.  |                              |                              |
| 7  | <b>Matters Arising From Previous Minutes</b><br><b>ACTION: Mr Legrove has completed the Skills Audit, Cllr Smith and Mr Arrowsmith to do.</b><br>Cllr Smith has contacted Highways about the flooding issue outside the school, their investigations were inconclusive as were those carried out by Anglian Water, there appears to be no obvious blockages or problems.<br><b>ACTION: Headteacher to follow up with County to see if there are any maps of the drains available to look into the matter further.</b><br><b>ACTION: Headteacher to send link for training to Governors.</b> | ASAP<br><br>ASAP<br><br>ASAP | JA, TS<br><br>H/T<br><br>H/T |
| 8  | <b>Reports from Committees</b><br>Resources – 18 <sup>th</sup> March 2021<br>The Budget Control Report was reviewed with no matters of concern, there is an 8% surplus to carry forward which   |                              |                              |

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|   | <p>the committee were happy with. Mrs Cook asked why there was a big difference in the donations and private funds line – this is due to the PTFA donation of £7,500 for the daily mile track.</p> <ul style="list-style-type: none"> <li>- Teaching costs are increasing for the 21/22 budget as staff are moving up the pay scales. Although increasing expenditure, this means SWIS has more experienced teachers which is an asset to the School.</li> <li>- Due to a variance on the SFVS dashboard, Sports Premium has now been moved to the Learning Resources line, this means that spend associated with this will be in line with other schools and the line will be green.</li> </ul> <p>Following recommendation from the Resources Committee Mr Legrove proposed acceptance of the budget for 21/22, this was seconded by Mrs Cook and unanimously agreed.</p> <p>Teaching and Learning – 11<sup>th</sup> March 2021</p> <ul style="list-style-type: none"> <li>- Teacher’s focus has been on children’s wellbeing since the return to school on 8<sup>th</sup> March. Children have settled in well in all year groups.</li> <li>- The curriculum will have a more structured approach when school returns after Easter. Tentative plans will be made for the Year 2 transition to SWJS, however awaiting further guidance from County as to how this can take place safely.</li> <li>- Remote monitoring of teachers by Governors was discussed and it was agreed that a target should be set for this. <b>ACTION: Time to be set aside from staff meetings so that teachers can ‘Zoom’ their Subject Governor.</b> It is hoped that face to face meetings may be able to take place after the May half term.</li> <li>- The importance of safeguarding awareness was discussed and it was agreed that as many Governors as possible should attend a course on this. Mr Ring and Mrs Cook are booked on an online course on 19<sup>th</sup> May. <b>ACTION: Governors to attend one course relevant to their committee and safe guarding training by September 2021.</b></li> <li>- OPAL, a loose parts play scheme was agreed to be implemented. The scheme involves an action plan around play with a more structured approach which makes play purposeful. Initially it will involve a working party of Governors, parents and children then there is the possibility of using one of the upcoming inset days for staff training. Mr Ring proposed this project goes ahead with funding from Sports premium, this was seconded by Mrs Cook and unanimously agreed.</li> </ul> |  |  |
| 9 | <p><b>Headteacher’s Report</b></p> <p>The following items from the report were discussed;</p> <ul style="list-style-type: none"> <li>- There are 2 new pupils starting after Easter.</li> <li>- There is one child abroad, unable to return to England due to coronavirus restrictions. Mrs Burt is sending resources electronically and will be holding a Zoom for the child to speak to the class on 26<sup>th</sup> March.</li> <li>- There are some staffing issues to resolve around 2 members of staff regarding pregnancy and maternity leave.</li> <li>- Teachers may be given new classes next year to broaden their experience of other year groups, details of this are undecided at the moment.</li> <li>- There is a company who makes picture books of Schools aimed at new intake children and parents, it involves a</li> </ul>   |  |  |

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|           | <p>story around the school and illustrations of the building and classrooms. Due to the work involved in producing this the cost is around £1,600. Parent Governors will be given a sample of these books and give their opinion to the Headteacher.</p> <ul style="list-style-type: none"> <li>- Children have been assessed on the Wellbeing and Involvement Scale (Leuvens). They were plotted in the Autumn term and since return in March after the lockdown. Children are assessed on statements – 1 = low is no involvement/no interaction and anxious. 5 = high and is a high level of wellbeing/lively and full of energy. The results were mixed in year groups with all children being assessed on the same statements. Mrs Cook asked if children showed signs of concern, would parents be notified – Yes they would and the child closely monitored.</li> <li>- Parents evenings will be held w/c 3<sup>rd</sup> May and an online platform will be trailed which has been used at High Schools. There has been good feedback from parents who have used this for their older children.</li> </ul> |  |  |
| <b>10</b> | <p><b>To Review the Business Continuity Plan</b><br/>Governors had reviewed the document prior to the meeting and have no changes to make. The Headteacher will put on Governor Hub in the restricted folder.</p>  |  |  |
| <b>11</b> | <p><b>Governor Monitoring, Development and Training</b><br/>As noted in the minutes above.</p>   |  |  |
| <b>12</b> | <p><b>Future Meeting Dates</b><br/>Full Governors – 20<sup>th</sup> May – 5.30pm<br/>Resources – 10<sup>th</sup> June – 5.30pm<br/>Teaching and Learning – 24<sup>th</sup> June – 5.30pm<br/>Full Governors – 8<sup>th</sup> July – 5.30pm</p>   |  |  |
| <b>13</b> | <p><b>Confidentiality of Proceedings</b><br/>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>  |  |  |
| <b>14</b> | <p><b>Any Other Urgent Business</b><br/>The Headteacher asked for approval to purchase ‘loose parts’ blocks for Reception play. This is hard wearing equipment and the blocks can be left outside and have a 10 year guarantee. Cllr Nockolds proposed the purchase of £3,000 from the sports premium budget and this was seconded by Mrs Cook and unanimously agreed.</p>   |  |  |

The meeting closed at 7.00pm