

SUMMER TERM 2015

IVER VILLAGE JUNIOR SCHOOL

MINUTES of the meeting of the Governors of the School held at the School on Wednesday 24 June 2015 at 6.00pm

PRESENT: Rev G Howard - Chairman Miss J Digweed
Mr J Barrett Miss P Entwisle
Mr T Bassett Miss C Rogers
Mr C Clarke Mr M Vinall

IN ATTENDANCE: Mrs B Poole - Bursar
S Penkethman (Clerk)

ABSENT: Mr H Kang
Mrs P Leech

1 NOTIFICATION OF ANY OTHER BUSINESS

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

- DBS Checks
- Assessment without Levels
- Staff meeting

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 18 March 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.

3.2 MATTERS ARISING

3.2.1 Standards Committee Terms of Reference

This was deferred to the next meeting.

3.2.2 Collaborative Arrangements

The Chairman had attended a Chair of Governors meeting with Iver Village Infant School and Iver Heath Junior School. He had received a request from Stoke Poges School about a formal

ACTION

Agenda

ACTION

collaboration which the Governors agreed to for the following committees

- Pupil Discipline Committee
- Staff Dismissal Committee
- Staff Dismissal Appeals Committee
- Employee Grievance Committee
- Pay Review Appeals Committee

GH

The Chairman would contact the Chair of Governors of Stoke Poges School accordingly.

3.2.3 Governor Vacancies

The Chairman would place an advert on the SGOSS website together with adverts locally..

GH

3.2.4 Parental Questionnaire

The questionnaire would be conducted at the evenings of the School production on 14 and 15 July 2015. The questionnaire would be based on the previous questions asked and the statement "all answers would be treated in confidence" would be added.

GH

3.2.5 Fit Trail Update

A sponsored walk was due to be held on 9 July 2015 to fund the repairs to the fit trail.

4 STRATEGIC MANAGEMENT**4.1 REPORT OF THE HEADTEACHER, SELF-EVALUATION FORM AND GOVERNORS' QUESTIONS**

The Report of the Headteacher, having been circulated prior to the meeting, was received by the Governors. It was noted that

- The quality of teaching was based on observations carried out at the end of the spring term. (See confidential minutes)
- Two new YR3 teachers would be starting in September 2015 as well as a new SENCO.
- The Senior Leadership Team (SLT) would be conducting monitoring every week at the beginning of the Autumn Term so staff did not get into bad habits
- The medium Term Plan would be completed by the end of the Summer Term so would be available for the teaching staff in September 2015.
- All School policies would be updated and ready for the staff in September 2015
- Pupil Exclusions had increased but mainly involved one pupil who would receive additional support next term
- The pupil attendance was 93%, the national average was 96%, if the traveller children were removed from the

JD

JD

ACTION

statistics the School attendance was 95%; a number of families had taken pupils out of school during term time for holidays. The Headteacher would contact the Headteacher of Iver Village Infant School (IVIS) to consider how the attendance issues were addressed by them.

JD

- The data for the summer term when available would be circulated to the Governors

JD

A Governor asked why there was a core issue regarding pupil attendance.

It was noted that one family had an attendance of 60% and the Headteacher would analyse the percentage if this family was removed from the statistics. It was explained that the staff employed to increase attendance had been focusing more with pupil behaviour, the Education Welfare officer from the Local Authority had held training for the staff. The Headteacher had kept case studies and anonymous copies would be presented to the Governors. The School also had one school refuser which had to remain on the School Roll.

JD / Agenda

A Governor asked if the School had done everything it could do to dissuade parents from taking the pupils out for holidays.

The Headteacher explained that the attendance leaflet had been updated and circulated; all parents that took their children out of school were advised that the absence was not authorised. The Headteacher would consider adding wording to cover this in the Home School Agreement.

JD

A Governor asked if the increase in exclusions showed the School was taking a stronger stance.

The Headteacher confirmed that staff were not letting pupils disrupt the classes.

A Governor asked about the pupil progress data for YR3

It was noted that some of the YR3 pupils were being taught by YR4 teachers, an action plan for maths had been created to increase progress, and YR4 maths progress had increased due to monitoring and interventions. The Headteacher explained that 14 pupils had joined the School with Level 3 in maths which was counted as a Level 3C although the pupils were closer to a Level 3B. Maths booster classes for Pupil Premium pupils had been set up after school but attendance had been poor and so interventions were being implemented during the day which had caused capacity issues within the School. The SLT expected the YR6 pupils' progression to be higher than last year even though three students had joined the year since Easter.

A Governor asked about Reading in YR6 particularly the girl pupils who had achieved Level 5 the previous year.

It was explained that these pupils had not been challenged as the School had focused on getting the majority of students to a Level 4. The new SENCO would analyse these more able pupils and track them more closely from September 2015; the pupils at the

top end would be challenged more.

A Governor asked if the School's focus would be more on YR5 and YR6 in the next academic year.

The Headteacher explained that next year there would be an LSA in every year group with less SEN and pupil behaviour issues, she anticipated that all the teaching staff would be "Good". The staff would be closely monitored during the first half of the Autumn Term and teachers would be moved to different classes if it was found to be necessary.

SELF EVALUATION (SEF)

The SEF had been circulated prior to the meeting and the Governors congratulated the Headteacher on the work that had been done.

4.2 SCHOOL DEVELOPMENT PLAN

The Headteacher reported that the Plan would be reviewed by the end of the term and would be circulated to the Governors. A new three year plan would be drawn up in due course.

JD

Governors were asked to review other Schools websites and school visions and to consider the next three and five year targets for the School; this would then be discussed at the next informal FGB meeting in the Autumn term and would feed into the new School Development Plan.

All Governors to note./ GH

4.3 RAP

It was noted that this plan would feed into the next School Development Plan, an evaluation of the plan would be circulated by the end of the term. It was noted that the School Improvement Adviser Mrs Lewins had validated all of the completed items.

JD

A Governor asked if the School had evidence to show that items on the plan had been completed.

The Headteacher explained that evidence was being gathered and would be stored in a file for Ofsted.

4.4 GOVERNING BODY SELF-EVALUATION

It was confirmed that Mrs Leech was collating the completed Governors skills audits.

PL

4.5 APPROVAL OF FINANCIAL PLAN 2015/16 AND CONFIRMATION OF PURCHASING DECISIONS

The Governing Body approved the Financial Plan for 2015/16 following a recommendation from the Finance Committee. The Bursar confirmed that the Financial Plan had been submitted to the Local Authority according to the agreed timeline.

ACTION

It was noted that the services for schools offer from the Buckinghamshire Learning Trust and Buckinghamshire County Council had been purchased as per the list circulated to the Finance Committee. The IT services had been purchased for another year whilst Mr Clarke ascertained alternative suppliers for 2016/17.

CC

5 NEW BUSINESS

5.1 ANNUAL HEALTH AND SAFETY COMPLIANCE REPORT

Governors noted that legislation required health and safety policies and performance to be monitored and reviewed regularly.

Governors delegated responsibility to the Headteacher and Mrs Leech in consultation to complete the annual health and safety compliance report to the Managing Director of Children's Social Care and Learning by 22 July 2015. Any issues arising from the review would be reported back to the FGB.

PL / JD

Mr Bassett would conduct a Health and Safety Inspection of the School before the end of term.

TB

5.2 REVISED HUMAN RESOURCES DOCUMENTS

- Maternity, adoption and Parental Leave Guide for Teachers
- Maternity, adoption and Parental Leave Guide for Bucks Pay Employees

Governors noted that statutory rights for employees had been introduced and as a result were advised to adopt Bucks County Council's guidance and ensure that employees were advised of the revised documents.

It was AGREED to adopt the above documents and Mrs Poole was asked to ascertain if the School's maternity insurance would be affected.

BP

ITEMS TO NOTE

5.4 ADMISSIONS

It was noted that from school year 2017-18, a new timetable for consulting and determining policies would come into force. This would mean that the CE VA schools and CE academies needed to Consult for a minimum of 6 weeks between between 1 October and 31 January of the school year.

5.5 CHILDREN MISSING OUT ON EDUCATION

Governors noted that schools had a responsibility for the safeguarding and welfare of all pupils on their roll. Any pupil on a

reduced timetable was deemed to be at risk of missing education and therefore needed to be identified and tracked. The BLT recommended template for the Headteacher's Report had already been revised to include an additional heading. Guidance was available from the Exclusions and Reintegration team about due process to be followed in identifying and tracking such children.

5.6 CHILD PROTECTION POLICY

Governors noted that the model Child Protection Policy for schools had now been updated to include how schools would be addressing the safeguarding implications of the Prevent agenda.

Governors AGREED to adopt the revised policy but only after removing section 17 as there were no appendices or additional policies concerning Forced marriage and fasting.

5.7 CHANGES TO GOVERNANCE REGULATIONS

It was noted that Governor details would have to be included on the School's website. The Headteacher would gather the relevant information from the Governors and would update the website next term.

JD

6 REPORTS OF COMMITTEES AND WORKING GROUPS

6.1 FINANCE PERSONNEL PAY REVIEW AND PREMISES COMMITTEE

Minutes of the Finance Committee meeting held on 6 May 2015, had been circulated. The Chairman highlighted the following

- The Voluntary school funds application would need to be re-completed and submitted to the Charities Commission.
- The SEN spreadsheet was in the process of being completed and would be brought up to date and maintained by the new SENCO. The Headteacher confirmed that for pupils on the SEN register without a statement the School was not spending above £6000 per pupil. The progress for the SEN pupils was measured so the SENCO would be able to show their improvements. SEN Case studies were kept and two statements had been converted to EHC Plans.
- The Accessibility plan was being worked on by Rev Howard and the Headteacher and would be circulated to the Governors.

GH / JD

6.2 STANDARDS COMMITTEE

Minutes of the Standards Committee meeting held this term had been circulated and were noted.

6.3 MARKETING GROUP

This group had not met.

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

These Committees had not needed to meet.

7 REPORTS

7.1 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 no-one from the School had attended the Annual Conference for Governors

7.2 REPORT OF DEVELOPMENT GOVERNOR

There was nothing to report.

7.3 REPORT OF SEND GOVERNOR

There was nothing to report.

**7.4 EQUALITIES/DIVERSITY/COMMUNITY COHESION
GOVERNOR**

Termly Report

The Diversity Governor had met with the Headteacher this term.

Annual Review of Racist Incidents

It was noted that there had been two racist incidents during the academic year. Mr Vinall had requested a definition of racism from the Local Authority to determine what needed to be recorded by the School.

Annual Report on requirements of Equality Act 2010

This was deferred to the next meeting.

Agenda

		ACTION
7.5	<p>REPORT OF CHILD PROTECTION/ SAFEGUARDING GOVERNOR</p> <p>The Child Protection/ Safeguarding Governor had nothing to report on this occasion.</p> <p>Appointment of Governors with Responsibility for Safer Recruitment</p> <p>It was agreed that Rev Howard and Miss Digweed would continue as the governors with responsibility for safer recruitment.</p> <p>It was agreed that Ms Entwisle and Mr Barrett would attend Safer Recruitment Training.</p> <p>Child Protection Training</p> <p>It was confirmed that Ms Entwisle had attended a Child Protection training course in the last four years.</p> <p>Prevent and Safeguarding Toolkit The Headteacher and SLT plus Mr Bassett had attended Prevent training. The remaining staff would receive training in September 2015. The new SENCO would become the safeguarding Lead within the School.</p>	<p>JD / GH</p> <p>PE / JB</p>
7.6	<p>REPORT OF LITERACY GOVERNOR</p> <p>The Literacy Governor had nothing to report.</p>	
7.7	<p>REPORT OF NUMERACY GOVERNOR</p> <p>Mr Barrett reported that he had visited the School had met with the numeracy coordinator and had reviewed the numeracy action plan. He congratulated Miss Rogers on the work achieved this year. It was noted that the School had received an additional £2000 from the BLT which would be spent on maths resources and the School was considering purchasing the software Numicon.</p>	
7.8	<p>REPORT FROM THE PUPIL PREMIUM GOVERNOR</p> <p>Mr Barrett reported that 25% of the pupils were pupil premium. The School was keeping a list of how the funding was being used.</p>	
7.9	<p>REPORT OF LINK GOVERNORS</p> <p>It was reported that</p> <ul style="list-style-type: none"> • The Headteachers performance management had been completed • Mr Vinall had completed a whole school visit and had circulated his report • Mr Bassett had attended sports week. • Mr Barrett would visit before October half term and Mr 	<p>JB</p>

		ACTION
	Clarke would visit the second half of the autumn term.	CC
8	RECURRING ITEMS	
8.1	ARRANGEMENTS FOR APPOINTING CHAIRMAN/ VICE-CHAIRMAN	
	It was confirmed that, in accordance with the Standing Orders, nominations for the positions of Chairman and Vice-Chairman would be made at the meeting or provided to the clerk in advance of the meeting.	Governors to note
8.2	CONFIRMATION OF PERFORMANCE MANAGEMENT ARRANGEMENTS	
	Governors agreed that Mr Barrett and Rev Howard would continue as Performance Management Reviewers for the Headteacher.	JB / GH
	Governors agreed that Mr Bassett would be appointed as Performance Management Reviewer for the Headteacher and would make arrangements to ensure that they were trained appropriately for the role.	TB
	Governors deferred the appointment of the External Adviser for the Headteacher's Performance Management review to the next meeting.	Agenda
8.3	SCHOOL WEBSITE	
	It was confirmed that all statutory information was available on the School's website including the Pupil premium data and the Sports funding data.	
8.4	POLICIES	
	<ul style="list-style-type: none"> • Behaviour policy – This was ADOPTED but Governors were asked to review the policy and forward any amendments to her. • Racism Policy – this was awaiting a response from the Local Authority. • The recording spreadsheet for racist incidents would be adapted to record any incidents concerning the protected characteristics as detailed by the DFE guidance. • Charging and remissions Policy – the model policy would be compared against the DFE guidance and would be brought back for approval. • More Able Policy- This was APPROVED. • Pupil Premium Policy- this had been circulated and the Headteacher asked for comments and would be approved at the next meeting. 	<p>Governors</p> <p>Agenda</p> <p>Agenda / BP</p> <p>Agenda</p>

9	DATES AND TIMES OF FUTURE MEETINGS	ACTION
	The following dates and times of future meetings as per the attached schedule were agreed. Dates for the Standards committee would be set in due course.	All Governors
	It was agreed that the informal FGB meeting not clerked by the BLT would be	
	<ul style="list-style-type: none"> Tuesday 22 September 2015 at 6.00pm 	
10	ANY OTHER BUSINESS	
	DBS Checks	
	It was noted that the change in guidance recommended that all Governors were DBS checked. Mrs Poole would send a link to all the Governors so they could go through the process. Mr Barrett and Rev Howard had already been checked.	BP/ Governors
	Assessment without Levels	
	The Headteacher explained that the system the School would adopt would be Learning Ladders and would be linked to SIMS. The other Iver schools were also using the system so the schools would be able to hold joint moderation sessions..	
	Staff meeting	
	It was agreed that the Governors would hold an informal tea and cakes event so they could meet the new staff on 22 September 2015 at 5.00pm.	Governors
11	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 (<i>with the exception of any Restricted Confidential Minutes</i>).	

The meeting closed at 8.20pm

Signed Date

CHAIRMAN

Iver Village Junior School

Proposed new SCHEDULE OF MEETING DATES 2015-16

DATE OF MEETING	COMMITTEE	TIME OF MEETING
AUTUMN TERM 2015		
Tuesday 13 October 2015	FPP	8.30
Wednesday 4 November 2015	FGB	6.00
SPRING TERM 2016		
Tuesday 9 February 2016	FPP	8.30
Thursday 17 March 2016	FGB	6.00
SUMMER TERM 2016		
Wednesday 11 May 2016	FPP	8.30
Wednesday 29 June 2016	FGB	6.00