

AUTUMN TERM 2015

IVER VILLAGE JUNIOR SCHOOL

MINUTES of the meeting of the Governors of the School held at the School on Wednesday 4 November 2015 at 6.00 pm

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

IN ATTENDANCE: Mr P Clifford – Deputy
Headteacher
Mrs B Poole – Business Manager
S Penkethman - Clerk

ABSENT: Mr T Bassett Apologies received and accepted

1 GOVERNOR APPOINTMENTS

Governors agreed that the process for electing the Chairman and Vice Chairman would remain as contained within their Standing Orders and the term of office would be until the FGB meeting in the Autumn Term 2016 or 31 December 2016.

ELECTION OF CHAIRMAN

In line with the procedures agreed by the Governing Body, Rev Howard was elected as Chairman

Rev Howard in the Chair

ELECTION OF VICE- CHAIRMAN

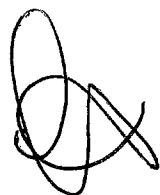
In line with the procedures agreed by the Governing Body, Mr Clarke was elected as Vice Chairman.

OTHER APPOINTMENTS

It was agreed that Governors would be appointed to the following roles for the forthcoming academic year:

Development Governor:	Mrs Leech
SEND Governor:	Mrs Leech
Literacy Governor:	Mr Clarke
Numeracy Governor:	Mr Barrett

ACTION



ACTION

Pupil Premium Governor	Mr Barrett
Safeguarding Governor:	Miss Entwisle
Equalities/ Diversity/ Community Cohesion Governor	Mr Vinall
PSHE/Citizenship Governor	Rev Howard
PE Governor	Mr Bassett
Attendance Governor	Mr Bassett

2 NOTIFICATION OF ANY OTHER BUSINESS

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

- Academy Status
- Telephones

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 24 June 2015, 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.

4.2 MATTERS ARISING

4.2.1 Pupil Case studies- minute 4.1

The Headteacher circulated two anonymised pupil case studies at the meeting for Governors to review.

4.2.2 Annual Health and Safety Compliance Report – minute 5.1

The report had been completed and returned to the Local Authority (LA) at the end of last term. It was noted that the School would need an additional staff member trained in dealing with medication.

4.2.3 Annual Report on the Requirements of the Equality Act – minute 7.4

Mr Vinall confirmed that the report had been completed and circulated to the Governors prior to the meeting. The report would be added to the School's website.

JD

Mr Clifford joined the meeting at 6.20pm



ACTION

4.2.4 Appointment of External Adviser – minute 8.2

It was AGREED that the external adviser would be supplied by the Buckinghamshire Learning Trust (BLT).

5 ANNUAL REVIEWS

5.1 STANDING ORDERS AND DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIRMAN

Governors reviewed and adopted their Standing Orders the Chairman signed a copy for retention in the School and the Clerk would arrange for these to be published on the School's password protected area on 'GovernorZone'.

Clerk

Governors reviewed the functions to be delegated to the Headteacher and Chairman, and these were agreed as outlined in the Standing Orders.

Governors Expenses

Governors also reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.

5.2 TERMS OF REFERENCE

Governors reviewed and adopted their terms of reference for their Committees, except for the Standards Committee, and the Clerk would arrange for the agreed terms of reference to be published in the School's password protected area on 'GovernorZone'.

Clerk / PL/
Standards
Committee

5.3 MEMBERSHIP OF COMMITTEES

Governors reviewed and agreed the membership of their Committees; the Committee Grid, would be published on the school website and on Governor Zone.

Headteacher/
clerk

As a recommendation from the Finance Committee the Governors AGREED to have a separate Pay Review Committee.

5.4 GOVERNOR SKILLS AUDIT / VACANCIES AND APPOINTMENTS

New skills audit forms would be circulated to the Governors for completion. It was noted that there were five vacancies on the Governing Body, a letter had been sent to the parents and another would be sent to local industries to try and encourage Governor volunteers.

PL

5.5 CODE OF CONDUCT

The Governing Body agreed

- to adopt the revised model Code of Conduct, having adapted it for the school's own circumstances,

ACTION

- that the Chairman should sign and date the agreed Code of Conduct thereby gaining explicit agreement that all governors would abide by the Code.
- to pass a signed copy to the Headteacher for retention in school.
- to review the agreed Code annually.

All governors

5.6 REVIEW OF COLLABORATION ARRANGEMENTS

It was noted that reciprocal collaborative arrangements could be set up with other schools, enabling those schools to share experience and best practice. This would also create a larger pool of governors to be available should the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet.

Governors agreed that the Chairman and Headteacher should approach the Chairman of Governors of Stoke Poges School to enquire whether the Governing Body would be interested in entering into such a collaborative arrangement.

Chairman/
Agenda

5.7 BUSINESS AND PECUNIARY INTERESTS FORM

Governors noted the new requirement, effective from 1 September 2015, for governing bodies to publish their governors' details and their Register of Interests on the school website.

Business and Pecuniary Interest forms were completed and passed to the Headteacher for retention in the School Office.

Headteacher

Governors who had been unable to attend the meeting would be reminded of the need to complete a Business and Pecuniary Interest form.

Headteacher

5.8 ANNUAL REVIEW OF SCHOOL VISION AND ETHOS

The Headteacher reported that the SLT had reviewed and updated the School Vision, and this would be circulated to all the Governors for comment to the Headteacher. The School council had also been involved, and once the vision had been agreed then the Governors would launch it at a parent's event later in the term. Mr Clark and Miss Entwisle were asked to organise the event.

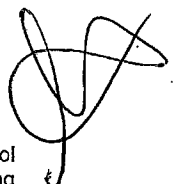
Headteacher/
Governors to
note
CC / PE

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER, SELF-EVALUATION FORM AND GOVERNORS' QUESTIONS

The Report of the Headteacher, having been previously circulated, was received by governors. It was noted that

- the racist incident policy was renamed as the prejudicial incident policy and had been reviewed by Mr Vinall.



ACTION

- The draft Behaviour policy and the behaviour statement had been reviewed by Mr Vinall and would be added to the School's website.

Headteacher

See Confidential Minutes

A Governor asked about the School's marking policy and maths targets.

The targets would be updated because of the new assessment system Target Tracker. Other local schools were using the system and so the School would be able to do joint moderation with the other schools. There had been a staff inset training day on the new system which Mr Barrett had attended.

It was agreed that the Governors would take in total three items from the Headteacher's report and would consider these during their visits before the next FGB meeting.

Governors to note

The Headteacher reported that she and Mr Clifford had updated the SEF to include the un-validated Raise on Line data which was now available and would circulate the document to the Governors in due course. There had been an upward trend in the progress over the last three years and the School was keeping case studies for certain pupils. The School was receiving support from an external adviser, not through the BLT, which the School was paying for.

Headteacher

A Governor asked if the Ofsted inspectors would look at other evidence rather than just lesson observations.

The Headteacher confirmed that they would also examine the pupils' books, the teaching staff have been moved around the classes which had led to an improvement in the pupils books. At the last inset training day the SLT had discussed with the staff about marking and feedback and staff would focus more on this.

A Governor asked about the pupils progress data.

It was noted that the more able writers had been below the national average for progress and attainment in the SATs last term and these pupils had been identified and case studies had been kept. Writing in the SATs had been the only subject which had been below the national average, in all the other areas the pupils had made expected or above expected progress.

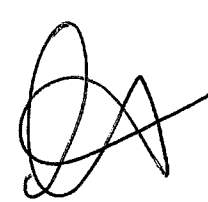
6.2 SCHOOL DEVELOPMENT PLAN

The School development plan was being developed and would be circulated to the Governors with the RAP and the staff action plans attached for approval at the next FGB meeting

Agenda

6.3 RAP

This would be circulated to the Governors in due course



ACTION

6.4 GOVERNING BODY SELF-EVALUATION (GBSE)

The Governors would meet before the end of term to review the new Inspection Framework and complete the Governors file.

All Governors

6.5 VERBAL REPORT OF FOCUS GROUP MEETING

It was reported that the School had met with the BLT and had requested a visit from a Strategic Intervention Adviser (SIA) to review the School Development Plan. A meeting would take place on 9 November 2015. It was noted that the BLT had graded the school as RI.

7 NEW BUSINESS

7.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2017

Governors noted the supporting Appendix.

7.2 REVISED MODEL SCHOOL COMPLAINTS AND RESOLUTIONS PROCEDURE AND TOOLKIT

Governors noted that the Education Act 2002 required governing bodies of all maintained schools and nursery schools in England to have a procedure to deal with complaints relating to the School and to any community facilities or services that the School provided. The law also required that the procedure was publicised.

The Governing Body agreed to

- Review the revised complaints and resolutions procedure and forward any comments to the Chairman.
- Consider how the procedure should be publicised to parents and parents of prospective pupils.

All Governors /
Agenda

7.3 REVISED MODEL CODE OF CONDUCT

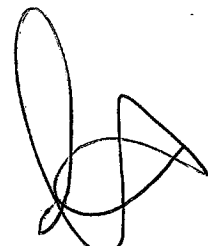
This matter had been dealt with earlier in the meeting.

7.4 REGISTER OF INTERESTS AND PUBLICATION OF GOVERNOR DETAILS

Governors noted that

- The statutory guidance on the Constitution of Governing Bodies in Maintained Schools from the Department for Education, August 2015, outlined what should be published by a governing body on its website. It was noted that governing bodies now needed to publish the required details for Governors within the last twelve months;

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>



ACTION

- BLT (Governor Services) had produced some guidance on handling conflicts of interest, available on Governor Zone, which included grids that could be used to meet the requirement under the statutory guidance.

It was agreed to delegate responsibility to Mrs Poole to ensure that the Governing Body was compliant with the new publishing requirements and to ensure arrangements were in place for updating the information.

BP

OTHER MATTERS TO NOTE

7.5 MODEL PAY POLICY

Governors noted that

- the School Teachers' Pay and Conditions document 2015 had set out the main pay changes from 1 September 2015
- The LA model pay policy was available and it was delegated to the Finance Personnel and Premises Committee for review and to report back to the FGB for adoption. It was also AGREED that the Finance Personnel and Premises Committee would decide on the teachers' pay increase backdated to 1 September 2015.

Finance
Personnel and
Premises
Committee

7.6 MODEL LEAVE OF ABSENCE POLICY

Governors noted that the Model Leave of Absence policy had been updated to reflect the new provisions which came into place in April 2015 regarding shared parental leave and pay.

It was AGREED to adopt the revised model policy with immediate effect.

7.7 MODEL SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

Governors noted that the Local Authority's Supporting Pupils at School with Medical Conditions model policy was available. The policy encompassed the statutory guidance issued by the DfE plus guidance on the use of emergency Salbutamol Inhalers issued by the Department of Health.

It was AGREED to adopt the policy with immediate effect. Staff had been trained to give medication and would also be receiving asthmatic training.

7.8 MODEL EQUALITY SCHEME

Governors noted that the Equalities and Cohesion Guidance had been amended to include the Prevent agenda and was available on Governor Zone. It was agreed that the Equalities/Diversity Governor would review the guidance and make recommendations


MV / Agenda

to the FGB for any changes.

It was noted that other school policies should be reviewed to ensure that the prevention of extremism was addressed.

7.9 MODEL CHARGING AND REMISSIONS POLICY

Governors noted that the Local Authority's model Charging and Remissions Policy had been revised and was available on Governor Zone.

The model policy would be circulated to the Governors by Mrs Poole and would be discussed at the next FGB meeting.

BP / Agenda

7.10 SAFE PRACTICE IN SCHOOL SWIMMING – GUIDANCE

Governors noted that the Local Authority guidance on the Safe Practice in School Swimming had been revised following widespread consultation.

It was AGREED to adopt the policy with immediate effect, staff would attend training in due course.

7.11 STATEMENT OF BEHAVIOURAL PRINCIPLES

The Governing body was reminded of the need to draft, and keep under review, a written statement of general behaviour principles from which the Headteacher should have regard in determining the Behaviour policy of the school. Mr Vinall had reviewed the statement which had been circulated to all the Governors and was ADOPTED.

It was noted that it was a requirement for the statement to be published on the school website.

7.12 BLT FUNDED ANNUAL REVIEW

Governors noted that all schools would be receiving a BLT funded visit in the Autumn term to review and validate the SEF with the Headteacher and Chair of Governors. It was confirmed that this had been dealt with during the regular Focus Group meetings with the BLT.

8 REPORTS OF COMMITTEES

8.1 FINANCE PERSONNEL PAY REVIEW AND PREMISES COMMITTEE

Minutes of the Committee meeting held on 13 October 2015, would be circulated in due course. The committee had discussed

- The SFVS paperwork which Mr Bassett and Mrs Poole would review
- The Accessibility Plan which was AGREED providing the

following sentence was added

- The version of this plan was produced in July 2015 and reflects the needs of the current students and staff
- Voluntary school funds, the application forms needed to be updated and were signed at the FGB meeting.
- SEN spreadsheet which was deferred until the new SENCO could review it.

8.2 STANDARDS COMMITTEE

This Committee was due to meet later in the term.

ASSESSMENT WITHOUT LEVELS

The Headteacher reported that the School was to use a step approach and had consulted with Iver Village Infant school who was using the same system, Target Tracker.

8.3 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/COMPLAINTS/PAY REVIEW APPEALS COMMITTEES/ PUPIL DISCIPLINE COMMITTEE

These Committees had not needed to meet.

9 REPORTS

9.1 REPORT OF CHAIRMAN

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

9.2 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS

The Development Governor advised on the training that had been attended

Whole Governing Body Training 2015/16

This would be decided after consulting with the other cluster schools who attended the training.

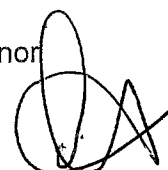
Agenda/ PL

9.3 REPORT OF SEND GOVERNOR

Governors noted that all schools had a statutory duty to produce an Annual SEND report.

The SEND Governor agreed to establish whether the school's SEND Annual Report for 2015 and the School's Local Offer had been produced and was published on the school's website as required.

SEND
Governor



A Governor asked if the Gifted and Talented pupils were part of the SEN remit.

It was explained that they were part of the Inclusion Manager's role; the pupils' progress was being tracked and their needs were being addressed.

9.4 REPORT OF SAFEGUARDING GOVERNOR

Governors noted that

- whilst the duty to complete the Section 11 was currently under review, schools did need to complete an Annual Safeguarding report.
- HMI advice recommended that schools and governors completed the Prevent and Safeguarding Toolkit.

It was agreed to delegate to the Safeguarding Governor

- completion of the Annual Safeguarding report in consultation with the Headteacher in school.
- To check that the Single central Record was up to date, the Headteacher confirmed that it was.

Agenda

9.5 REPORT OF EQUALITIES/DIVERSITY/COMMUNITY COHESION GOVERNOR

The Governor reported that he had reviewed the school policies and would complete a British Values visit before the end of the term.

MV

9.6 REPORT OF LITERACY GOVERNOR

The Governor had visited and had circulated a report.

9.7 REPORT OF NUMERACY GOVERNOR

The Governor had not visited this term for this subject but would review the action plans before the end of term.

JB

9.8 REPORT OF LINK GOVERNORS

There was nothing to report.

9.9 REPORT OF PE GOVERNOR

There was nothing to report.

9.10 REPORT OF ATTENDANCE GOVERNOR

There was nothing to report

9.11 REPORT OF PUPIL PREMIUM GOVERNOR

The Pupil Premium Governor had visited at the end of the previous term and had seen the extensive interventions that the School had in place including booster groups and attendance

ACTION

support. Once the new tracking system was operational then the Governor would arrange a visit with the School's INCO. The Pupil Premium Policy had been circulated to the Governors for approval. The Governor confirmed that the funding was being monitored and the correct information was on the School's website.

JB

**9.12 GOVERNOR MONITORING AND EVALUATION VISITS/
REPORT OF VISITING GOVERNOR/APPOINTMENT OF
VISITING GOVERNOR**

It was agreed that

- Mrs Leech would make a school visit to review the Humanity subjects.
- Rev Howard and Mr Barrett would visit to carry out an audit on the Headteacher's report
- Mr Vinal would visit as the Equality Governor.

PL

GH / JB

MV

Reports of the visits would be produced and circulated to all governors prior to the next full Governing Body meeting.

10 RECURRING ITEMS

10.1 POLICIES

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

- The Prejudicial Incident policy
- The Behaviour policy
- The Pupil Premium Policy

10.2 IN-SERVICE TRAINING DAYS 2016/17

Governors noted the following dates which had been specified by the Local Authority for in-service training for 2016/17:

Thursday 1 September 2016

Friday 2 September 2016

Wednesday 4 January 2017

Leaving two further dates to be decided.

11 DATES AND TIMES OF FUTURE MEETINGS

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

All Governors

- **Thursday 17 March 2016 at 6.00pm**

It was also agreed that further meeting dates would be as follows:

- Monday 16 November 2015 at 6.00pm
- Monday 25 January 2016 at 6.00pm



12 ANY OTHER BUSINESS

12.1 Telephones

Mrs Poole advised that she had received two quotes to replace the existing agreement which finished on 14 December 2015. The current handsets were outdated and very expensive and handsets were required for each classroom and in the hall.

The Governors AGREED to option one which was a lease system for five years at a cost of £2700 per annum and a maintenance cost of £400 per annum.

12.2 Academy

The Chairman explained that he had contacted the DFE to ascertain information regarding the school joining a Multi Academy Trust (MAT).

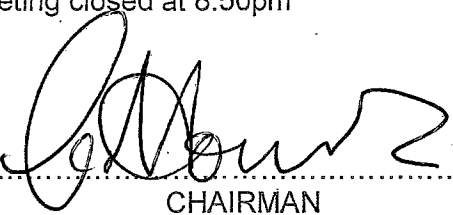
The Governors voted in favour, with one abstention, that the Chairman should investigate further the various options of converting to an academy and report back to the Governors. The Headteacher would speak to the staff.

GH / JD

13 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.

The meeting closed at 8.50pm

Signed  Date

CHAIRMAN