



## Iver Village Junior School Governing Board Meeting

MINUTES of the meeting of the Governors of the School held remotely via video link on **Wednesday 22 November 2023 at 6.00pm**

<b>Present:</b>	M Vinall – Chair	MV
	S Chapman-Allen	SCA
	C Fulker	CF
	T Munn	TM
	A Nurse	AN
	R Paxman	RP
<b>In Attendance:</b>	P Clifford- Acting Headteacher	PC
	B Poole – Business Manager	BP
<b>Not Attending</b>	J Digweed	Apologies received
	E Stafford-Allen	Apologies received

### 1. **Welcome And Apologies of absence**

Everyone was welcomed to the meeting. The apologies given were noted and accepted. It was explained that whilst the Headteacher was unavailable in school P Clifford was Acting Headteacher.

### 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. **Appointment of Co-opted Governor**

C Fulker was welcomed to the Board and it was explained that she fulfilled the skills criteria identified through the skills audit. Her CV had been circulated and so was appointed as a Co-opted Governor for four years.

It was noted that R Paxman's term of office was due to finish on 9 December 2023. She was re-appointed onto the Board as a Co-opted Governor from 10 December 2023 for four years.

### 4. **Governor Appointments**

#### **Confirm term of office for one year until first meeting in autumn term 2022**

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 2024 or by 31 December 2024.

#### **Chair**

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

Mr 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.

#### **5. Notification of Any Other Business**

There were no proposed items for discussion.

#### **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 or changes to the register of interests.

#### **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 Business Manager, detailing any changes to the register of interests.

Governors

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

- Resources Committee – 9 February 2024
- Standards Committee- Thursday 29 February 2024
- FGB meeting – Wednesday 13 March 2024

The dates were noted.

#### **8. Minutes of The Meeting Held On 29 June 2023 and Matters Arising**

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

#### **Matters Arising**

##### **9.10 Staff survey results**

A PowerPoint had been shared prior to the meeting. The School had received 14 responses and the Senior Leadership Team (SLT) had been happy with the results overall. 90% of the staff had stated they felt valued, and their contribution was appreciated. As a response to the survey Friday morning meetings had been implemented rather than meetings after school. The survey had been conducted in the summer term after which several members of staff would be leaving which may have skewed the answers. 100% stated that the School did safeguarding well, as the School used the CPOMS system. 100% said the school was well led. Some staff members had stated they did not know who the governors were and so more governor visits were encouraged. 93.3% stated that the School leaders were approachable. Staff had been asked to approach the SLT if something should occur so any issues could be addressed quickly. 20% of staff had disagreed around the behaviour policy being consistently managed. The SLT would adhere to the policy more and training would be given. Staff now had access to the National College where they could access training on dyslexia and ADHD. The Deputy Headteacher now visited every class in the mornings to ask about the staff wellbeing and what resources they required. 100% were proud to be a member of the School.

Governors to visit

##### **14.4 Equality objectives**

The annual report was available on Governor hub and the School website. More parental coffee mornings were being held as well as after school clubs to boost inclusivity.

##### **14.6 DPO report**

The report would be given at the next meeting.

Agenda

## **16 Parental Survey**

A copy of the results had been circulated prior to the meeting. The School had scored over 90% for all the questions. 99% of the pupils felt safe in the School. Anything that was specific to a class in the comment section had been fed back to the teacher. The SLT had tried to answer any response.

## **9. 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**

The Board was considering how to fill the Governor vacancies.

#### **Self-evaluation**

##### **Governor Skills Audit**

This had been completed recently. The main focus would be for Governors to visit the School more. The Board would consider completing the health check on Governor Hub at the next meeting. R Paxman would circulate details.

Agenda/  
RP

##### **Governors' Action Plan**

There were future events this term that Governors had been asked to attend

- Carol Concert on 6 December 2023
- Parents evening 27 November 2023
- Coffee morning 7 December 2023
- Santa dash 8 December 2023

Governors

#### **Standing Orders**

- Delegations
- Collaboration Arrangements
- Governor Allowances

There were no changes to be made. The collaboration with Chalfont St Giles school would remain.

#### **Consideration of moving to the circular model of meetings which did not include any committee meetings except the pay review committee.**

Information around this type of governance had been circulated prior to the meeting. After discussion it was AGREED to retain the committees however every Governor would become a member of both committees, Resources and Standards. Any confidential personnel issues could be brought to the Pay Review committee.

#### **Code of Conduct**

A copy had been placed on Governor Hub which was AGREED. Governors were asked to complete the declaration on Governor Hub.

Governors

#### **GIAS update**

C Fulker would review the school's pages on the website.

CF

#### **School Website overview**

It was confirmed that the website was compliant.

## **10. Strategic Management**

### **Report of The Headteacher**

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

- The School had been re-structured so an extra teaching group for maths and writing in each year group could be accommodated.

- StepLab had been introduced for the staff training
- Staff meeting time was used so the staff could interact with their mentor one to one every two weeks
- A few pupil voice groups had started this term including
  - Agents for change
  - Safeguarding super heroes
  - School council
  - Eco schools
  - Culture cadets
- Pupils on roll was at 212 and this would be increasing to 215
- Pupil attendance was 95.96%, the average attendance this week was 93.7%
- Persistent absenteeism was an issue for the School with 32 pupils identified.
- Three pupils with attendance below 90% had left and 2 families with three children each were persistent absentees. Therefore 21 pupils would be focused on next term regarding their attendance
- There had been four referrals for safeguarding and one pupil on a child protection plan.
- All staff had received safeguarding training and had completed the Prevent training
- 14 pupils had EHC plans, and 51 pupils were on the SEND register, this was higher than the county average.
- There had been no suspensions or exclusions this term
- The SATS results were at 70% which was above the national average. The combined ARE was at 72% which was 7% above the national average.
- When the pupils joined after KS1 they were at 36% which showed the progress the pupils had made at the School. On average the pupils had made 4 points progress in writing, 2.6 point progress in maths and 0.67 in reading. The focus for the staff this academic year would be on reading.
- There had been no staffing changes except one teacher on maternity leave and another to go onto maternity leave in January 2024. A new PE coach had been engaged.
- All teaching staff performance management had been completed and they had met their targets.
- Staff would be completing emotional coaching and subject specific coaching through the National College.
- The School was hosting drop-ins for the parents which appeared to be popular

### **School Self-Evaluation Form**

The SLT had graded the School as overall Good. Behaviour and Attitudes had been rated as outstanding.

*Q: one of the key areas in the leadership and management was developing the links between the Board and the subject leaders, what should the Governors be doing.*

The Governors needed to visit the School to ascertain if the subject leaders were teaching a balanced curriculum and to confirm what the SLT was advising at the meetings was correct.

### **Approval of School Development/Improvement Plan For 2023/24**

It was noted that the document was live and subject to change regularly.

*Q: would it be possible to create a summary on what the School was trying to achieve.*

The Deputy Headteacher advised that the main focus for the Governors to review would be the school was keeping the pupils safe and wanting to come into School, the staff could then build on the academic support. Staff now had access to StepLab, interventions were in place to meet the needs of the pupils.

The plan was APPROVED but it seemed there was a lot of work for the SLT to manage.

*Q: were the SLT confident that they had the capacity to complete the plan especially around the wellbeing*

The Deputy Headteacher confirmed that the plan was for 2023/24 and he felt they had the capacity to meet it.

*Q: what should be the key elements for the Governors to review.*

The Deputy Headteacher would put a list together and circulate it.

### **Other Governor Roles**

- Attendance Governor- TM
- Development Governor - RP
- SEND Governor (required)-ESA
- English Governor -RP
- Maths Governor -TM
- Pupil Premium Governor -ESA
- Sports Premium governor - ESA
- Equalities Governor -AN
- PSHE Governor -RP
- H&S Governor-TM
- GDPR Governor
- Subject Links
- SDP links Governors
- Wellbeing Governor-RP
- Whistleblowing Governor

The roles would remain as allocated previously. It was AGREED that the safeguarding governor would also review the School's filtering and monitoring. The Deputy Headteacher explained that the software used was provided by Buckinghamshire Council (BC) but was not as robust as thought. Therefore from January 2024 the School would be using the Turn it On system. Reports would be produced to show what was being accessed online.

*Q: do you need to know who is looking at what.*

S Chapman-Allen explained that the SLT would have to review the first report to see whether the device could be identified.

### **Report of Chair**

The Chair had not taken any action under emergency or delegated powers.

#### **11. CFR reports for this term (maintained)**

Copies of the reports were available on Governor Hub.

#### **12. Safeguarding**

##### **Report from Governor**

A Nurse explained that the School had to deal with low level safeguarding issues coming from the home. Staff were able to handle these well especially with CPOMS.

##### **BC Annual safeguarding report to Governors**

A copy of 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**

M Vinall had reviewed this during a visit to the School this term. The School was able to satisfy his questions.

**KCSIE and completion of confirmation on Governor Hub**

Governors were asked to read the document then complete the confirmation on Governor Hub.

Governors

**Confirm whistleblowing procedures are in place and adopt policy**

It was confirmed that the whistleblowing procedures were in place and all staff were aware of them.

**To confirm all staff have received safeguarding training**

It was confirmed that all staff had completed the national college training.

**To confirm new Governors have completed safeguarding training**

C Fulker confirmed that her training had been booked.

**To consider regularity of safeguarding training for governors and whether whole board training is required.**

Governors were encouraged to complete the training annually. The Governors would attend training in January 2024.

Governors

**Safeguarding/ child protection policies**

The Governors APPROVED the policy.

**13. Committees (if Required)  
Membership/ grid**

This had been agreed earlier in the meeting.

**Terms of Reference (TOR)**

A Nurse would review the TORs for the Standards Committee. The other TORs were APPROVED.

**13.1 Committee Reports**

**Resources Committee**

This Committee had met and the minutes had been circulated.

**Standards Committee**

This Committee had met and had been covered by the Headteacher's report.

**Pay Review Committee**

This Committee had met this term.

**Hearing and Appeal Panels / Pupil Discipline Committee/ complaint**

These panels had not been required.

**14. Governor Reports**

**Development Governor**

It was confirmed that the Governors had access to the BEP training and resources. Last year the Governors attended eleven training courses, the aim was to attend more in 2023/24. The Business Manager would review whether the School still had access to the NGA.

BP

**SEND Governor**

It was confirmed that the SEND local offer was available on the School's website.

**Pupil Premium Governor**

There was nothing to report.

**Other Governors to report**

There were no other reports.

**15. Policies**

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

**Annual Review**

- H&S Policy- this policy was APPROVED
- Child Protection Policy- this policy was APPROVED
- Pay Policy - not yet available from BC
- SEN Policy- this policy was APPROVED
- Behaviour Policy- this policy was APPROVED
- Behaviour Principles Written Statement – there were no changes
- Anti-Harassment And Anti-Bullying At Work Policy And Procedure For Schools (BC version updated July 2023)- this policy was APPROVED
- Capability Policy (BC version updated July 2023)- this policy was APPROVED.

**16. Any Other Business**

There was nothing further for discussion.

**17. Impact**

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

- Governor training
- Agreeing to do more visits into school
- Consider the committee structure
- Reviewed the School Development plan.

**18. 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 8.45 pm

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

Chair

Agenda	Item	Action
6	Complete the pecuniary interest form	Governors
8	Governor visits	Governors
	DPO report	Agenda
9	Health check on Governor Hub	Agenda/ RP
	Governors to attend events this term	Governors
	Code of conduct complete declaration on Governor Hub	Governors

	GIAS	CF
12	KCSIE to be read and the confirmation to be completed	Governors
	Safeguarding and Prevent training	Governors
14	NGA membership	BP