

AUTUMN TERM 2017

IVER VILLAGE JUNIOR SCHOOL

MINUTES of the meeting of the Governors of the School held at the School on Wednesday 29 November 2017 at 6.00 pm

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

IN ATTENDANCE: S Penkethman - Clerk

ABSENT: Ms V Critchley
Mr P Warren

Apologies received and accepted

	ACTION
1 GOVERNOR APPOINTMENTS	
1.1 TERM OF OFFICE	
Governors agreed that the term of office for the Chair and Vice Chair positions would be for one year until the first FGB meeting in the Autumn Term 2018 or 31 December 2018.	
1.2 ELECTION OF CHAIR	
In line with the procedures agreed by the Governing Board, Mr Vinall was elected as Chair.	
<u>Mr Vinall in the Chair</u>	
1.3 ELECTION OF VICE- CHAIR	
In line with the procedures agreed by the Governing Board, Mr Clarke was elected as Vice Chair.	
1.4 OTHER APPOINTMENTS	
It was agreed that Governors would be appointed to the following roles for the forthcoming year:	

Development Governor:	Mr Warren
SEND Governor:	Mrs Dobson
English Governor:	Mr Clarke
Math Governor:	Mr Munn
Pupil Premium Governor	Mr Barrow
Safeguarding Governor:	Dr Nurse
Equalities Governor	Dr Nurse
PSHE Governor	Ms Nash
H&S Governor	Ms Nash

2 NOTIFICATION OF ANY OTHER BUSINESS

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

- FGB Minutes 14 September 2017 and matters arising
- Family Support Worker

3 DECLARATIONS OF INTEREST

There were no declarations of interest in items covered at this meeting.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 28 June 2017, having been circulated, were confirmed and signed by the Chair as a correct record.

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

Ms Nash joined the meeting at 6.25pm

4.2 MATTERS ARISING

4.2.1 Academy Status Update – minute 5.5

The Chair would circulate a Q&A document.

4.2.2 School Vision Values and Aims – minute 5.4

It was confirmed that these had been added to the School's

MV

	ACTION
<p>website. The first Aim had been altered to include “to promote children’s rights”. However the Governors wanted to make the aims more identifiable with the School. Mr Barrow was asked to draft a more specific aim and to circulate it to the Governors and Headteacher for discussion. The Governors may consider Whole Governing Body Training with the topic “Rights and Respect” and how this was implemented through the School’s policies. Staff had received training on this topic and the Headteacher would consider rolling it out to the Governors as well. She may also offer training on “The Power of reading “for the Governors and would contact the Development Governor.</p>	<p>JB /Agenda</p> <p>JD</p> <p>JD / PW</p>
<p>4.2.3 Safeguarding Governor – minute 7.4</p> <p>It was confirmed that the annual Safeguarding Report to Governors had been submitted to the Local Authority (LA) and circulated to the Governors.</p>	
<p>4.2.4 School Budget 2017/18 – minute 5.6</p> <p>It was explained that the traffic calming measures outside the School had been installed and had been paid for by the Parish Council. Ms Nash and Mr Munn would consider the cost and use of three additional planters to improve the parking issues and pupil safety; the two Governors would try and raise the necessary funds. Ms Nash would also contact the Highways Agency as the School would need to obtain a licence before planters could be installed.</p>	<p>NN / TM</p> <p>NN</p>
<p>13 ANY OTHER BUSINESS</p> <p>It was agreed to take the next item.</p>	
<p>13.1 MINUTES</p> <p>The Minutes of the meeting held on 14 September 2017, having been circulated, were confirmed. There were no matters arising.</p>	
<p>5 ANNUAL REVIEWS</p>	
<p>5.1 STANDING ORDERS</p> <p>Governors reviewed and adopted their Standing Orders. The Clerk would arrange for these to be published on Governor Hub.</p>	<p>Clerk</p>

		ACTION
5.1.2 GOVERNORS' ALLOWANCES SCHEME	Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.	
5.1.3 DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR	Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were agreed as outlined in the Standing Orders.	
5.2 TERMS OF REFERENCE	Governors reviewed and adopted their terms of reference for the following Committees The Clerk would arrange for these to be published on Governor Hub	Clerk
	<ul style="list-style-type: none"> • Resources Committee • Pay Review committee • Pupil Discipline Committee • Employee Grievance Committee • Staff dismissal Committee • Staff Dismissal Appeals Committee • Pay Review Appeals Committee 	Chair of Standards Committee
5.3 MEMBERSHIP OF COMMITTEES/WORKING GROUPS	Governors reviewed and agreed the membership of their Committees. The Committee structure would be available on GovernorHub.	
5.4 CODE OF CONDUCT	Governors noted that the Buckinghamshire Learning Trust (BLT) had reviewed and updated its model Code of Conduct for Governors and the Clerk was asked to forward a copy detailing the changes to the Chair.	Clerk / MV
	<p>The Governing Board agreed</p> <ul style="list-style-type: none"> • to adopt the revised BLT Code of Conduct, • that the Chair should sign and date the agreed Code of Conduct thereby gaining explicit agreement that all governors would abide by the Code. • to review the agreed Code of Conduct annually. 	All governors

5.5 REVIEW OF COLLABORATION ARRANGEMENTS

Governors agreed that they did not wish to enter into a collaborative arrangement with another Governing Board at this time.

5.6 BUSINESS AND PECUNIARY INTERESTS FORM

Governors completed and signed the Business and Pecuniary Interest declaration form and passed it to the Headteacher for retention in the School Office.

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

PW / VC

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER

A copy of the report had been circulated prior to the meeting, it was noted that the new format had been linked with the School Development Plan. It was explained that

- The number of pupils with EHC plans had increased which increased the School's income.
- There had been one racist incident during the term which had been recorded on the ANT system
- There had been a one day fixed term exclusion
- Reading had been the main focus with many interventions introduced including reading rocks
- The Senior Leadership Team (SLT) had graded the School in the SEF as Good.
- A pupil survey had been completed
- Attendance had also been a focus and weekly rewards had been introduced.
- A whole week had been dedicated to WOW days in history

A Governor asked about the many interventions and how the SLT identified the impact and value for money.

It was noted that some of the interventions were clear i.e. those introduced from PIXL, they were easy to carry out and easy to track. A focus group of YR5 and YR6 pupils had been created and was tracked regularly.

The intervention Reading Gladiators was for the More Able pupils

so they could attain 20% above the Age Related Expectations, this could be tracked to ascertain the impact. For the other interventions the only way to ascertain the impact would be through the end of term progress data. Some of the other interventions were not academic but were in place to broaden the pupils' development and so could not be measured.

A Governor asked if there was a process of reflection for the pupils.

A question had been added to the pupil survey asking if they enjoyed their lessons.

The Deputy Headteacher then explained about PIXL; how the pupils were put into four bands. One band covered the vulnerable pupils identified as needing interventions as they were not working at Age Related Expectations. These pupils would be re-assessed next term. Another band consisted of pupils working at above Age Related Expectations who were not on track. This would be discussed further as well as PIXL at the next Standards Committee meeting.

Standards
Committee

6.2 SELF EVALUATION (SEF)

This had been discussed in the previous item.

6.3 SCHOOL DEVELOPMENT PLAN

A copy of the plan had been added to Governor Hub for the Governors to review.

6.4 ACADEMY UPDATE

It was noted that Chalfont Community College was looking to expand its MAT with other local schools.

7 REPORT OF COMMITTEE

7.1 FINANCE COMMITTEE

This Committee had met and the minutes would be circulated. The Committee had discussed

- The Business Continuity Plan – it was explained that a full system restore had not been tried, the backup data was kept by the LA and the Deputy Headteacher would ascertain how long it would take to recover lost data. It was noted that parent contact details could be accessed

PC / Agenda

quickly if needed to

- The Complaints Policy which the Governors AGREED
- The role of the SENCO who was now out of class Monday, Tuesday and Thursday mornings
- SFVS which Mr Warren had reviewed with the Business Manager, Ms Nash, Dr Nurse and Mr Clarke confirmed that they all had financial management experience.
- Scale of Charges which had remained the same.
- The expenditure of the Voluntary School funds
- Parental regular contributions - It was suggested that from September 2018 parents would be asked to make a voluntary regular donation to the School. After discussion whereby it was noted that the number of Free school meal pupils equated to nearly 30%, it was AGREED not to ask for any contributions unless the School had identified a particular project it needed funding for.

7.2 STANDARDS COMMITTEE

This Committee had not met.

7.3 PAY REVIEW COMMITTEE

This Committee had not met.

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

These Committees had not needed to meet.

8 REPORTS

8.1 CHAIR

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

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

There was nothing to report.

8.3 SEND GOVERNOR

The Governor reported that she had met with the SENCO, the YR3

pupils had been benchmarked on joining the School. All the SEN pupils were making more progress than compared to the remaining cohorts in reading and writing although less progress was being made in maths. The SEND Governor would attend training next term.

SD

8.4 SAFEGUARDING GOVERNOR

The Safeguarding Governor reported that the Annual Safeguarding Report had been completed and forwarded to the LA as required.

It was confirmed that the Single Central Record was up-to-date.

8.5 EQUALITIES GOVERNOR

The Equality objectives were available on the School's website and Governor Hub. The objectives focused on improving pupil attendance, to narrow the gap between the SEN pupils and the remaining pupils and to increase the participation of pupils and parents. The last focus was being addressed through parent evenings from which the SLT analysed who had attended and to target those that had not.

8.6 PSHCE GOVERNOR

The Governor had met with the Headteacher to ascertain how this was taught throughout the School. There were displays in the School covering the School values and British values, people from the community were invited into the School to speak to the pupils.

A Governor asked how this was assessed.

It was noted that the pupils' books were marked although the subject was not being tracked yet. The School however was tracking science, PE, history and geography. The School was keeping evidence regarding the teaching of PSHCE.

8.7 PUPIL PREMIUM GOVERNOR

The Governor had attended training and had met with the SENCO during the term. He would attend a learning walk next term but had noted that the difference between pupil premium pupils and the rest of the cohort diminished as the pupils went through the School.

8.8 GOVERNOR MONITORING AND EVALUATION VISITS/ REPORT OF VISITING GOVERNOR/APPOINTMENT OF VISITING GOVERNOR

The Governors had visited the School in the capacity of their roles. Mr Clarke would conduct an English visit next term to review the reading interventions.

ACTION

CC

9 OTHER MATTERS

9.1 NEW BUSINESS APPENDICES

9.1.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2019

Governors noted the need to review the LA’s current admission arrangements in relation to their school. It was noted that Denham Infant School maybe looking to form a junior part of the School although this would not impact on the pupil numbers for Iver Village Junior School.

9.1.2 REVISED HUMAN RESOURCES DOCUMENTS- Whistleblowing Policy and toolkit for Schools

Governors noted that a revised Whistleblowing Policy and Procedure for schools had been published.

Governors ADOPTED the revised Policy and the Headteacher agreed to ensure that it was brought to the attention of all employees

9.1.3 REVISED CHILD PROTECTION POLICY

Governors noted that a new Child Protection Policy Framework had been published which included all aspects of safeguarding and child protection. The Governors AGREED the new policy.

9.1.4 GENERAL DATA PROTECTION REGULATION (GDPR)

Governors noted that revised data protection legislation would come in to force on 25th May 2018 and the School would need to update processes and policies to ensure compliance with the new legislation. The Business Manager was due to attend a course in December 2017 from which she would draft an action plan with Mr Barrow and the Deputy Headteacher for discussion at the Standards Committee meeting.

**Standards
Committee / JB
/ PC / Agenda**

9.2 NATIONAL DATABASE OF GOVERNORS AND TRUSTEES

It was noted that Governing Boards were now required to provide the Secretary of State with whatever information she required for the purpose of the exercise of her functions in relation to education. This means that governing bodies must provide to the Secretary of State for Education certain details they hold, **as volunteered** by their governors, through EduBase (or replacement GIAS system) and keep the information up to date. The guidance stated that Governing Boards were advised to make it clear that section 538 of the Education Act 1996 **does not require** governors to supply information to the governing board. It is also advised that governors are informed that information is collected on a voluntary basis but that the governing body is required to share what it holds with the Secretary of State for Education. The data provided will enable schools and the department to identify, more quickly and accurately, individuals who are involved in governance, and who govern in more than one context

9.3 SCHOOL WEBSITE AUDIT AND REVISED REGULATIONS

It was noted that the regulations for publishing on line had been updated.

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

The Governors thanked the Deputy Headteacher for the newly created school website which was compliant.

A Governor asked if the School taught these website building skills to the pupils.

It was noted that a dummy site could be created for the pupils to practice with; the School also had digital ambassadors i.e. pupils who could add items to the School's live website.

9.4 MODEL PAY POLICY FOR TEACHERS

It was noted that a new pay policy was not yet available.

9.5 SECURE ACCESS ANALYSE SCHOOL PERFORMANCE

The Governors noted the change; the Headteacher would circulate a copy of the data in due course for discussion at the next Standards Committee.

**JD / Standards
Committee**

9.6 UPDATE OFSTED INSPECTION UPDATE

The Governors noted the update.

<https://www.gov.uk/government/publications/school-inspection-update-academic-year-2017-to-2018>

9.7 SUPPORTING PUPILS WITH MEDICAL CONDITIONS

It was noted that the guidance had been updated.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

9.8 EXCLUSION GUIDANCE

The Governors noted that the pupil exclusion guidance had been updated.

<https://www.gov.uk/government/publications/school-exclusion>

9.9 REVISED GOVERNANCE REGULATIONS

Governors noted that the regulations had been revised.

9.10 BLT APPOINTMENTS GUIDANCE

Governors noted that the Governor appointment guidance had been updated.

10 RECURRING ITEMS**10.1 IN-SERVICE TRAINING DAYS 2018/19**

Governors noted the following dates which had been specified by the Local Authority for in-service training for 2018/19:

Wednesday 5th September 2018

Wednesday 2nd January 2019

Tuesday 23rd April 2019

Monday 29 October 2018

Monday 3 June 2019

10.2 SCHOOL FUNDS

This had been dealt with earlier in the meeting.

	ACTION
<p>10.3 SFVS</p> <p>This had been dealt with earlier in the meeting.</p>	
<p>11 POLICIES</p> <ul style="list-style-type: none"> • Carers Policy – the Governors ADOPTED the policy • Right to Apply for Flexible Working Policy - the Governors ADOPTED the policy • Complaints Policy – this had been dealt with earlier in the meeting <p>It was AGREED that the relevant School policies would be split between the two Committees for approval in future.</p>	
<p>12 DATES AND TIMES OF FUTURE MEETINGS</p> <p>The following dates and times of future meetings had previously been agreed:</p> <ul style="list-style-type: none"> • Wednesday 14 March 2018 at 6.00pm <p>The Standards Committee would meet on</p> <ul style="list-style-type: none"> • Tuesday 23 January 2018 at 6.00pm <p>Mr Vinall left the meeting and Mr Clarke became Chair.</p>	<p>All Governors</p> <p>Standards Committee members</p>
<p>13 ANY OTHER BUSINESS</p>	
<p>13.2 Family Support Worker</p> <p>A charity East to West had proposed that a Family Support Worker would work out of the School for five hours a week as a project for two years. The School had been asked to contribute £1300 p.a. to the project. The Governors AGREED to contributing to the project.</p>	
<p>13.3 School Expansion</p> <p>The LA had updated its final report which would be circulated to the Governors after the Headteacher had confirmed that it was a true record of what had been discussed at her meeting with the LA.</p>	<p>JD</p>
<p>13.4 Governor Parental Survey</p> <p>It was confirmed that the overall responses were very positive about the School, although the questions had been altered since</p>	

ACTION

the last survey so could not be compared to. There had been 140 responses and the results would be published in a Governors newsletter which Mr Clarke and Dr Nurse were drafting for circulation before the end of term.

CC /AN

14 EVALUATION OF MEETING

Governors considered how they had impacted on improved outcomes for pupils since the last meeting. The Governors had discussed

- Parental Survey
- Governor roles
- Family Support worker
- Traffic calming

15 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

The meeting closed at 8.50pm

Signed *M W. V* Date *14.3.18*
CHAIR

