



## IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the meeting of the Governors of the School held remotely via video link on Tuesday 13 July 2021 at 6.00pm.

<b>PRESENT:</b>	Mr M Vinall - Chair	MV
	Mrs S Chapman-Allen	SCA
	Mr C Clarke	CC
	Miss J Digweed	JD
	Mr T Munn	TM
	Dr A Nurse	AN
	Mrs R Paxman	RP
	Mr D Pike	DP
	Mrs L Price	LP

<b>IN ATTENDANCE:</b>	Mr P Clifford- Deputy Headteacher	PC
	Mrs B Poole- Business Manager	BP

**APOLOGIES** Mrs S Dobson

### 1. **Welcome and Apologies**

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

### 2. **Confirmation of The Clerk 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. **Notification Of Any Other Business**

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

- Budgetary Expenditure
- Collaboration with Chalfont St Giles
- Member of staff leaving

### 4. **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.

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

The meeting considered (in his absence) whether to appoint Mr David Pike to the Board having regard to his introduction and skills. It was resolved to appoint him as a Co-opted Governor for four years, and he was welcomed to the Board.

### 6. **Minutes Of the Meeting Held On 18 March 2021 and the matters arising**

The Minutes of the meeting having been circulated, were confirmed and were marked as signed by the Chair on GovernorHub as a correct record

### **Terms of Reference Standards Committee**

Agenda

The current Terms of Reference were APPROVED. It was noted that these would be reviewed in the autumn term 2021.

## 7. Strategic Management

### 7.1 Report Of the Headteacher

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

- There were currently 15 pupils with EHC plans which was a high proportion and may impact on the budget
- Four pupils with EHC plans would be leaving at the end of the academic year however the SENCO had applied for five more EHC plans
- The building work being carried out included repairing the roof and erecting fencing
- A group of parents had tidied up the School grounds
- The volunteers from Heathrow airport had tidied up the playground and completed several decorating projects
- TAs had been recruited for September 2021 as three TAs were moving onto different career paths.
- There had been racist incidents involving pupils this term. The Deputy Headteacher had dealt with the issue
- Both families and a member of staff were having to self-isolate
- The SENCO was working with Iver Village Infant School (IVIS) which would assist with the pupils' transition
- The new interactive screens would be installed before the end of term.

#### *A Governor asked if any classes were having to self isolate at home*

It was confirmed that there were currently no classes at home.

#### *A Governor asked about the number of EHC plans*

It was explained that the majority of the EHC plans had been applied for by the School. The pupils now had more complex needs than in the past and were being identified at a much earlier age. It was noted that some of the pupils would not go onto mainstream secondary schools. If the School was directed by Buckinghamshire Council (BC) to take an SEN pupil then the School could not refuse, even though staff were not specialists.

#### *A Governor asked about the additional financing for the SEN pupils*

It was noted that the funding did not cover all of the TA costs. The School had created more break out rooms for one to one or small group teaching. The Play Therapist and Speech and Learning Therapist also required and were given their own spaces.

#### **The changes the School would keep**

The Headteacher advised that the School would keep in place for next term

- Separate lunchtime and break times for each year group which the pupils were currently enjoying
- Allowing the pupils to wear their PE kits on the days they had PE
- Allowing pupil to wear black trainers to school rather than "proper" shoes as the pupils appeared to be more active on the playground

#### *A Governor asked about holding four separate lunchtimes*

It was noted that the first lunchtime would commence at midday and the last lunchtime would start at 1.00pm. The pupils would have half an hour to eat and half an hour outside. Staff seemed to prefer this as well.

#### *A Governor asked about the staggered start and end of the school day.*

The School would implement from September 2021 a staggered drop off. Pupils could be dropped off from 8.45am and they would go straight into class for a calm

start. The younger pupils would be picked up at the end of the day through the fire doors and the older pupils through the front doors.

### **Wraparound care**

The School had joined with IVIS to engage an external provider Energy Kidz to provide wraparound care. A crocodile walk would take place from IVIS to the School's diner at the end of the school day. The contract was for one year and would then be reviewed. The parents would pay the provider directly.

## **7.2 Self-Evaluation Form (SEF)**

A copy had been circulated prior to the meeting.

Behaviour and attitudes had been graded one, however the pupils since lockdown were having to relearn responsibility for their own behaviour and so this may change to two.

One of the areas for development was creating link governors and arranging for them to visit the School next term. The other priorities were writing and the Pupil Premium pupils, vocabulary and teaching oracy.

## **7.3 School Development Plan Update**

The Senior Leadership Team (SLT) were creating a new draft plan and this would then be shared with the Board.

*A Governor asked if the School required additional resources.*

The SLT would be meeting with Voice21 who can provide a framework for the oracy teaching and this had been included in the budget. Quality First Teaching and using research to impact on the teaching would be included in the plan. Another focus would be cross curriculum opportunities to expand the writing. A new phonics scheme Read Write Inc had been introduced which was DFE approved.

The Governors would give their feedback to the Chair who would collate their comments for the Headteacher.

**Governors  
/MV**

### **SWOT analysis to assist with Plan**

The Governors gave their suggestions as follows

#### **Strengths**

- Behaviour
- School staff
- Response to the COVID-19 and how staff delivered the learning

#### **Weakness**

- The skills base of the Governing Board
- The lack of interaction between the board and School
- Gap between the disadvantaged and non disadvantaged pupils
- Gaps in progress

#### **Opportunities**

- The new interactive screens and technology in the School
- The upgraded internet connection

#### **Threats**

- Staff may move on and would have to be replaced
- The English Lead was going onto maternity leave which may impact on the literacy teaching
- Large number of SEN pupils and the impact on the other pupils

**7.4 Visits/ Reports from External Agencies**

There had been no visits.

**7.5 Mental Health and Wellbeing**

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This would be considered at the next meeting.

**7.6 ECT (NQT ) Update**

[Early career framework reforms: overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Statutory Induction Guidance 2018 \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

The Deputy Headteacher advised that the School had signed up with Astra as the external provider.

**8. Governance****Reflect on Board's effectiveness over the last year**

The Board had continued to meet and function throughout the lockdowns. Going forward the meetings would either be face to face or remotely and this would be decided when the meetings were due.

**Board membership matters**

The Chair advised that Mr Clarke would be stepping down from the Board at the end of the academic year. The Board thanked him for his hard work, support and dedication to the School. Mrs Paxman would join the Standards Committee and step down from the Resources Committee.

**Review Of Structure Of Board to consider any changes of Committee, Roles, To Implement Next Term**

It was AGREED that the Board would keep with the three committees. Mrs Price would become the Development Governor. Mrs Paxman would become the English linked Governor and Mr Pike would become the science linked Governor.

**Performance Management Arrangements**

It was AGREED that Mr Munn and Mr Vinall would continue in this role. Mrs Price would also become a Performance Management Governor and would attend training.

LP

**Appointment of external reviewer**

It was AGREED that this would be Mrs H Goddard.

**Appointment of Chair and Vice-Chair**

Governors noted that this would take place in the autumn term and nominations could be made to the Clerk via email beforehand or at the relevant meeting.

**Appointment of Clerk**

It was AGREED that the current arrangements would continue with Bucks Minuting Services.

**Governor training provider**

This was deferred to the next meeting.

**Review of Governor visits over the last academic year**

It was noted that due to the COVID-19 restrictions no visits had been made in School (apart from a visit by the Health and Safety governor) but subject link governors had kept in touch with relevant members of staff through virtual visits.

**Verbal Update re Academy status**

There was nothing to report but this would be considered over the next academic year.

**Parent Survey**

This would be sent out before the end of term.

**9. Ratify Final School Three Year Budget Submission**

A copy of the three-year plan had been circulated prior to the meeting and had been considered at the last Resources Committee meeting and had been submitted to BC by the due date. The action was RATIFIED.

**Purchasing Decisions**

It was noted that the classroom furniture needed replacing as soon as possible. The total cost of refurbishing each classroom would be £12,000. This would provide enough tables and chairs for thirty pupils in each class. The staff desks did not have to be replaced and new office chairs for staff had already been obtained. Staff had requested new bookcases however and the Business Manager was costing these. The School had also received a donation of wide screen monitors for the classrooms which the staff could use.

The Business Manager also explained that the School would have to purchase a new industrial oven for the diner at a cost of £13,000. The current oven had been repaired many times but it was no longer economical to continue doing this. The meal provider that utilised the diner was providing an income to the School and it appeared to be carrying on with its business. £15,000 had been included in the budget for the replacement and servicing of the kitchen equipment.

The Board AGREED to the purchase of the furniture up to a maximum cost of £14,000. The Board also AGREED to the purchase of an oven for the diner up to a maximum cost of £14,000.

**10. Safeguarding Governor Report**

The Governor visit would take place next term. The SENCO advised that the safeguarding had continued by the School through lockdown. The number of cases had increased and the number of welfare checks on families had also increased. Some families had been referred to the Family Support Worker.

It was confirmed that the Single Central Record was up to date. The Safeguarding Governor would commence random checks on this document next term.

**Annual Safeguarding Return to Governors**

This would be completed and a copy sent to the Safeguarding Governor before it was submitted to BC.

**Safer Recruitment Training**

The Chair and Headteacher had completed the training.

**11. Committee Reports  
11.1 Resources Committee**

The Committee had met and the minutes had been circulated. The Committee had discussed

- The purchase of the new interactive screens
- The current budget
- The £210,000 surplus carry forward

- The planned in year deficit of £58,000 in 2021/22
- The diner kitchen

## 11.2 Standards Committee

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

- The main focus which would be on writing as there had been a lack of opportunities during lockdown
- The staff were aware of where the pupils were with their learning and the gaps
- Staff wellbeing
- The Chair of Standards Committee and the Chair of Governors would circulate a letter to the staff thanking them for their dedication during such a difficult year. A letter of thanks would also be sent to the parents before the end of the term

AN/MV

## 11.3 Pay Review

This Committee had not met.

## 11.4 HR/ Complaints Panels Pupil Discipline Panel

These panels had not been required.

## 12. Governor Reports

### 12.1 Chair

The Chair had contacted the Chair of Chalfont St Giles school who were keen to share expertise and to work more closely informally together.

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

### 12.2 Development Governor Governor training undertaken

Governors were asked to advise the Development Governor when training had been completed.

#### Consideration of purchase of Governor training package for 2020/21

The Business Manager would consider different training packages and it was delegated to her and the Development Governor to decide which trainer to use for 2021/22.

BP/LP

### 12.3 SEND Governor

There was nothing to report.

### 12.4 Equalities Governor

An Equalities objective report would be given at the next meeting.

Agenda

### 12.5 Pupil Premium Governor Pupil Premium New requirement

[Pupil premium: effective use and accountability - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The new guidance and template was noted. The School would be using the new template to update the strategy on the School's website.

### **Catch up premium**

The strategy was on the School's website.

### **Sports Premium Funding**

The strategy was on the School's website.

## **12.6 GDPR Governor**

The DPO would visit the School in September 2021 and would then provide a report.

## **12.7 Other Governor H&S Governor**

A Governor visit of the School had taken place and it was noted that

- Doors were kept open to improve ventilation
- The storage in the corridors was not impeding the exits
- A fire risk assessment would be deal with by an external person
- The H&S policy had been updated
- The regular checks ie water, fire alarm were being carried out with a member of staff conducting the checks every Monday morning.
- Another Governor visit would take place next term

## **12.8 Maths Governor**

A report had been circulated prior to the meeting. The Governor had spoken to the maths lead in school and it was noted

- The School was using the White Rose Scheme
- There appeared to be a gap in YR4 between the pupil premium pupils and the rest of the cohort in progress and attainment this was mainly due to the loss of leaning due to COVID-19
- In YR5 the School had been trialling breaking into smaller groups which had been effective by boosting the pupils' confidence.

## **12.9 English Governor**

A meeting had taken place with the English lead and a report would be circulated. It was noted that there had been an impact of COVID-19 on attainment and progress although the School appeared to be performing better than other local schools.

## **12.10 PSHE Governor**

The Governor had met with the SENCO and a report would be circulated in due course. The Governor had reviewed the RSE policy and the PSHE policy. The new curriculum needed time to embed and so another visit would be carried out later next term.

The main challenge had been the wellbeing of the pupils which was the main focus after the return from lockdown. Funding was being provided so staff could train to become mental health first aiders.

The Board thanked the SENCO for her hard work and dedication to the School.

**13. Policies**

- Appraisal policy- this would be reviewed by the Headteacher
- Complaints policy review

[School complaints procedures: guidance for maintained schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/school-complaints-procedures-guidance-for-maintained-schools)

It was noted that this was available on the School's website.

- To note additional bank holiday for Queens Platinum Jubilee

<https://www.legislation.gov.uk/ukxi/2021/541/made>

It was noted that BC for all maintained school had changed the dates of the academic year 2021/22. The summer term would finish on 20 July 2022.

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

- the schedule of meeting dates for 2020/21 was confirmed
- the next FGB meeting was on 18 November 2021 at 6.00pm

**15. Any Other Business**

- Budgetary Expenditure- this was dealt with earlier in the meeting.
- Collaboration with Chalfont St Giles- This was dealt with earlier in the meeting
- Member of staff

It was explained that a long serving member of staff would be leaving at the end of the academic year. The Board expressed its appreciation. Governors were invited to attend the leaving event.

**16. Impact**

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

- Succession planning
- Agreeing a three year budget
- Contributing to the School Development Plan

**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 8.42pm

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

Chair

Minute	Agenda Item	Action
6	Terms of Reference	Agenda
7.3	Feedback on SDP	Governors/MV



7.5	Wellbeing charter	Agenda
8	Performance Management training	LP
	Parent Survey	Agenda
11.2	Letter to staff and parents	AN/MV
12.2	Governor training package	BP/ LP
12.4	Equality report	Agenda
12.6	DPO report	Agenda