

**Minutes of the Governors' Meeting held at South Wootton Infant School on Wednesday 29<sup>th</sup> September 2021 at 5.30 p.m.**

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

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

No	Agenda item	By date	By whom
1	<p><b>Welcome to Governors</b> Two new prospective Governors were welcomed to the meeting. Mark Birks, a retired school teacher with a child in Reception and Emma Cooper a solicitor with a child in Year 1.</p>		
2	<p><b>Apologies</b> Brendan Legrove, work commitments.</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 for another year. This was proposed by Cllr Nockolds and seconded by Mr Arrowsmith and unanimously agreed. Mrs Cook then proceeded to chair the meeting.  <b>Vice Chair</b> – Mr Ring said he was happy to take the role of vice-chair. This was proposed by Mrs Cook and seconded by Cllr Nockolds and unanimously agreed.</p> <p>It was noted that there are 3 vacancies.</p> <p>Mrs Cook proposed that Mr Birks is co-opted to the Governing Board, this was seconded by Mr Arrowsmith and unanimously agreed. Cllr Nockolds proposed that Mrs Cooper is co-opted to the Governing Board, this was seconded by Mr Ring and unanimously agreed.</p> <p>The remaining vacancy will be filled by an election, <b>ACTION: Clerk and Headteacher to arrange.</b></p>	Autumn Term	H/T, RC
4	<p><b>Notification of Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>○ Traffic around School at drop off and pick up times</li> <li>○ OPAL update</li> </ul>		
5	<p><b>Approval of the Minutes of the meeting held on 8<sup>th</sup> July 2021</b> Mrs Cook proposed the acceptance of the minutes of the meeting held on 8<sup>th</sup> July. This proposal was seconded by Mr Ring, 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.</p> <p><b>Resources</b>  Brendan Legrove  Justin Arrowsmith  Emma Cooper  Vacancy</p> <p><b>Teaching and Learning</b>  Jenny Cook  Cllr Elizabeth Nockolds  Becky Burt  Jamie Ring  Mark Birks</p>		
7	<p><b>Appointment of Governors with Special Responsibilities</b></p> <p><b>Administrative Links</b>  Safeguarding/Safer Recruitment/Looked after children – Cllr Nockolds  SEND - Mrs Cook  Performance Management – Mrs Cook and Mr Ring  Pupil Premium – Mr Legrove  Sports Premium – Mr Ring  Educational Visits and GDPR – Mrs Cooper  Website monitoring – Mr Birks  Health and Safety – Mr Legrove  Link Governor for training – Vacancy</p> <p><b>Subject Links</b>  English – Mrs Cook  Maths – Cllr Nockolds  Science, PE and PSHE – Mr Ring  Design Technology and Computing – Mr Birks  Forest Schools – Mr Legrove  The Arts – Vacancy  RE and History – Mr Arrowsmith  Geography and EYFS – Mrs Cooper</p>		

8	<p><b>Agree a meeting calendar for the year 2021/22, including committees;</b></p> <p><b>Governors</b>  Wednesday 29<sup>th</sup> September at 5.30pm  Thursday 9<sup>th</sup> December at 5.30pm  Thursday 10<sup>th</sup> February at 5.30pm  Thursday 31<sup>st</sup> March at 5.30pm  Thursday 19<sup>th</sup> May at 5.30pm  Thursday 14<sup>th</sup> July at 5.30pm</p> <p><b>Resources Sub-Committee</b>  It was suggested that these could be held on a Wednesday at 4.30pm, subject to agreement with Mr Legrove. Meetings will be held in November, January, March and June – dates to be confirmed.</p> <p><b>Teaching and Learning Sub-Committee</b>  It was agreed that these would continue to be held on a Friday morning at 8.00am, suggested first date 19<sup>th</sup> November – to be confirmed. Then meetings in March and June to follow.</p>		
9	<p><b>Register of Business Interests Forms</b>  No declarations of interest were made for this meeting.  The Clerk handed out the Register of Business Interest form which Governors completed.</p>		
10	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- Safer Recruitment Training – this should be completed by another Governor.</li> <li>- DSL training is up to date.</li> <li>- The Headteacher will complete multi agency training in January.</li> <li>- <b>ACTION: A Safeguarding Children in Education Course available on Governor Hub has been recommended for all Governors to attend.</b></li> </ul>		
11	<p><b>Headteacher's report</b>  The following items were discussed from the report;</p> <ul style="list-style-type: none"> <li>o 180 pupils are currently on roll, however this may change as the Headteacher has been notified of 2 children leaving.</li> <li>o There are currently 9 pupil premium children.</li> <li>o There is a drop in attendance due to Covid related absence, either by waiting for test results or through illness. Currently, 7 Covid cases have spread over 4 different classes.</li> <li>o <b>Mrs Cook asked if holiday requests/absence was increasing. The Headteacher said she is seeing more requests for family holidays coming through.</b></li> </ul>		

	<ul style="list-style-type: none"> <li>○ Maternity cover for the SENDco is working well. And cover for a member of staff in Year1 has been filled by an ex member of staff and TA's have been moved to best use their class/year group experience.</li> </ul> <p>6.45pm Cllr Nockolds left the meeting at this point.</p> <ul style="list-style-type: none"> <li>○ A mixture of virtual and face to face meetings has taken place this term including maths, professional network, heritage, improving reading and first aid.</li> <li>○ Mr Arrowsmith asked if teachers had settled into their new classes. Mrs Burt said yes they had and the job share in Year 2 is now working well.</li> <li>○ The Covid risk assessment has been updated to reflect current guidance, school opening time has changed back to the original 8.45 am start.</li> <li>○ Ofsted are expected this school year, however the Headteacher felt that an inspection was not imminent.</li> <li>○ Parents evening will be held virtually again this year. Both teachers and parents felt that it worked well and there would be an opportunity for parents to come into school at a separate time to look at their childrens books.</li> <li>○ Mr Arrowsmith asked about the learning cafés, Mrs Burt said these would be phased in gradually as they are generally very busy and consideration still needs to be taken for large gatherings.</li> </ul>		
<b>12</b>	<p><b>SAFEGUARDING REPORT</b></p> <p>This item is new to the agenda as recommended by the LA Governance Support Officer. The Headteacher will put a report on Governor Hub for each meeting so that safeguarding can be discussed in more detail.</p>		
<b>13</b>	<p><b>School Policy Review</b></p> <p>The following 2021 policies had been reviewed by Governors and were proposed for acceptance by Mrs Cook and seconded by Mr Ring and unanimously agreed, Mrs Cook signed the documents at the meeting.</p> <ul style="list-style-type: none"> <li>○ Safeguarding and umbrella policies – these are model policies with little changes made</li> <li>○ Assessment –Some changes for EYFS</li> <li>○ Marking and Feedback – Alterations to show marking in the moment and verbal feedback to be used more.</li> <li>○ Home Learning – this will now be set on Purple Mash, this came from parent feedback where it was stated closed activities were more preferable. It was agreed that home learning completed online meant that less paper/items were being brought into school.</li> </ul>		
<b>14</b>	<p><b>Governor Monitoring, Development and Training</b></p> <p>None have been completed yet this term, it was agreed that with restrictions easing and visits can be made to the School, Governors will benefit from this.</p> <p>Governors have completed some online courses which the Clerk will record on Governor Hub.</p>		

15	<p><b>Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>○ Traffic – following on from the item in the Headteachers report relating to the gates opening at 8.45 again. The build up of traffic outside school is increasing round 8.45am and becoming dangerous. Cars are parked on either side of the road which makes it difficult for others to pass and congestion occurs. There is concern that this dangerous situation could lead to an accident. Some parents have complained that a drop off at 8.45 allows them little time to get to work. Governors discussed the situation and offered several solutions; Opening the gates at 8.30, to allow children in the playground, but this would involve teachers needing to be on duty to supervise when this is their classroom set up time. Or offering breakfast club for half an hour at a cost of £1, this would allow parents to drop off earlier. A one system around Hall Lane, Church Lane and Nursery Lane to try and help traffic outside the Junior School. <b>ACTION: It was agreed to send a questionnaire out to parents to gain their views and decide the best course of action.</b></li> </ul> <p>7.15pm – Mrs Cook left the meeting at this point.</p> <ul style="list-style-type: none"> <li>○ OPAL – Training has been completed by staff this term and everyone is on board with the project. Mrs Burt said how excited some of the children were when they had the opportunity to climb a tree. Loose parts are still required, a letter will go out to parents to ask for donations. Mr Ring said he felt they were in a good position to keep it age appropriate for the pupils and so far all feedback has been positive.</li> </ul>		
16	<p><b>Confidentiality of Proceedings</b> The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
17	<p><b>Date of Next Meeting</b> Full Governors – 9<sup>th</sup> December 2021.</p>		

The meeting closed at 7.25 p.m.