

Minutes of the Governors' Meeting held via Zoom on Thursday 22nd September 2022 at 5.30 p.m.

Present: Mrs J Cook (Chair), Mrs R Burt, Mrs E Cooper, Mr J Ring, Mr J Arrowsmith, Mrs N Anderson

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

No	Agenda item	By date	By whom
1	Welcome to Governors		
2	Apologies Cllr E Nockolds, Mr M Birks		
3	<p>Membership of the Governing Body – Election of Officers</p> <p>Chair – 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. This was proposed by Mr Ring seconded by Mrs Cooper and unanimously agreed. Mrs Cook then proceeded to chair the meeting.</p> <p>Vice Chair – Mr Ring said he was happy to take the role of vice-chair. This was proposed by Mrs Cooper and seconded by Mr Arrowsmith and unanimously agreed.</p> <p>It was noted that there is a vacancy following the resignation of Mr Legrove at the July meeting. ACTION: The Headteacher will ask parents via the newsletter if anyone is interested and Mrs Cook will post on social media. It was suggested that someone with a finance background would be a beneficial addition to the Governing Board.</p>	ASAP	H/T, JC
4	<p>Notification of Any Other Urgent Business</p> <ul style="list-style-type: none"> o Update on the issue with an overhanging tree in a neighbours garden 		
5	<p>Approval of the Minutes of the meeting held on 14th July 2022</p> <p>Mrs Cook proposed the acceptance of the minutes of the meeting held on 14th July. This proposal was seconded by Mr Ring, and carried unanimously by those present at the meeting.</p> <p>There were no matters arising to discuss from the minutes.</p>		
6	<p>Appointment of Governors with Special Responsibilities</p> <p>Administrative Links</p> <p>Safeguarding, Safer Recruitment and Looked after children – Cllr Nockolds</p> <p>SEND - Mrs Cook</p> <p>Performance Management – Mrs Cook and Mr Ring</p> <p>Sports Premium – Mr Ring</p>		

	<p>Educational Visits, GDPR and Cyber Security – Mrs Cooper Website monitoring – Mr Birks Health and Safety – Mr Arrowsmith EYFS – Mrs Anderson Pupil Premium – Vacant Finance - Vacant</p> <p>Subject Links English - Mrs Cook Maths – Cllr Nockolds Science, PE and PSHE – Mr Ring Design Technology and Computing – Mr Birks RE and History – Mr Arrowsmith Geography and The Arts – Mrs Cooper EYFS – Mrs Anderson Forest Schools – vacant</p>		
7	<p>Terms of Reference for Circle Model of Governance An example model of terms of reference was discussed which would see the governing body meeting only as a whole group 6 times a year (one meeting per term) with no committees. The Board would need to consider tasks at each meeting which will be clearly set out in an annual plan. This should make each meeting more focussed with no repetition. ‘Commissioned’ working groups can be agreed upon to deal with matters arising from the business of the meetings. Mrs Cook proposed that the Governors agree to adopt this new structure which was seconded by Mr Ring and unanimously agreed.</p>		
8	<p>Register of Business Interests Forms Governors signed their business interest forms for the forthcoming year.</p>		
9	<p>Headteacher’s report The following items were discussed from the report;</p> <ul style="list-style-type: none"> ○ Mrs Cook asked how the Reception children were settling in. Mrs Burt said very well, there are 7 children identified with speech and language needs. Possible reasons were discussed as to why this number is quite high compared to previous years, but no conclusions were drawn. The speech and language therapist is coming into school to assess the children. ○ Mr Ring asked if multi year assemblies are being held in the hall. The Headteacher said yes, but Reception will join the rest of the school later in the year. ○ Mrs Cooper asked if teachers and TA’s are settling into their new roles after the reshuffle. The Headteacher said that all staff appeared to be happy in their roles. 		

	<ul style="list-style-type: none"> ○ The role of the Headteacher teaching a Yr2 class on Thursday and Friday was discussed. Although, at this stage it is working well, it is thought that consideration could be given to finding another member of staff to teach this. This could be met from existing staff or recruit a new member, more thought to be given on this from the Headteacher. ○ Mr Ring asked if there was a timetable for reading and maths café's this term? There will be an RE focussed reading café and a Christmas bedtime reading café and there are also plans for one focussing on maths. ○ A member of staff is updating the SWIS facebook page. 		
10	<p>School Policy Review</p> <p>The following 2022 policies had been reviewed by Governors and were proposed for acceptance by Mrs Cook and seconded by Mr Ring and unanimously agreed, Mrs Cook will sign electronically via the Governor Hub.</p> <ul style="list-style-type: none"> ○ Anti Bullying Policy ○ Behaviour Policy ○ Code of Conduct ○ Educational Visits Policy ○ First Aid Policy ○ Health and Safety Policy Part 1 and Part 2 ○ Intimate Care Policy ○ Meeting the needs of pupils with Medical Conditions Policy ○ Online Safety Policy ○ Safeguarding Policy ○ Whistleblowing Policy ○ Keeping Children Safe in Education 		
11	<p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> ○ Governors have not attended any training since the last meeting, there are some monitoring forms to be forwarded to the Clerk from visits completed in July. 		
12	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> ○ The Headteacher and a representative from NORSE met with the resident neighbouring the school who had an issue with an overhanging tree. It was agreed that the work would be done to clear the tree and cost met by the resident. The matter is now resolved. 		
13	<p>Confidentiality of Proceedings</p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		

14	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Wednesday 19th October, 5.30pm – focus on SIDP and curriculum (governors to have met with their subject leader prior to this meeting) • 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 finance 		
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The meeting closed at 6.50 p.m.