

**SPRING TERM 2015**

**IVER VILLAGE JUNIOR SCHOOL**

MINUTES of the meeting of the Governors of the School held at the School on Wednesday 18 March 2015 at 6.00 pm

**PRESENT:** Rev G Howard - Chairman  
Mr J Barrett  
Ms J Digweed  
Miss P Entwisle  
Mrs P Leech  
Miss C Rogers  
Mr M Vinall

**IN ATTENDANCE:** S Penkethman - Clerk  
Mr P Clifford - Deputy  
Headteacher

**ABSENT:** Mr T Bassett (Apologies received and accepted)  
Mr C Clarke (Apologies received and accepted)  
Mr H Kang

**ACTION**

**1 NOTIFICATION OF ANY OTHER BUSINESS**

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

- Health and Safety Governor report

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES AND MATTERS ARISING**

**3.1 MINUTES**

The Minutes of the meeting held on 12 November 2014, having been circulated, were confirmed and signed by the Chairman as a correct record.

An additional copy of the Minutes was signed by the Chairman for display in the School.

**3.2 MATTERS ARISING**

**3.2.1 Standards Committee Terms of Reference**

This was deferred to the next meeting

Agenda

**3.2.2 Equalities Governor**

It was agreed that Mr Vinall would become the Equalities Governor. Mrs Leech would ascertain who the Equalities Governor was at Iver Village Infant School (IVIS), so the two PL



## ACTION

governors could meet.

### 3.2.3 Collaborative Arrangements

Rev Howard would contact Iver Heath Junior School to discuss collaboration. GH

### 3.2.4 Parental Questionnaire

The Governors agreed to conduct a parental questionnaire based on the Ofsted questionnaire during the summer term. Survey monkey would be used and for parents who did not have access to the internet a paper copy would be provided. Mrs Leech and Rev Howard would arrange accordingly. GH / PL

### 3.2.5 Drugs Policy

A draft policy had been circulated to the Governors prior to the meeting. The policy had been based on the Local Authority's model policy, which included how to report any issues. Miss Digweed was asked to confirm that the policy covered the use of alcohol. The Governors AGREED the policy. JD

## 4 MINUTES

The Minutes of the meeting held on 3 December 2014, having been circulated, were confirmed and signed by the Chairman as a correct record.

An additional copy of the Minutes was signed by the Chairman for display in the School.

### 4.1 MATTERS ARISING

#### 4.1.1 Behaviour Policy

The policy had been circulated and was AGREED. It was noted that the policy would be re-drafted to make it more robust after Mr Clifford had reviewed it. PC

#### 4.1.2 Standing Orders

The Chairman signed a copy of the approved Standing Orders for the School's records

#### 4.1.3 Voluntary School Funds

Mr Vinall had reviewed the documentation and recommended that the model document from the Charity Commission should be used. The Trustees would be the governors and a set of financial regulations would have to be created. JD /GH



## 5 STRATEGIC MANAGEMENT

### 5.1 REPORT OF THE HEADTEACHER, SELF EVALUATION FORM, AND GOVERNORS QUESTIONS

The Report of the Headteacher, having been circulated, was received by the Governors. It was noted that pupil attendance was 94.64%; last year at the same time it had been 93.36%, the national average was 96%. The EWO was involved with two families.

*A Governor asked about the differences in the pupil progress data.*

The Headteacher explained that the progress data in the RAP referred to pupils currently attending the School, the Otrack figures compared the children to the same period the previous year. She explained that Ofsted did not request pupil progress data to be in any format only that the SLT could show they were tracking individual pupil progress. It was explained that from September 2015 levels and APS would no longer be used and so a new system would have to be considered. The Headteacher would be attending training regarding data next term.

Standards  
Committee

*A Governor asked about the SEN pupils, how many were statemented and if the School received additional funding.*

The Headteacher explained that the School had to provide the first 13 hours for each statemented pupil. Most of the statements were for over 25 hrs a week and there was only two statemented children within the school. Mrs Leech explained that if the School was spending more than £6000 per annum per child then the School could request additional funding however it was acknowledged that this would be a very large task to collate the information. The Headteacher confirmed that the TAs were not allocated to one pupil but assisted the whole class. A Governor requested a report detailing how the money was being spent on the SEN pupils. It was explained that as several students had made progress they would be removed from the SEN register. Mrs Leech would liaise with Miss Robson and a report would be circulated to the FPPP committee.

FPPP  
Committee

#### See Confidential Minutes

The Headteacher circulated a report detailing the expenditure on the Pupil Premium students which the Governors examined. It was noted that a YR4 intervention had ceased as it was not making any impact.

*A Governor asked about the two incidents of cyber bullying.*

It was explained that both incidents had happened outside of the School. The School supported the parents and the local police had been involved. The Headteacher explained that a leaflet about E-safety had been sent out to parents last year and this would be repeated.

JD

## ACTION

*A Governor asked if the pupils had been sampled regarding Facebook accounts.*

It was explained that most of the YR6 pupils had accounts and discussions had been held with the parents. A workshop for the pupils had been held concerning social media and the School had an E-Safety policy.

The Headteacher confirmed that the midyear performance management of the teaching staff was in progress, data targets would be set after the next round of lesson observations.

The School Evaluation Form was due to be reviewed before the end of term and an updated version would be circulated to the JD  
Governors.

## 5.2 SCHOOL DEVELOPMENT PLAN

The School Development Plan had not been altered.

### 5.2.1 RAPID ATTAINMENT PLAN

It was noted that

- The more able maths pupils had run a book fair
- An extra teacher was required for YR5 and YR6
- An new Inclusion Manager was required who would complete 1.5 days a week at IVIS, this would assist with the pupils transition in YR2. The manager would also cover PPA time and cover YR6 booster sessions at the School.

## 5.3 GOVERNING BODY SELF-EVALUATION

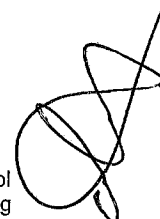
The Governors had completed a skills audit.

## 6 NEW BUSINESS

### 6.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2016

Consultation on admission arrangements for entry in the 2016 academic year must be undertaken by 1 March 2015. Each Admission Authority must then determine its admission arrangements by 15 April 2015. Full details could be found on the BCC website.

Governors agreed that there were no aspects of the Local Authority's proposed admission policy for community / voluntary controlled schools that they wished to comment on and/or ask the Local Authority to consider changing, nor were there any aspects of the published admission arrangements for any academies, foundation, voluntary aided schools which Governors wished to comment on and/or ask the governing bodies of those schools to consider changing.



Governors did not wish to comment on any aspects of the coordinated primary and secondary admissions schemes proposed for all school admissions in the County, or the proposed co-ordinated scheme for all in-year admissions County.

## **6.2 THE PREVENT AGENDA – THE ROLE OF SCHOOLS IN DEALING WITH EXTREMISM**

Governors noted that changes to the September 2014 Inspection framework place a duty on school leaders to ensure that all schools remain safe places for pupils to learn and for school leaders and their staff to work without fear and intimidation. A new emphasis was placed on schools to actively promote fundamental British values, such as democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs in order for all pupils to contribute positively to life in modern Britain.

The Governing Body agreed to delegate consideration of this to the Standards Committee to ensure that

Standards  
Committee

- a broad and balanced curriculum that included the promotion of fundamental British Values was delivered
- teaching staff were made aware of the Prevent agenda and the DfE guidance on 'British Values'
- the designated Safeguarding lead in the school had received up to date training which could include WRAP (Workshop to Raise Awareness of Prevent) training.
- Consideration was given to engaging with the collaborative work of Buckinghamshire County Council and the Thames Valley Police.

The Headteacher explained that she would be attending training and she would try and cover British values in her Headteacher's report.

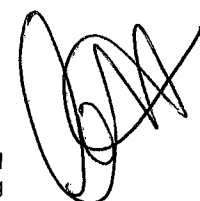
## **6.3 CHILDCARE DISQUALIFICATION REGULATIONS**

Governors noted that the DfE had published supplementary advice to the 'Keeping Children Safe in Education' statutory guidance.

The changes mean that anyone working in a school/Academy that had:

- Early years provision (school nursery and reception classes) or
- Before school settings (breakfast clubs) or after school provision for children under age 8

would need to obtain a declaration from each staff member confirming that s/he has not been disqualified from working with children under the regulations.



## ACTION

The regulations had come into immediate effect and further advice would be issued by the LA. The Headteacher confirmed that the staff had completed the forms and any regular volunteers would also be asked to complete the forms. JD

### 6.4 SCHOOL BUDGETS 2015/16

Governors delegated responsibility to the Finance Personnel Pay Review and Premises Committee to agree and submit a Financial Plan to the LA by Friday 22 May 2015 with a commentary. The FPPP Committee would then report back to the next full Governing Body meeting. Governors noted that the LA had advised that the submission date may be brought forward and changes would be notified through School's Bulletin. FPPP Committee

It was reported that a provisional plan had been submitted to the Local Authority in November 2014 requesting an extension of the licenced deficit. The School had not received any acknowledgement and the Chairman would contact the Local Authority again. GH

#### Purchasing Decisions

It was also noted that the Local Authority and the BLT should be notified of the Governing Body's Purchasing decisions.

The Headteacher then explained that there was a health and safety concern regarding the gates between the School building and the School diner. It was proposed that a pedestrian and vehicular gate was installed with a key pad. Three quotes had been received ranging from £3000 to £3800. The Governors authorised the Headteacher to spend up to £4000 on the project. JD

## 7 REPORTS OF COMMITTEES AND WORKING GROUPS

### 7.1 FINANCE PERSONNEL PAY REVIEW AND PREMISES COMMITTEE

Minutes of the Committee meeting held on 2 March 2015, would be circulated in due course. It was noted that

- Mr Bassett was the new Chairman
- The deficit amounted to £46000. The licence currently allowed the School a deficit over three years and so the School had applied to extend this over five years as it was not anticipated that the deficit would be removed by the end of the third year 2015/16
- Dolce had agreed to continue with their contract for another year

### 7.2 STANDARDS COMMITTEE

Minutes of the Committee meeting held on 12 February 2015, having been circulated were noted. It was reported that

**ACTION**

- Governor photographs would be added to the noticeboard in reception but not the School's website.
- Mrs Leech had met with Miss Hawker the Humanities Lead, a new Humanities policy would be created and Mrs Leech's visit report would be circulated in due course. PL
- The Website had been considered and was still being updated by Mr Clifford and he would send a link to the Governors in due course. PC

**7.3 MARKETING GROUP**

This group had not met.

**7.4 STAFF DISMISSAL/ STAFF DISMISSAL APPEALS/  
EMPLOYEE GRIEVANCE/ PAY REVIEW  
APPEALS/ REDUNDANCY/ COMPLAINTS/ PUPIL DISCIPLINE  
COMMITTEES**

These Committees had not needed to meet.

The Governors considered the membership of their committees and Mr Vinall would become a member of the FPPP Committee. MV / Clerk

**8 REPORTS**

**8.1 REPORT OF CHAIRMAN**

**Action Taken Under Emergency or Delegated Powers**

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

**Annual Conference for Governors**

The Chairman advised that the Annual Conference for Governors was to be held on Saturday 13 June 2015 at Aylesbury Vale Academy, Aylesbury at 9.15 am. The subject of the conference was to be Governors as Leaders; keynote speaker Sir John Jones.

Bookings would be on a first come-first served basis, with the deadline for bookings being 29 May 2015. Any Governor wishing to attend should contact Rev Howard. Governors to note

**8.2 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON  
TRAINING AND DEVELOPMENT UNDERTAKEN BY  
GOVERNORS**

The Development Governor advised on the training that had been attended since the last FGB meeting.

**Whole Governing Body Training 2014/15**

It was noted that the Governors could attend the sessions at

- Iver Heath Junior School "Engaging with parents"

Governors to note



## ACTION

- IVIS keeping ahead of Ofsted

### 8.3 REPORT OF SEND GOVERNOR

Mrs Leech had met with the SENCO and had examined the eight week rolling programme.

### 8.4 EQUALITIES/DIVERSITY/COMMUNITY COHESION GOVERNOR

There was nothing to report.

### 8.5 REPORT OF CHILD PROTECTION GOVERNOR

Mrs Entwisle confirmed that the Annual Safeguarding Report to Governors on Safeguarding Activity in the School had been circulated. The Deputy Headteacher had completed the child protection training and the Headteacher would attend training in May 2015. The Policies would need to be reviewed by the Standards committee. The Behaviour Policy had been agreed but the anti-bullying policy and E-safety policy would need to be reviewed.

Standards  
Committee

### 8.6 REPORT OF LITERACY GOVERNOR

There was nothing to report.

### 8.7 REPORT OF NUMERACY GOVERNOR

There was nothing to report, however Mr Barrett would circulate reports from his other visits in due course. JB

### 8.8 REPORT OF PUPIL PREMIUM GOVERNOR

The Pupil Premium expenditure sheet had been circulated.

*A Governor asked about the reading.*

It was explained that the English Lead kept a record of how often the pupils read in a week.

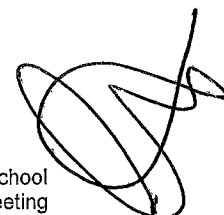
### 8.9 REPORT OF LINK GOVERNORS

It was confirmed that

- Mr Clarke and Rev Howard had conducted a Leadership and Management visit
- Mr Vinall and Mrs Entwisle had conducted a Behaviour visit
- Mr Bassett and Mr Barrett would conduct a visit in due course.
- Mrs Leech and Miss Rogers would meet next term.

JB / TB

PL / CR





**8.10 REPORT OF VISITING GOVERNOR/APPOINTMENT OF VISITING GOVERNOR**

Mrs Leech had conducted a Humanities visit and Mrs Entwisle had attended the School's science week.

It was agreed that, in accordance with the Governor Visits Procedure, Mr Vinall would make a school visit before the next FGB meeting. MV

**8.11 REPORT OF HEALTH AND SAFETY GOVERNOR**

A report had been circulated and a H&S inspection had been carried out last term. Mrs Leech would review the risk assessments next term. PL

The Headteacher explained that the fit trail was no longer used by the pupils and she was arranging for it to be removed. It was agreed that barriers would be put up around the structure together with a sign. A warning would be placed in the newsletter to remind parents to keep their children off the trail when attending after school activities. JD

**9 RECURRING ITEMS****9.1 SCHOOL WEBSITE**

It was confirmed that all statutory information was available on the School's website.

**9.2 POLICIES**

As part of the School's annual schedule, the following policies were presented and approved by the Governing Body:

- Accessibility Policy 2015-17
- Handwriting presentation policy
- Behaviour policy

The marking policy would be adjusted to include homework and would be re-presented to the Standards Committee for adoption together with the Drugs policy.

Standards Committee

**10 DATES AND TIMES OF FUTURE MEETINGS**

The following dates and times of future meetings had previously been agreed: All Governors

- Wednesday 24 June 2015 at 6.00pm

**11 ANY OTHER BUSINESS****Health and Safety Report**

This had been dealt with earlier in the meeting.



12 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 Body would have access to these minutes (*with the exception of any Restricted Confidential Minutes*).

The meeting closed at 8.30pm

Signed .....  ..... Date 24.06.15  
CHAIRMAN