

**Minutes of the Governors' Meeting held at South Wootton Infant School - Thursday 14<sup>th</sup> July 2022 at 5.30 p.m.**

**Present:** Mrs J Cook (Chair), Mrs R Burt, Mr J Ring, Mr M Birks, Mrs Cooper, Mrs Anderson

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

No	Agenda item	By date	By whom
1	<b>Apologies</b> Cllr E Nockolds, Mr Arrowsmith, Mr Legrove		
2	<b>Notification of Any Other Urgent Business</b> Correspondence from a neighbour re overhanging trees.		
3	<b>Declarations of Interest for the Meeting – None</b>		
4	<b>Membership of the Governing /body</b> Mr Legrove had given his intention to resign from the Governing Body at the end of this school year – Clerk to contact him to confirm.  It was unanimously agreed that Mrs Nicola Anderson be co-opted onto the board of Governors.		
5	<b>Approval of the Minutes of the meetings held on 19<sup>th</sup> May 2022</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.		
6	<b>Matters Arising From Previous Minutes</b> ACTION: Governors to electronically sign on governor Hub to say they have read the Keeping Children Safe in Education document – this will be actioned in September when the new policies are approved.	Sept 22	All
7	<b>Reports from Committees</b> Resources – 8 <sup>th</sup> June 2022 <ul style="list-style-type: none"> <li>- The budget control report for Apr/May was reviewed with no variances noted of concern.</li> <li>- Revision 1 of the 22/23 budget was reviewed.</li> <li>- During the recent building survey the faults were found with the boiler and identified for replacement. Options are being investigated to find an alternative – funding will come from the BMP, County and the schools capital budget to fund the work, to be confirmed.</li> <li>- Capital expenditure also agreed was a canopy over the outside area of the Owls classroom and also a replacement PC server.</li> </ul> Teaching and Learning – 24 <sup>th</sup> June 2022 <ul style="list-style-type: none"> <li>- Subject leaders have completed subject stories. Governors reviewed a selection and liked the format which could be lined with the curriculum review. The stories are much more reader friendly and consist of areas of intent, implementation and impact and Governors liked the inclusion of the student voice.</li> <li>- SIDP 2022-23 Priorities were discussed and comparisons have been made to 2019 and the following were noted</li> </ul>		

	<p>and discussed;</p> <ul style="list-style-type: none"> <li>○ Quality of Education – embed age related expectation and also be aware of greater depth to create independent learners.</li> <li>○ Behaviour and Attitudes – work around good attendance must be promoted next year. There are more holiday requests being submitted this half term and children missing school regularly are falling behind.</li> <li>○ The way in which Student Council is run will be looked at and possibly replaced by a pupil parliament. Enough class time needs to be given to this and possibly TA's to have more involvement.</li> <li>○ Personal Development - pupil leadership was discussed and Mr Ring suggested team leaders could be appointed for the OPAL scheme.</li> <li>○ Leadership and Management – ensure that looking outside of school is encouraged, especially exploring maths and literacy ideas and ways of learning. The Headteacher attends face to face meetings more, finding them useful - especially with Headteachers from the area. Subject leaders have been in contact with staff at South Wootton Juniors, and it is felt that the schools need to reconnect and work more closely especially after the pandemic.</li> </ul> <ul style="list-style-type: none"> <li>- 32 children will be attending the REDTED picnic, Mrs Cooper said from parent feedback she felt this scheme could be better explained to parents at the beginning of the school year, so that reading can be recorded correctly to give children the chance to attend the picnic.</li> <li>- Whole school assemblies have started again and the Headteacher said she is looking to make them more meaningful next year, teachers have made good use of the extra class time while they have not been held due to Covid restrictions.</li> <li>- Fit Friday hoodies will be purchased for the new Reception intake.</li> <li>- The offer of a beehive for the school from Mr Ring's Dad was discussed. The school is looking at the potential health and safety implications and if it could be accommodated with enough surrounding clear space required. Mrs Cook asked if consideration would need to be given if a child at school was known to have a severe bee allergy – this would need to be looked into.</li> </ul>		
8	<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 is space in Reception with 52 on roll for September.</li> <li>- Due to budget constraints from the low intake, the Headteacher will be teaching in Yr2 from September for 2 days per week. A decision will be made by the end of September as to whether this will be manageable. And if not there would be time to appoint a teacher to start in January.</li> <li>- There are children moving into Yr2 who have been identified as needing phonics intervention. One needing special needs provision this child has been assessed for the SRB. If not accepted this could have an impact on staffing to accommodate the child's needs.</li> <li>- It was noted that SEN attendance is low, this will need to be monitored.</li> <li>- The Headteacher has not been able to meet with Cllr Nockolds to discuss safeguarding.</li> <li>- Pupils will be mixed for the transition from Reception to Year 1 and then Year 1 to Year 2, this has been met with some worry by a small number of parents.</li> </ul>	ASAP	H/T

<ul style="list-style-type: none"> <li>- The School has rejoined VNET as part of the push for continued school improvement, SWJS are members too.</li> <li>- The Headteacher presented some data, showing EYFS children achieving at a good level. With phonics data published in Spring showed a 68% pass rate which is now 80%. End of KS2 results are above expected standard in all areas. It was noted that the way in which maths is taught may need to be addressed, as pupils will learn how to do a certain function to a good ability, however, if a test is set with different functions eg multiplication and division, children sometimes do not pick up on the fact they are different. Need to recap a variety of number problems so that children can learn how to apply what they have learnt.</li> </ul> <p>The LA have undertaken a Themed Audit around Cyber Security and the findings and recommendations were discussed and agreed at this meeting. All those in red will be actioned within 3 months.</p> <p>Leadership &amp; Governance</p> <ol style="list-style-type: none"> <li>1. Governor to be assigned by school/governing body</li> <li>2. School should formally review its main cyber security threats - to be reviewed by the school</li> <li>3. Reporting system is in place, as well as stored details for various companies in main office.</li> <li>4. Cyber security essentials compliant</li> </ol> <p>Passwords</p> <ol style="list-style-type: none"> <li>5. Password process in situ has not been updated in a long time. Many teachers still using generic passwords despite recommendations to update. 2FA is not ideal for login, but would be good for email accounts (NSIX) Accounts are locked down by Active Directory and have no administrator access.</li> <li>6. New users are setup with new accounts as standard</li> <li>7. Passwords should not be shared for accounts</li> <li>8. Staff should not write their passwords down</li> </ol> <p>Admins &amp; System Admins</p> <ol style="list-style-type: none"> <li>9. IT Engineer has own administrator account, unshared.</li> <li>10. Admin account is only used by IT Engineering team</li> <li>11. Nonstandard Admin accounts have not yet been needed, but can be created as and when needed.</li> <li>12. IT Engineer and IT Provider are same company, processes review internally</li> <li>13. Admin level accounts are recorded and noted.</li> <li>14. Process to be discussed, as this has never been needed</li> <li>15. Network admins are recorded and noted.</li> <li>16. Staff are not network admins</li> </ol> <p>Multi-Factor Authentication</p> <ol style="list-style-type: none"> <li>17. School should develop and document a policy on Access and MFA to Information and Key Systems - Process to</li> </ol>		
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<p>be review by school.</p> <p>18. MFA is setup by default</p> <p>19. MFA should be enabled on all system administrator accounts - This is done by default</p> <p>20. School should request that firewall provided enables MFA on accounts - This is done by default</p> <p>21. MFA could also be enabled on user MIS accounts - This is done by default</p> <p>Users- Access, Starters and Leavers</p> <p>22. To be discussed, but at present any starter/leaver requests come through Head or Office regardless.</p> <p>23. Asset register managed by school</p> <p>24. This does need review, as I'm sure there are a handful of active users that do not need to be. All others are disabled when staff leaves</p> <p>Training and Awareness</p> <p>25. Staff and Governors required to complet cyber security and GDPR training on a regular basis - School to review</p> <p>26. New starters should be required to complete IT security and data protection training - School to review</p> <p>Building and Physical Security</p> <p>27. Server is currently not locked away, as there is no appropriate location to do so whilst still providing required services.</p> <p>28. Comms cabinet is locked, and key stored in locked keysafe in office.</p> <p>29. Anyone requiring entry to servier room for maintenance should be accompanied by a member of staff - School to review</p> <p>30. A log of School key holders should be in place and reviewed - School to review</p> <p>31.Keypad codes should be changed on a regular basis - School to review</p> <p>32. School should develop a Physical and Environmental Policy - School to review</p> <p>Wi-Fi Security</p> <p>33. Guest WiFi not in place due to age of WiFi system. Password is not provided to staff.</p> <p>34. Permission to come from Head</p> <p>35. Wi-Fi Code is not given out, and managed by IT and Head</p> <p>Patch Management</p> <p>36. All user accounts are domain joined</p> <p>37. Local administrator privileges extend only to Office and Head, not network administrator privileges.</p> <p>38. IT visits are weekly, updates are decided and managed then.</p> <p>39. As above</p> <p>40. WSUS is installed on the server to manage this</p>		
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<p>41. Majority Windows 10, handful of windows 7 machines that are used infrequently. 42. Still supported, updates set to roll out automatically</p> <p>Back-ups 43. Back-ups are tested regularly 44. Back-ups in place 45. Bare metal back-up in tandem with above</p> <p>Malware &amp; Anti-virus protection 46. Centrally managed system in-place (Sophos) and can be viewed centrally via web. Updates are rolled out automatically and individual devices can be controlled. 47. This is in place via Sophos</p> <p>Use of Personal Devices 48. School should establish a written policy for staff in respect of use of personal devices - School to review</p> <p>Web Filter Logs and Monitoring 49. Monitoring and web flagging is managed by the router, logs can be viewed. 50. Times are centrally managed by router and server accordingly</p> <p>Configuration and Management of Software on Devices 51. Software installation is managed by IT engineering, staff do not have facility for this. 52. A process should be established for reviewing and removing software from devices no longer required - School to review</p> <p>Removable Media 53. School should establish a written policy for staff in respect of use of removable media - School to review 54. Auto-run/auto-play are disabled for staff. All devices installed with anti-virus, anti-malware software. 55. N/A no encrypted devices handed out</p> <p>Web Servers 56. School to speak to website provider</p> <p>Acceptable Use Policy 57. School should establish an Acceptable Use Policy - School to review</p> <p>- Circle of Governance – it was agreed to discuss a new timetable of meetings based around this at the September</p>		
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	<p>meeting with a view to trial this next year.</p> <ul style="list-style-type: none"> <li>- The School has been nominated and shortlisted for the Lynn News Education Awards in the category of Best Primary School, the winners being announced on Thursday 21<sup>st</sup> July at Knights Hill.</li> <li>- A quote for a replacement server has been received being £8,000 including 2 new PCs. It was noted that this work will help to action some of the recommendations in the Cyber Security Audit above. Mrs Cook proposed approval of this quote with funding to come from the capital budget, this was seconded by Mrs Cooper and unanimously agreed.</li> </ul>		
<b>9</b>	<p><b>Subject Leader Reports</b> This has now been replaced by the Subject Stories.</p>		
<b>10</b>	<p><b>2022/2023 Budget Plan / Revision 1</b> <b>To consider and approve the annual budget plan / revision 1 for 2022/23</b> There were some differences to the budget which was discussed at the Resources meeting. E03 needs to be looked at, but there is a healthy surplus for all 3 years.</p> <p>Mrs Cook proposed acceptance of the budget, this was seconded by Mr Ring and unanimously agreed to accept Revision 1 of the 22/23 budget.</p>		
<b>11</b>	<p><b>School Policy Review</b> Nothing to discuss.</p>		
<b>12</b>	<p><b>Governor Monitoring, Development and Training</b> There was good feedback from sports day.</p>		
<b>13</b>	<p><b>Future Meeting Dates</b> Full Governors – 22<sup>nd</sup> September 2022.</p>		
<b>14</b>	<p><b>Any Other Urgent Business</b> The Head teacher has received a complaint from a neighbour at the bottom of the field to say that trees are overhanging his garden from the school. A survey has been carried out by a tree specialist and it is thought that there is a gap between the school fence and the neighbouring fence and this is where some saplings have seeded and grown which are causing the problems. Governors discussed how to proceed and it was decided that <b>ACTION:</b> <b>The Headteacher will send the tree report to the neighbour and arrange to meet to discuss the contents.</b></p>		
<b>15</b>	<p><b>Confidentiality of Proceedings</b> The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		

The meeting closed at 7.40pm