

Minutes of the Governors' Meeting held at the School on Wednesday 19th October 2022 at 5.30 p.m.

Present: Mrs J Cook (Chair), Mrs R Burt, Mrs E Cooper, Mr J Arrowsmith, Mrs N Anderson, Cllr E Nockolds, Mr M Birks, Mrs H Lali

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

No	Agenda item	By date	By whom
1	Apologies Mr J Ring		
2	Notification of Any Other Urgent Business Budget Update		
3	Declaration of Interests None		
4	Board Membership matters, eg new appointments Following an item in the school newsletter, Mrs Lali came forward to join the governing body, she has accountancy experience relevant for the vacant position. Mrs Cook proposed Mrs Lali be co-opted and this was seconded by Mrs Cooper and unanimously agreed.		
5	Approval of the Minutes of the meeting held on 22nd September 2022 and matters arising Mrs Cook proposed the acceptance of the minutes of the meeting held on 22 nd September. This proposal was seconded by Mr Arrowsmith, and carried unanimously by those present at the meeting. As the Board has now moved to the Circle of Governance Model there were 2 sets of minutes outstanding from the last sub-committee meetings. Therefore the Resources minutes from 8 th June and Teaching and Learning minutes from 24 th June were accepted. There were no matters arising from any set of minutes.		
6	Policy Review The Terms of Reference for a full governing board without committees was reviewed and proposed for adoption by Mrs Cook, this was seconded by Mrs Cooper and unanimously agreed.		
7	Headteacher's report The following items were discussed from the report and questions in blue were answered by the Headteacher; <ul style="list-style-type: none"> • Mrs Cook asked <i>Have you had any indication if you are going to receive further pupils to fill the spaces in</i> 		

	<p>Reception There are still some spaces in school, but no applications so far.</p> <ul style="list-style-type: none"> • Mrs Cook asked about Safeguarding – CPOMS system was the main system referred to when Emma & I had our safeguarding training – so it seems the most widely used The school has been looking at different electronic systems to record safeguarding, CPOMS is used in many Norfolk schools. There have been discussions with the Junior school about adopting the same system to gain benefits of transferring data more easily. • Mrs Cook asked about SEN – Ref the children with Speech and Language needs, in particular the child with the SRB referral – are all the parents/family on board? Is there enough support in the classroom to meet their needs? The speech and language therapist has been working in school, and it was noted that the reports are produced and shared with the school quickly showing clear targets set. The school are able to provide as much support as they can. • Mrs Cook asked about Staffing – Ref the Pay scale, what are the criteria for moving onto the UPS? Following appraisals all staff are now in the upper pay scale, moving to UPS means that teachers are taking on a front facing role and looking to liaise and work with other schools. • Mrs Cook asked about parents evening – what has been the response to still having virtual sessions? Is there long enough now scheduled in for each appointment? The next parents evening will be held online with slots of 10 minutes each, there will be an opportunity for parents to look at books with their children on Fridays after school. Following this, parents will receive a survey to see if they are happy with the virtual sessions. • Mrs Cook asked about the boiler, as there is no timescale for the boiler replacements is the current one working ok at the moment or are you been more cautious with it? Funding has been set aside from County for a replacement boiler – at present the water is heating ok, but the heating has not been put on yet. 		
8	<p>Half Termly Focus</p> <p>Reports were discussed and questions in blue were answered by the Headteacher;</p> <ul style="list-style-type: none"> • SEF – Mrs Cook asked if improvement has been seen since the books were updated and Phonic readers purchased? This years YrR to Yr1 are more advanced and will be ready for screening before Christmas. • Mrs Cook asked if staff are now on top of monitoring curriculum plans now that they have the extra time to focus on this? There will be a dedicated training day in January to ensure plans are tight and evidence will be needed of this as time moves on. • Mrs Cook asked if this would will be an area still of concern if for example we were to be reviewed again? The school is trying to meet with other schools again for discussions as happened pre Covid. • Mrs Cook asked how is staff morale/well being currently in school – Mrs Burt answered that staff are happy and teams are working well, during recent staff illness everyone pulled together well to provide cover. • Mrs Cook asked how is the Headteacher coping with teaching 2 days a week – the Headteacher has plans in place and will be reducing her teaching hours to a half a day a week and the rest will be covered by existing staff. Just need to be aware of ppa and division of planning to ensure it is fair between the 3 		

	<p>members of staff.</p> <ul style="list-style-type: none"> The school has bought in a new PE scheme which had been recommended. The staff are enjoying teaching the scheme. 		
9	<p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> Governors have begun their monitoring visits to see teachers. ACTION: The Clerk will combine the rolling programme of monitoring and the form already being used so that governors can see clearly when they need to visit school. Mrs Lali will look to complete the introduction to governor's course and finance based one. Her subject links will be Science and Forest Schools. And Administrative links Pupil Premium and Finance. 	ASAP	Clerk
10	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> The Headteacher had attended a finance meeting to update schools of future budgets plans, the 5% pay increase for staff and increase for support staff will have an impact on the schools finances. A deficit can be forecast for Yr 2 and Yr 3 currently until there is clarity on the issue from the Department of Education. Finance will be discussed in detail at the next meeting once the Headteacher and Secretary have met with the schools finance officer. 		
11	<p>Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
12	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> Wednesday 7th December, 5.30pm – focus on finance and annual buildings inspection Thursday 9th February, 5.30pm – focus on curriculum Thursday 23rd March, 5.30pm – focus on finance budget Thursday 25th May, 5.30pm – focus on finance Wednesday 5th July, 5.30pm – focus on curriculum 		

The meeting closed at 7.00 p.m.