

Minutes of the Governors' Meeting held at the School on Thursday 9th February 2023 at 5.30 p.m.

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

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

No	Agenda item	By date	By whom
1	Apologies – none received		
2	Declaration of Interests - None		
3	Notification of Any Other Urgent Business - None		
4	Board Membership matters, eg new appointments - Nothing to discuss		
5	Approval of the Minutes of the meeting held on 8th December 2022 and matters arising Mrs Cook proposed the acceptance of the minutes of the meeting held on 8 th December. This proposal was seconded by Mrs Burt, and carried unanimously by those present at the meeting. Matters Arising - ACTION: Clerk to prepare a rolling programme of Governor monitoring sheet.	Next Term	Clerk/HT
6	Policy Review Charging and Remissions Policy – this has been updated as per NCC templates – all agreed to adopt. Complaints Policy – this has been updated as per the standard policy and procedures from Key – all agreed to adopt.		
7	Headteacher's Report <ul style="list-style-type: none"> ○ The following items were discussed from the report, ○ Absence is still an issue with attendance below target. Mrs Cooper asked if absence is due to any one reason in particular, the Headteacher said no, it is a combination of late marks, sickness and holiday absence. The Headteacher is holding face to face meetings with parents of children with low attendance to try and help the situation. ○ Mrs Cook asked about behaviour - There are some issues in Reception class, with biting, swearing and tearing books. This is being monitored and addressed. ○ Mrs Cook asked how moderation was carried out. The Headteacher explained the process, which normally happens in June and if called teachers go off site to meet with moderators to compare results and marking. This only happens with Yr 2 work and judgements can be made which disagree with teachers marking. It is likely the school will be called this year and staff from Year 2 and Reception have been involved in moderation recently with local schools. ○ The Maths Mastery Readiness Course Leader from the Cambridge Maths Hub has attended the school to look at books and how this scheme is working in school. Feedback received indicated that more evidence needs to 		

	<p>be shown, this is now being actioned by teachers.</p> <ul style="list-style-type: none"> ○ Mrs Cook asked about Learning Outside the Classroom – the Headteacher said that there is more work to be done around this in the summer term. ○ The School Council has been restarted in the form of a School Parliament. This is working well with a Primary-Minister being elected, a Deputy, Treasurer and MPs in each class. The children are being taught that each member of the class is a constituent and their ideas are represented by their class MP. ○ The updated School Improvement Plan was reviewed and Governors were happy with the ideas which have been progressed. ○ The recent Maths café was successful and well attended, but not so many parents attending in the Year 2 classes. ○ The Annual Building Inspection is due next month. ACTION: to be carried out by a small working party on Wednesday 8th March at 8.30am, consisting of Mrs Lali, Mrs Cooper, Mr Ring and Mr Birks. ○ Governors reviewed data which has been produced by Juniper (Pupil Asset) which compares results with other Norfolk Schools and nationally. There are favourable comparisons for the school, but Mr Birks questioned the origins of the data, the Headteacher said this was a new report being offered as a trial and if the school wanted to continue receiving the data in the future it will have to be paid for. <p>6.25pm - Mrs Burt left the meeting at this point.</p>		
<p>8</p>	<p>Half Termly Focus Curriculum</p> <p>Governors who had attended subject leader visits gave their feedback;</p> <ul style="list-style-type: none"> ○ Writing – The Headteacher gave an update and said that a ‘word a day’ is being given to Reception which has been successful with children understanding the meaning of some complex words. Subject Leaders are taking ownership of staff meetings. Handwriting is an area of development and spellings are now done at school and not taken home to learn. ○ Maths – Cllr Nockolds attended a Year 1 class and found the children were engaged and learning in a fun environment. It was good to see that lunchtime toys are maths/problem solving based. ○ PE – Mr Ring attended a session held by Emma (who is an external teacher coming in weekly to teach PE). Enjoyment was shown by the children and Emma was very patient. It was suggested that teachers lack confidence in teaching PE and Governors discussed how this could be addressed by teachers observing Emma’s sessions. There is also a new scheme called Get Set for PE and staff have begun to use resources from this. OPAL was discussed and it was agreed that this needs to be relaunched next term. ○ DT – Mr Birks gave feedback on his visit to school to look at this subject with the Headteacher. As it is topic based and cross curricular he will visit again to see some teaching. Again this is an area where staff may lack some confidence, Mr Birks has given the Headteacher some ideas and a knowledge organiser is being compiled for staff. ○ Geography – Mrs Cooper met with the subject lead to see the lesson plans and then visited a class to see the 		

	<p>plans being taught. Again children were engaged, vocal and showed a good understanding of map marking.</p> <p>An overall observation was that teachers appear more confident in teaching Maths and English as there is such a focus on this. It was suggested that visits could be made to other schools in order to help staff upskill.</p>		
9	<p>Finance SVFS</p> <p>A small working group (Mrs Cook, Mrs Lali and Cllr Nockolds) had met with the Headteacher to update the SFVS and the finished document was sent out to Governors prior to the meeting. Some changes were made due to the new Governing Body structure and the financial systems were reviewed. The working party recommended approval to the responses and the Governing Board approved the document to be submitted to the Local Authority.</p> <p>Budget Control Report</p> <ul style="list-style-type: none"> · The report was reviewed with the following comments; · Teaching staff – SWIS are paying for staff from SWJS as County has coded costs incorrectly, this has been raised and should be corrected before year end. · Premises and Staff – this is overspent at the moment due to increase in cleaning and paper product costs. · Energy- costs are currently on track, but awaiting last bill of the year. · SRB costs – these will be looked at in detail in Rev 3. · There is a grant from central government for £24-25k to help with school finances. 		
10	<p>Governor Monitoring, Development and Training</p> <p>Nothing to report.</p>		
11	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> • Thursday 23rd March 2023, 5.30pm – focus on finance budget • Thursday 25th May 2023, 5.30pm – focus on finance • Wednesday 5th July 2023, 5.30pm – focus on curriculum 		

The meeting closed at 7.30 pm