

**Minutes of the Governors' Meeting held on Thursday 10<sup>th</sup> February 2022 at 5.30 pm – South Wootton Infant School**

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

**In attendance:** Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	<b>Apologies</b> Mr M Birks		
2	<b>Notification of Any Other Urgent Business</b> The Clerk stated that Cllr Nockolds term of office expired on 7 <sup>th</sup> Feb, Cllr Nockolds said she was happy to be co-opted for another 4 years. Mrs Cook proposed this and it was seconded by Mr Legrove and unanimously agreed.		
3	<b>Declarations of Interest for the Meeting</b> None		
3a	<b>To review and approve the following;</b> <b>Governing Body Structure and Terms of Reference</b> <b>Governors Code of Conduct</b> Both these documents were reviewed by Governors prior to the meeting and unanimously approved.		
4	<b>Approval of the Minutes of the meetings held on 9<sup>th</sup> December 2021</b> Mrs Cook proposed the acceptance of the above minutes, this was seconded by Mr Ring, and carried unanimously by those present at the meeting.		
5	<b>Matters Arising From Previous Minutes</b> <ul style="list-style-type: none"> <li>○ Mrs Cook has drafted a monitoring form, <b>ACTION: Once finalised Clerk to send out to all Governors.</b></li> <li>○ Attendance statistics have been included in the Headteachers report and will be discussed in item 7.</li> </ul>		
	<b>Reports From Committees</b> The January Resources meeting did not take place and it was decided that the SFVS would be discussed at this meeting. The Headteacher explained that the report focuses on 6 areas of finance and resource management. The following points were noted; Section A – Governance - Governors on the Resources Committee to complete financial skills matrix. Register of business interests minuted at each meeting. Section B – School Strategy – 3 year budget plan is in place and reviewed regularly by Governors. <a href="#">Mr Legrove</a>		

	<p>asked if the School Improvement Plan had needed updating since the Ofsted inspection. The Headteacher said that 2 main points; the Reading Action Plan and Monitoring the Impact on the Curriculum were already in place prior to inspection.</p> <p>Section C – Setting the Annual Budget – At the next budget revision the number of pupils to enrol for Sept 22 will be amended as notification has been received that the intake will be undersubscribed. There was some discussion as to why this could be, and it is thought that it is a low birth year and Cllr Nockolds suggested it could be an effect of the opening of Greenpark Academy.</p> <p>Section D – Staffing – Structure is reviewed as part of the budget process. Benchmark data indicates structure is in line with similar schools.</p> <p>Section E – Value for Money - Governors reviewed data on the Self Assessment Dashboard. There is a feeling that the agenda for Schools to become academy’s is rising again with a Government White Paper due in March, although teachers and governors feel that the decision of SWIS to keep under Local Authority control several years ago was the right decision at that time. The educational supplies spend at SWIS show lower in comparison to other schools, the Headteacher said this is largely due to the fact that the school does not use schemes and these are expensive to buy into. Mrs Cook suggested that teachers are reminded they have money in the budget for resources – Mrs Burt said that spend is often on small items and teachers are aware of the money they have to spend.</p> <p>Section F – Protecting Public Money – Measures are in place according to guidance, School uses NCC Star accounts, staff are aware of whistleblowing arrangements and Governors continually review finances.</p> <p>Three action points were as follows - Action 1 – Governors to complete Financial skills matrix – by December each year. Action 2 – Asset Register to be updated by end March 2022. Action 3 – Discuss use of balances – Resources and Full Governors each term</p> <p>Governors considered each section point by point and Mrs Cook proposed that the Governing Body are happy with the contents and the actions to be taken, this was seconded by Mr Legrove and unanimously agreed and are happy for it to be submitted to NCC.</p>		
7	<p><b>Headteacher’s Report</b></p> <p>The following items from the report were discussed;</p> <ul style="list-style-type: none"> <li>○ Attendance was reported in detail and discussed. Mr Ring asked what the School would do if the restrictions on self isolation for Covid are scrapped as indicated by the Government at the end of February. The Headteacher said that guidance would be issued by NCC. Mrs Cook asked about the mental health support service. The Headteacher said that this provided support to School and parents.</li> <li>○ Safeguarding was discussed <b>ACTION: Cllr Nockolds will meet with the Headteacher early next term.</b></li> <li>○ The recording of first aid is being considered and if the use of the ‘green form’ is fulfilling an effective function. They are being used even if no physical injury is noted and then kept until the child is 25 years old. It was suggested that parents would receive a form if their child had a bump to the head or something requiring more significant first aid, and other minor incidents could be kept in a book for future reference. It was noted that this</li> </ul>	Feb 22	H/T

	<p>would need careful preparation, but Governors agreed with the new approach.</p> <ul style="list-style-type: none"> <li>○ The student placement working in school has been an excellent student, and will now be missed by the children.</li> <li>○ Cllr Nockolds asked what external visits are planned for the children – Yr R, a farm, Yr1, dinasour park and Yr2 King’s Lynn museum trail – all to link in with their term topics.</li> <li>○ The Headteacher has begun working on working on a Subject Story for Art. And the information sent by Cllr Nockolds for Creative Arts East has been informative.</li> </ul>		
<b>8</b>	<p><b>To review the Business Continuity Plan</b></p> <p>Governors who have access to the plan were happy with the updates. Mrs Burt said they had carried out a successful fire drill this week and the children behaved well. Completing a drill for other emergency scenarios such as an intruder in the school was thought to be potentially upsetting for the children, staff should ensure they are aware of procedures should an event such as this ever occur.</p>		
<b>9</b>	<p><b>Governor Monitoring, Development and Training</b></p> <ul style="list-style-type: none"> <li>○ Some Governors have been able to visit their subject lead teachers in school and others will visit early next term.</li> <li>○ <b>ACTION: Mrs Cook and the Clerk will work on a Governor Action Plan after half term</b></li> <li>○ All Governors were reminded to let the Clerk know when they have completed training so that she can record it on Governor Hub.</li> </ul>	March 22	JC/Clerk
<b>10</b>	<p><b>Any Other Urgent Business</b></p> <p>None to discuss</p>		
<b>11</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>12</b>	<p><b>Date of Next Meeting</b></p> <p>31<sup>st</sup> March 2022 – 5.30pm</p>		

The meeting closed at 6.55pm