

## IVER VILLAGE JUNIOR SCHOOL

MINUTES of the Governors meeting of the School held at the School on Thursday 28 June 2018 at 6.00pm

**PRESENT:** Mr M Vinall – Chair  
Mr J Barrow  
Ms R Bjorck  
Mr C Clarke  
Ms J Digweed  
Mr T Munn  
Dr A Nurse  
Mrs N Tuckwell

**IN ATTENDANCE:** Mrs J Jarrott - Clerk  
Mr P Clifford – Deputy Headteacher

**APOLOGIES** Mrs V Critchley  
Mrs S Dobson (apologies received and accepted)  
Mr P Warren (apologies received and accepted)

The Chairman welcomed everyone to the meeting.

	ACTION
<b>1 CONFIRMATION OF THE CLERK AND THE MEETING IS QUORATE</b>	
Mrs Jarrott was welcomed to the meeting. She would be clerking the meeting in the absence of Mrs Penkethman. Introductions were made.	
<b>2 NOTIFICATION OF ANY OTHER BUSINESS</b>	
It was agreed that the following would also be discussed <ul style="list-style-type: none"><li>• Vice Chair</li><li>• Sports Funding Expenditure</li><li>• A confidential item</li></ul>	
<b>3 DECLARATIONS OF INTEREST</b>	
There were no declarations of interest.	
<b>4 MINUTES OF THE MEETING HELD ON 14 MARCH 2018 AND 8 JUNE 2018 AND MATTERS ARISING</b>	
Minutes of the meeting held on 14 March 2018 were confirmed	

	as a correct record. One copy was signed by the Chairman.	<b>ACTION</b>
<b>4.1</b>	<b>School Planters</b> This item was deferred to the next meeting.	<b>AGENDA</b>
<b>4.2</b>	<b>School Expansion meeting</b> Details of the meeting were in the Chair's Report. The Headteacher would ask School Place Planning for the original expansion document. This item would come back to the September meeting.	<b>HT</b> <b>AGENDA</b> <i>on gov hub today</i>
<b>4.3</b>	<b>Governor Newsletter</b> A newsletter would go out to parents before the end of term. Governors were asked to prepare a few short lines about their role and what they had accomplished this year. Dr Nurse would coordinate responses.	<b>All to note</b>
<b>4.4</b>	<b>Governor Photos</b> This item had been completed.	
<b>4.5</b>	<b>Governor / staff event</b> Mrs Dobson had agreed to organise an event which would take place in September.	
<b>4.6</b>	<b>SEF and pupil survey data</b> An updated version of the SEF had been circulated to Governors	
<b>4.7</b>	<b>Governor Reading visits</b> Mrs Tuckwell and Mr Clarke have met with Ms Bjorck to initiate the reading visits.	
<b>4.8</b>	<b>Pupil Data</b> The Headteacher had included all pupil groups within the data reports for Governors.	
<b>4.9</b>	<b>Impact</b> This item had been completed.	
<b>4.10</b>	<b>SDP P4C Objectives</b> Draft minutes had been circulated to Governors.	
<b>4.11</b>	<b>Collaboration</b> A formal collaboration had been agreed with Chalfont St Giles Village School. Standing Orders would be altered and approved at the Autumn Term meeting.	<b>AGENDA</b>

<p><b>4.12 External Review</b> The result of the external review was contained within the Report of the Headteacher.</p>	<b>ACTION</b>
<p><b>4.13 Governing Boards SEF - Skills Audit</b> Mr Warren was absent and so this item was deferred to the next meeting.</p>	<b>AGENDA</b>
<p><b>4.14 Newsletter article / letter</b> Governors agreed to closure of this matter.</p>	
<p><b>4.15 Conference</b> The Chair had attended the Governors' Conference and details were included in his report.</p>	
<p><b>4.16 WGBT</b> Governors had been offered a session on the Strategic Role of the Governing Board. This would cover the school's vision and aims. Governors agreed that Tuesday 10 July 2018 at 4.00pm was the preferred date. The Development Governor would make the necessary arrangements.</p>	<b>All to note</b>
<p><b>4.17 Sports Premium Strategy</b> Sports Premium strategy had been reviewed and was on the school website.</p>	
<p><b>5 STRATEGIC MANAGEMENT</b></p>	
<p><b>5.1 REPORT OF THE HEADTEACHER</b></p> <p>The Report of the Headteacher had been circulated. There was an error in the amount of Pupil Premium funding shown and this would be check and corrected.</p> <p>The Reading strategy had been a huge success and all events had been well attended. Data backed this. PE was another success area with a high percentage of pupils competing outside of school.</p> <p>A new Subject Review format was being created.</p> <p><i>Mrs Tuckwell joined the meeting at 6.25pm</i></p> <p>The Deputy Headteacher circulated a data report to benchmark Reading, Writing and Maths against previous years. Year 4 and boys writing were identified as areas for attention.</p> <p><i>Governors asked what plans were in place to address this.</i></p> <p>Sarah Chapman-Allen held Maths booster sessions for Year 4. The school would be using 'The Power of Reading' a strategy to</p>	

focus on reluctant readers. Records of interventions were reviewed each half term.

*Governors asked why the impact had not been more obvious.*

The Headteacher explained that some children needed a more specialist education environment than the school could offer. There had also been a number of support staff changes following appraisals.

*Governors asked how individual interventions are evaluated.*

Not all interventions work for all pupils. None are run for more than 6 weeks and are discontinued if not showing impact. They are reviewed following end of term assessments.

## 5.2 SELF EVALUATION FORM (SEF)

The SEF was combined with the Report of the Headteacher. Progress towards Ofsted objectives highlighted.

*Governors asked if there was any risk of losing grade 2 'good'.*

The Headteacher replied that Personal Development and Behaviour was an area of risk as although behaviour was outstanding attendance was an issue.

*Governors asked when Ofsted would next visit.*

The Headteacher replied that the school was last inspected in 2016 but Ofsted had moved from a 3 year to a 4 year cycle and the school was unlikely to be inspected providing attainment remained good.

## 5.3 SCHOOL DEVELOPMENT PLAN

Progress towards objectives already reported.

## 5.4 SCHOOL VISION, VALUES AND AIMS

A separate meeting to discuss the Vision, Values and Aims would take place following the Governing Board meeting.

## 5.5 ACADEMY STATUS UPDATE

This item was deferred to the next meeting.

## 5.6 SCHOOL BUDGET 2018/19 AND PURCHASING DECISIONS

The Budget 2018/19 had been discussed and agreed by the Resources Committee. It was available on GovernorHub.

The Budget included staffing of 3 School Direct trainees and 2 apprenticeships but in fact there would be only 2 School Direct and one apprentice.



		ACTION
<b>7.1</b>	<b>CHAIR</b>	
	The Report of the Chair had been circulated. He had not taken any actions using delegated powers.	
<b>7.2</b>	<b>DEVELOPMENT GOVERNOR</b>	
	Mr Warren had relinquished the role and it was being covered by the Chair.	
<b>7.3</b>	<b>SEND GOVERNOR</b>	
	The SEND Governor was absent.	
<b>7.4</b>	<b>SAFEGUARDING GOVERNOR</b>	
	The Safeguarding Governor confirmed that the Single Central Record was up to date. The Safeguarding Governor had met with the Safeguarding Lead at the school to complete the Annual Return. This would be submitted by the deadline and a copy would be circulated to Governors.	
	The LA had completed a safeguarding health check which raised some minor points. PACE training had been booked for staff in September.	
<b>7.5</b>	<b>EQUALITIES GOVERNOR</b>	
	The Equalities Governor had met with the Equality Lead. The Deputy Headteacher had attended Gender Identity training.	
<b>7.6</b>	<b>PSHCE GOVERNOR</b>	
	Mrs Tuckwell had met with the Deputy Headteacher and outlined some PSHCE events within each year group.	
	The children had arranged tea and cake as part of the 'Seniors' afternoon. Everyone was very complementary about the behaviour and confidence of the children.	
	The school had been assessed for the UNICEF Rights Respecting Schools Gold Award and was awaiting the outcome.	
	There had been lots of visitors to the school this term.	
	Online safety lessons would be held prior to the summer break to remind children how to stay safe online.	
<b>7.7</b>	<b>PUPIL PREMIUM GOVERNOR</b>	
	The Pupil Premium Governor would be meeting with the PP Lead	

<p>at school tomorrow. The whole strategy was in the process of being reviewed. This would be circulated to Governors.</p>	<p><b>ACTION</b></p>
<p><b>7.8 GOVERNOR MONITORING VISITS</b></p> <p>Mr Clarke had made a Literacy visit. His report would be circulated to Governors.</p>	
<p><b>8 OTHER MATTERS</b></p>	
<p><b>8.1 HR DOCUMENT – CONDUCT AND DISCIPLINE POLICY AND TOOLKIT</b></p> <p>The Clerk would send the appendix to the Chair and Headteacher for review.</p> <p>Governors agreed to adopt the revised policy subject to review and the Headteacher would ensure that employees were made aware of the revised documents.</p>	<p><b>Clerk</b></p> <p><b>Headteacher</b></p>
<p><b>8.2 GDPR</b></p> <p>The new regulations came into force on 25 May 2018. Arrangements had been put in place in preparation for the introduction of the new regulations.</p> <ul style="list-style-type: none"> <li>• Action plan in place to record steps already taken</li> <li>• Governors approved the appointment of Nicola Cook, Governor Services Manager, as Data Protection Officer – checklist has come to school to complete and return</li> <li>• Model policies on GovernorHub adopted subject to review</li> <li>• Privacy Notices set up for parents and staff</li> <li>• Sarah Penkethman to contact the Chair regarding handling of GB documents</li> </ul> <p>Following some questions on the One Drive system and password policies, it was agreed that the Headteacher would meet with a Working Group to report on progress (Chair, Mr Clarke, Mr Barrow and Dr Nurse).</p>	<p><b>Sarah Penkethman</b></p>
<p><b>8.3 ITEMS TO CONSIDER / NOTE</b></p> <p><b>Free School Meals</b></p> <p>Revised guidance about free school meals and transitional protection arrangements under Universal Credit has been published.</p> <p><b>NQT</b></p> <p>Updated statutory guidance on induction for newly qualified</p>	

<p>teachers came into force on 1 April 2018. The school used Chepping View Primary School to source NQTs through their SCITT.</p>	<p><b>ACTION</b></p>
<p><b>Measure re Primary</b> The School Standards Minister announced that the NFER would design and deliver new Reception Baseline Assessments to be rolled out in 2020. This will be a 20 minute teacher recorded assessment of communication, language, literacy and early maths skills. It will replace statutory tests at the end of KS1.</p>	
<p><b>Designated teacher for looked after children</b> Statutory guidance updated in February regarding the designated teacher for looked after children. This relates to the duty of Governing Boards of all maintained schools to appoint a designated teacher for LAC. Sarah Chapman-Allen was the appointed person in school. The Pupil Premium Governor would monitor this.</p>	<p><b>PP Governor</b></p>
<p><b>Teacher workload</b> Governors noted that teacher workload is taken very seriously at the school. Teachers were given extra planning, preparation and assessment time and the Headteacher was reviewing the Marking Policy in-conjunction with other schools in the area.</p>	
<p><b>Keeping Children Safe in Education</b> There are changes to the KCSiE documents from September 2018. Once the safeguarding team have received notification that the final version is available a briefing note summarising changes will be sent to all schools.</p>	
<p><b>DFE guidance on searching and confiscation</b> There is updated guidance on searching, screening and confiscation published in January. This is included in one of the school policies and there are nominated staff members to carry out any searches. The Headteacher would review current policies against the guidance and bring back any changes to the GB.</p>	<p><b>Headteacher</b></p>
<p><b>Healthy Pupils Capital Funding</b> The HPCF is intended to improve children's physical and mental health by improving and increasing availability to facilities for physical activity, health eating, mental heal and wellbeing and medical conditions. Funding is provided from the soft drink levy although direct allocations will be made to the LA (for maintained schools).</p>	



		ACTION
<b>8.4</b>	<b>PERFORMANCE MANAGEMENT ARRANGEMENTS</b>	
	<p>The following Governors volunteered to create a pool of Governors to carry out the Performance Management of the Headteacher; Chairman, Mrs Tuckwell, Mr Warren and Mr Munn. Inexperienced Governors would be required to attend training. It was proposed to appoint Hilary Goddard as the external adviser (Chair to be delegated the final decision on the appointment).</p>	
<b>8.5</b>	<b>VOLUNTARY SCHOOL FUNDS</b>	
	<p>It was proposed to hold a Trustees meeting prior to the full Governing Board meeting in the Autumn Term. The Headteacher would check which Governors were named Trustees. The School Fund would be audited in readiness for the Autumn Term meeting.</p>	<b>AGENDA</b> <b>Headteacher</b>
<b>8.6</b>	<b>IN-SERVICE TRAINING DAYS</b>	
	<p>The Headteacher would arrange In-Service training days aligned with the Infant School. This item would come back to the Autumn Term meeting.</p>	<b>AGENDA</b> <b>Headteacher</b>
<b>9</b>	<b>POLICIES</b>	
<b>9.1</b>	<b>Legionella Policy</b>	
	<p>The Bucks model Legionella Policy had been updated in February 2018. The Bursar, as the responsible person, completes checks as outlined in the checklist and inputs this to the web portal. Governors <b>approved</b> the policy.</p>	
	<b>Asbestos Policy</b>	
	<p>The Bucks model Asbestos Policy and Procedures was updated in February 2018. The Headteacher and Bursar had completed training. The school has an Asbestos Log and ensures that contractors sign the log prior to commencement of any works. Governors <b>approved</b> the policy.</p>	
<b>9.2</b>	<b>Exclusions Guidance</b>	
	<p>Mr Warren had learning points he can share with Governors following exclusions training.</p>	
<b>10</b>	<b>DATES AND TIMES OF THE NEXT MEETINGS</b>	

	ACTION
<p>The following dates and times of future meetings were agreed as follows:</p> <ul style="list-style-type: none"> <li>• Resources – Friday 12 October 2018 at 9.15am</li> <li>• Resources – Friday 8 February 2019 at 9.15am</li> <li>• Resources – Friday 17 May 2019 at 9.15am</li> </ul> <p>Governors asked if the Governing Board meetings could be on either Tuesday or Thursday and not Wednesday. Sarah Penkethman would be asked to propose some dates.</p> <ul style="list-style-type: none"> <li>• Standards – Thursday 27 September 2018 at 6.00pm</li> <li>• Thursday 28 June 2018 at 6.00pm</li> </ul>	
<b>11 ANY OTHER BUSINESS</b>	
<p><b>APOINTMENT OF VICE CHAIR</b></p> <p>It was AGREED to elect Mr Clarke into the role of Vice Chair until the first FGB meeting in the Autumn Term 2018 or 31 December 2018.</p> <p><b>CONFIDENTIAL ITEM</b></p> <p>Confidential Minutes refer.</p> <p><b>SPORTS FUNDING EXPENDITURE</b></p> <p>The Deputy Headteacher had a proposal to use Sports Funding towards installation of a fitness trail. Plans were circulated. The higher equipment would have a safety surface beneath. Cost £8k. Governors <b>approved</b> this proposal.</p>	
<b>12 EVALUATION OF MEETING</b>	
<p>Governor impact through following:-</p> <p>Mr Clarke – English and IT visits</p> <p>Mrs Tuckwell – PSHCE visit to each year group</p> <p>Science PQS Award to be submitted tomorrow</p> <p>Safeguarding Governor – ensure children safe at school</p>	
<b>13 CONDUCT OF MEETING</b>	
<p>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.</p>	

The meeting closed at 8.55pm

Signed ..... *M U. V. 26* ..... Date *19.11.18* .....  
CHAIR

