



Iver Village Junior School Governing Board Meeting

MINUTES of the meeting of the Governors of the School held remotely via video link on Wednesday 16 November 2022 at 6.00pm

PRESENT:	M Vinall - Chair	MV
	S Chapman -Allen	SCA
	J Digweed	JD
	T Munn	TM
	A Nurse	AN
	R Paxman	RP
	E Stafford-Allen	ESA
IN ATTENDANCE:	P Clifford – Deputy Headteacher	PC
APOLOGIES	S Dobson	Apologies received and accepted
	D Pike	Apologies received and accepted

- Welcome And Apologies of absence**
Everyone was welcomed to the meeting. The apologies were noted.
- Confirmation of the Governance Professional and the Meeting is Quorate**
It was confirmed that S Penkethman (Bucks Minuting Services) would be the Governance Professional for the meeting. It was confirmed that the meeting was quorate.
- Appointment of Co-opted Governors**
It was explained that M Vinall's term of office would cease on 29 November 2022 and as he fulfilled the skills criteria he was re-appointed as a Co-opted Governor for 4 years.

The new parent Governor E Stafford-Allen was welcomed to the meeting and introductions were made.
- Governor Appointments**
Confirm term of office
It was confirmed that the term of office for the Chair and Vice Chair would be for one year until the first meeting in the autumn term 2023 or by 31 December 2023.

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

Vice-Chair
The Governors appointed T Munn as Vice Chair in line with procedures agreed by the Governing Board

Safeguarding Governor

The Governors appointed A Nurse as the Safeguarding Governor.

Chair of Resources

This was delegated to the next Committee meeting.

Resources

5. Notification of Any Other Business

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

- Electric gates
- Online training

6. Declarations of Interests in Relation to Items on this Agenda and Any Changes to The Register of Interests

There were no declarations of interest.

Annual Completion of Pecuniary and Business Interest Form either on Governor Hub or by form

All Governors were asked to complete the annual pecuniary and personal interest form available on Governor Hub and return a copy to the School Office, detailing any changes to the register of interests.

**All
Governors**

7. Meeting dates for the following term (including Committees)

- Resources Friday 10 February 2023 at 9.15am
- Standards Thursday 23 February 2022
- FGB Thursday 9 March 2023 at 6.00pm

The dates were noted.

8. Minutes of The Meeting Held On 16 June 2022 and Matters Arising

The Minutes of the meeting having been circulated, were confirmed and would be signed by the Chair as a correct record at the next face to face meeting.

There were no matters arising.

9. Governance Structure

9.1 Annual Review of Instrument of Government

There were no recommended changes the Instrument of Government was accepted.

9.2 Succession planning

A skills audit had been completed in the last academic year, there had been no skills gap. The Governors were asked to contact any potential Governors they may know.

Governors

9.3 Governor attendance report from Governor Hub

This had been provided at the beginning of the term and was available on the School's website.

9.4 Standing Orders

A draft had been circulated prior to the meeting and there were no changes required.

The Board AGREED to continue with the Collaboration Arrangements in place. There were no changes to the Governors allowances.

9.5 Code of Conduct

A copy had been placed on Governor Hub. Governors were asked to complete the declaration on Governor Hub or to sign a copy and send them to the School.

9.6 **GIAS update**

This had been reviewed by the Headteacher and was up to date.

School Website overview

The Deputy Headteacher had reviewed the website and confirmed that it was compliant.

10. **Strategic Management** 10.1 **Report of The Headteacher**

It was noted that

- There were ten pupils with EHC plans with two new EHC plans being considered, and two families had taken their case to tribunal
- More families were working with the family link worker
- The School was supporting several families whose children did not meet the criteria for an EHC plan
- There was a spread of pupils entitled to Pupil Premium funding across the whole school
- Many of the pupils had speech and language issues so the School was providing a therapist from a private company
- The YR3 pupils when assessed for reading writing and maths should be at 60%, they were currently at 28%
- The YR3 teachers worked on the pupils' behaviours during the current term
- The next focus would be working on the pupils reading and phonics to improve their vocabulary this should then feed into the improvement in the writing. Reading plans were in place.
- There was also a focus for the whole school on oracy which should also improve the pupils writing.
- The School had bought back into the PIXEL resources for YR6 and this would be rolled out across the rest of the School over the academic year.
- Buckinghamshire Council (BC) had covered the cost of the installation of LED lighting which was saving energy costs.
- The School was struggling to recruit TAs which was a county issue. Two TAs would be leaving at the end of the term
- The SDP was in place and was being updated regularly
- The monthly budget reports were being circulated to the Board, it was noted that savings would be made as the School was not fully staffed. The predicted carry forward had been reduced by £20,000 and there would be an in year deficit of £106,000 by the year end.

Q: what about the reading books

The Headteacher explained that the reading books linked to other subjects. The Teacher would have to choose correctly which books for their class as some pupils did not have the required vocabulary.

Q: what about the publishing lessons.

This was part of the School Development Plan. It taught the pupils how to edit their own work. This would be re-launched this academic year and teachers would be given training.

Q: what would be the timescale for re-introduction.

The Headteacher explained that there had only been three days where all members of staff had been in school so the focus for this term was reading and

assessing YR3 and YR4. The Senior Leadership team (SLT) would then consider introducing publishing in January 2023.

Q: the reading did not appear that adrift from the maths assessment. Was this progress due to the teaching this half term or was it already high.

The Deputy Headteacher explained that the classes were working at a slower pace, the pupils got back into reading very quickly with good scores in the tests. Writing was maturing but there had been slippage in the progress since the summer term 2022. The second round of assessment would take place in December 2022 which should show an improvement.

Q: how would the School be coping financially if there was a full complement of staff.

It was noted that financially it would be very difficult. There were four vacancies in the support staff saving £36,000. However, this was having an impact on staff wellbeing.

Q: Was the School using agency or supply staff.

The School was using a TA supply staff member who would remain at the School for the whole academic year. The School did not have to pay for this member of staff any sickness cover or holiday cover.

Q: will the financial cutbacks impact on pupil progress

It was noted that the School had very skilled teachers and there was capacity as the SLT did not take classes. However if capacity was lost in certain areas i.e. the play therapist and the speech and language therapist could no longer continue this may affect the pupils progress.

Q: could this affect the Ofsted grading.

It was noted that the Ofsted judgment was no longer based on the internal pupil progress data.

10.2 School Self-Evaluation Form

The SLT had graded the School overall as Good. Some areas were not yet at outstanding although improvements had been made.

Q: of the four areas in the SEF what could be improved so it was graded outstanding.

The Headteacher advised that pupil behaviour was not yet outstanding, although there was a culture of respect, and the pupils had a strong sense of right and wrong. The curriculum design was outstanding so the quality of teaching would be considered outstanding. However the subject leadership and monitoring would only be considered good.

10.3 Approval of School Development Plan (SDP) For 2022/23

It was agreed that the School Vision Values and aims would remain unchanged.

The following Governor Roles were AGREED

- Development Governor – RP
- SEND Governor – TM, SD
- English Governor -RP
- Maths Governor -TM
- Pupil Premium Governor -SD, TM
- Sports Premium governor -DP
- Equalities Governor -AN
- PSHE Governor -RP
- GDPR Governor- vacancy

	<ul style="list-style-type: none"> ○ Science- DP ○ H&S Governor- TM ○ Wellbeing Governor-RP <p>Governors were asked during their visits to consider the School Development Plan when asking questions.</p>	All Governors
10.4	<p>Future of School – Academisation</p> <p>It was noted that the white paper had not been enacted and so the School would be able to consider this over a longer period.</p>	
11.	<p>CFR reports for this term</p> <p>This had been covered earlier in the meeting.</p>	
12.	<p>Safeguarding Report from Governor</p> <p>A Nurse explained that there were no safeguarding issues</p> <p>Annual safeguarding report to Governors</p> <p>The report had been submitted to BC by the due date.</p> <p>Review of Single Central Record -termly report</p> <p>A Nurse would conduct a safeguarding visit before the end of the term and would review the Single Central record. The Deputy Headteacher and Business Manager would also review the Single Central Record this term.</p> <p>KCSIE and completion of declaration on Governor Hub</p> <p>The Governors would confirm that they had read the new KCSIE 2022 on Governor Hub. The Governors were requested that they completed safeguarding training before the next FGB meeting.</p> <p>Confirm whistleblowing procedures are in place and re-adopt policy</p> <p>It was confirmed that the procedures were in place and staff were aware of the policy. The policy was approved at the last meeting.</p>	AN PC
13.	<p>Committees</p> <p>To agree:</p> <p>Membership- there were no changes to the membership.</p> <p>Terms of Reference- the terms of reference for all the committees were approved except for the Standards Committee which would be reviewed next term.</p>	All Governors
14.	<p>Committee Reports</p>	AN/ FGB
14.1	<p>Resources Committee</p> <p>This Committee had met and had mainly discussed the budget. The minutes had been circulated.</p>	
14.2	<p>Standards Committee</p> <p>This committee had met and had discussed</p> <ul style="list-style-type: none"> ○ The summer results ○ How the summer break had impacted on the progress ○ How the issues around writing were being addressed ○ Attendance 	
14.3	<p>Pay Review Committee</p>	

This committee would meet before the end of the term. It was AGREED that E Stafford Allen would become a member of this Committee.

14.4 Hearing and Appeal Panels / Pupil Discipline Committee

None of these panels had met.

15 Governor Reports

15.1 Chair

The Chair had under delegated powers signed off on an insurance contract; this had been reported to the Resources Committee.

15.2 Development Governor

The Governors had access to training via the Bucks Education partnership.

15.3 SEND Governor

SEND Report and Local Offer

It was confirmed that the SEND policy was in place and the local offer and report as available on the School's website.

15.4 Pupil Premium Governor

There was nothing to report.

15.5 Other Governors

There were no other reports.

16. Inset Days

2023/24

These would be

- 1 September 2023
- 4 September 2023
- 30 October 2023
- 22 July 2024
- 23 July 2024

17. Policies

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

Annual Review

- H&S Policy
- Child Protection Policy
- Pay Policy - not yet available from BC
- SEN Policy
- Behaviour Policy
- Behaviour Principles Written Statement (Maintained)

[Behaviour and discipline in schools guidance for governing bodies.pdf \(publishing.service.gov.uk\)](#)

- Capability and Performance Improvement Policy and Procedure for Schools
- Redundancy policy

The policies were APPROVED.

18. Any Other Business

Electric gates

The Headteacher reported that parking was becoming a health and safety issue and staff were being harassed. Leaving the gates open was not feasible as this could be a safeguarding issue. The Headteacher was asked to obtain quotes and to ascertain if BC would assist with the cost.

**Resources
Committee**

Online training

This was available through the Bucks Education partnership.

19. Impact

The Governors considered their impact through their discussion and decisions. This included

- Succession planning
- School visits and the monitoring of the School development Plan
- Reviewing the budget

20. 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 8.15 pm

.....Signature.....date

Chair

4	Chair of Resources	Resources
6	Annual pecuniary interest form	Governors
9.2	Governor vacancies	Governors
10.3	Governor visits to include consideration of the SDP	Governors
12	Safeguarding visit	AN
	SCR	PC
	KCSIE confirmation	Governors
	Safeguarding Training	Governors
13	Standards Committee TOR	Agenda/ AN
18	Electric gate quotes	JD/ Resources