

SUMMER TERM 2017

IVER VILLAGE JUNIOR SCHOOL

MINUTES of the meeting of the Governors of the School held at the School on Wednesday 28 June 2017 at 6.00p.m.

PRESENT: Mr M Vinall - Chair
Mr J Barrow
Miss R Bjork
Mr C Clarke
Ms J Digweed
Mrs S Dobson
Mr T Munn
Dr A Nurse
Mr P Warren

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

ABSENT: Ms V Critchley Apologies received and accepted
Ms N Nash Apologies received and accepted

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>No items were tabled for discussion under Any Other Business.</p>	
<p>2 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items covered at this meeting.</p>	
<p>3 TERMS OF REFERENCE</p> <p>The Committees had reviewed their Terms of Reference and they were APPROVED by the Governors. The Chair signed a copy for the School.</p>	
<p>4 MINUTES AND MATTERS ARISING</p> <p>4.1 MINUTES</p> <p>The Minutes of the meeting held on 6 March 2017, having been circulated, were confirmed and signed by the Chair as a correct record.</p>	

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

4.2 MATTERS ARISING

4.2.1 Questionnaires – minute 4.2.4

From the parental questionnaire it was noted that 100% of the parents would recommend the School, previously this had been at 84%.

It was noted that the next pupil survey would be carried out at the beginning of the autumn term, the parental questionnaire before the end of the autumn term and the staff questionnaire would be carried out in March 2018.

5 STRATEGIC MANAGEMENT

5.1 REPORT OF THE HEADTEACHER

A copy of the report had been circulated prior to the meeting.

It was noted that

- There were many new pupils starting at the School and so an additional member of the support staff had been engaged
- An extra teacher had been taken on at the beginning of the summer term who had covered illness and maternity leave and had just been accepted as a maths mastery Lead by the training school, so additional staff training would be available. Other teachers from the county would visit the School to view the teacher teaching and the teacher would have to assist six local schools using the scheme.
- The School had applied for Level 1 in the Rights Respecting Schools and an assessor would be visiting that week. This would assist with the School's citizenship

A Governor asked if the School achieved Level 1 could this be advertised

The Headteacher confirmed it could be and the School would be allowed to use the Rights Respecting Schools logo.

A Governor asked if the Standards Committee had reviewed the behaviour data

It was noted that only issues Level 2 or above were logged by the School. When the log had started there had been 151 issues this

had dropped to 12 issues by the end of the autumn term. It was explained that Level 2 behaviour issues were unacceptable and the pupil would have to meet with the Deputy Headteacher. The grading would be reviewed as the School no longer used the harsher levels. Outstanding behaviour was also monitored and rewarded.

A Governor asked how easy pupils joining the School found it to adapt to the School's expectations of behaviour and the Simply Behave system.

There had been three afternoons whereby the new pupils would meet the YR3 teachers and it was recognised that it could be a culture change going from infant school to junior school. In September there would be thirty pupils in each class; there was currently an appeal in process.

5.2 SELF EVALUATION (SEF)

This had been circulated to the Governors prior to the meeting.

All aspects had been graded as Good, there were more outstanding teaching than before and the pupil behaviour and welfare had been graded as outstanding. However the attendance still needed further improvement and would be a priority for next year's School Development Plan.

5.3 SCHOOL DEVELOPMENT PLAN

A session had been held for the Senior Leadership Team (SLT) and Governors to review the plan and consider the foci for next year. The SLT had considered the School's values and ethos which would be displayed more around the School. It was explained that the key priorities for next year would be

- Love of reading
- Maths mastery
- Attendance and punctuality
- Independent thinking

The staff would be consulted on the new plan in due course and then discussed with the Governors.

5.4 SCHOOL VISION VALUES AND AIMS

These were circulated at the meeting and were available on the School's website. It was AGREED that there were no changes and they still reflected what the School wanted to achieve.

Agenda

	ACTION
<p><i>A Governor asked if any items from the DFE should be included.</i></p> <p>The Headteacher would consider adding to the aims an item regarding the UNICEF assessment process which would be discussed at the next meeting.</p>	Agenda
<p>5.5 ACADEMY STATUS UPDATE</p> <p>The Headteacher and Deputy Headteacher had attended a meeting run by BASL. The Headteacher would contact the Headteacher at the Great Missenden School to keep the links that had been built up. The Chair advised that he would circulate a Q&A document regarding conversion to academy which had been very helpful.</p> <p><i>A Governor asked about the further integration of the four schools in Iver</i></p> <p>It was noted that the Governing bodies of the School had agreed to create the Evreham Teaching Alliance and so they had started to work more closely together. The Local Authority was reviewing the new proposed housing estate and had undertaken a feasibility study for expansion.</p>	MV
<p>5.6 SCHOOL BUDGET 2017/18</p> <p>The Financial Plan had been presented at the last Resources Committee meeting and had been approved. It was confirmed that the plan had been submitted to the LA. The Governors APPROVED the plan and a copy would be circulated in due course. It was noted that the insurance package for maternity cover had been purchased as well as the Governor services core package.</p> <p><i>A Governor asked about the outcome of the traffic calming meeting</i></p> <p>The meeting had taken place after the budget had been submitted and so no costs had been included. The School would request funding from the parish council as well as trying to find sponsorship from local businesses. The main suggestion had been the installation of planters to stop vehicles from parking on the kerb. The LA would assist with granting of licences for the mitigating measures although the LA could provide no funding. It was agreed that a working group consisting of Ms Nash, Mr Munn, Mrs Dobson and Ms Digweed would meet to discuss the proposals and would report back.</p>	<p>JD</p> <p>Agenda</p>

		ACTION
5.7	GOVERNOR HUB	
	The Governors discussed the necessity for creating an impact file for the next Ofsted inspection. It was AGREED that the Chair, Mr Warren, Mr Munn and Mr Barrow would review the Ofsted question sheet and may create an answer sheet which would be kept up to date on Governor Hub.	MV /PW / TM/ JB
5.8	OFSTED PREPARATION	
	This had been dealt with under the previous item.	
6	DELEGATED REPORTS - COMMITTEES	
6.1	RESOURCES COMMITTEE	
	The Committee had met and the minutes had been circulated.	
6.2	STANDARDS COMMITTEE	
	The Committee had met and the minutes would be circulated. The Committee had <ul style="list-style-type: none"> • Reviewed the Terms of Reference • Reviewed the data regarding pupil progress, attainment and attendance • Reviewed the Casey report and how the School addressed Community cohesion 	
6.3	PAY REVIEW COMMITTEE	
	This Committee had not met.	
6.4	STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES	
	These Committees had not needed to meet.	
7	DELEGATED REPORTS - GOVERNORS	
7.1	REPORT OF CHAIR	
	The Chair had not taken any action under emergency or delegated powers. The Chair explained that the BLT had offered another training venue as well as the one at Green Park. The Chair would contact Ms Critchley regarding her continuation as a	MV

	ACTION
Governor as she was finding evening meetings difficult to attend.	
7.2 REPORT OF DEVELOPMENT GOVERNOR	
The Development Governor advised that the Governors' training folder would be uploaded to Governor Hub as well as the new Governor induction pack. The Governors skills audit would be reviewed.	PW
7.3 REPORT OF SEND GOVERNOR	
It was AGREED that Mrs Dobson would take over this role.	SD
7.4 REPORT OF SAFEGUARDING GOVERNOR	
The Safeguarding Governor reported that the Single Central Record was up-to-date. The Annual Safeguarding report to Governors would be completed by the School and would be presented at the next FGB meeting. The Governor had met with the Safeguarding Lead in the School.	JD / Agenda
7.5 REPORT OF EQUALITIES GOVERNOR	
The Governor would meet with the Equalities Lead in School to review the equality objectives and would report back at the next FGB meeting on how the School was working toward meeting the objectives. It was confirmed that there had been two racist incidents during the whole of the academic year.	AN / Agenda
7.6 REPORT OF PUPIL PREMIUM GOVERNOR	
It was confirmed that Mr Barrow was the Pupil Premium Governor and he would visit the School before the end of term.	JB
7.7 GOVERNOR MONITORING VISITS	
It was noted that	
<ul style="list-style-type: none"> • Mr Warren would visit before the end of term • Mr Barrow would visit before the end of term to review Science in School as well as the Pupil Premium pupils • Mr Munn had met the maths Lead and had conducted a maths visit • Mr Clarke had visited the School and had met the English Lead. He had reviewed the action plan for the whole school including the improved library. • Ms Nash had conducted a H&S visit and any issues arising 	

ACTION

from the visit had been actioned. It was noted that the School was due an external H&S audit the following week.

- Governors were encouraged to complete a governor visit form after they had visited the School.

8 OTHER MATTERS

8.1 NEW BUSINESS

8.1.1 NEW AND REVISED HUMAN RESOURCES DOCUMENTS (APPENDIX 1)

Governors:

- noted the information in the appendix in relation to the new and revised HR documents and
- adopted the new policy and procedure for schools on the Redundancy
- would adopt the revised policy and procedure and toolkit for schools for Carers and Right to Apply for Flexible Working when the policies were available..

Agenda

8.2 CONFIRMATION OF PERFORMANCE MANAGEMENT ARRANGEMENTS

Governors agreed that Ms Nash, Mr Warren and Mr Vinall would continue as Performance Management Reviewers for the Headteacher for the next year.

NN , PW , MV

Governors agreed that the BLT school improvement adviser would be appointed as the External Reviewer for the Headteacher's performance management review.

8.3 ARRANGEMENTS FOR APPOINTING THE CHAIR/VICE-CHAIR

It was confirmed that, in accordance with the Standing Orders, nominations for the positions of Chair and Vice-Chair would be made at the meeting or provided to the clerk in advance of the meeting.

Governors were reminded of the importance of succession planning into these roles.

8.4 POLICIES

- Complaints Policy – this would be reviewed by Mr Warren and be brought back for approval.
- Governor Visits policy – This was APPROVED

PW / Agenda

		ACTION
	<ul style="list-style-type: none"> Updated H&S policy – this was APPROVED and the Chair signed a copy. Governors were asked to review the policy and to contact the Headteacher with any proposed changes. 	All Governors
9	DATE AND TIMES OF NEXT MEETINGS	
	<p>The Governors APPROVED the meeting schedule which would be added to Governor Hub. The next FGB meeting would be held on</p> <ul style="list-style-type: none"> Wednesday 29 November 2017 at 6.00pm 	All Governors
10	ANY OTHER BUSINESS	
	<p>Secondary transfer proposal</p> <p>The Governors had received a copy of a proposal concerning the 11+ tests and how they were administered. The Governors and Headteacher had no comments to make regarding the changes proposed.</p>	
11	EVALUATION OF MEETING	
	<p>Governors considered how they had impacted on improved outcomes for pupils since the last meeting. This included</p> <ul style="list-style-type: none"> The Science Visit and the new curriculum being introduced The H&S inspection The Governors setting a balanced budget 	
12	CONDUCT OF MEETING	
	<p>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 (<i>with the exception of any Restricted Confidential Minutes</i>).</p>	

The meeting closed at 8.30pm

Signed  Date 29/11/17

CHAIRMAN