



## 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 10 March 2022 at 6.00pm.

<b>PRESENT:</b>	M Vinall- Chair	MV
	S Chapman-Allen	SCA
	J Digweed	JD
	T Munn	TM
	A Nurse	AN
	R Paxman	RP
	D Pike	DP
	L Price	LP
<b>IN ATTENDANCE:</b>	P Clifford – Deputy Headteacher	PC
<b>APOLOGIES</b>	S Dobson	Apologies received and accepted

- Welcome And Apologies of absence**  
The Chair welcomed everyone to the meeting and 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.
- Notification of Any Other Business**  
It was agreed that the following items would be discussed under Any Other Business
  - First Aid Payments
  - Pay Policy
- 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.
- Minutes of The Meeting Held On 11 November 2021 and Matters Arising**  
The Minutes of the meeting having been circulated, were confirmed and then signed by the Chair as a correct record. There were no matters arising.
- Minutes of The Meeting Held On 18 November 2021 and Matters Arising**  
The Minutes of the meeting having been circulated, were confirmed and then signed by the Chair as a correct record.

### **Matters arising Parental survey**

It was noted that as the carol concert in the autumn term was cancelled the parental survey had not taken place. A survey had been sent out electronically to the parents instead recently and the results were being collated. The School had so far received

64 responses and these would be considered at the next Standards committee meeting. The Senior Leadership team (SLT) were starting to draft responses to parents.

Standards  
committee

### **GIAS review**

The School's page on the website had been reviewed by the Chair and Headteacher who both confirmed it was up to date.

### **School website review**

The Headteacher confirmed that the School website was compliant.

## **7. Governance**

### **Skills audit**

The Governors skills audit would be reviewed and if necessary, would be completed again to identify training needs and any gaps in the Board's skills.

MV

### **Self evaluation**

This would be considered after the skills audit had been reviewed.

### **Governor vacancies**

The Chair would consider advertising for new Governors once the skills audit had been completed.

### **External Governance Review**

This would not be required as the Board would conduct its own self-evaluation.

### **SWOT analysis**

This would be considered once the skills audit had been completed.

## **8. Strategic Management**

### **8.1 Report of The Headteacher**

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

- This had been the first week there had been no positive COVID-19 cases in school
- The School was having difficulties in recruiting LSA's, which was a county wide issue. Two LSA's had been appointed via a supply agency.
- The main focus for the pupils was writing and the additional teacher was improving the pupils' progress
- The School had tried additional external tutoring but this had not been successful, so an additional teacher was giving tutoring to 12 pupils in YR3.
- Before the end of term carpets would be installed in the offices, the playground markings would be completed. Buckinghamshire Council (BC) had reviewed and upgraded the water system.
- The School would be holding an activity week before the end of term
- The pop-up pool was being set up by the end of the week and would be in use within one week's time for the YR5 and YR6 pupils. In the third week the YR3 and YR4 pupils may also be allowed to have a few swimming lessons.
- On 28 March 2022 all books would be available for the parents to see

*A Governor asked if there had been any feedback from the parents regarding the pop-up pool*

The main concern had been around changing into swimming costumes. The pupils had become more conscious of their bodies and would be allowed to wear T shirts in the pool. Each class had been advised as to where they would change, they would be able to use the toilet cubicles. The changing areas would be gender allocated and all windows would be covered. The swimming groups would be small so they would

not miss learning time. If the pop-up pool was successful, then it may be booked for the next academic year especially as more pupils could have lessons for the same cost incurred previously. The pool would be surrounded by barriers, covered over and locked when not in use. The School would not be liable for any vandalism to the pool.

*A Governor asked about the parental book review evening and if any COVID-19 precautions would be in place.*

Staff had been consulted about holding the event over a longer period, however the staff wanted to hold it on one evening only. Parents would only be able to visit the classroom their children attended through the fire doors not through the School building.

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

A copy had been circulated prior to the meeting. Some areas would need to improve before the School would evaluate itself as Outstanding.

## **8.3 School Development Plan (SDP) For 2021/22**

A copy had been circulated prior to the meeting. The main focus for the Summer term 2022 would be subject leadership.

*A Governor asked if there was anything the Board could do to assist the School.*

The Headteacher advised that Governors needed to re-commence their visits. She would provide dates for a whole Board visit day in the next term.

JD

## **9. Finance**

**To confirm Governors have seen the financial monitoring reports of the school's budget position to enable the governing body to review income and expenditure against the agreed budget.**

The CFR monthly report was available on Schoolsweb for every Governor to view.

### **SFVS**

A copy of the template had been circulated prior to the meeting. The template had been submitted to BC by the due date and had been reviewed during the last Resources Committee meeting. The questions around the Governor skills and training would need to be addressed over the next year.

## **9.1 Submission of Provisional Budget Plan, 3 year plan and budget checklist**

A copy had been submitted to BC by 18 February 2022 which had been discussed at the last Resources Committee meeting. It was noted that

- By the end of 2021/22 there would be a predicted in year deficit of £23,000 and a carry forward surplus of £186,000
- In 2022/23 an in-year deficit was predicted however there would be an expected carry forward surplus at the year end.
- By the end of 2024/25 the School was predicting an in-year surplus again.
- The School improvement grant was no longer available to BC and so the School would have to cover this cost.
- The 2022/23 budget included the cost of a replacement oven in the Diner if required.
- The DFCEG had been spent on the new interactive screens. The DFCEG for 2022/23 may be used for replacement lighting or upgrading the toilets.

The Board congratulated the School for the carry forward surplus at the yearend after the additional expenses incurred and reduced income from COVID-19.

## 10. Safeguarding Report from Governor

It was reported that

- During the COVID-19 period there had been several safeguarding issues which the School had addressed very well.
- The pupils' behaviour had reflected their anxiety
- The cases of child protection were now reducing
- The pupils now required more low level support which the families were willing to accept
- The Single Central Record was up to date
- The Designated Mental Health Lead in School was the Deputy Headteacher who had cascaded the mental health first aid training to the staff
- A new software system had been purchased called Pulse which the staff could use to advise how they were feeling each day. The Headteacher was then able to identify staff that may be struggling
- There was a waiting list for referrals to the School's play therapist
- There was also a waiting list of pupils for CAMHS
- Governors were encouraged to visit the School and compliment the staff on what they had been doing. The Board were asked to contact the member of staff before visiting a class.

*A Governor asked about engaging a part time counsellor.*

It was explained that BC had offered the Headteachers a session of supervision and other wellbeing sessions held this term. The SLT were able to signpost staff to additional guidance if required.

### KCSIE Confirmation report from Governor Hub

A copy had been sent to the Chair.

## 11. Committee Reports

### 11.1 Resources Committee

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

- The current financial plan
- The draft three year financial plan
- The PE grant
- The SFVS template
- The Business Continuity Plan
- Premises and Health and Safety

The Board AGREED that Mr Pike would become a member of this Committee.

### 11.2 Standards Committee

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

- Research led interventions being used in the School
- Pupils progress
- How progress had been impacted by COVID-19 and the interventions in place.

### 11.3 Pay Review Committee

This Committee had met on 25 November 2021 to review the Headteacher's recommendations.

**11.4 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 closed the School on 18 February 2022 due to adverse weather conditions as recommended by BC.

**12.2 Development Governor**

Governors were encouraged to complete the online training which had been purchased. The Development Governor would ascertain if a session of Whole Governing Board training had been purchased.

LP

**12.3 SEND Governor**

The items had been covered in the Headteacher's report.

**12.4 Pupil Premium Governor**

There was nothing to report.

**12.5 Other Governors  
Equality Governor**

It was noted that the equality objectives had been in place for over a year and the School had produced an annual report.

**13. Policies**

- Pay Policy- The Board ADOPTED the BC model policy. The Headteacher recommended that any member of staff that had completed the three-day first aid course should receive an additional £250 per annum to cover their additional responsibilities. The Board AGREED. The Clerk was asked to provide wording for several paragraphs in the policy.
- Uniform Policy- the changes allowed PE kit to be worn on PE days instead of normal uniform. This would include plain black leggings or a black track suit, and a plain black track suit top or jumper and a plain white T shirt. The changes would be implemented from September 2022. The policy was ADOPTED.
- Behaviour Policy- The Chair would review the changes in the policy and it would then be circulated for agreement.

**14. Date and Time of Next Meeting**

- Thursday 16 June 2022 at 6.00pm

**15. Any Other Business**

There was nothing further to discuss.

**16. Impact**

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

- Taking steps to strengthen the Board through a new skills audit.
- Robust questioning

- Agreeing to re-commence Governor visits with a Governors day next term.

# 17. 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 8.05 pm

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

Chair

Minute	Agenda Item	Action
6	Parental survey	Standards committee
7	Skills audit	MV
	Governor vacancies	MV
	SWOT analysis	MV
8.3	Governor visits and Whole Board visit day	Governors/JD
12.2	Whole Board training	LP
13	Behaviour Policy	JD