



Believe. Achieve. Succeed Together.

IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the Governors of the School held at the School on Tuesday 12 March 2019 at 6.00pm

| | | |
|-----------------------|-----------------------------------|---------------------------------|
| PRESENT: | Mr M Vinall- Chair | MV |
| | Miss R Bjorck | RB |
| | Mr C Clarke | CC |
| | Miss J Digweed | JD |
| | Mrs S Dobson | SD |
| | Mr T Munn | TM |
| | Mr A Nurse | AN |
| | Mrs L Price | LP |
| IN ATTENDANCE: | Mr P Clifford- Deputy Headteacher | PC |
| | S Penkethman - Clerk | |
| APOLOGIES | Mr J Barrow | Apologies received and accepted |
| | Ms N Nash | Apologies received and accepted |
| | Mr P Warren | Apologies received and accepted |

| | Action |
|---|--------|
| <p>1. WELCOME AND APOLOGIES</p> <p>The Chair welcomed everyone to the meeting and the apologies given were accepted</p> | |
| <p>2. CONFIRMATION OF THE CLERK AND THE MEETING IS QUORATE</p> <p>It was confirmed that S Penkethman (Bucks Minuting Ltd) would be the Office Holder Clerk for the meeting.</p> <p><i>It was confirmed that the meeting was quorate.</i></p> | |
| <p>3. NOTIFICATION OF ANY OTHER BUSINESS</p> <p>There were no additional items for consideration.</p> | |
| <p>4. DECLARATIONS OF INTERESTS IN RELATION TO ITEMS ON THIS AGENDA AND ANY CHANGES TO THE REGISTER OF INTERESTS</p> <p>There were no declarations of interest.</p> | |
| <p>5. MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2018</p> <p>The Minutes of the meeting held on 1 November 2018, having been circulated, were confirmed and signed by the Chair as a correct record.</p> | |

6. MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2018

The Minutes of the meeting held on 19 November 2018, having been circulated, were confirmed and signed by the Chair as a correct record.

7. MATTERS ARISING FROM THE MINUTES

7.1 5.2.1 Planters

The Headteacher explained that railway sleepers had been investigated but were impractical. Mr Munn offered to consider another possibility and would report back. He would also contact the Highways department concerning the re-painting of the road lines.

TM

7.2 5.2.4 Privacy notice

The Chair would review this in due course.

MV

7.3 7.4 Code of Conduct

The changes to the code were accepted and the Chair signed a copy on behalf of the Governors.

7.4 8.7 SFVS

It was confirmed that the template had been submitted to the Local Authority (LA) by 31 December 2018 as requested. A copy had been circulated to the Governors which they AGREED. The main issue identified was training for the Chair of the Resources Committee.

CC

7.5 9.2 Parent Questionnaire

Mr Munn reported that

- There had been 130 responses
- The majority of responses had been very positive
- There had been four negative responses
- The results would be considered at the next Standards Committee meeting
- Homework had appeared to be the major issue for parents
- The School was considering moving the homework club to lunchtime rather than after school
- The club would have a focus on spellings, timetables and projects
- Homework for YR6 would increase in the summer term as preparation for transitioning to secondary school
- The impact of changing the Homework club would be measured.

Standards
Committee

FGB
Agenda

7.6 10.2 Whole Governing Board training

It was confirmed that this was due to be held on 28 March 2019 at 4.30pm.

8. STRATEGIC MANAGEMENT

8.1 REPORT OF THE HEADTEACHER

A report had been circulated prior to the meeting. No Governor questions had been submitted before the meeting. It was noted that

- The School was supporting other schools
- The Senior Leadership Team (SLT) were also running courses for other schools
- Many interventions had been put in place to fill any gaps in the pupils' knowledge especially for the SEN pupils.
- Interventions were in place in YR3 and YR4 for the More Able pupils in maths
- The School Improvement Adviser had conducted an audit for written English, she had reviewed the pupils' books and stated that progress was clearly being made. She had commented that progress in maths was not as strong.
- Staffing continued to be an issue, the school was advertising for an LSA for September 2019 as well as a PPA teacher
- There were eight pupils with EHC plans

8.2 SELF-EVALUATION FORM (SEF)

The Headteacher would review the document for the last half term, she had currently graded the School as a 2 Good. She believed there was not enough consistent outstanding Teaching and Learning in order to Grade the School as 1.

8.3 SCHOOL DEVELOPMENT PLAN UPDATE

This had been included in the Headteacher's report. It was noted that not everything had been achieved. The curriculum had been reviewed so it was meeting the pupils needs, clear objectives for each subject had been identified, this would evolve over the next academic year. Reading would be the main focus across the curriculum. An updated version would be added to Governor Hub in due course and would be reviewed at the next Standards committee meeting.

JD /
Standards
Committee

It was AGREED to take the next item

Chairs Report

The Chair had under emergency powers closed the School on 1 February 2019 due to adverse weather conditions.

Mr Vinall left the meeting at 6.45pm. It was AGREED that Mr Clarke the Vice Chair would Chair the meeting.

9. PROVISIONAL SCHOOL BUDGET 2019/20

- Staffing Structure Review
- Draft Three year plan
- Review of purchasing decisions
- Plans for gaining FGB agreement on budget before 17 May 2019

It was noted that the provisional budget had been reviewed at the last Resources Committee meeting, it was noted that the plan had been submitted to the LA by 1 March 2019.

It was explained that

- There would be a surplus carry forward at the yearend
- The BCC pay award for non-teaching staff would be 2%
- There was an increase of the employer's teachers' pension contributions, they would be paid at 23.6% from 1 September 2019
- The purchasing decisions would be reviewed
- The Grounds maintenance contract may increase as well as the cleaning contract

The Governors AGREED to delegate to the Resources Committee the approval of the three-year budget for submission to the LA by 17 May 2019.

Resources

10. SCHOOL VISION VALUES AND AIMS

A document had been circulated prior to the meeting to which, the Headteacher explained, both staff and pupils had contributed. The Governors AGREED the proposal.

11. REVIEW OF GOVERNANCE including

- Structure
- Succession planning
- Governor Skills Audit
- GBSE
- 360 degree of Chair

This was deferred to the next meeting.

Agenda

12. PARENTAL ENGAGEMENT STRATEGY

Mrs Price and Mr Barrow were working on a strategy which would be presented at the next Standards Committee.

JB/LP
Standards

13. COMMITTEE REPORTS

13.1 RESOURCES COMMITTEE

This Committee had met and had discussed

- budget
- Staffing model
- SFVS
- Boys toilets which would be refurbished in the next financial year

13.2 STANDARDS COMMITTEE

This Committee had met and had discussed

- Progress data
- The School Development Plan
- The safeguarding governor role

13.3 JOINT COMMITTEE WITH IVIS

This Committee had met several times and the LA had been involved in the meetings as well. Another meeting was due to be held before the end of the term. There were no updates that could be communicated to the parents presently.

13.4 PAY REVIEW

This Committee had met and had agreed the Headteacher's recommendations.

13.5 HR/ COMPLAINTS PANELS PUPIL DISCIPLINE COMMITTEE

The HR panel had met but had been adjourned. The other panels had not needed to meet.

14. GOVERNOR REPORTS

14.1 CHAIR

This had been dealt with earlier in the meeting.

14.2 DEVELOPMENT GOVERNOR

- Whole Governing Board training
- BLT Governors Conference

It was noted that the School would be entitled to two free places at the Conference.

14.3 SEND GOVERNOR

The Governor had not met the SENCO this term but had reviewed the data. The interventions in place had improved their progress, and the SEN pupils in YR3 were progressing faster than the non-SEN pupils. The Headteacher explained that the School Improvement Adviser had reviewed the progress which was very child specific and was not across all the SEN cohort, and so case studies had been kept. The interventions were run for six weeks and then were reviewed and changed accordingly. The pupils joining the School in

YR3 had a very low baseline and so appeared to make faster progress than compared to the following years.

14.4 SAFEGUARDING GOVERNOR

It was reported that there were no safeguarding issues in the School presently. A number of Child Protection cases were on going and the workload for the staff was very time consuming.

14.5 EQUALITIES GOVERNOR

Equalities been reviewed at the last Standards Committee, the School was making progress against the objectives and there was an up to date report on the School's website.

14.6 PUPIL PREMIUM GOVERNOR

It was noted that there was an overlap between the Pupil Premium pupils and the SEN pupils. The pupils were making very positive progress in YR4 and most of the pupils would be at age related expectations (ARE) at the end of the year. In YR6 there was a high proportion of Pupil Premium pupils and not all would make ARE.

A Governor asked if the teaching staff should be moved so that the strongest staff were in YR3 and YR6.

The SLT would consider where to place the staff for September 2019.

14.7 SDP LINKED GOVERNORS

There was nothing to report and this was deferred to next term.

14.8 ENGLISH GOVERNOR

The Governor would meet the English Lead before the next meeting. It was reported that the Power of Reading scheme was working well and the pupils were enjoying the books. There was an opportunity for cross curricular writing every half term. There was a phonics intervention group being run and the SLT would review how spellings were being taught in school.

CC

14.9 GDPR GOVERNOR

The Governor would visit before the next meeting.

14.10 H&S GOVERNOR

There was nothing to report.

14.11 MATHS GOVERNOR

There was nothing to report. It was noted that there had been a large focus on arithmetic especially in YR5. More interventions would be put in place for the More Able pupils, and the Maths Lead had benefitted from working with other local schools.

14.12 PE GOVERNOR

It was noted that 70% of the pupils represented the School in outside tournaments.

14.13 PSHE GOVERNOR

There was nothing to report.

14.14 SCIENCE GOVERNOR

There was nothing to report.

14.15 MONITORING VISITS

All visit reports had been posted on to Governor Hub.

15. TO NOTE

Governors noted the following guidance.

Admissions September 2020

Female Genital mutilation

https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation?utm_source=eb968039-4a87-4fb0-bd44-5467aa0fd571&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

GIAS

<https://get-information-schools.service.gov.uk/>

ISDR

<https://www.gov.uk/government/collections/using-ofsted-inspection-dashboard>

Compare Schools

<https://www.gov.uk/school-performance-tables>

Complaints

https://www.gov.uk/government/publications/school-complaints-procedures?utm_source=9f9ad793-0f30-4c1a-a5ff-67ae795d98f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The Headteacher had reviewed the policy and the DFE proposal.

H&S School trips

https://www.gov.uk/government/publications/health-and-safety-on-educational-visits?utm_source=42d44a2d-e8ec-4fed-99eb-c2774789c2bb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

https://www.gov.uk/government/publications/health-and-safety-advice-for-schools?utm_source=4c59303f-4777-41bf-9ced-8cadcea952e6&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Access to School Premises

<https://www.gov.uk/government/publications/controlling-access-to-school-premises>

Proposed Ofsted consultation 2019

https://www.gov.uk/government/collections/education-inspection-framework?utm_source=e56c8759-3118-4a9b-8509-33e3a70d65a0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

https://www.gov.uk/government/publications/ofsted-inspection-handbooks-drafts-for-consultation?utm_source=7548c9b4-02fd-4c91-ba5b-f04faba41581&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Governors would respond to the consultation, the Headteacher had already responded.

All
Governors

EU No Deal

<https://www.gov.uk/government/publications/eu-exit-no-deal-preparations-for-schools-in-england/eu-exit-no-deal-preparations-for-schools-in-england>

16. VOLUNTARY SCHOOL FUNDS

This had been dealt with at the last meeting.

17. INSET Days

Two days to confirm

The dates were confirmed as 20 and 21 July 2020. It was noted that staff would be offered twilight sessions instead.

Consultation

Governors were made aware of the LA consultation.

18. POLICIES

- Pay Policy – this was the LA model policy and was APPROVED
- H&S policy – this was approved.
- HR policies- the following policies were approved
 - Capability - Teaching Staff
 - Capability - Non Teaching
 - Staff Conduct and Discipline
 - Anti Harassment and Anti Bullying
 - Health and Attendance
- Complaints – this would be brought back to the next meeting.
- Charging and remissions Policy – this was APPROVED

Agenda

19. DATE AND TIME OF NEXT MEETING – to confirm

- Tuesday 2 July 2019 at 6.00pm

20. ANY OTHER BUSINESS

Parents satisfaction Survey

It was noted that the responses suggested a slight level of dissatisfaction. Dr Nurse and Mrs Price would review the results.

AN/ LP

21. EVALUATION

Governors considered how they had impacted on improved outcomes for pupils since the last meeting. This included

- Meetings with the Infant School
- Parents survey
- Submitted surplus budget
- Safeguarding and equalities

22. CONDUCT OF MEETING

To confirm the meeting has been conducted in an open manner, that all governors have been able to participate and contribute to discussions and that all members of the Governing Board will have access to non-confidential minutes.

The meeting closed at 8.00pm

Signed


CHAIR

Date

2/7/19

| Minute | Agenda | Action |
|--------|--|----------------------|
| 7.1 | Planters and road markings | TM |
| 7.2 | Privacy Notice | MV |
| 7.4 | Training for Resources Committee Chair | CC |
| 7.5 | Parent Questionnaire | Standards |
| 7.5 | Homework | FGB |
| 8.3 | School Development Plan | JD / Standards |
| 9 | Three year budget | Resources/FGB agenda |
| 11 | Review of Governance | Agenda |
| 12 | Parental Engagement Strategy | JB/LP/Standards |
| 14.8 | English Governor | CC |
| 15 | Ofsted Consultation | All Governors |
| 18 | Complaints Policy | Agenda |
| 20 | Parents satisfaction Survey | AN/LP |