

**Minutes of the Governors' Meeting held at the School on Thursday 25<sup>th</sup> May 2023 at 5.30 p.m.**

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

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

No	Agenda item	By date	By whom
1	<b>Apologies</b> – Mrs N Anderson		
2	<b>Declaration of Interests</b> - None		
3	<b>Notification of Any Other Urgent Business</b> – None		
4	<b>Board Membership matters, eg new appointments</b> – A South Wootton Parish Councillor has expressed an interest in the Governor position – ACTION: Clerk to follow this up and find out the process for recruiting an LA Governor.		
5	<b>Approval of the Minutes of the meeting held on 23<sup>rd</sup> March 2023 and matters arising</b> Mrs Cook proposed the acceptance of the minutes of the meeting held on 23 <sup>rd</sup> March. This proposal was seconded by Mr Ring, and carried unanimously by those present at the meeting. Matters Arising - ACTION: Clerk to prepare a rolling programme of Governor monitoring sheet. ACTION: Mr Ring to visit school to monitor the OPAL programme. The Headteacher reported she carried out the corrections to the Finance Policy and Governors were happy with the explanation of 'uncovered risks' being any additions that are not recorded on the risk assessment.	ASAP Summer Term	Clerk and HT JR
6	<b>Chairs Report</b> Mrs Cook has not yet had a meeting with Governor Services to report on.		
7	<b>Headteacher's Report</b> <ul style="list-style-type: none"> <li>· Mrs Cook asked about the persistent problem of absence and if paperwork is submitted in all cases for parents to pay a fixed penalty notice. The Headteacher said yes, a member of staff in the office has now been employed for an additional hour a week to process these.</li> <li>· Mrs Cook asked if there is anything else the School can do to encourage higher attendance. The Headteacher said that she is looking to re-introduce the 100% attendance award (but allowing for some sick days). Governors are happy that the school is doing all it can to make parents aware of the attendance policy, and re-enforce the importance of high attendance. But it is felt that the financial penalty set nationally is no deterrent</li> </ul>		

	<p>to families when factoring the cost of holidays in term time.</p> <ul style="list-style-type: none"> <li>· Finding a replacement provision for Forest school is still being looked at. The Headteacher is asking local schools for contacts and also speaking to SWJS to see if there could be some staff sharing – work on this is ongoing.</li> <li>· Mr Arrowsmith asked about the new intake for September – the Headteacher said there are 35 girls and 25 boys with the majority coming out of catchment.</li> <li>· Mrs Cook asked about the new online reading record. The Headteacher said that recent evidence showed that it appears some children are not reading at all at home and it is hoped that the online system will engage parents. It will also be a better use of staff time as the number of reads logged per child is automatically collated instead of TA's counting up from the books each week.</li> <li>· A cashless system for payments is being investigated for use at School. Governors thought this was a good idea.</li> <li>· PTFA will fund a replacement play train for the back playground.</li> </ul>		
8	<p><b>Pupil Premium Grant and PE and Sports Premium</b></p> <ul style="list-style-type: none"> <li>· Swimming lessons will not be offered for the 23/24 school year, the cost of the pool hire and coach fees are increasing and it was felt that it did not offer best value for money.</li> <li>· Emma Woods will continue to be in school one day a week as part of the School Sports Partnership.</li> </ul>		
9	<p><b>Policy Review</b>  <b>GDPR, FOI, Records Management Policy, Privacy Notice, Equality Statement and Objectives</b>  The above had been reviewed by Governors and there were little or no tweaks in the documents and they were approved.</p>		
10	<p><b>Half Termly Focus – Finance</b></p> <p><b>Budget Control Report</b></p> <ul style="list-style-type: none"> <li>· The coding of salary payments for staff from SWJS to SWIS has now been corrected.</li> <li>· The breakfast club continues to be successful with 42 children on one day last week. The profit being made will be put into resources for activities for the children to do when they have finished eating.</li> </ul> <p><b>Budget Revision 1</b></p> <ul style="list-style-type: none"> <li>· Governors reviewed the revision, acceptance was proposed by Mrs Lali, seconded by Mrs Cook and unanimously agreed.</li> </ul> <p><b>RAG Rating</b></p>		

	Governors Training has been flagged as red. Governors were reminded to carry out as many relevant courses as they can. <b>ACTION: Clerk to let Governors know what training is recorded for them and Governors to review to see if there is anything missing.</b>	ASAP	All
11	<b>Governor Monitoring, Development and Training</b> A reminder to let the Clerk know of any training undertaken, see RAG rating above.		
12	<p><b>Reflect on Today's Meeting</b></p> <ul style="list-style-type: none"> <li>- The 3 core functions of a governing body are; Ensuring clarity of vision, ethos and strategic direction</li> <li>- Holding leaders to account for the educational performance of the school</li> <li>- Overseeing the financial performance of the school and making sure money is well spent</li> </ul> <p><i>Reviewing our discussions and agreements today, are we, as a Governing Body, fulfilling these core functions?</i></p> <ul style="list-style-type: none"> <li>· Attendance strategy was discussed.</li> <li>· Focus on curriculum will be discussed at the next meeting.</li> <li>· Governors challenged and approved the Budget Revision.</li> </ul> <p><i>Have the children benefitted from our discussions and decisions today?</i></p> <ul style="list-style-type: none"> <li>· Attendance has been discussed, staffing changes reviewed and implementation of the online reading log.</li> </ul> <p><i>How have we contributed to the goals under the NCC initiative Flourish? Should our Governing Body make a pledge on the Flourish Website?</i></p> <ul style="list-style-type: none"> <li>· The Flourish Ambition will be discussed at the next meeting.</li> </ul> <p>The following was discussed Parents are asking the caretaker to hold their dogs on leads at home time when they go into school to collect their children, some Governors wondered if this was an issue as this is not a role for the caretaker. For example if he was needed elsewhere he may not be able to go. The Headteacher will send a reminder in the next newsletter about no dogs being allowed on school grounds.</p>		
11	<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 5<sup>th</sup> July 2023</b>, 5.30pm – focus on curriculum</li> </ul>		

The meeting closed at 7.15 pm