

St James's Church of England Infant School

Minutes of a meeting of the Governing Body held at the school on Tuesday November 24th 2015 at 7 pm		
	<p>Present: Ed Peacock (Chairman), Mel Shackleton (Headteacher), Sarah Cota, Cedric Porter, Bridget Radley, Jane Penn, Jo Smith (in part), Jim Stewart, Ryland Atwood, Zoe Lund</p> <p>In Attendance: Amanda Barlow (Clerk)</p>	
		Action
1	<p>Welcome and apologies for absence</p> <p>The meeting opened at 7.03pm. The Chairman opened the meeting with a prayer.</p> <p>Apologies were received from Matthew Atkinson, the new Foundation Governor. The Governors accepted the apologies as the new Governor had only just been appointed and had not been able to attend at short notice.</p> <p>The governors noted that the meeting was quorate.</p>	
2	<p>Declarations of Business Interests</p> <p>Bridget Radley informed the Governors that she had a child for whom she would be applying for a place in September 2016.</p> <p>Jo Smith declared an interest in business interest in a company called Yoofoo Speech and Language and the Business Interest has now been recorded on her Register of Business Interests.</p>	
3	<p>Governor Matters</p>	
3.1	<p>Resignation of Helen Cox</p> <p>The Chairman advised that Helen Cox's term of office had ended and she has decided not to seek re-election. Matthew Atkinson has been appointed as a Foundation Governor. He is a parent of a child at the school and a serving police officer.</p>	
3.2	<p>Current Governor Information</p> <p>The Governors discussed the appointment of Jane Penn as a Parent Governor as she was now a member of the staff.</p> <p>The Clerk agreed to look into the technicalities.</p>	Clerk

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3.3	<p>Governor Vacancies</p> <p>Following Helen Cox's resignation there is now a vacancy for a Foundation Governor.</p>	
3.4	<p>Governor Section on school website</p> <p>The Clerk had previously circulated the new requirements for Governors' information on the school website. The Clerk agreed to send the information to the school secretary so it could be uploaded onto the website.</p>	
4	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on 15 September 2015 were received and signed as a true record.</p>	
5.	<p>Matters arising</p>	
5.1	<p>The Chairman reported that it had not been possible yet to set a suitable date for the meeting with the Junior School.</p>	
6	<p>Headteacher's Report</p> <p>The Headteacher's report had been previously circulated and a copy is attached to these minutes.</p>	
6.1	<p>The Headteacher invited Governors' comments on the plan.</p> <p>She advised that the SIP had been changed so that it was in line with the 4 areas of Ofsted Inspections. The results included are from KS1 at the end of last summer.</p>	
6.2	<ul style="list-style-type: none"> • Governors asked about the information for October tracking. The Headteacher informed the Governors that 85%+ children are expected to be at the age related level. The Headteacher advised that when they come in at the start of the year the school expect that 85% children are at the right level. The Headteacher advised that there should not be a huge number of children who are exceeding. Governors asked why not many children were supposed to be at exceeding. The Headteacher responded that the children are supposed to master the curriculum in depth. However the Headteacher commented that there are already some children who are at the expected level so will be exceeding at the end of the year. Governors asked if it was a bigger issue getting children to the expected level or challenging the children who are already at the expected level. The Headteacher felt that stretching the very able children could be challenging whilst continuing to work within the programme of study for the year group. Governors asked if the expected level is based on a series of statements. The Headteacher explained that there are statements and the school are looking at a "best fit" for a child. The Staff Governor commented that it is very difficult for teachers to judge the right levels for the child. 	

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	<ul style="list-style-type: none"> • Governors asked if the school moderate with other schools and how would the system work with transfers in and out of the school. The Headteacher and Staff Governor advised that the school have carried out moderations in the local area and a child has transferred to another local school without any issues over the data. • Tel German, the School Improvement Partner, had visited the school and the Headteacher advised the Governors of her visit. The school has been graded according to the new Ofsted areas and was awarded a 1 in all areas. The Headteacher advised that school have a small number of disadvantaged children which makes those figures difficult to read. The Headteacher commented that it was essential for the school to close the gap for the disadvantaged children. The other action point was for the school to mark to improve children's progress. Governors asked when the SIP was due to visit the school again. The Headteacher advised that the school get 3 visits a year and the next visit will be in January. • Governors asked about the issues over the transition to the Junior School. Was the problem with parents or the children? The Headteacher advised that following discussions with the junior school the school had decided to rearrange the three classes going to the juniors. Some parents felt this was not conveyed to them early enough. Governors asked if they had heard from the Juniors if this had helped the classes settle. The Headteacher responded that she felt that it has worked well. • Jo Starritt, a TA has not returned from maternity leave. There are 2 newly qualified teacher one on a permanent basis and one on a temporary basis. The Headteacher felt they had settled in very well. • Jim Stewart commented that the RE curriculum needs to be approved by the FGB. The Headteacher agreed to remind the RE co-ordinator and the Clerk will put it on the next FGB Agenda. 	
6.2	<p>Data</p> <p>The Headteacher circulated at the meeting the Governor Dashboard and a copy is attached to these minutes.</p>	
	<ul style="list-style-type: none"> • There was an excellent average point score for reading and the school were significantly above the national average. • The Headteacher commented that possibly the boys and in particular white British boys seemed to be the children that needed to be focused on. The Headteacher advised that this why boys' writing is a target. Governors asked if that is usual across other schools. The Headteacher explained that it can be difficult with an infant school to see the value added and progress. Governors asked if there was the same difference between boys and girls in other areas. The Headteacher advised that girls outperformed boys in all areas and were equal in science. However, the Headteacher explained that all the majority of the children in vulnerable groups were boys. Governors asked about the school breakdown assessment for the SPAG. The Headteacher commented that the school do look at the component skills but did not think there was one particular area for concern. 	

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	<ul style="list-style-type: none"> • Governors asked why speaking and listening had gone down for 2 years. The Headteacher felt that it was mostly the listening skill that was an issue. The Staff Governor advised that the new curriculum only includes the speaking component. Governors asked if that was measured by a test. The Headteacher advised that it was done by teacher assessment. • Governors asked how they are going to compare data next year with the new assessment without levels.. The Headteacher advised that Fisher Family Trust has converted all the school's data for last year so it can be compared with the data this year. Governors asked if Ofsted would look at progress over the 3 years. The Headteacher responded that the school will have to have a clear system to show progress and it was up to the school to choose a system. The Headteacher advised that she was happy with the system the school are using. • The Headteacher explained that Jane Penn as Curriculum Governor would review the data in depth and report back to the Governing Body. • Governors asked how many tracking points there are in the year. The Headteacher responded that there are 4. 	
7.	Committee Reports	
7.1	Finance, Staff and Premises (FSP) Committee	
7.1.1	The minutes of the FSP Committee meeting held on 13.10.15 had been previously circulated and a copy is attached to these minutes together with the supporting papers.	
7.1.2	There had been a premises report which is included in the minutes. The Headteacher reported that the steamer had broken in the kitchen and a new one will need to be purchased before Christmas.	
7.1.3	It was agreed that the GB did not need a training Governor.	
7.1.4	<p>The Chairman of the FSP advised that income has increased. This was mainly due to an increase in High Needs funding and an additional grant of £5k. There are also some new lettings. The Headteacher reported that the additional High Needs funding was due to the SENCO's excellent work on the funding applications. There has been some additional expenditure on teaching staff and learning resources.</p> <p>The Headteacher explained that the guttering work had been done and the Premises Governor had done a visit with the Premises Manager.</p> <p>REVENUE : predicted in year surplus £24,264, which combined with 14/15 rollover will make a rollover of £89,591.</p> <p>CAPITAL : predicted in year deficit £15,518, which combined with 14/15 rollover will make a rollover of £8,694.</p> <p>The Chairman of the FSP confirmed that the revenue rollover was within the allowed Balance Control Mechanism (BCM).</p>	

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7.2	Pupils & Curriculum (PC) Committee	
7.2.1	The minutes of the PC Committee meeting held on 12.11.15 had been previously circulated and a copy is attached to these minutes together with the supporting papers.	
7.2.2	<p>Self Review Tool</p> <p>The Safeguarding Governor informed the Governors that the Self Review Tool had been reviewed, as there were some new areas. The school were well covered in these areas and the e-safety policy was also reviewed. An additional comment was added to show that the children were protected. The Safeguarding Governor was satisfied that the school were covered in all areas. Jane Penn and Ryland Atwood have met with the Headteacher and the ICT technician. Ryland advised that there is a new model policy being issued later this term. He agreed to compare the existing policy with the new policy once it has been issued. He was satisfied with the content managed by Kent to protect the school. [</p> <p>Governors asked about training. The Safeguarding Governor advised that there will be general safeguarding training for all Governors next year. The Headteacher advised that there is PREVENT training at Southborough Primary School on 20th January at 4.15pm. The Headteacher also advised that there is on line training that all Governors will have to undertake. Action: All Governors to undertake PREVENT training. The Headteacher to send Governors the link to the training.</p>	
7.2.3	This item is in part 2 of these minutes, Items of Confidentiality.	
7.2.3	<p>Safeguarding Policy</p> <p>The Headteacher advised that the Policy include the new guidelines on FGM and Radicalisation. The Headteacher advised that there are new guidelines on reporting FGM.</p> <p>The Governors unanimously agreed to adopt the Safeguarding Policy.</p>	
7.2.4	Admissions	
	<p>Appeals</p> <p>This item is in part 2 of these minutes, Items of Confidentiality.</p>	

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	<p>Summer Born Children</p> <p>The Headteacher advised that the Admissions policy now needs to include information about deferring entry into reception. The Headteacher informed Governors that parents can defer their child's entry until the term after their 5th birthday and they can also request full time school from September. This will mean the school will have to be very flexible. Parents can now also request admission outside the normal age group for their child. The Headteacher advised that the school have to agree to a child being permitted to start school outside their normal age group. The Headteacher advised that the issue with children starting at Easter would be that the school would not get any funding as the census is carried out in January. Governors asked if the census is based on children on roll. The Headteacher confirmed that the census is based on children on roll in January. Governors asked what would happen if children who were due to start in January and then deferred the place until Easter. The Headteacher explained that the census is done on about the 15 January and children would have to be in school by that date.</p>	
Jo Smith left the meeting		
8.	<p>Policies</p> <p>The following policies had been previously circulated and copies are held on the School's policy file and website.</p> <ul style="list-style-type: none"> • Pay & Reward Policy FGB • Lettings Policy • Finance Policy • Safeguarding Policy • Keeping Children 	
8.1	<p>Pay & Reward Policy</p> <p>The Chairman asked all those Governors in the paid employment of the school to leave the meeting.</p> <p>This item is in part 3 of these minutes, Items of Confidentiality.</p>	
All Governors returned to the meeting.		
8.2	<p>Lettings Policy</p> <p>The Chairman of the FSP advised the policy had been ratified by the FSP Committee.</p>	
8.3	<p>Finance Policy</p> <p>The Chairman of the FSP advised the policy had been ratified by the FSP Committee.</p>	

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8.4	<p>Safeguarding Policy</p> <p>This policy had been discussed under Agenda Item 7.2.3.</p>	
8.5	<p>Keeping Children Safe in Education (KCSIE) Part 1 July 2015</p> <p>The Governors all confirmed they had read the KCSIE document and signed to confirm. Attached to these minutes are the signatures of the Governors confirming they have read the document.</p>	
9.0	<p>School Improvement Plan (SIP)</p> <p>The SIP had been previously circulated and a copy is attached to these minutes.</p> <ul style="list-style-type: none"> • There was a change of strategic intention with the new areas of the Ofsted inspection. • All the areas were discussed at the School Improvement meeting that the Governors attended in September. • Governors commented that they really liked the inclusion of the outcomes which would help with monitoring. • The Chairman asked the Clerk to put the SIP higher on the Agenda for future meetings. 	
10.	<p>Any other urgent business</p>	
10.1	The LCT had held its AGM which was attended by Rev Stewart and the Head Teacher.	
10.2	The Chairman and Jane Penn had attended a training session arranged by the LCT at Speldhurst School on assessing Head Teachers' performance. The Chair had also attended a session on school finance, also at Speldhurst School.	
10.3	The Headteacher advised that the LCT are doing some work with the TAs and there will be a maths conference in the new year.	
10.4	The Headteacher advised that there is SIAMS training on 24 February 2015 at 4.30pm at St John's School.	
10.5	The Headteacher advised that the Governing Body will need to appoint an Early Years Governor.	
11	<p>Confidentiality</p> <p>The governors agreed that item 7.2.4 and 8.1 should be in part 2 of these minutes, Items of Confidentiality.</p>	

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12	<p>Date and time of next meeting</p> <p>The following meetings will be held as follows:</p> <p>Finance, Staffing and Premises Tuesday Jan 12th at 9.00 Pupils and Curriculum Thursday Jan 28th at 9.00 FGB Wednesday Feb 24th at 7.00 Finance, Staffing and Premises Tuesday May 17th at 9.00 Pupils and Curriculum May 19th at 9.00 FGB Tuesday May 24th at 7.00</p> <p>The meeting closed at</p>	
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Signed.....

Date

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Minutes of a meeting of the Governing Body held at the school on Tuesday November 24th 2015 at 7 pm Action List		
3.2	Clerk to research the staff/parent governor status.	Clerk
3.4	Clerk to send the information to the school secretary so it could be uploaded onto the website.	Clerk
6.2	The Headteacher agreed to remind the RE co-ordinator that the curriculum needs to be agreed by FGB.	Headteacher
6.2	Clerk to put RE Curriculum on next FGB Agenda.	Clerk
7.2.2	All Governors to undertake PREVENT training. The Headteacher to send Governors the link to the training.	All Governors
7.2.4	Chairman to suggest the new wording for Admissions Policy and to see if the policy needs to go out to consultation.	Chairman
7.2.4	PC Committee to agree new wording for Admissions Policy via email.	PC Committee Members
7.2.4	The Headteacher to ask the Finance Officer to look into the amount that the school pay KCC for administering the Appeals Panel	Headteacher
9.0	Clerk to put the SIP higher on the Agenda for future meetings.	Clerk

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