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**SPRING TERM 2016**

**IVER VILLAGE JUNIOR SCHOOL**


MINUTES of the meeting of the Governors of the School held at the School on Thursday 17 March at 6.00p.m.

**PRESENT:** Rev G Howard - Chairman  
Mr J Barrett  
Mr C Clarke  
Ms J Digweed  
Miss P Entwisle  
Mr A Nurse  
Miss C Rogers  
Mr M Vinall  
Mr P Warren

**IN ATTENDANCE:** Mr P Clifford – Deputy Headteacher  
Ms N Nash - Observer  
S Penkethman - Clerk

**ABSENT:** Mr T Bassett Apologies received and accepted

	<b>ACTION</b>
<p><b>1 APPOINTMENT OF CO-OPTED GOVERNORS</b></p> <p>The Governors, after consulting their skills audit, AGREED to co-opt Mr Nurse and Mr Warren onto the Governing body.</p>	
<p><b>2 NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>It was agreed that the following items would be discussed under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Governing Body Self Evaluation ( GBSE)</li> <li>• Governor Induction Pack</li> </ul>	
<p><b>3 DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
<p><b>4 MINUTES AND MATTERS ARISING</b></p>	
<p><b>4.1 MINUTES</b></p> <p>The Minutes of the meeting held on 4 November 2015, having been circulated, were confirmed and signed by the Chairman as a correct record.</p> <p>An additional copy of the Minutes was signed by the Chairman for display in the School.</p>	



		ACTION
<b>4.2</b>	<b>MATTERS ARISING</b>	
<b>4.2.1</b>	<b>Terms of Reference for the Standards Committee – minute 5.2</b>	
	This would be discussed at the next Standards Committee meeting.	Standards Committee
<b>4.2.2</b>	<b>Collaboration Arrangements – minute 5.6</b>	
	Ms Digweed had contacted the Headteacher at Stoke Poges School but had not received a formal response. The Governors AGREED instead to collaborate with Great Missenden C of E Combined School. The Chairman and Headteacher would contact the School accordingly.	GH / JD / Clerk
<b>4.2.3</b>	<b>School Vision and Ethos – minute 5.8</b>	
	The Headteacher had circulated a document to the Governors regarding the vision and ethos and these had been added to the School's website.	
	<i>A Governor asked how the vision was cascaded down through the School.</i>	
	It was noted that the Vision should set the tone for the School which the staff had signed up to. This would be used to plan the school work and pupils would be encouraged to consider which values they will work on through the School assemblies.	
	<i>A Governor asked if the vision and ethos should be more explicit.</i>	
	It was confirmed that these should remain a little vague. However as the School did have issues regarding pupil attendance and behaviour it was AGREED that the one of the aims should be	
	“ promoting high standards of behaviour and attendance”	JD
<b>4.2.4</b>	<b>Revised School Complaints and Resolutions Procedure and Toolkit – minute 7.2</b>	
	The procedure was AGREED by the Governors.	
<b>4.2.5</b>	<b>Model Equality Scheme – minute 7.8</b>	
	It was confirmed that the Scheme had been completed, updated and added to the School's website.	
<b>4.2.6</b>	<b>Charging and Remissions Policy – minute 7.9</b>	
	This policy had been circulated to the Governors prior to the meeting, the policy was AGREED.	
<b>4.2.7</b>	<b>Annual Safeguarding Report – minute 9.4</b>	
	The report had been completed and returned to the Local	



Authority (LA) during the last term. The Safeguarding Governor would review the report. PE

## 5 STRATEGIC MANAGEMENT

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

It was noted from the Headteacher's report which had been circulated prior to the meeting that

- The Focus Group meeting with the Buckinghamshire Learning Trust (BLT) had been very successful and the BLT were pleased with the School's progress. A copy of the report would be sent to HMI
- The Senior Leadership Team (SLT) were trying to improve the teaching through cross curricular writing activities
- The School's Eco Green award had been validated
- A teacher from Great Missenden School would continue to support teaching one day a week next term
- A British Values day had been held with a focus on respect which the pupils enjoyed and this would be repeated next term with a different focus
- A data analysis of the Pupil Premium pupils had been carried out
- The staff had been trained on Growth Mind set and a parents evening had been held. The pupils were starting to implement the ideas.
- The Staff were becoming more confident with the new assessment system Target Tracker.
- A moderation session with St Mary's School Farnham Common in writing had been held. Each teacher had been given a folder which identified the level each pupil was working at. The majority of pupils were making Good progress.
- The School had offered football, netball, badminton and table tennis to the pupils
- There had been no exclusions during the term
- Pupil Attendance had improved

*A Governor asked, having read the Focus Group report, if the BLT support was being removed and therefore how could the improvements be sustained.*

The Headteacher explained that in September 2016 two additional expert teachers would be joining the staff, both of whom were used to training teachers and dealing with NQTs. The Deputy Headteacher would be back out of class so he could take over the work the teacher from Great Missenden was currently carrying out. It was also hoped that the INCO would not cover a class as well, the Headteacher was considering employing another NQT from September 2016.

*A Governor asked what the budgetary impact of these changes*

would be.

It was explained that the budget had reduced by £5000 due to the School Forum changes and so these staffing changes would make the budget very tight. The School was spending funds currently on additional teaching out of class with a specialist teacher being bought in. The Deputy Headteacher may be given a focus on IT which could save funds. The Great Missenden School had been given funds as it was an Outstanding School to assist with mentoring other schools and so was working closely with Iver Village Junior School staff. It was explained that the School may be short of two teachers in September 2016 and so the School was currently advertising. This may impact again on the School's budget.

*A Governor asked about the new assessments and the SLT plans to make the School more stable.*

The staff and SLT knew which reports from the assessment system were now required for analysis. After the next round of pupil assessments Mr Clifford would analyse the data and would complete the template accordingly. The Headteacher felt very confident that the data represented the pupil progress being made. The moderation of the pupils' books showed the progress being made compared to the baseline data. The BLT had been encouraged with the pupil progress being made at the last Focus Group meeting.

**The Governors thanked the Headteacher, the Deputy Headteacher and all the staff for their hard work.**

#### **SELF EVALUATION (SEF)**

A copy of the SEF had been circulated prior to the meeting. The School had been graded as "Good" in all areas and this grading had been confirmed by the BLT during their monitoring.

#### **5.2 SCHOOL DEVELOPMENT PLAN**

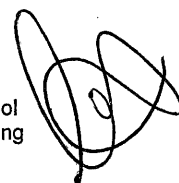
The plan had been written during the last summer term and would not be re-written even though it was out of date.

The School had not received a Statement of Action (SOFA) from the BLT, the current SOFA lasted until the end of July 2016. During the Easter break the Headteacher would write an action plan incorporating the outstanding items from the SOFA.

It was noted that the School Improvement Partner recommended that the School should have only one plan to work to.

#### **5.3 FEEDBACK FROM EXTERNAL PARTNERS INCLUDING SCHOOL IMPROVEMENT**

The report had been circulated prior to the meeting.



		<b>ACTION</b>
<b>5.4</b>	<b>ACADEMY UPDATE</b>  See Confidential Minutes	
<b>5.5</b>	<b>GOVERNING BODY SELF-EVALUATION</b>  Mr Clarke, Rev Howard and Ms Digweed had started work on the form and the Governors would meet at the beginning of the Summer Term to go through the paperwork.	GH
<b>5.6</b>	<b>COMMITTEE GRID AND GOVERNOR APPOINTMENTS</b>  It was ratified that all Governors would become members of both committees except Ms Rogers who would not attend the Finance Committee. The Clerk would issue an updated Committee grid.  It was noted that Mrs Leech had stepped down as a Governor and so <ul style="list-style-type: none"> <li>• Mr Vinall agreed to become the Development Governor</li> <li>• Mr Barrett agreed to become the SEND Governor</li> <li>• Mr Bassett agreed to become the H&amp;S Governor</li> <li>• Ms Entwisle agreed to become the second H&amp;S Governor</li> </ul>	Clerk
<b>6</b>	<b>NEW BUSINESS</b>	
<b>6.1</b>	<b>ADMISSION ARRANGEMENTS – SEPTEMBER 2017</b>  Governors noted Appendix 1 to the agenda.	
<b>6.2</b>	<b>PHYSICAL ACTIVITY, PE AND SPORT FOR CHILDREN AND YOUNG PEOPLE IN SCHOOLS</b>  Governors noted the requirements of them in relation to PE and sport activities as outlined in Appendix 2. It was confirmed that Mr Bassett was the PE Governor. Ms Rogers would review the Sports Funding information on the School's website. It was noted that the number of sports clubs and the number of pupils attending had increased significantly.	TB / CR
<b>6.3</b>	<b>GOVERNOR SERVICES TEAM: POOL OF GOVERNORS</b>  Governors noted that they were asked to refer the names of anyone amongst their number, who might be able to offer help to schools in challenging circumstances, to the Bucks Learning Trust as outlined in Appendix 3.	
<b>6.4</b>	<b>SCHOOL BUDGETS 2016/17</b>	
<b>6.4.1</b>	<b>FINANCIAL PLAN</b>  Governors agreed to delegate the task of ensuring that a provisional Financial Plan was submitted to the LA by 20 May	Finance Committee



	<b>ACTION</b>
(provisional date) to the Finance Committee.	
<b>6.4.2 CONFIRMATION OF PURCHASING DECISIONS</b>	
Governors agreed to delegate the task of confirming which professional services provided by BCC, BLT and other providers to purchase to the Finance Committee.	Finance Committee
<b>6.4.3 LOCAL FUNDING DECISIONS</b>	
Governors agreed to delegate consideration of the implications of local funding decisions made by the Schools Forum on the school budget to the Finance Committee. However it was noted that the School's budget had been reduced by £5000.	Finance Committee
<i>A Governor asked how many pupils would be starting school in September 2016</i>	
Ms Digweed would review the numbers and would report back to the Finance Committee. It was noted that the School had been put down as the second choice for many parents.	JD / Finance Committee
<b>OTHER MATTERS TO NOTE/ACTION</b>	
<b>6.5 SEN UPDATED MODEL POLICY</b>	
Governors were advised that an updated SEN model policy was available on Schoolsweb and a copy had been circulated to the Governors.	
<b>6.6 REVISED BLT HEADTEACHER REPORT TEMPLATE</b>	
Governors were advised that the Bucks Learning Trust had produced a revised Headteacher Report template (available on Schoolsweb) for use by schools. The clerk was asked to forward a copy to the Headteacher.	JD / Clerk
<b>6.7 EQUALITY OBJECTIVES</b>	
This had been reviewed by the INCO and the Equalities Governor. New objectives had been created and added to the School's website together with a report on how the old objectives had been achieved. The new objectives had been made more measurable and had been circulated to the Governors which the Governors APPROVED.	
<b>6.8 BENCHMARKING REPORT CARD INFORMATION</b>	
It was noted that the DFE would be issuing a benchmarking report card via email to all schools. The Finance Committee would conduct a benchmarking exercise.	Finance Committee
<u><a href="https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking">https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking</a></u>	

**ACTION**

**6.9 SAFEGUARDING**

Governors were advised that a model Preventing Radicalisation Policy (Appendix 13 to the model Child Protection Policy) was available on Schoolsweb;

It was agreed to delegate consideration of the model Preventing Radicalisation Policy to the School's INCO who would report back at the meeting in the Summer Term.

JD/ Agenda

It was noted that the School should ensure the Lettings Policy was compliant with Appendix 8 to the model Child Protection Policy as available on Schoolsweb.

JD

**7 REPORTS OF COMMITTEES**

**7.1 FINANCE COMMITTEE**

Minutes of the Committee meeting held on 3 February 2016, having been circulated were noted. The Business Continuity and Emergency Plan had been circulated to the Governors. A report concerning the staff CPD was being collated and would be presented to the next Finance Committee meeting.

Finance Committee

*A Governor asked if the staff were happy with the CPD opportunities they were being offered.*

The Headteacher confirmed that they were, although some staff felt CPD only happened when they left the School to attend a training session; the SLT were working on changing this view. An appraisal system for the whole staff would be introduced and CPD Would addressed through this.

The SFVS form would be circulated to all the Governors in due course and had been returned to the LA.

JD

**7.2 STANDARDS COMMITTEE**

Minutes of the Committee meeting held on 1 March 2016, would be circulated in due course. The Committee had discussed

- Mr Barrett would meet with the INCO at the beginning of the Summer term
- The focus on the pupils who attained Level 3 at KS1 as the number of Level 5 writing SATS last year had been deflated. There had been more opportunities for cross curricular writing.
- New baseline data had been taken for YR3 when the pupils had joined the School
- It was noted that the curriculum had been made harder and so pupils needed to achieve more.

JB

*A Governor asked how other schools were addressing this issue.* It was noted that other Schools had issues with capturing their data. The School had benchmarked against the pupils at St

## ACTION

Mary's School so a standard could be created. The staff were trying to accelerate the work the pupils were doing especially for YR6 in order to make up the difference in the changes in the curriculum. It was noted that only 40% were making age related expectations and six pupils would not make expected progress. 10% of the YR6 cohort would not be attending secondary school and so these pupils were not working to the best of their ability.

*A Governor asked what the SLT was doing to meet the needs of the GRT pupils.*

It was noted that the parents were visiting the School more and meeting with members of the SLT. A learning mentor had been engaged to give the GRT students additional booster groups in maths as well as additional support in class.

**Mrs Nash left the meeting at 8.05 pm**

### 7.3 PAY REVIEW COMMITTEE

This Committee had not met

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

These Committees had not needed to meet.

## 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 Friday 17 June 2016 from 8.45 a.m.-1.00 p.m. at the Gateway Conference Centre, Aylesbury. If a Governor would like to attend they were asked to contact the Chairman accordingly.

Governors to note

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

There was nothing to report.

### 8.3 REPORT OF SEND GOVERNOR

The SEND Governor had met with the INCO, there were currently 19 pupils on the SEND register. Two anonymised case studies





had been reviewed and would be followed over the next few years to ascertain their progress. The SEND report on spending for the pupils' provision maps would be provided at the next Finance Committee.

#### **8.4 REPORT OF LITERACY GOVERNOR**

The Governor had met with the Literacy Lead on 5 February 2016 and had been impressed with the progress being made as well as the assessments being carried out and the moderations. Marking was being applied and cross curricular activities were being used. Boy pupils were being encouraged with new resources. A report would be circulated in due course.

#### **8.5 REPORT OF NUMERACY GOVERNOR**

It was explained that a new strategy had been used for YR5 which was assisting the lower ability pupils however the higher ability pupils were not keen. Assessments would be carried out before the end of term and so the impact would then be known. The Staff were taking part in the maths mastery group although there appeared to be no focus to the group and so the staff may not continue as their time would be better spent in the School.

*A Governor asked how many pupils were involved in the process of Mastery.*

There was a small group involved. The pupils involved had been asked through a pupil voice survey what they required for maths and they had requested more practical hands on lessons with more opportunities to go outside. For literacy the pupils had requested harder spellings.

#### **8.6 REPORT OF SAFEGUARDING/ CHILD PROTECTION GOVERNOR**

The Safeguarding Governor and Headteacher reported that the Single Central Record was up to date.

#### **8.7 REPORT OF EQUALITIES/DIVERSITY/ COMMUNITY COHESION GOVERNOR**

The Equalities Governor had visited the School twice and had met with the INCO to discuss the GRT pupils, a report had been circulated to the Governors. The visit in March 2016 had focused on British Values and the Governor had reviewed how this had been embedded into the curriculum.

#### **8.8 REPORT OF PUPIL PREMIUM CHAMPION/GOVERNOR**

The Pupil Premium Governor reported that there were 40 pupil premium pupils in the School that attracted funding. The Governor would meet with the INCO at the beginning of the Summer Term to review the interventions.



**See Confidential Minutes**

**8.9 REPORT OF PSHE GOVERNOR**

The Governor would meet with the INCO at the beginning of the Summer Term.

**8.10 REPORT OF PE GOVERNOR**

There was nothing to report

**8.11 REPORT OF ATTENDANCE GOVERNOR**

There was nothing to report.

**8.12 REPORT OF LINK GOVERNORS**

There was nothing to report.

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

The Governors were thanked for circulating their reports which were kept on file by the School.

**9 RECURRING ITEMS**

**9.1 POLICIES**

It was noted that the Drugs policy had been agreed by the Standards Committee. A copy of the Attendance Policy had been circulated to the Governors prior to the meeting which they AGREED.

**9.2 IN-SERVICE TRAINING DAYS 2016/17**

Governors agreed the two school specific INSET dates as follows:

- Monday 3 October 2016
- Tuesday 18 April 2017

**10 DATES AND TIMES OF FUTURE MEETINGS**

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

- Wednesday 29 June 2016 at 6.00pm

**11 ANY OTHER BUSINESS**

**All Governors**



**ACTION**

**11.1 Governing Body Self Evaluation ( GBSE)**

This had been dealt with earlier in the meeting.

**11.2 Governor Induction Pack**

Mr Vinall had reviewed the pack and would circulate it to the new Governors.

**11.3 Confidential Item**

**The Staff were asked to leave the meeting at 8.45 pm, therefore Miss Rogers and Mr Clifford left.**

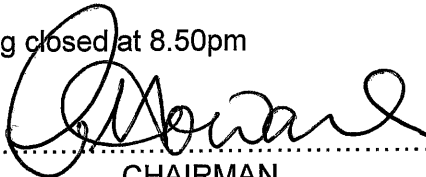
**See restricted Confidential minutes.**

**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 8.50pm

Signed .....



CHAIRMAN

Date .....

29.06.16

