



IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the meeting of the Governors of the School held at the Tower Arms Hotel on Thursday 14 November 2019 at 6.00pm

PRESENT:

Mr M Vinall - Chair	MV
Mr J Barrow	JB
Mr C Clarke	CC
Miss J Digweed	JD
Mr T Munn	TM
Dr A Nurse	AN
Mrs L Price	LP

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

APOLOGIES Miss R Bjork Apologies received and accepted
Mrs S Dobson
Ms N Nash

1. WELCOME AND APOLOGIES

The Governors were welcomed to the meeting and the apologies were noted. It was noted that due to road works and accessibility issues to the School the meeting was taking place in a private room in a hotel.

It was reported that Mr Warren had stepped down from the Board and the Governors expressed their thanks for his hard work and support of the School.

2. CONFIRMATION OF THE CLERK AND THE MEETING IS 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.

3. GOVERNOR APPOINTMENTS

To confirm the term of office

Governors confirmed that the term of office would be for one year until the first FGB meeting in the autumn term or 31 December 2020

ELECTION OF CHAIR

The Governors appointed Mr Vinall as Chair in line with procedures agreed by the Governing Board

Mr Vinall in the Chair

VICE-CHAIR

The Governors appointed Mr Clarke as Vice Chair in line with procedures agreed by the Governing Board

SAFEGUARDING GOVERNOR

It was AGREED that Dr Nurse would continue with the role until the FGB meeting in the autumn term 2020.

4. APPOINTMENT OF CO-OPTED GOVERNORS

It was explained that Dr Nurse's term of office would finish on 16 March 2020. He was therefore re-appointed for another four years commencing on 17 March 2020.

5. NOTIFICATION OF ANY OTHER BUSINESS

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

- Inoculations
- Unitary Council
- Iver Village Infant School

6. DECLARATIONS OF INTERESTS IN RELATION TO ITEMS ON THIS AGENDA AND ANY CHANGES TO THE REGISTER OF INTERESTS COMPLETION OF PECUNIARY AND BUSINESS INTEREST FORM

There were no declarations of interest. All Governors were asked to complete the pecuniary interest form available on Governor Hub and return a copy to the School Office.

All Governors

7. MINUTES OF THE MEETING HELD ON 2 July 2019

The Minutes of the meeting having been circulated, were confirmed and then signed by the Chair as a correct record.

8. MATTERS ARISING FROM THE MINUTES

8.1 6 Privacy Notice

The Chair would consider this further.

MV

8.2 12.2 SENCO information pack

This had been circulated to the Governors and it explained how the SEND pupils progress was tracked. It was noted that some SEN pupils had complex needs and so case studies were being kept by the Senior Leadership Team (SLT)

8.3 13.2 Governor training package

The Chair had, using his delegated powers, agreed to purchasing the Governor training package offered by Bucks Education Partnership.

Governors to note and access

8.4 13.4 Annual Safeguarding return

It was explained that the return had been submitted to the LA by the due date and a copy was available on Governor Hub. It was confirmed that the Designated Teacher for looked-after and previously looked-after children was Mrs Chapman-Allen.

8.5 13.5 Equality objectives

These were reviewed in the Autumn Term. New objectives would be set in the Autumn term 2020.

9. GOVERNANCE

Structure

9.1 Review of Instrument of Government

The Governors agreed that there were no changes to be made.

9.2 Succession planning

It was noted that there were four vacancies on the Board. The Chair had contacted the Local Authority (LA) regarding potential governors from Heathrow airport. The Headteacher would contact the parent body at the beginning of the Spring Term 2020 for nominations for the parent governor vacancy. An email would be sent to all the parents thanking them for completing the recent survey and mentioning the parent Governor vacancy as well.

JD

Mr Clifford joined the meeting at 6.36pm

9.3 Self-evaluation Governor Skills Audit

A form had been added to Governor Hub and all Governors were asked to complete it and send the responses to Mr Barrow.

JB

Governors' Action Plan

A copy would be circulated to all the Governors so they can contribute.

JB /MV / Clerk

9.4 Standing Orders

It was confirmed that there were no recommended changes.

Collaboration Arrangements

The School did not have a formal collaboration with another school.

Alternative arrangements for meeting

Governors were reminded that they were able to attend meetings remotely.

9.5 Governor Allowances

The Governors adopted the proposed minor changes.

9.6 Code of Conduct

It was agreed that all Governors would sign a copy which would be retained by the School.

All Governors

9.7 GIAS update

The Headteacher would check the website to ascertain it was correct and update if necessary.

JD

9.8 School Website overview.

The Deputy Headteacher had already reviewed the School's website and confirmed it was compliant.

10. STRATEGIC MANAGEMENT

10.1 REPORT OF THE HEADTEACHER

A copy of the report had been circulated prior to the meeting. It was noted that

- The makeup between the different cohorts were a similar reflection of the previous year
- There were 57 pupils that attracted the Pupil Premium funding, the previous year there had been 52
- There was a high proportion of students on the SEN register. The School fulfilled 120 hours per week in EHC plans

- The curriculum had been re-designed in the last academic year with a focus on reading and healthy lifestyles including pupil resilience
- The pupils' knowledge would be built on as they progressed through the School in line with the new Ofsted framework
- The Staff had created a positive inclusive environment which had led to a strengthening of the Pupils Voice
- The pupils' attendance was monitored closely and key families with complex needs were being supported.
- The whole school had attended an assembly where people from all walks of life had discussed their roles. This had challenged the gender stereotypes. As part of the pupils' personal development the visitors then had addressed YR6 afterwards
- The School had a strong leadership team with one member attempting the National Qualification for Middle Leaders
- The KS2 results were Good and had been discussed fully at the Standards Committee meeting
- Pupil progress meetings were still being held for all staff to attend but there was less emphasis on the data to assist with staff wellbeing

A Governor asked that all four areas had been graded 2 as Good. Out of the four which was the School closest to obtaining a Grad 1 Outstanding.

It was noted that if attendance could be separated then Behaviour and Attitudes would be outstanding. None of the four areas were close to a Grade 3. Leadership and Management could not yet be judged as a Grade 1 as pupil progress was not outstanding.

The Governors congratulated the staff and the SLT for the extraordinary SATs results.

10.2 SELF-EVALUATION FORM (SEF)

This was part of the Headteacher's report.

10.3 APPROVAL OF SCHOOL DEVELOPMENT PLAN (SDP) FOR 2019/20

A copy of the plan had been circulated prior to the meeting. In the newsletter the Headteacher had explained to the parents the direction of the School and how it was developing and what they could do to assist their children.

The Plan was APPROVED.

10.4 To consider Other Governor Roles and how best to meet the SDP requirements.

The following roles were agreed

- *Development Governor – Mr Barrow*
- *SEND Governor -Mr Munn and Mrs Dobson*
- *English Governor and Maths Governor – Mr Clarke*
- *Pupil Premium Governor – Mr Munn*
- *Equalities Governor – Dr Nurse*
- *H&S Governor – Mr Munn*
- *Quality of Education -Dr Nurse and Mrs Price*
- *Behaviour and Attitudes – Mr Munn*
- *Leadership and management including GDPR – Mr Barrow and Mrs Price*
- *Personal development – Mr Clarke*

Governors were asked to conduct a visit before the end of term.

Governors

10.5 VISITS/ REPORTS FROM EXTERNAL AGENCIES

There was nothing to report.

11. COMMITTEES

11.1 Membership

There were no changes to the Committee membership

Terms of Reference(TOR)

The TOR for the Resources Committee were being reviewed by Mr Clarke
The TOR for the Standards committee remained unchanged and so were
AGREED

The proposed TOR for the panels were AGREED.

11.2 RESOURCES COMMITTEE

This Committee and met and had discussed

- The current budget
- The work on the boys' toilets
- The kitchen diner

11.3 STANDARDS COMMITTEE

This Committee had met and had discussed

- The progress data over the last academic year
- The School development Plan

11.4 PAY REVIEW

This Committee had met.

11.5 HEARING AND APPEAL PANELS AND PUPIL DISCIPLINE PANEL

These panels had not been required.

12. GOVERNOR REPORTS

12.1 CHAIR

The Chair reported that under delegated powers he had agreed to the purchase of the Governors training package from the Bucks Education Partnership. He had dealt with a complaint which had been independently investigated and was not pursued any further.

12.2 DEVELOPMENT GOVERNOR

Governor training for 2019/20

Governors were encouraged to review the training offer online and face to face and to attend as many sessions as possible. It was noted that all Governors had completed the Prevent Training. They noted that they had access to the NGA online training as well.

Whole Governing Board Training

A topic for consideration would be Ofsted readiness.

12.3 SEND GOVERNOR

There was nothing to report.

CC / Agenda

12.4 SAFEGUARDING GOVERNOR

The annual Safeguarding report had been submitted to the LA by the due date. There were no issues and a visit would take place before the end of term. It was confirmed that the Single Central Record was up to date.

AN

12.5 EQUALITIES GOVERNOR

There was nothing to report.

12.6 PUPIL PREMIUM GOVERNOR

There was nothing to report.

12.7 GDPR GOVERNOR

There was nothing to report.

12.8 SDP LINKED GOVERNORS

There was nothing to report.

12.9 H&S GOVERNOR

A visit would take place before the end of term.

TM

12.10 PSHE GOVERNOR

There was nothing to report.

12.11 SUBJECT LINK GOVERNORS

- **English** – the Governor had seen the pupils’ books and the cross curricular work taking place.
- **Maths**- there was good pupil progress being made in the subject
- **Science**- A visit would take place before the end of term.
- **PE** -There was nothing to report.

12.12 REPORT OF ATTENDANCE OF SCHOOL EVENTS/VISITS

The Governors had attended

- the soup share which many parents had also attended
- a Garden tidy up event which had also been attended by staff members
- The parents’ evenings encouraging parents to complete the school survey which would be considered at the Standards committee meeting.
- The Carol service due to be held on 11 December 2019

Standards committee

13. ITEMS OF NOTE

- **Teachers Pay Decision**

This had been discussed by the Pay Review Committee.

- **Integrated Curriculum and financial planning**

<https://www.gov.uk/guidance/integrated-curriculum-and-financial-planning-icfp>

This was delegated to the Resources Committee

Resources

**14. INSET DAYS
2020/21**

- Tuesday 1st September 2020
- Monday 4th January 2021
- Plus 3 additional in-service training days to be decided by each LA Maintained school. – these dates would be brought back at the next meeting

<https://www.buckscc.gov.uk/media/4513740/2020-to-2021-bucks-approved-final-with-logo.pdf>

15. VOLUNTARY SCHOOL FUNDS

These would be discussed by the Trustees.

16. POLICIES

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

Annual Review

- Child Protection /Safeguarding- This was APPROVED
- Pay Policy- This was deferred to the next meeting
- SEN Policy- This was APPROVED
- SEN Information Report- this was noted
- Behaviour Policy- This was APPROVED
- Behaviour Principles Written Statement - This was APPROVED

17. DATE AND TIME OF NEXT MEETING

- Thursday 2 April 2019 at 6.00pm

18. ANY OTHER BUSINESS

Inoculations

It was noted that pupils could not be banned from attending the School if they had not been inoculated with the MMR. The Headteacher would consider making any literature available from Public Health.

Iver Village Infant School (IVIS)

It was noted that the acting Headteacher of IVIS would be stepping down at the end of the academic year. The Chair was asked by the Board to contact their Chair of Governors regarding federation.

It was noted that whilst the SENCO was on long term sick the Headteacher would be dealing with all Safeguarding issues.

19. 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.

Agenda

Agenda

JD

Chair /
Agenda

Governors considered their impact which included

- Review of the SDP and linking Governors to this
- The attendance at school events

The meeting closed at 8.20pm

Signed Date
CHAIR

Minute	Agenda Item	Action
6	Pecuniary Interest forms	All Governors
8.1	Privacy notice	MV
8.3	Governor training BEP	All Governors to access
9.2	Letter to parents re vacancy January 2020	JD
9.3	Skills Audit	All Governors/ JB
	Action Plan	JB / MV / Clerk
9.6	Code of conduct	All Governors
9.7	GIAS	JD
10.4	Governor visits before the end of term	All Governors
11.1	TOR Resources Committee	CC / Agenda
12.4	Safeguarding visit	AN
12.9	H&S visit	TM
12.12	Parent Survey	Standards Committee
13	Integrated Curriculum and Financial Planning	Resources
14	Inset Days	Agenda
16	Pay Policy	Agenda
18	Literature on inoculations	JD
	IVIS	MV / Agenda