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**Iver Village Junior School**

**Governing Board Meeting**

MINUTES of the meeting of the Governors of the School held remotely via video link on Thursday 16 June 2022 at 6.00 pm.

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| **PRESENT:** | M Vinall - Chair | MV |
|  | S Chapman-Allen | SCA |
|  | J Digweed | JD |
|  | A Nurse | AN |
|  | R Paxman | RP |
|  | D Pike | DP |
|  | L Price | LP |
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| **APOLOGIES** | S Dobson | Apologies received and accepted |
|  | T Munn | Apologies received and accepted |

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|  | **Welcome And Apologies of absence**  The Chair welcomed everyone 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. |  |
|  | **Notification of Any Other Business**  There were no proposed items for discussion. |  |
|  | **Declarations of Interests in Relation to Items on this Agenda and Any Changes to The Register of Interests**  There were no declarations of interest. |  |
|  | **Meeting dates for the term/following term**   * Resources Committee - Friday 14 October 2022 at 9.30am * FGB - Wednesday 16 November 2022 at 6.00pm   The dates were noted and would be added to Governor Hub. |  |
|  | **Minutes of The Meeting Held On 10 March 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.  **Matters arising**  **Skills audit**  The Chair thanked the Governors for completing the audit. It would appear after analysis that there were no significant gaps in the Board’s skills. It was noted there were five Governor vacancies. The Board would like to hold a whole Governing Board training session in the autumn term. The Board also discussed meeting with the Senior Leadership team (SLT) to discuss the School’s vision and a working group was created to review this initially before the whole board met. The Group would consist of D Pike, J Digweed and R Paxman. | **MV**  **DP, JD. RP** |
|  | **Governance** |  |
| **7.1** | **Academisation Update**  The Board was aware of the DFE white paper requiring most schools to be a part of a Multi Academy Trust (MAT) by 2030. This had been discussed at previous Board meetings. This would be discussed on a regular basis as it was noted that Buckinghamshire Council (BC) may consider creating a local MAT. | **Agenda** |
| **7.2** | **Reflect on Board’s effectiveness over the last year**  **It was noted that throughout the pandemic the Board had continued to meet. The COVID -19 recovery process was in place and the Board was working towards returning back to conducting visits in School and attending face to face training.**  **Skills Audit**  **This had recently been completed.**  **Twenty questions NGA template**  **The Board would consider whether to complete the self-evaluation template. The Board would consider also working more collaboratively with another School’s board to share good practice. The Headteacher would contact another Headteacher to discuss this.** | **JD** |
| **7.3** | **Board membership matters**  It was noted that two Governors terms of office would cease in the autumn term 2022. There were also five vacancies on the Board. The vacancies would be advertised through the School’s social media.  **Review Of Structure Of Board**  There were no changes the Board wished to implement. | **JD/ MV** |
| **7.4** | **Performance Management Arrangements**  The Board AGREED that the performance management governors should continue as T Munn, M Vinall and L Price. It was also AGREED that the external reviewer would be H Goddard. | **TM,MV,LP** |
| **7.5** | **Appointment of Chair and Vice-Chair**  The Board were advised that the appoint of the Chair and Vice Chair would take place at the Board meeting in the autumn term. Nominations would be taken at the meeting, although Governors could make nominations to the Clerk prior to the meeting. | **Agenda** |
| **7.6** | **Appointment of Clerk**  The Board delegated the decision of whom to appoint as the Clerk for 2022/23 to the Chair and Headteacher. | **MV/ JD** |
| **7.7** | **Governor training provider**  The Headteacher would obtain quotes and review the different providers available and would report back. | **JD** |
|  | **Strategic Management** |  |
| **8.1** | **Report of The Headteacher**  A copy of the report had been circulated prior to the meeting. It was noted that   * The School had not been advised they would be receiving any Ukrainian refugee pupils * The School would have one ECT who would be going into their second year in September 2022. The School would be using the resources provided by ASTRA. * The Headteacher confirmed that the School was opening for the minimum expectation of 32.5 hours per week. * The main issue facing the School was the recruitment of Learning Support Assistants (LSA). The School required eight LSAs for September 2022 and the Headteacher was expecting to have at least four in place. * The School would also have two apprentices on the staff for September 2022 * A new teaching student would also be commencing in September 2022 through the High Wycombe SCITT. * A learning mentor had been employed for the lower school to assist with the interventions required. The Headteacher had been advised that 28% of the pupils coming into the school in September had reached age related expectations in the combined SAT. * There were two pupils with EHC plans joining the School in September. Another pupil was going to panel for an EHC plan and would also be joining the School. * The new YR3 pupils would require additional input around behaviour from September 2022 |  |
| **8.2** | **SEND Review**  [SEND review: right support, right place, right time - GOV.UK (www.gov.uk)](https://www.gov.uk/government/consultations/send-review-right-support-right-place-right-time)  [SEND Review: Right support, right place, right time - Department for Education - Citizen Space](https://consult.education.gov.uk/send-review-division/send-review-2022/)  The links were noted. |  |
| **8.3** | **School Self-Evaluation Form**  The Headteacher had evaluated the School as Good. She would benchmark the School next term to see whether it would now be classed as outstanding. | **JD** |
| **8.4** | **School Development Plan (SDP)**  The current plan had been circulated prior to the meeting. It was noted that   * Oracy would continue to be the main focus * The School had bought into the Voice 21 scheme * The writing was conducted on weekly cycles and that would continue for the lower years * Additional groups would be run in each year group to address any gaps in learning * All teaching staff except one would be remaining for September. The Board thanked Mr Hughes for his large contribution to the School over many years. * There would be one job share in a class * The School was working with Bucks New Uni for research * The staff had completed their research projects and had reported back to each other. This may continue again in the next academic year * Links between staff and subject link Governors will again be encouraged and developed * The tutoring sessions were now having a positive impact on YR3 and this would be considered for the next academic year depending on the funding available. * The pop up swimming pool had been booked again for 2022/23. * The School clubs would be reviewed including the breakfast club and after school club for September 2022 * Volunteers would be creating an outside digging area for the pupils. This would include an outside kitchen to develop the pupils’ imaginative play. * Play time would continue to be split between the lower and older years * There would be a focus on phonics especially for YR3 and YR4 * Air conditioners would be considered for several rooms * Replacement LED lighting would also be considered; BC may assist with the cost * Music lessons with the Bucks Music Service would continue to be developed further * The SLT would be introducing a further meeting each week so staff could discuss individually any issues they were having. * The class names in September 2022 would be changing to represent flowers.   *A Governor asked if all year groups would be split into three*.  The Headteacher advised that YR3 would remain as two classes, but the student teacher would be allocated to this year. In YR4 and YR5 there would be three groups in the morning and two classes in the afternoon for each year. In YR6 three teachers would be employed and therefore three classes would be created for the whole day. This should have a positive impact on the pupils’ progress  *A Governor asked if there was a GRT basis for the research with Bucks New Uni*  The Headteacher confirmed that an audit of the School’s resources had taken place, they had not represented the local community. More diverse resources would be purchased especially as some of the pupils now had English as an additional language (EAL)  D Pike left the meeting at 7.30pm |  |
|  | **Ratify Final School Three Year Budget Submission**  A copy of the plan had been circulated prior to the meeting. It had been discussed at the last Resources Committee meeting and had been submitted to BC by the due date. It was explained that   * The carry forward surplus at the end of 2021/22 amounted to £227,918 * There had been an in year surplus of £18,000 * There was an anticipated in year deficit in 2022/23 of £86.760 * Over the next three years it was expected that the carry forward surplus would reduce to £ 44,000 * The number of pupils over the next three years may affect the School’s income * The cost of the utilities may fluctuate more than had been allowed for.   The Board RATIFIED the three-year plan. |  |
|  | **Safeguarding**   * Report from Governor- it was noted that the School would commence using the CPOMS system from September 2022. It was confirmed that Iver Village Infant school had also purchased the same system which would help with the transition of the pupils. * To note Annual Safeguarding Return to Governors to be submitted to ESAS in September 2022- This was noted and would be completed by the due date. * KCSIE changes for September 2022   [Keeping children safe in education 2022 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1077101/KCSIE_2022.pdf)  The link was noted and the new requirement for regular Governors safeguarding training. | **Agenda**  **MV/ JD/ AN** |
|  | **Committee Reports** |  |
| **11.1** | **Resources Committee**  This Committee had met and the minutes had been circulated. |  |
| **11.2** | **Standards Committee**  This Committee had met and the minutes would be circulated. The Committee had discussed   * The School appeared to be back on track regarding learning especially around writing * There had bee a few issues concerning behaviour attendance and punctuality which the School was addressing * The low level disruption was mainly from pupils with EHC plans. The SENCO had a tribunal resolution meeting the following week involving the family wanting additional support from BC * BC had chosen the School to moderate in writing. They had not disagreed with the School’s own judgements |  |
| **11.3** | **Pay Review Committee**  This Committee had not met. |  |
| **11.4** | **Hearing and Appeal Panels / Pupil Discipline Committee**  These panels had not been required. |  |
|  | **Governor Reports/visits** |  |
| **12.1** | **Chair**  The Chair had not taken any action under emergency or delegated powers. |  |
| **12.2** | **Development Governor**  There was nothing to report. |  |
| **12.3** | **SEND Governor**  There was nothing to report. |  |
| **12.4** | **Equalities Governor**  It was confirmed that this was regularly discussed at the Standards Committee meeting. The objectives and report were available on the School’s website |  |
| **12.5** | **Pupil Premium Governor**  It was noted that the strategies were available on the School’s website. |  |
| **12.6** | **GDPR Governor**  There was nothing to report. |  |
| **12.7** | **Other Governors**  There were no other reports. |  |
|  | **Policies**   * **Health and Attendance policy-** This was based on the BC model policy and was APPROVED. * **Pay Policy for 2021/22-** This was APPROVED |  |
|  | **Any Other Business**  There was nothing further to discuss. |  |
|  | **Impact**  The Governors considered their impact through their discussion and decisions. This included   * Conducting a skills audit * Agreeing to meet with the SLT to review the School’s vision * Conducting Governor visits |  |
|  | **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. |  |
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The meeting closed at 8.00 pm

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Chair

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| Minute | Agenda Item | Action |
| 6 | Governor vacancies | MV |
|  | Working Group to review School vision | DP/JD/RP |
| 7,1 | Academisation | Agenda |
| 7.2 | NGA self evaluation | Agenda |
|  | Headteacher to contact other schools so Governors could work more closely with another Board. | JD |
| 7.3 | Governor vacancies | JD/MV |
| 7.4 | Performance Management | TM/MV/LP |
| 7.5 | Appointment of Chair and vice chair | Agenda |
| 7.6 | Appointment of Clerk | JD/MV |
| 7.7 | Governor training provider | JD |
| 10 | Annual Safeguarding return | Agenda |
|  | Governor safeguarding training for 2022/23 | MV/AN/JD |
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