



Iver Village Junior School Governing Board Meeting

MINUTES of the meeting of the Governors of the School held remotely via video link on **Thursday 29 June 2023 at 6.00pm**

Present:

M Vinall - Chair	MV
S Chapman-Allen	SCA
J Digweed	JD
T Munn	TM
A Nurse	AN
R Paxman	RP
E Stafford- Allen	ESA

In Attendance: P Clifford- Deputy Headteacher

1. Welcome And Apologies of absence

The Chair welcomed everyone to the meeting, there were no apologies.

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. Notification of Any Other Business

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

- Industrial Action- It was noted that some staff may be striking during the two days on 5 and 7 July 2023. The identified vulnerable pupils would be able to attend during this period. The Headteacher would make it clearer with the parents that it was only the NEU members that were striking. The Chair and Headteacher would also circulate a letter to the families.
- Diner- see confidential minutes.

JD/ MV

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. Meeting dates for the term/following term

A meeting schedule was available on Governor Hub and the dates would be added to the calendar.

6. Minutes of The Meeting Held On 9 March 2023 and Matters Arising

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

An advert would be placed on the Inspiring Governance website.

7.	<p>Minutes of The Meeting Held On 3 April 2023 and Matters Arising The Minutes of the meeting having been circulated, were confirmed and then signed by the Chair as a correct record.</p> <p>There were no matters arising.</p>	
8.	<p>Minutes of The Meeting Held On 25 May 2023 and Matters Arising The Minutes of the meeting having been circulated, were confirmed and then signed by the Chair as a correct record.</p> <p>There were no matters arising.</p>	
9.	<p>Governance</p>	
9.1	<p>Academisation Update It was confirmed that the School had no plans to convert to an Academy nor join a MAT. It was noted that Iver Village Infant School would be joining a Multi Academy Trust in the autumn term 2023.</p>	
9.2	<p>Reflect on Board's effectiveness over the last year The Senior Leadership Team (SLT) confirmed that they felt supported by the FGB. New governors would be advertised for, so the governor workload could be shared.</p> <p>A joint event between the SLT and the FGB would be held at the beginning of the autumn term to discuss the School Development Plan and the School's vision. The Headteacher would provide a date.</p>	JD
9.3	<p>Board membership matters It was noted that R Paxman's term of office would finish in December 2023.</p>	
9.4	<p>Review Of Structure Of Board to consider any changes of Committee, Roles, To Implement Next Term It was AGREED that E Stafford-Allen would take over the SEND Governor role and the Pupil Premium role.</p>	ESA
9.5	<p>Performance Management Arrangements It was AGREED that T Munn, M Vinall and R Paxman would continue as the performance management governors. H Goddard would also continue as the external reviewer for the Headteacher's performance management.</p> <p>The Pay Committee membership was AGREED as A Nurse, T Munn and E Stafford-Allen</p>	
9.6	<p>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.</p>	
9.7	<p>Appointment of Clerk It was AGREED that the current arrangements would continue with Bucks Minuting Services.</p>	
9.8	<p>Appointment of Governor training provider This would be considered at the next meeting.</p>	Agenda
9.9	<p>Review of Governor visits over the last academic year and the impact made The Board confirmed that their visits were very useful.</p>	

A Nurse advised that he had visited several times during the year as the Safeguarding Governor. The safeguarding was well organised by the School, he was given regular updates around what was happening in the School. He checked the Single Central Record during each visit and found it to be well maintained.

T Munn advised that he had visited regularly. The main issue for the School was pupil attendance and he had been advised that the School had introduced a more robust process. He also carried out the H&S visits which allowed him to walk around the site. There was nothing to report, the staff H&S training was up to date and the School was a very calm place. He had also carried out a maths visit which the Deputy Headteacher had appreciated having someone from outside the School to talk through the different processes.

R Paxman confirmed she had completed visits during the year with a focus on English and PSHE. This included visiting the classrooms to see the pupils read. She had met with the SENCO to discuss PSHE. She had also conducted a music visit.

M Vinall left the meeting at 7.20pm. A Nurse was in the Chair.

The FGB noted that it was good to visit the School to see that the SDP was being implemented. The Governors would endeavour in the next academic year to visit more regularly. Governors were asked to diarise a visit with the Headteacher before October half term.

Governors

9.10 Staff survey results

The Headteacher confirmed that a survey had been circulated to all the staff and the results were now being received. This would be discussed at the next meeting.

Agenda

Q: was there anything identified from the early responses that the Governors could do

The Headteacher suggested that the Governors took it in turns to come into the School and offer to make the staff drinks so they could get to know the Board more.

10. Strategic Management 10.1 Report of The Headteacher

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

- The SEF had been graded as Good for the School although the Headteacher believed that there was the potential for this to go to Outstanding.
- A quarter of the school pupils had SEND needs, the School had a higher number of pupils with EHC plans than the national average
- It had been difficult to recruit TAs this academic year so the SEND requirements had been harder to manage. The TAs were supply/ agency workers
- In the next academic year there would be an additional teacher for every year group and they would deliver interventions and SEND support.
- Pupil attendance was at 94% which was lower than the national average, a more robust process was now in place
- A new assessment process for writing was to be introduced in the next academic year, the School should be able to compare against other similar schools
- Volunteers had tidied up the garden at the front of the School
- In the summer break volunteers from Heathrow airport would be painting classrooms
- There had been no racist incidents to report

- A new PE coach had been employed from September 2023 and would be used as a learning mentor.

10.2 School Self-Evaluation Form

This had been recently updated and would be used to identify areas for development in the SDP for 2023/24. It was explained that

- Whole school training had been held, a new assessment programme was to be introduced for observations
- Books were being kept in the corridors which was encouraging the pupils to read more, books were being purchased from the Oxfam book shop for sustainability
- In the autumn term pupils' attendance would be a priority
- Equaliteach would be introduced in 2023/24 to address any discrimination. Staff training would be given, and the School's policies would be reviewed. The School introduced British values in different subjects and so the curriculum would also be reviewed as well as the assembly programme
- The School was looking to develop the link between the Board and subject leaders further through more regular governor visits
- More coaching for staff and Steplab had been introduced

Q: if Ofsted were to visit could we change our own grading from Good to Outstanding

It was confirmed that Ofsted would review the SEF and the School was able to change its own gradings in the document. The Personal Development should be graded as 1 Outstanding, Behaviour and Attitudes with a little more embedding could be graded as 1 Outstanding.

Q: was Equaliteach on ongoing process.

It was noted that it was a programme for a year. The School's policies were starting to be reviewed and the staff and pupils would be included in the programme. This would be considered further by the Standards Committee.

M Vinall rejoined the meeting at 7.50. M Vinall in the Chair.

10.3 School Development Plan (SDP)

This would be developed further and discussed at the next meeting.

Standards
Committee

Agenda

11. Ratify Final School Three Year Budget Submission

A copy had been circulated prior to the meeting. The Budget had been discussed thoroughly at the Resources Committee meeting and was subsequently submitted to BC. It was noted that

- The carry forward surplus at the end of 2022/23 was £247,000
- There was a predicted in year deficit of £115,000 by the end of 2023/24
- Any income derived from after school clubs had not been included in the budget in case they did not take place
- The School was investigating how to generate more funding through the letting of the premises
- The DFCG would be used to provide solar panels
- The SENCO was increasing the SEND funding through different Local Authorities

The Board RATIFIED the budget submission.

The Board thanked the Headteacher and Business Manager and SENCO for their hard work regarding the School's finances especially by creating additional funding.

<p>12.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>14.1</p> <p>14.2</p>	<p>Safeguarding Report from Governor A Nurse advised that</p> <ul style="list-style-type: none"> • He had met with the Deputy Headteacher and discussed the CPOMS system • The Governors needed to advise that they had read KCSIE 2023 • The staff had received the appropriate training • Concerns arose every day which the school dealt with correctly • The play therapist would not be continuing in 2023/24 due to budget constrictions <p>To note Annual Safeguarding Return to Governors to be submitted to ESAS in September 2023 The return would be completed and submitted to BC by the due date. It would be discussed at the next meeting.</p> <p>KCSIE 2023 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p><i>Q: was the School compliant regarding KCSIE 2023.</i> The Headteacher confirmed that the SLT had reviewed the updates contained in KCSIE 2023 and the relevant policies were being altered to include filtering and staff recruitment checks around social media. The data retention and disposal policy was also being reviewed.</p> <p>Committee Reports Resources Committee The Committee had met and the minutes had been circulated.</p> <p>Standards Committee The Committee had met and had discussed</p> <ul style="list-style-type: none"> • Oracy and how it was being taught • Parents survey • Pupils performance • Bullying and pupils behaviour, this was not a specific issue in the School • Attendance and how the School would be dealing with this • Staffing <p>Pay Review Committee This Committee had not met.</p> <p>Hearing and Appeal Panels / Pupil Discipline Committee These panels had not been required.</p> <p>Governor Reports/visits Chair The Chair had not taken any action under emergency or delegated powers.</p> <p>Development Governor</p> <ul style="list-style-type: none"> • Analysis of Governor training 2022/23 -this would be considered at the next meeting. 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
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14.3	SEND Governor M Vinall had met with the SENCO and acknowledge the issues the School faced around funding from BC.	
14.4	Equalities Governor There was nothing to report the objectives would be reviewed in the autumn term.	Agenda
14.5	Pupil Premium Governor There was nothing to report.	
14.6	GDPR Governor <ul style="list-style-type: none"> DPO Annual Report this would be provided at the end of the summer term 2023 and would be discussed at the next meeting. There were no issues to report. 	Agenda
14.7	Other Governors There were no other reports.	
15.	Policies <ul style="list-style-type: none"> Appraisal policy- the changes would be discussed with the staff by the end of the summer term, including the introduction of Steplab. Complaints policy review- It was noted that the policy was compliant with the DFE guidelines and was APPROVED Redundancy Policy- this was the BC model policy and was APPROVED. 	
16.	Any Other Business Parental survey A Nurse and the Headteacher would review the questions and then the survey could be sent out electronically. This would be based on the questions asked the previous year for comparison. Diversity of Board The Clerk would send to the Chair the NGA template for consideration. It was noted that this was not compulsory. Exclusion changes for September 2023 The Board noted that the exclusion and suspension guidance from the DFE would change in September 2023.	AN / JD
17.	Impact The Governors considered their impact through their discussion and decisions. This included <ul style="list-style-type: none"> Agreeing the budget Governor visits Arranging the parental survey 	Clerk
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 8.25 pm

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

Chair

Agenda	Item	Action
3	Letter to families re strike action	MV/JD
9.2	Date for joint event Governors and staff	JD
9.4	SEND / Pupil premium roles	ESA
9.8	Governor training provider	Agenda
9.9	Governor visits	Governors
9.10	Staff survey results	Agenda
10.2	Equiliteach	Standards committee
10.3	SDP	Agenda
12	KCSIE 2023	Governors
	Annual safeguarding return	Agenda
14.2	Analysis of Governor training	Agenda
14.4	Equality objectives	Agenda
14.6	DPO report	Agenda
16	Parental survey	AN/JD
	Board diversity	Clerk