



IVER VILLAGE JUNIOR SCHOOL Governing Board Meeting Agenda

MINUTES of the meeting of the Governors of the School held remotely via video link on Thursday 18 November 2021 at 6.00pm

PRESENT:	Mr M Vinall- Chair	MV
	Mrs S Chapman-Allen	SCA
	Miss J Digweed	JD
	Mrs S Dobson	SD
	Mr T Munn	TM
	Dr A Nurse	AN
	Mrs R Paxman	RP
	Mrs L Price	LP
IN ATTENDANCE:	Mr P Clifford- Deputy Headteacher	PC
APOLOGIES	Mr D Pike	Apologies received and accepted

1. Welcome And Apologies of absence

The Chair welcomed everyone to the meeting and the apologies were noted.

2. 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.

3. Governor Appointments

Confirm term of office for one year until first meeting in autumn term 2021

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 2022 or by 31 December 2022.

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 Mrs Price as Vice Chair in line with procedures agreed by the Governing Board.

Safeguarding Governor

The Governors appointed Dr Nurse as the Safeguarding Governor

Committee chairs

The Governors appointed Dr Nurse as the Chair for the Standards Committee and Mr Vinall as Chair for the Resources Committee.

4. Notification of Any Other Business

There were no proposed items for discussion.

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

There were no declarations of interest or changes to the register of interests.

Annual Completion of Pecuniary and Business Interest Form

All Governors were asked to complete either 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. Or complete the declarations page on Governor Hub and then download a copy for the School.

6. Minutes of The Meeting Held On 13 July 2021 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.

Wellbeing charter- It was noted that this was a DFE initiative. A poster was available in the staff room; the School would sign up to the charter. The Deputy Headteacher was attending the mental health first aider training. The Senior Leadership Team (SLT) were making sure that staff focused on their own wellbeing.

Parent Survey- the results had been circulated to the Board prior to the meeting.

A Governor asked how many responses had been received.

It was explained that 19 responses had only been received. When the last survey as conducted Governors had spoken to the parents, whereas for this survey it was completed online.

A Governor asked about the response to question 13 "would you recommend the School"

It was noted that the response was not overwhelming although this had not been reflected in the rest of the survey. It was agreed that in future surveys a box stating not applicable would be added to the survey.

A Governor asked if any charitable events were coming up in School.

The School was considering a carol evening event outside before the end of term although it had not been announced due to the rising rate of COVID-19. The Board would repeat the survey if the event took place. Mrs Price volunteered to co-ordinate the survey.

7. Minutes of The Meeting Held On 11 November 2021 and Matters Arising

The Minutes of the meeting had not been circulated so this was deferred to the next meeting.

8. Governance Structure

Annual Review of Instrument of Government

The Board confirmed there were no changes to be made to the Instrument of Government

Succession planning

LP

Agenda

MV

The Chair advised that he would be considering how to increase the Board numbers.

Self-evaluation

Governor Skills Audit and Governors' Action Plan

This would be considered once the number of Governors had increased.

Standing Orders

There were no recommended changes so were approved.

Collaboration Arrangements

The Board AGREED to continue with the collaboration arrangement with Chalfont St Giles School.

Governor Allowances

There were no recommended changes so were approved.

Code of Conduct

The proposed draft was AGREED.

GIAS update

Mrs Price would review the School's page on the website.

LP

School Website overview

Mr Clifford confirmed that website was compliant but would review it again before the next meeting.

PC

9.

9.1

Strategic Management

Report of The Headteacher

A copy of the report had been circulated prior to the meeting. The Headteacher explained that

- The Senior Leadership Team (SLT) were struggling to recruit staff especially experienced TAs with ELSA training
- COVID-19 was very prevalent in the School, with cases coming into the School from outside. Three teachers were at home waiting for a test result. If they tested positive the Headteacher would contact Public Health England (PHE).
- The number of pupils eligible for the Pupil Premium grant had increased to around 30%. The amount of grant the School would receive would therefore increase.
- The SLT were considering using the catch up funding to employ mentors.
- The number of pupils with SEN had also increased in the School. This was seen as a positive for all of the pupils
- The pupil progress data would be updated in December 2021 and would be shared with the Governors.
- The new interactive screens in the classrooms had been installed and had had a large impact on the pupils learning. A screen was also available in the library as this was being used as a teaching space
- The leaks in the bell tower had been fixed at no expense to the School
- The upgraded toilets were leaking and this would be addressed

JD

A Governor asked if there was a plan that could be put in place to switch the School to remote learning.

It was noted that Buckinghamshire Council (BC) did not recommend the closing of schools currently. The School had the capacity to cover staff if they were off by

using the SLT. Before moving to remote learning the Headteacher would contact BC and PHE.

A Governor asked about how the School would assess oracy as per the School Development Plan.

The staff had been trained around the learning objective and the SLT would create a method of assessment for the future.

A Governor asked about the action research.

It was explained that all of the teaching staff had chosen a project around quality first teaching. Staff were excited about their projects, and these were discussed in the staff meetings.

A Governor asked about the catch up funding action plan.

The plan was available on the School's website. The SLT had not decided whether to use the external tutoring service as the School would have to make a contribution. The SLT would prefer to use the school staff instead; but it was difficult to timetable this so pupils did not miss lessons. Small class groups during the day were already being implemented.

A Governor asked what the basket approach was as mentioned in the SDP.

It was noted this was a way of considering lessons on a particular subject.

9.2 School Self-Evaluation Form

A copy had been circulated prior to the meeting. Behaviour had been judged as Good as it was not yet consistent.

9.3 Approval of School Development Plan (SDP) For 2021/22

A copy had been circulated and it was noted that the main focus was on oracy and outside play. The SDP was APPROVED and would be reviewed at the next Standards Committee with the School's vision and values.

**Standards
Committee**

To consider Other Governor Roles

It was AGREED that the existing roles would remain the same. The following roles would be covered by

- Premium Governor – Mrs Dobson and Mr Munn
- SEND Governor – Mrs Dobson and Mr Munn
- Well being Governors – Mrs Paxman
- PSHE Governor – Mrs Paxman
- Sport Governor – Mr Pike who would also review the outside play
- H&S Governor – Mr Munn

10. Safeguarding

Report from Governor

Dr Nurse had met with the Safeguarding Lead and a report had been circulated. It was explained that the lockdowns and effects of COVID-19 had created a greater incidence of issues in the homes and therefore in the School.

Annual safeguarding report to Governors

The report had been circulated to the Board and had been submitted to BC by the due date.

Review of Single Central Record termly report

It was confirmed that the record was up to date.

KCSIE and declaration on Governor Hub

Governors were requested to read the KCSIE document for 2021 and then to confirm this on Governor Hub. It was confirmed that the Staff had recently received safeguarding training.

All
Governors

Confirm whistleblowing procedures were in place

It was confirmed that the procedures were in place and staff were aware.

CLA Teacher

This role was covered by Mrs Chapman-Allen. The School did not have any looked after children on roll.

- To note

[Review of sexual abuse in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/sexual-abuse-in-schools-and-colleges)

[Sexual violence and sexual harassment between children in schools and colleges \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges)

The Board noted the links.

11. Committees Membership

The membership was AGREED.

Terms of Reference

These were APPROVED.

11.1 Committee Reports Resources Committee

This Committee had met and the minutes had been circulated.

Standards Committee

This Committee had met and the minutes would be circulated. The Committee had considered

- The plans for teaching oracy
- Pupil performance, the data would be considered at the next meeting.
- Writing had been mostly affected by the lockdowns
- Safeguarding - sexting was becoming an issue which would be considered at the next Standards committee meeting as well as social media.

Pay Review Committee

This Committee had met.

Hearing and Appeal Panels / Pupil Discipline Committee

These panels had not been required.

12. Governor Reports 12.1 Chair

The Chair had under delegated powers on 29 September 2021 agreed to the purchase of supply teaching insurance as this was time critical. Several quotes had been obtained by the School.

12.2 Development Governor

- Training package – this had been purchased via the Buckinghamshire Education partnership
- NGA Membership and online training purchased by Bucks County was available to the Board. The Child protection training was recommended to all the Governors for completion.
- BESST- it was noted that an additional charge would be made for any courses attended via BC

[BESST | Buckinghamshire \(buckscc.gov.uk\)](https://www.buckscc.gov.uk)

- Governor for schools – this training was free.

[Online training and support for governors | Governors for Schools](#)

12.3 **SEND Governor**

SEND Report and Local Offer

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

12.4 **Pupil Premium Governor**

It was confirmed that the strategies were up to date and on the School's website. The Board were advised that part of the funding was being used to pay for a Speech and Language therapist to attend the school once a week.

12.5 **Equalities Governor**

The Governor would meet with the School's Equalities Lead before the next meeting.

The Equalities objectives had been agreed in the summer term and were available on the School's website. There had been two racist incidents and workshops would be held with all of the pupils before the end of term.

12.6 **GDPR Governor**

The Governor would visit the School before the next meeting. It was confirmed there had been no data breaches this term. The DPO report would be circulated before the next meeting.

12.7 **Other Governors**

Maths Governor

Mr Munn had contacted the Maths Lead in School and would review the data when it was available.

13. **Inset Days**

2022/23

The dates had been agreed with Iver Village Infant School and were noted.

- 5 September 2022
- 31 October 2022
- 4 January 2023
- 21 July 2023

14. **Voluntary School Funds**

The Accounts had been audited and the Trustees would meet before the end of term.

15. **Policies**

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

Annual Review

- H&S Policy

- Safeguarding Policy
- SEN Policy
- Behaviour Policy
 - Change of wording to suspensions and permanent exclusion.
- Behaviour Principles Written Statement (Maintained)
- PSHE Policy
- RSE policy update
- Remote learning Policy
- Appraisal policy
- Governor visits policy
- Educational visits Policy

The policies were APPROVED.

16. Date and Time of Next Meeting

- Thursday 10 March 2022 at 6.00pm

17. Any Other Business

There were no other items proposed for discussion.

18. Impact

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

- Visiting the School
- Robust challenging questions
- Reviewing the Safeguarding procedures
- Considering and contributing towards the School Development Plan

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.

The meeting closed at 8.10 pm

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

Chair

Minute	Agenda Item	Action
6	Survey	LP
7	Minutes 11 November	Agenda
8	Succession planning	MV
	GIAS	LP
	School website	PC
9.1	Pupil Progress data	JD
9.3	Oracy and outside play/ SDP/ Vision and Values	Standards Committee
10	KCSIE confirmation on Governor Hub	Governors

