



IVER VILLAGE JUNIOR SCHOOL

MINUTES of the Governors of the School held at the School on Monday 19 November 2018 at 6.00pm

PRESENT:	Mr M Vinall - Chair	MV
	Mr J Barrow	JB
	Miss R Bjork	RB
	Mr C Clarke	CC
	Miss J Digweed	JD
	Mrs S Dobson	SD
	Mr T Munn	TM
	Ms N Nash	NN
	Dr A Nurse	AN
	Mrs L Price	LP

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

APOLOGIES Mr P Warren Apologies received and accepted

1 CONFIRMATION OF THE CLERK AND THE MEETING WAS QUORATE

It was confirmed that S Penkethman (Bucks Minuting Ltd) would be the Office Holder Clerk for the meeting.

It was confirmed that the meeting was quorate.

2 GOVERNOR APPOINTMENTS

This was deferred to later in the meeting.

3 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed to discuss the following

- Iver Village Infant School

4 DECLARATIONS OF INTEREST AND ANY CHANGES TO THE REGISTER OF INTERESTS.

There were no declarations of interest or changes to the register of interests. Governors completed the pecuniary interest forms and handed these to the School.

ACTION

5	MINUTES AND MATTERS ARISING	ACTION
5.1	MINUTES	
	The Minutes of the meeting held on 28 June 2018, having been circulated, were confirmed and signed by the Chair as a correct record.	
5.2	MATTERS ARISING	
5.2.1	4.1 Planters	
	It was explained that the cost of installation of the planters was very expensive, however if the School could obtain a few railway sleepers then planters could be made from them instead. The Headteacher confirmed that railway sleepers were to be used in the flower bed project and would investigate obtaining more. Ms Nash was trying to secure funding for the planters.	JD / NN
5.2.2	4.2 School expansion document	
	The Headteacher confirmed that she had not been advised of any updates.	
5.2.3	6.1 Quote for work to front of school	
	This had been discussed at the last Resources Committee meeting whereby it had been agreed that as no accident had occurred since the erection of the fence 120 years ago the risk was low. Signs had been added to the fence and the H&S Governor would review the situation.	NN
5.2.4	8.2 GDPR Governing Board documents	
	The Clerk was asked to forward her privacy notice to the Chair and Business Manager.	Clerk
5.2.5	11 Pre-school lease	
	The Chair confirmed that he had requested the Headteacher to ask the legal team at the Local Authority (LA) to create a new lease, the Headteacher was still waiting for the paperwork from the LA, in the meantime the Pre-school would continue to pay the rent as per the existing lease.	
6	MINUTES OF MEETING HELD ON 1 NOVEMBER 2018 AND MATTERS ARISING	
	The minutes would be circulated in due course.	Agenda
7	ANNUAL REVIEW	

		ACTION
7.1	STANDING ORDERS	
	The Governors reviewed the Governors allowances scheme and AGREED there were no changes.	
	The Governors reviewed the delegations to the Chair and Headteacher and AGREED no changes.	
	The Governors noted that they had a collaboration with Chalfont St Giles Village School and did not want to change this.	
	The Governors reviewed the alternative arrangements for Governors attending meetings and AGREED there were no changes.	
7.2	TERMS OF REFERENCE FOR ALL COMMITTEES AND WORKING GROUPS.	
	The Governors AGREED the Terms of Reference for their committees. The Clerk would add them to Governor Hub.	Clerk
7.3	MEMBERSHIP OF COMMITTEES/WORKING GROUPS	
	This was deferred to later in the meeting.	
7.4	CODE OF CONDUCT	
	The Clerk would update the code and circulate it to the Governors who would then email the Chair to confirm they had read and agreed to the Code. The Chair would then sign a copy on the Board's behalf.	Clerk/ Chair
8	STRATEGIC MANAGEMENT	
8.1	REPORT OF THE HEADTEACHER	
	It was noted that the Headteacher's report and the SEF had been amalgamated to include the Ofsted criteria. This document had also been linked to the School Development Plan (SDP).	
	The Headteacher highlighted the following:	
	<ul style="list-style-type: none"> • The teaching team was very strong and were assisting other schools through the LA's Side by Side project. • The School was being paid for the support it was giving and the funds were being used to counsel and coach the Senior Leadership Team (SLT) • The Deputy Headteacher was working with other Schools regarding PIXL and this covered the cost of the School's PIXL annual membership fee. • The School was working closely with other Schools for moderation • There were 225 pupils on roll 	

- The Headteacher was trying to recruit an additional TA and HLTA or cover supervisor. Initially this would be via an agency.
- The SLT had rated the School Good, the teaching was consistently good or better and the results at KS2 in the summer term had been outstanding as the pupils' progress was above the National Average.
- The pupils' attendance was strong and parents were contacted either via a phone call or a home visit if any pupils did not attend. The School would liaise with the Traveller Support Worker and the LA Attendance Team. Any incidents was recorded on the SIMS system so persistent absenteeism could be identified.

A Governor asked if there was a H&S concern regarding the home visits.

It was noted that two members of staff always conducted a home visit together.

A Governor asked if the School fined parents for unauthorised absences.

The Headteacher confirmed that she would complete the necessary paperwork and forward this to the LA who issued the fines.

A Governor asked if the Headteacher would authorise holidays in term time.

She would not authorise any holiday unless it was for very exceptional circumstances i.e. a family funeral but then only one day.

A Governor asked about various items in the pupil data for the autumn term.

The Deputy Headteacher explained that writing for the pupils was a maturing process and any loss over the summer break would be made up quickly. For maths in YR3 the pupils sat the KS1 paper again on joining the School which would be the starting baseline. It was noted that there were some discrepancies in what had been achieved in the KS1 paper in May and again in September 2018.

8.2 SELF-EVALUATION FORM (SEF)

This had been covered in the previous item.

8.3 SCHOOL DEVELOPMENT PLAN (SDP)

This was deferred to later in the meeting

8.4 GOVERNOR SKILLS AUDIT/ GOVERNOR SUCCESSION PLANNING

<p>The Governor Skills audit would be reviewed by the Chair and Development Governor before the next FGB meeting.</p>	<p>ACTION MV / JB</p>
<p>8.5 GOVERNING BOARD SELF EVALUATION (GBSE)</p> <p>The Clerk was asked to forward examples of templates to the Chair and Development Governor.</p>	<p>Clerk</p>
<p>8.6 FEDERATION UPDATE</p> <p>This was deferred to the later in the meeting.</p>	
<p>8.7 SFVS</p> <p>It was noted that the completed template would be circulated to the Governors prior to its submission to the LA before 31 December 2018 and it would be ratified at the next meeting.</p>	<p>Agenda</p>
<p>9 COMMITTEES MINUTES</p>	
<p>9.1 RESOURCES COMMITTEE</p> <p>The Committee had met and the minutes had been circulated. The Kitchen diner had been discussed as it was a major issue for the budget. It was noted that the Committee believed the Governors should continue to support the diner until such time as it became too expensive to run.</p>	
<p>9.2 STANDARDS COMMITTEE</p> <p>This Committee had met and the minutes had been circulated. The Committee had discussed</p> <ul style="list-style-type: none"> • Governors being allocated areas of the SDP to review • Working more collaboratively with Iver Village Infant School • ICT arrangements in the School. The Deputy Headteacher had met with the provider who had allocated more IT technician hours to the School and so the service had improved. • The parent questionnaire and when it should be completed. Mr Munn explained that he had changed the language of the questions and reduced the number of questions. Governors were asked to review the questions and any further suggestions to be sent to Mr Munn. The questionnaire would be completed at the parents evenings in the Spring Term. 	<p>Governors</p>
<p>9.3 PAY REVIEW COMMITTEE</p> <p>This Committee had met and had reviewed the Headteacher's recommendations for the teachers' pay progression. The Committee would meet again before the end of term to consider</p>	

	the Headteacher's performance management.	ACTION
9.4	STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS/REDUNDANCY/COMPLAINTS/PUPIL DISCIPLINE COMMITTEES	
	These Committees had not met.	
10	REPORTS	
10.1	CHAIR	
	A report had been circulated prior to the meeting.	
10.2	DEVELOPMENT GOVERNOR	
	It was reported that the NGA had supplied login details, so Governors could view the resources on the website. Training via the Buckinghamshire Learning Trust had also been purchased and Governors were encouraged to attend the training. The School had also purchased the Whole Governing Board training session and after discussion it was agreed that the topic should be the impact of the Governing Board. The Chair would ascertain if any of the other Iver schools had purchased the training sessions so they could be shared.	JB / MV
10.3	SEND GOVERNOR	
	The SEND Governor would meet with the SENCO before the end of term. It was confirmed that the Annual report and Local Offer were available on the School's website.	
10.4	SAFEGUARDING GOVERNOR	
	The Governor had met with the SENCO and there were no issues to report. The Single Central Record was confirmed as being up to date.	
10.5	EQUALITIES GOVERNOR	
	There was nothing to report.	
10.6	PUPIL PREMIUM GOVERNOR	
	The Governor would meet with the SENCO before the next meeting.	
10.7	PSHCE GOVERNOR	
	The Governor would meet with the SENCO before the next meeting. The Pupils had covered this term <ul style="list-style-type: none"> Engaging with the local community 	

- Anti-bullying week
- Friendship Friday
- British Values day - which had covered democracy

It was explained that the SENCO was not class based but would cover any absences. She was also working at Iver Village Infant School one day a week.

10.8 GOVERNOR MONITORING VISITS

Governors were asked to complete report forms after visiting the School which should then be circulated to the other Governors after being read by the Headteacher.

8.6 FEDERATION UPDATE

See Confidential minutes

8.3 SCHOOL DEVELOPMENT PLAN

It was noted that there were four categories identified in the plan

- Teaching Learning and Assessment
- Outcomes for pupils
- Personal Development Behaviour and Welfare
- Leadership and Management
- Maths had been identified and the gap between the disadvantaged and the rest of the cohort needed to be diminished

The Governors APPROVED the plan for 2018-19.

2 GOVERNOR APPOINTMENTS

The following appointments were made.

Development Governor	Mr Barrow
SEND Governor	Mrs Dobson and Mr Munn
Pupil Premium Governor	Mrs Dobson and Mr Munn
Safeguarding Governor	Dr Nurse
Equalities Governor	Dr Nurse
PSHE Governor	Ms Nash
H&S Governor	Ms Nash
Maths Governor	Mr Munn
English Governor	Mr Clarke
Science Governor	Mr Barrow
PE Governor	Mr Warren
GDPR Governor	Mrs Price
Attendance Governor	Mr Munn
SDP Link Governors	
Teaching Learning and Assessment	Dr Nurse and Mrs Dobson

Outcomes for Pupils	Mr Munn and Mr Clarke
Personal Development Behaviour and Welfare	Mr Vinall and Ms Nash
Leadership and Management	Mr Barrow and Mrs Price

7.3 MEMBERSHIP OF COMMITTEES/WORKING GROUPS

The following were AGREED

Resources Committee

- Mr Warren
- Mr Clarke – Chair
- Miss Digweed
- Mr Munn
- Mrs Price
- Mr Vinall

Strategy Committee

- Dr Nurse – Chair
- Ms Nash
- Mr Barrow
- Miss Digweed
- Mrs Dobson
- Miss Bjork

Pay Review Committee

- Mr Warren
- Dr Nurse
- Mr Clarke

Performance Management Governors (of which three would be required)

- Ms Nash
- Mr Vinall
- Mr Munn
- Mr Warren

11 The following guidance was noted

- **Admissions-** The Headteacher confirmed that the parents had been advised of the LA School Transport consultation.

- **Understanding your data**

https://www.gov.uk/government/publications/understanding-your-data-a-guide-for-school-governors-and-academy-trustees?utm_source=3a3a9690-17df-4715-b432-95ff3f8336c8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

ACTION

- **What maintained schools should publish on line**

https://www.gov.uk/guidance/what-maintained-schools-must-publish-online?utm_source=5b926fec-92c6-40e7-90b8-4a9bdd2f68b0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The Deputy Headteacher confirmed that the School's website was compliant.

- **Equality Act**

https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools?utm_source=ce7b5e9f-1d59-4b89-b08b-1a3b19a900f0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

- **Working together to safeguard children**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

- **Parental responsibility: guide for schools and local authorities**

https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility?utm_source=68c841e4-dc28-4cd9-9175-f95a93c7e9dc&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

- **Ofsted Handbook**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/730127/School_inspection_handbook_section_5_270718.pdf

Inset days

The following inset days were noted and two more days would be notified at the next meeting.

Inset days 2019/20

- 2 September 2019
- 3 September 2019
- 6 January 2020

Voluntary School Funds

The Trustees of the fund would meet before the end of the term.

Agenda

Agenda

12 POLICIES

Child Protection Policy- This was APPROVED.

13 DATES AND TIMES OF THE NEXT MEETINGS

The following dates and times of future meetings were agreed as follows:

- Tuesday 12 March 2019 at 6.00pm

14 ANY OTHER BUSINESS

There was nothing further to discuss.

15 EVALUATION OF MEETING

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

- Approving the SDP
- Aligning Governors to the SDP to oversee and monitor

16 CONDUCT OF MEETING

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 Board would have access to these minutes but maybe not the restricted confidential minutes

The meeting closed at 8.25pm

Signed M U. V Date 12.3.19
CHAIR

Minute	Agenda	Action
5.2.1	Planters	JD/NN
5.2.3	Fencing	NN
5.2.4	Privacy notice	Clerk
6	Minutes 1 November 2018	Agenda
7.2	TORs	Clerk
7.4	Code of Conduct	Clerk/MV
8.4	Governor skills audit	MV/JB
8.5	GBSE	Clerk
8.7	SFVS	Agenda
9.2	Parent Questionnaire	All Governors
10.2	Whole Governing Board training	JB/MV
11	Inset days	Agenda
11	Voluntary School Funds	Agenda