

**SPRING TERM 2017**

**IVER VILLAGE JUNIOR SCHOOL**

MINUTES of the meeting of the Governors of the School held at the School on Monday 6 March 2017 at 6.15 pm

**PRESENT:** Mr M Vinall - Chair  
Mr J Barrow  
Ms R Bjork  
Mr C Clarke  
Mrs V Critchley  
Miss J Digweed  
Mr T Munn  
Mrs N Nash  
Mr A Nurse  
Mr P Warren

**IN ATTENDANCE:** Mr P Clifford – Deputy  
Headteacher  
S Penkethman - Clerk

**ABSENT:** Mrs S Dobson Apologies received and accepted

The Chair advised the Board that Mr Barrett had resigned as a Governor. The Board thanked Mr Barrett for his hard work and support of the School.

**1 APPOINTMENT OF CO-OPTED GOVERNORS**

The Governors confirmed that they had received prior to the meeting the C.V.s of the potential Governors.

Mr Munn, Mr Barrow and Mrs Dobson were welcomed to the Board and it was explained that they fulfilled the skills criteria identified through the skills audit and so were appointed as Co-opted Governors for four years.

The Chair also welcomed Mrs Critchley the newly elected parent Governor.

**2 NOTIFICATION OF ANY OTHER BUSINESS**

It was agreed that the following items would be discussed under Any Other Business:

**ACTION**

- A Governor directory – the Governors AGREED that their personal details could be shared with the other Governors.

### **3 DECLARATIONS OF INTEREST**

There were no declarations of interest in items covered at this meeting.

### **4 MINUTES AND MATTERS ARISING**

#### **4.1 MINUTES**

The Minutes of the meeting held on 30 November 2016, having been circulated, were confirmed and signed by the Chair as a correct record subject to the following amendments:

##### **10.3 Policies**

Should read “ there would be changes required regarding the whistleblowing and the use of mobile phones”

An additional copy of the Minutes was signed by the Chair for display in the School.

#### **4.2 MATTERS ARISING**

##### **4.2.1 Science Governor position minute 1.4**

This was dealt with later in the meeting

##### **4.2.2 Code of Conduct – minute 5.6**

All the Governors confirmed that they had read the code and would adhere to it and signed accordingly.

##### **4.2.3 School Website – minute 9.5**

An audit of the website had been carried out by the Deputy Headteacher, Mr Nurse had also reviewed it; there were no outstanding actions.

##### **4.2.4 Parent Questionnaire – minute 12**

A parent questionnaire had been conducted in December 2016 and the results had been circulated to the Board. The results identified that 100% of the parents would recommend the

School.

*A Governor asked how many responses had been received*  
It was confirmed that 48 responses had been collated.

*A Governor asked how the responses had compared to the previous questionnaire*

This would be reviewed in due course by the Headteacher. It was explained that the results would be shared with the parents via the School's newsletter.

JD

*A Governor asked about the comments concerning bullying*

It was noted that there had been four comments regarding bullying which could reflect that pupils had friendship issues rather than being bullied instead. The pupils would be spoken to about bullying and it was explained that any incidents were logged in the behaviour log which would be anonymised and circulated to the Governors.

JD

*A Governor asked how parents with literacy issues were included in the questionnaire*

It was explained that pupils often assisted their parents as well as other members of the community or the family.

It was noted that the pupils had been surveyed as well recently and the results would be circulated to the Governors. The Governors requested input regarding the questions to be included on the staff survey.

JD / Agenda

## 5 MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2017 AND MATTERS ARISING

The Minutes of the meeting held on 8 February 2017, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair for display in the School.

There were no matters arising.

## 6 STRATEGIC MANAGEMENT

### 6.1 REPORT OF THE HEADTEACHER

The Report of the Headteacher, having been circulated, was

received by Governors. It was noted that

- Mr Tang was on secondment for only one year and the School had employed an experienced teacher to replace him, the new teacher would be starting in the Summer Term
- PIXL was a new on line resource with an attached adviser who would visit the School and the staff were able to attend conferences every term. The sign up cost was £1800 for half a year.
- Mrs Nash and Mr Warren had compiled a letter regarding the road safety which would be sent to the parents
- Ms Bjork had obtained a grant of £4000 to be spent on fiction and poetry books
- Ms Bjork and the Deputy Headteacher had created an assessment for writing. The DFE had supplied a standard model for YR2 and YR6 and therefore the progression for the other years had been mapped out and the School had set its own targets. Target Tracker assessments had not been robust enough so the Senior Leadership Team (SLT) had re-developed the targets with each piece of writing for each pupil.
- The SLT were not using the statements on Target Tracker the School had developed its own although these had been linked to the steps on Target Tracker. This was easier for the teachers to report to the parents as well as identifying any gaps in SPAG.

*A Governor asked what percentage of YR5 pupils were working at a YR6 level*

It was noted that five pupils were working at this level

*A Governor asked what percentage of pupils were working above Age Related Expectations*

It was confirmed that at the beginning of the academic year it was

- 5% Reading
- 2% Writing
- 9% maths

However this would have changed over the last term.

*A Governor asked about the teaching grades.*

It was noted that one teacher was receiving intensive support.

*A Governor asked about the School Development Plan and if there were any issues where the challenges had not been met.*

**ACTION**

The item "inspire Teaching and Learning to be Good by Christmas", this had not been happened as the subject leaders had not been developed, the SLT had taken on more responsibility instead.

The pupil attendance was still fluctuating, pupils were being taken out of school for family holidays although fines were implemented by the Local Authority (LA)

**6.2 SELF EVALUATION (SEF)**

This had been covered in the Headteacher's report

**6.3 SCHOOL DEVELOPMENT PLAN**

Governors were invited to review the plan during the next term and to assist with the creation of the new plan for the academic year 2017/18.

All Governors to note

**6.4 ACADEMY UPDATE AND BLT MAT STRATEGY**

The Chair confirmed that he had circulated to all the Governors the BLT presentation prior to the meeting, and that the BLT brochure would be available by the end of term.

The other options had been detailed in a paper by the Chair and circulated to the Governors prior to the meeting. The Headteacher confirmed that she had spoken to the other Iver schools and had attended a meeting with primary schools outside of the area who were looking to develop a MAT with a secondary school. It was explained that the Oxford Diocese was looking to develop a MAT in Buckinghamshire as well.

It was noted that the Iver Schools already worked closely together and the Governors AGREED that the Headteacher should create closer ties by creating the Everham Teaching Alliance.

**6.5 GOVERNOR SKILLS AUDIT**

The Skills audit had been circulated prior to the meeting and several areas for development had been identified. The issue regarding procurement could be addressed through additional financial training which the Development Governor would recommend. The new Governors would be asked to complete the skills audit as well.

Development Governor / Chair

		ACTION
6.6	<p><b>LINK GOVERNOR ROLES</b></p> <p>Governors were allocated to different roles.</p>	
6.7	<p><b>COMMITTEE MEMBERSHIP AND COMMITTEE TITLES</b></p> <p>It was AGREED that the Finance Personnel Premises Health and Safety Committee would be re-named the Resources Committee. The Governors then considered and agreed the attached committee grid.</p>	
6.8	<p><b>SCHOOL BUDGET 2017/18</b></p>	
6.8.1	<p><b>FINANCIAL PLAN</b></p> <p>Governors agreed to delegate the task of ensuring that a provisional Financial Plan was submitted to the LA by the appropriate deadline to the Resources Committee.</p>	Resources Committee
6.8.2	<p><b>CONFIRMATION OF PURCHASING DECISIONS</b></p> <p>Governors agreed to delegate the task of confirming which professional services provided by BCC, BLT and other providers to purchase to the Resources Committee.</p>	Resources Committee
7	<p><b>COMMITTEE MINUTES</b></p>	
7.1	<p><b>FINANCE PERSONNEL PREMISES HEALTH AND SAFETY COMMITTEE</b></p> <p>This Committee had met and the minutes would be circulated in due course. <b>See confidential minutes</b></p> <p>There would be additional costs to the school's budget next year including</p> <ul style="list-style-type: none"> <li>• managing the trees on site</li> <li>• drain management</li> </ul> <p>The Headteacher would circulate the SFVS paperwork in due course.</p>	JD
7.2	<p><b>STANDARDS COMMITTEE</b></p> <p>This Committee had not met</p>	

**7.3 PAY REVIEW COMMITTEE**

This Committee had met, the restricted confidential minutes would not be circulated

**7.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES**

These Committees had not needed to meet.

**8 REPORTS**

**8.1 REPORT OF CHAIR**

The Chairman had not taken any action under emergency or delegated powers.

**8.2 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS**

The Development Governor had circulated a report prior to the meeting. It was noted that new Governors would receive induction training through the BLT and Governors were encouraged to consider training through the online portal.

<http://www.gelregistration.co.uk/>

Governors were also encouraged to attend safer recruitment training.

**Whole Governing Board Training.**

It was noted that the cluster training would be held on

- 23 March 2017 at Iver Village infant School
- 27 June 2017 at Iver Heath Junior School
- The training had been held on 8 March 2017 at Iver Village Junior School

The Governors' Conference due to be held on 16 June 2017 would be attended by Mr Vinall or Mr Warren.

**8.3 REPORT OF SEND GOVERNOR**

The SEND governor had circulated a report prior to the meeting.

**ACTION**

All Governors

All Governors

MV / PW

		ACTION
8.4	<p><b>REPORT OF SAFEGUARDING GOVERNOR</b></p> <p>It was confirmed that the Single Central Record was up-to-date.</p>	
8.5	<p><b>REPORT OF EQUALITIES GOVERNOR</b></p> <p>It was confirmed that the current annual report was available on the School's website.</p>	
8.6	<p><b>REPORT OF PUPIL PREMIUM GOVERNOR</b></p> <p>A report had been circulated prior to the meeting and the annual strategy report was available on the School's website.</p>	
8.7	<p><b>GOVERNOR MONITORING AND EVALUATION VISITS/ REPORT OF VISITING GOVERNOR/APPOINTMENT OF VISITING GOVERNOR</b></p> <p>The Chair thanked the Governors for visiting the School and circulating their reports.</p> <p>It was noted that the new Governors would complete a general visit to the School next term and Mr Clarke would include a writing visit.</p>	JB / TM / VC / SD / CC
9	<p><b>OTHER MATTERS</b></p>	
9.1	<p><b>NEW BUSINESS APPENDICES</b></p>	
9.1.1	<p><b>REORGANISATION – NEW REPLACEMENT HR POLICY AND TOOLKIT (APPENDIX 1)</b></p> <p>Governors noted:</p> <ul style="list-style-type: none"> <li>• that schools and Bucks County Council have a statutory obligation to ensure that reorganisations within schools were managed reasonably and fairly and within current legislative guidelines.</li> <li>• that the new policy and toolkit sought to protect schools from claims of discrimination and/or unfair dismissal.</li> <li>• the recommendation to adopt these revised documents.</li> </ul> <p>Governors AGREED to adopt the County Council's Reorganisation Policy and Toolkit for schools. The Headteacher would ensure that employees were made aware of the revised documents.</p>	Headteacher



**9.1.2 ADMISSION ARRANGEMENTS – SEPTEMBER 2018 (APPENDIX 2)**

Governors noted the requirements of the appendix.

**9.2 NATIONAL FUNDING FORMULA CONSULTATION**

Governors noted that a consultation was being held

**9.3 APPRENTICESHIP LEVY**

Governors noted that the School would be liable to pay the apprenticeship levy.

**9.4 SPORTS PREMIUM REPORT**

A report had been circulated to the Governors prior to the meeting and was available on the School's website. It was noted that the focus would be on swimming for YR4.

**9.5 REVIEW OF PROMOTION OF COMMUNITY COHESION WORK**

Governors were reminded of key duties on schools as follows:

- Education and Inspections Act 2006 – duty to promote Community Cohesion
- Equality Act 2010 – 3 general duties:
  - To eliminate discrimination, harassment and victimisation,
  - To promote equality of opportunity,
  - To foster good relations between different groups of people.
- Security and Counter Terrorism Act 2016 – to show due regard to Prevent.
- DfE statutory guidance on Promoting British Values.

Governors noted the recommendation, from the Head of Equalities at Bucks County Council, that governing boards:

- consider reviewing their Community Cohesion work in the light of the Casey Review.

It was agreed that Mr Nurse would review the recommendations which would be considered by the Standards Committee. The Headteachers confirmed that all staff including support staff had received the WRAP training.

AN / Standards  
Committee

## 9.6 POLICIES

### Behaviour Statement

This had been consulted on and there were no comments so the Governors AGREED that the statement could be published on the School's website.

JD

### Conduct Policy

This policy had been updated regarding mobile phones and was AGREED by the Governors

### Accessibility Plan

This had been reviewed and updated and was AGREED by the Governors and would be published on the School's website.

## 10 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

All Governors

- Wednesday 28 June 2017 at 6.00pm

It was also agreed that further meeting dates would be as follows:

- Resources Committee on Tuesday 16 May 2017 at 9.15am
- Standards Committee Wednesday 15 March 2017 at 6.00pm

## 11 ANY OTHER BUSINESS

There was no other business.

## 12 EVALUATION OF MEETING

Governors considered how the meeting had impacted on the improved outcomes for the pupils including

- Reviewing the Headteacher's report
- Filling the Governor vacancies
- Allocating Governors to link positions and committees

## 13 CONDUCT OF MEETING

**ACTION**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.

The meeting closed at 9.00pm

Signed ..... Date .....

CHAIRMAN

