

SPRING TERM 2018

IVER VILLAGE JUNIOR SCHOOL

MINUTES of the meeting of the Governors of the School held at the School on Wednesday 14 March 2018 at 6.00 pm

PRESENT:

Mr M Vinall - Chair	MV
Mr J Barrow	JB
Miss R Bjork	RB
Mr C Clarke	CC
Ms J Digweed	JD
Mrs S Dobson	SD
Mr T Munn	TM
Ms N Nash	NN
Dr A Nurse	AN
Mr P Warren	PW

IN ATTENDANCE:

Mr P Clifford – Deputy Headteacher	PC
Mrs B Poole – Business Manager	BP
S Penkethman - clerk	

ABSENT: Ms V Critchley

1 NOTIFICATION OF ANY OTHER BUSINESS

There was no other business due for consideration.

2 APPOINTMENT OF CO-OPTED GOVERNOR

It was noted that Mr Clarke's Term of Office as a Parent Governor finished on 26 March 2018.

3 DECLARATIONS OF INTEREST AND ANY CHANGES TO THE REGISTER OF INTERESTS.

There were no changes to the register of interests. The Clerk declared that she worked for the Buckinghamshire Learning Trust (BLT).

It was AGREED to take the next items.

ACTION

	ACTION
<p>4.7 MODEL PAY POLICY – MINUTE 9.4</p> <p>A copy of the policy had been circulated prior to the meeting, it was noted that pay progression for staff was covered under the Performance Management policy. The Pay Policy was AGREED.</p>	
<p>5.6 SCHOOL BUDGET 2018 / 19</p> <p>Copies of the draft budget were circulated at the meeting, it was noted that a draft budget for 2018/19 had been submitted to the Local Authority (LA) by 2 March 2018. The Governors AGREED to delegate the task of ensuring that a final Financial Plan was submitted to the LA by the appropriate deadline to the Resources Committee.</p>	Resources Committee
<p>5.7 GDPR</p> <p>It was noted that the Business Manager, Mr Warren and Mr Barrow had attended training and had consulted with the School's IT provider. It was explained that</p> <ul style="list-style-type: none"> • A GDPR action plan was available on Governor Hub • The Senior Leadership Team (SLT) were starting to review the relevant policies • Templates and information were being obtained • The Schools in the CHIPS liaison group were obtaining quotes concerning GDPR jointly • A working party of Mr Barrow, Mr Clarke, the Headteacher and the Business Manager would identify any issues for the FGB attention • The relevant policies would be in place by the GDPR deadline date • Governors were invited to attend the staff training on GDPR • The Standards Committee would review the School's compliance at the next meeting • The FISA and DFCG funding would be used for any necessary IT upgrades. 	<p>JB / CC/ JD / BP/ Agenda</p> <p>All Governors</p> <p>Standards committee</p>
<p>6.1 RESOURCES COMMITTEE</p> <p>This Committee had met and the minutes would be circulated in due course. The Committee had considered</p> <ul style="list-style-type: none"> • The current budget • The contracts and leases 	

<ul style="list-style-type: none"> • The replacement of the kitchen equipment on a rolling programme • Capitalising revenue to cover the future cost of the kitchen equipment replacement • The EHC plan provision for the SEN pupils, the Committee had agreed to pay for the required reports so the relevant pupils could access the necessary support sooner. The cost would be approximately £250 per report. • New email addresses for all Governors to use. <p>The Headteacher issued email addresses to the Governors and they were asked to use these regarding school business from the date of the meeting.</p> <p>The Business Manager then left the meeting at 6.30pm</p>	<p>ACTION</p> <p>Governors to note</p>
<p>4 MINUTES AND MATTERS ARISING</p> <p>4.1 MINUTES</p> <p>The Minutes of the meeting held on 29 November 2017, having been circulated, were confirmed and signed by the Chair as a correct record.</p> <p>An additional copy of the Minutes was signed by the Chair and for display in the School.</p> <p>4.2 MATTERS ARISING</p> <p>4.2.1 ACADEMY STATUS UPDATE – MINUTE 4.2.1</p> <p>The relevant document had been circulated.</p> <p>4.2.2 SCHOOL VISION VALUES AND AIMS – MINUTE 4.2.2</p> <p>It was AGREED to keep the vision and values as they currently were.</p> <p>4.2.3 SCHOOL PLANTERS – MINUTE 4.2.4</p> <p>Ms Nash had met with the Headteacher to discuss the planters and the School would contribute £1500 towards the safety measure. The Parish Council had been approached for additional funding and Ms Nash would follow up the application as well as pursuing other external funding. The road outside the School was due to be re-surfaced and so the white lines would not be</p>	<p>NN</p>

	replaced until this had happened.	ACTION
4.2.4	TERMS OF REFERENCE (TOR) STANDARDS COMMITTEE – MINUTE 5.2	
	The Governors APPROVED the TOR's, Dr Nurse would add a copy to Governor Hub.	AN
4.2.5	CODE OF CONDUCT – MINUTE 5.4	
	The Governors signed a copy.	
4.2.6	BUSINESS CONTINUITY PLAN – MINUTE 7.1	
	A hard copy had been given to the Chair and Vice Chair to keep off site. It was noted that when the School had updated its data storage then the plan would be adjusted accordingly.	
4.2.7	Model Pay Policy – minute 9.5	
	This had been dealt with earlier.	
4.2.8	SCHOOL EXPANSION – MINUTE 13.4	
	The School had been invited to attend a meeting with the other Schools in the Iver area and the LA. The Headteacher, Chair and Ms Nash would attend and report back.	JD / MV / NN / Agenda
4.2.9	PARENTAL SURVEY – MINUTE 13.4	
	It was noted that a Governors newsletter had not been created although the Governors recognised this would make them more accountable to the stakeholders. It was AGREED that Ms Nash, Dr Nurse and Mr Munn would review past newsletters and design a new one to be made available in hard copy and on line.	NN / AN / TM
	The staff had been surveyed from which it was noted	
	<ul style="list-style-type: none"> Governor visibility- Governors wore badges when visiting the School and tried to spend as much time as possible with staff members. Governors may attend inset training and the Headteacher would add Governor photos to the Governor noticeboard. The Governors would organise a staff /Governor event and Mrs Dobson volunteered to arrange this. Tools and Resources – the staff had noticed the lack of 	JD SD

<p>space within the School to carry out pupil interventions and additional time to find the required resources.</p> <p><i>A Governor asked what was the concern regarding space.</i> It was explained that as there were so many interventions being carried out staff were finding it difficult to find a quiet area. There did not appear to be an obvious solution however the interventions were being timetabled differently to try and alleviate the problem.</p> <p><i>A Governor asked if a cover could be added to the outside courtyard area</i> The Headteacher confirmed that she was obtaining quotes for an outside intervention pod which would cost approximately £6000. This would be discussed further at the Resources Committee</p>	<p>ACTION</p> <p>Resources Committee</p>
<p>5 STRATEGIC MANAGEMENT</p> <p>5.1 REPORT OF THE HEADTEACHER</p> <p>The Report of the Headteacher, having been circulated prior to the meeting, was received by Governors.</p> <p><i>A Governor asked about the SEF and the pupil survey data.</i> It was noted that the data referred to a pupils' survey carried out in 2016. The Headteacher confirmed that a survey had been carried out since then and the data would be updated.</p> <p><i>A Governor asked about the evaluation data for the interventions.</i> It was explained that in YR6 currently there was 17 pupil premium funded pupils and this represented a large amount of income to lose in July 2018. The staff were encouraging parents eligible for FSM to sign up so the School would receive the Pupil Premium funding. There were a large number of pupils with EHC plans which also impacted on the School budget. It was noted that there had been a dip at Age Related Expectations (ARE) for writing so the writing criteria had been aligned much more to the DFE guidelines. Three book scrutinies had been carried out and the progress figure at ARE had improved by 10% for reading writing and maths. There was a greater focus on YR3 and YR5, and the SLT were expecting a rapid acceleration in the YR6 progress. In reading the pupils had been given guidance on how to approach the tests through practising so they would be used to the exam conditions.</p> <p>Reading Gladiators had been created with a focus on the More</p>	<p>JD</p>

Able pupils in YR4 and YR6, the pupils were involved in competitions against other schools motivating the pupils more. Miss Bjork was due to attend training on how to deal with guided reading and would cascade this to the rest of the staff.

ACTION

RB

A Governor asked how the Governors could assist with the reading interventions.

Governors were encouraged to talk to the pupils when visiting about their reading. The Reading Gladiators took a survey before they started the programme and would complete another survey at the end so the impact could be established. Ms Nash and Mr Clarke would visit the School to review the joint reading groups.

NN / CC

A Governor asked for the report to show which groups of pupils were not progressing as well and the Deputy Headteacher would show this data next time.

JD / PC

A Governor asked how the SLT was sure that the progress was real progress.

It was explained that for writing the School joined external moderation meetings with other schools. Miss Bjork had attended a standardisation meeting for YR6 work. In maths every half term the progression was based on teacher assessments which were then measured against test results. A School Improvement Adviser would be visiting the School to review the progress and to conduct a triangulation of the work to confirm the SLT assessments.

A Governor asked what would they see if they visited a maths lesson.

The Governors would see every pupil engaging in the lessons, as well as choosing their own tasks, which was part of the maths mastery. The pupils would know how to help themselves and get the help they needed. The School was setting up a maths hub and so they would be observed and visited by teachers from other settings.

The Maths Governor reported that they had visited the School and was very impressed; during their next visit they would sit in on a lesson and accompany a learning walk.

TM

The Headteacher then explained that

- staff had attended science training and the SLT were keen to raise the profile of science in the School.
- CCTV had been installed so the front door could be seen from

ACTION

the Headteacher's office

- Fobs would be considered for staff for the internal doors as well as the outside doors, quotes were being obtained
- The family link worker being shared with Iver Village Infant School attended school for 5.5 hours per week. The School would like to extend this but could not due to budgetary constraints.
- The next inset day staff would be considering cross curricular links to the reading texts
- The School was using the attendance officer who was dealing with key families. Over the summer term Miss Kelly would be dealing with attendance for the first hour every morning and the impact would be assessed. On the School Development Plan attendance was aimed to be at 96% it was currently at 95.7%. The School was using a GRT support worker to deal with attendance although there had been a backlash as parents had been fined for removing their children. The cost of the Attendance Officer would be added to the School Development Plan.
- The Headteacher would add impacts against key issues in her next report.

JD

JD

A Governor asked about the CCTV and how the data was stored.

The images were stored for a defined period and then overwritten, the system did have a cloud option but the School's bandwidth was not large enough.

A Governor asked about display warnings.

It was confirmed that notices had been put up regarding the CCTV and it had been mentioned in a newsletter.

A Governor asked about the CCTV and the staff

The CCTV policy stated that the CCTV could not be used to track staff or as evidence against them. The new electronic signing in system was only being used for H&S reasons.

A Governor asked when the funding for the Family Link Worker ceased how would the School show impact.

It was noted that the Family Link Worker was working with five families and case studies were being kept although not all achievements could be measured. The Link Worker was employed via a charity and so there were no employment issues for the School.

	ACTION
<p>5.2 SELF EVALUATION (SEF)</p> <p>This had been included in the Headteacher's report. The School had been graded as Good; attendance would need to improve for it to be Outstanding.</p>	
<p>5.3 SCHOOL DEVELOPMENT PLAN</p> <p>It was noted that</p> <ul style="list-style-type: none"> • There would be a maths workshop and maths day by the end of term • A significant resource to be added for attendance and a chart showing the impact on attendance would be created • The Philosophy for Children (P4C) criteria would be added <p><i>A Governor asked how the P4C objectives were being met and were being measured.</i></p> <p>A Governor needed to visit and see if the objectives were being actioned. Governors were welcome to attend staff training sessions. The SENCO was also collecting evidence for all the year groups. Every classroom had a display, pupils were holding debates around themed questions and the School was trying to attain accreditation. Ms Nash would visit accordingly.</p>	<p>NN</p>
<p>5.4 ACADEMY UPDATE</p> <p>There was nothing further to report.</p>	
<p>5.5 COLLABORATION ARRANGEMENTS</p> <p>It was explained that the School was working very closely with the Schools within the CHIPS liaison group including joint training. The Chairs and Business Managers may also meet together to work more closely.</p> <p>It was proposed that the School joined with the Chalfont St Giles Village school in a formal collaboration to provide a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet. The Governors APPROVED the proposal and the Clerk would advise the Chair of Chalfont St Giles Village school accordingly and alter the School's standing orders.</p>	<p>Clerk</p>

		ACTION
5.6	SCHOOL BUDGET 2018/19	
	This had been dealt with earlier in the meeting.	
5.6.1	CONFIRMATION OF PURCHASING DECISIONS	
	Governors agreed to delegate the task of confirming which professional services provided by BCC, BLT and other providers to purchase to the Resources Committee.	Resources Committee
5.7	ARRANGEMENTS FOR EXTERNAL REVIEWS	
	The Headteacher had booked an adviser to carry out an external review of the School; Governors were welcome to attend during the visit.	All Governors
5.8	GOVERNING BOARD SELF-EVALUATION	
	Mr Warren would review the Governors skills audit in due course.	PW
5.9	REVIEW OF GOVERNANCE	
	This was deferred to the next academic year.	
6	DELEGATED REPORTS - COMMITTEES	
6.1	RESOURCES COMMITTEE	
	This had been dealt with earlier in the meeting.	
	The Governors AGREED the SFVS template which had been submitted to the LA.	
6.2	STANDARDS COMMITTEE	
	This Committee had met and had considered	
	<ul style="list-style-type: none"> • The TORs • The pupil progress data • The Pupil Premium pupils data • The recent press release concerning the School. • The need for a transgender policy which would be drafted before the end of the academic year • Attendance 	

		ACTION
6.3	PAY REVIEW COMMITTEE This Committee had met.	
6.4	STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES These Committees had not needed to meet except for the Pupil Discipline Committee.	
7	DELEGATED REPORTS - GOVERNORS	
7.1	REPORT OF CHAIR The Chair explained that the recent article in the local press concerning the School had been removed after he had contacted the newspaper; the paper had published a correction. The Headteacher was asked to include in the next newsletter a positive view of the School's data and an article would be added to the Governors newsletter. The Chair would write a letter on behalf of the Governors to all the parents. The Governors also AGREED to individual one to one meetings with the Chair to discuss their school links. Mr Clarke left the meeting at 8.25pm	JD/ MV MV / Governors
7.2	REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS It was AGREED that the Chair and Mr Barrow would attend the Governor's Conference. Whole Governing Board Training 2018/19 Governors agreed that Curriculum Vision and Aims would be a suitable topic for whole Governing Body training. The Development Governor agreed to contact the Governor Support Team so that the necessary arrangements could be made.	MV / JB / PW PW
7.3	REPORT OF SEND GOVERNOR The SEND Governor reported that they would meet with the SENCO next term, however in the meantime she had contacted the SENCO and had reviewed the data.	

7.4 REPORT OF SAFEGUARDING GOVERNOR

The Governor had met with the SENCO and there was nothing to report.

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

7.5 REPORT OF EQUALITIES GOVERNOR

The Annual Report on the requirements of the Equality Act 2010 was deferred to the meeting in the Autumn Term.

7.6 REPORT OF PSHCE GOVERNOR

The Governor had met with the Deputy Headteacher and it was noted that

- The curriculum was delivered by a TA
- The School held theme days including
 - British Values
 - Show racism the red card
 - E-safety
- There was evidence in each class that this was being delivered
- To monitor progress the pupils books were examined by the SLT and the Governor spoke to the pupils

7.7 REPORT OF PUPIL PREMIUM GOVERNOR

The Governor reported that

- The YR5 and the YR6 pupils were progressing better than the non-pupil premium pupils
- The YR3 and YR4 pupils progress had dipped but external assistance was being sought
- The Strategy was being implemented
- PIXL interventions were being used
- The More Able pupil premium pupils were being identified through the Gladiator reading scheme
- More pupil premium pupils were joining clubs
- The Strategy had been published on the website
- A Pupil premium review was being carried out by an external adviser next term.

<p>7.8 GOVERNOR MONITORING AND EVALUATION VISITS/ REPORT OF VISITING GOVERNOR/APPOINTMENT OF VISITING GOVERNOR</p> <p>This had been covered during the meeting</p>	<p>ACTION</p>
<p>8 OTHER MATTERS</p>	
<p>8.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2019 (APPENDIX 1)</p> <p>Governors noted the Appendix.</p>	
<p>8.2 SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN</p> <p>Governors noted the guidance issued by the Department for Education and delegated responsibility to the Safeguarding Governor / Standards Committee to consider the implications of the guidance and to update any school policies as appropriate</p> <p>https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges</p>	<p>Standards Committee / AN</p>
<p>8.3 OFSTED INSPECTION HANDBOOKS UPDATED DEC 2017</p> <p>The revised handbooks were noted.</p> <p>https://www.gov.uk/government/publications/handbook-for-short-monitoring-and-unannounced-behaviour-school-inspections</p> <p>https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015</p>	
<p>8.4 SPORTS PREMIUM</p> <p>It was noted that a sports strategy would have to be published by the School by April 2018. Mr Warren would review this.</p> <p>https://www.gov.uk/government/publications/pe-and-sport-premium-funding-allocations-for-2017-to-2018</p>	<p>PW</p>
<p>9 POLICIES</p> <p>There were no policies due for renewal.</p>	

10 DATE AND TIME OF NEXT MEETING

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

- Wednesday 27 June 2018 at 6.00pm
- The next Standards Committee meeting was due to be held on Tuesday 24 April 2018
- The next Resources committee meeting was due to be held on Tuesday 15 May 2018.

11 ANY OTHER BUSINESS

There was no other business.

12 EVALUATION OF MEETING

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

- The Chair visiting to talk to the pupils about the legal system
- Reviewing the pupil data
- Agreeing a budget


13 CONFIRMATION OF MEETING

To confirm the meeting has been conducted in an open manner, that all governors have been able to participate and contribute to discussions and that all members of the Governing Board will have access to non-confidential minutes

ACTION

All Governors

The meeting closed at 8.50pm

Signed  Date 28.6.18
CHAIR

Minute	Agenda Item	Action
2	Governor Elections	JD
5.6	School Budget 2018/19	Resources Committee
5.6.1	Purchasing Decisions	Resources Committee
5.7	GDPR Working Party	JB / CC/ JD / BP/ Agenda

5.7	Training	All Governors
5.7	Compliance	Standards Committee
6.1	Governor Email addresses.	All Governors
4.2.3	School Planters	NN
4.2.4	TOR's	AN
4.2.8	School Expansion meeting	JD / MV / NN/ Agenda
4.2.9	Governor newsletter	NN/ AN / TM
4.2.9	Governor Photos	JD
4.2.9	Governor/ staff event	SD
4.2.9	Outside intervention pod	Resources Committee
5.1	SEF and pupil survey data	JD
5.1	Governor Reading Visits	NN / CC
5.1	Pupil Data	JD / PC
5.1	Impact	JD
5.3	SDP P4C objectives	NN
5.5	Collaboration	Clerk
5.6.1	Purchasing Decisions	Resources Committee
5.7	External Review	All Governors
5.8	Skills Audit	PW
7.1	Newsletter article / letter	JD/ MV
7.1	1:1 meetings	Governors / MV
7.2	Conference	MV / JB / PW
7.2	WGBT	PW
8.2	Sexual Violence And Sexual Harassment Between Children	Standards Committee / AN
8.3	Sports Premium Strategy	PW