

St James's Church of England Infant School

Minutes of a meeting of the Governing Body held at the school on Wednesday 24 February 2016 at 7 pm		
	<p>Present: Ed Peacock (Chairman), Mel Shackleton (Headteacher), Sarah Cota, Cedric Porter, Bridget Radley, Jane Penn, Jo Smith, Ryland Atwood, Zoe Lund, Matthew Atkinson</p> <p>Apologies: Jim Stewart, Zoe Lund</p> <p>In Attendance: Amanda Barlow (Clerk)</p>	
		Action
1	<p>Welcome and apologies for absence</p> <p>The Chairman welcomed to the meeting the new Foundation Governor, Matthew Atkinson.</p> <p>The meeting opened at 7.03pm. The Chairman opened the meeting with a prayer.</p> <p>Apologies were received from Jim Stewart (Parish business) and Zoe Lund (unwell) and accepted by the Governors.</p> <p>The governors noted that the meeting was quorate.</p>	
2	<p>Declarations of Business Interests</p> <p>Bridget Radley advised that she has applied for a place for a child starting the school in September 2016.</p>	
3	<p>Governor Matters</p> <p>The Clerk had previously circulated the current Governor list and drew the Governor's attention to Zoe Lund's term of office, which will end on 29 February 2016. A copy is attached to these minutes. The Chair reported that he understood that Zoe was willing to be reappointed by the PCC.</p>	
3.1	<p>Parent Governor</p> <p>The Clerk had previously circulated the DfE's guidance on the appointment of parents Governors who work at the school. A copy is attached to these minutes. The Governors noted that at the time of Jane Penn's appointment she had not worked for the school for 500 hours and that consequently her appointment as a parent governor was wholly in order.</p>	
3.2	<p>Governor Vacancies</p> <p>There is a Foundation Vacancy and Jim Stewart is seeking a suitable Governor.</p>	

St James's Church of England Infant School

3.3	<p>Committee Membership</p> <p>It was agreed that Mathew Atkinson would join the Finance, Staffing and Premises Committee. The Clerk agreed to amend the Terms of Reference accordingly.</p>	
4	<p>Minutes of the last meeting</p>	
	<p>The minutes of the meeting held on 24 November 2015 were received and signed as a true record.</p>	
5.	<p>Matters arising</p>	
5.1	<p>Minute 5.1 – This item is in part 2 of these minutes, Items of Confidentiality.</p>	
	<p>The Chairman asked those Governors in the paid employment of the school to leave the room including the Headteacher.</p>	
5.2	<p>Confidential Minutes</p> <p>This item is in part 3 of these minutes, Items of Confidentiality (for those present at this Agenda item only).</p>	
	<p>Those in the paid employment of the school returned to the meeting.</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 made the following comments:</p> <ul style="list-style-type: none"> • The children had great fun singing at Beulah Lodge • The data is that gathered for the January census. • This item is in part 2 of these minutes, Items of Confidentiality. • Last year's data is also included so the Governors can compare the data. • The Headteacher reported that unauthorised absence has gone up but the persistent absence rate has gone down. • Overall absence for reception children is similar to last year. • The Headteacher advised that the number for take up of free school meals is very high. • The whole school area for development is the development of writing. • Governors commented that there was a very good increase in progress in year 1. • Forest school is taking off and Trish has handed her portfolio in. • The Deputy Headteacher will know soon whether she has passed the first part of her NPQH. 	

St James's Church of England Infant School

	<ul style="list-style-type: none"> The Chairman advised the Governors that they need to know what the school do with the pupil premium and the impact. The Headteacher's report includes information on the pupil premium. Governors asked the Headteacher about the year 2 SATs and any counteraction that is taking place. The Headteacher thought the Unions were discussing the issues over the year 6 SATS. <p>The Governors thanked the Headteacher for her excellent report. The Governors commented that any questions they had to challenge the Headteacher have been addressed in her very full report.</p>	
6.2	<p>RE Curriculum</p> <p>The Headteacher reported that Trish has sent her plan to Rev Jim Stewart and he has agreed to it. The Headteacher circulated the proposed RE curriculum and a copy is attached to these minutes. The Governors agreed that they would review the RE Policy by email and send comments to the Headteacher by the end of term Thursday 24 March 2015.</p> <p>Clerk to put RE Curriculum on next PC Committee meeting.</p>	
7.	<p>School Improvement Plan</p> <p>The Headteacher advised that most of the updates are included in her report.</p> <p>The Headteacher felt the SIP is really being carried out by the 3 teams and they are working really well together.</p>	
8.	<p>Committee Reports</p>	
8.1	<p>Finance, Staff and Premises (FSP) Committee</p>	
8.1.1	<p>The minutes of the FSP Committee meeting held on 12.01.16 had been previously circulated and a copy is attached to these minutes together with the supporting papers.</p>	
8.1.2	<p>The Chairman of the FSP Committee advised that the main work being carried out is in the car park. It started during half term and will be finished before Easter. The Headteacher reported that the new signage has been ordered. The Headteacher advised that the Kent Travel Plan has offered the school some money. The school had got quotes from some automated gates but the Kent Travel Plan have subsequently advised that it was not the right type of project to receive funding. However, the Headteacher informed the Governors that SJIS and SJJS would spilt the cost of the gates and it would come out of next year's budget.</p>	
8.1.3	<p>Energy consumption is very good due to the new system and warm weather.</p>	
8.1.4	<p>The Chairman of the FSP Committee reported that the Anti-Fraud Policy has been ratified.</p>	
8.1.5	<p>The Headteacher advised that the school put in a bid to the Diocese for funding for toilets. The school will hear sometime this term to see if they have been successful.</p>	

St James's Church of England Infant School

8.1.6	The Chairman reported that the school has applied for planning permission for the temporary mobiles as the original temporary planning permission has expired. The Headteacher advised that the school were looking at ways to make the mobile classrooms permanent.	
8.1.7	<p>The Chairman of the FSP Committee reported that that the current predicted year end Revenue Rollover was £80,755 and the predicted year end Capital Rollover was £8,691.</p> <p>The Chairman confirmed that the Revenue rollover is within the Balance Control Mechanism.</p> <p>The Governors duly monitored the budget.</p> <p>The Headteacher advised that the school have spent some of the Revenue budget, which was not included in this figure.</p>	
8.1.8	<p>Statement of Internal Control</p> <p>The Chairman informed the Governors that the FSP Committee had reviewed the SIC and recommended that it was agreed by the GB.</p> <p>The Governors unanimously agreed that the SIC should be signed by the Chairman of the FSP and he duly signed the SIC.</p>	
8.2	Pupils & Curriculum (PC) Committee	
8.2.1	The minutes of the PC Committee meeting held on 28.01.16 had been previously circulated and a copy is attached to these minutes together with the supporting papers.	
8.2.2	The Chairman advised that Angie Pierce has now been sent the full list of names who have put the school on their admissions form. She is currently processing the list.	
8.2.3	This item is in part 2 of these minutes, Items of Confidentiality.	
8.2.3	The Chairman advised that the definition of siblings has been amended as agreed at previous meetings and the consultation period has ended. The arrangements have been sent to the Local Authority and will be published for the 2017 admissions.	
8.2.4	The Chairman advised that the Committee reviewed how to handle Appeals. The Committee had looked into using an independent company however it was expensive. The Committee agreed to defer a decision until the Appeals for this year have been set. Governors asked how much it cost for Kent to handle the Appeals. The Headteacher advised that there was no additional cost.	
8.2.5	The Chairman advised that the Committee reviewed the Sex Education Policy and the Headteacher will be circulating a draft policy to the Committee.	

St James's Church of England Infant School

8.2.6	The Governors have registered for the NSPCC training and the Governors need a code to be allocated. The Headteacher will sign in and advised the Governors of the code.	
8.2.7	Jane Penn advised that the tracking showed very good progress was being made in all year groups. For the children who had not made progress provision had been put in place to ensure they made progress. Both year groups are on track to achieve 85% success. Jane advised that the Governors are now going to look at the EAL children and their tracking.	
8.2.8	Governors asked if children are reading and writing less due to the amount of time spent on electronic gadgets. The Headteacher advised that some children are coming in with lower communication skills. Governors asked if other skills are better. The Headteacher felt that physical skills were lower and so the school put a lot of emphasis on outdoor play. Governors asked if colleagues at other schools said the same things. The Headteacher advised that this is a national trend.	
8.2.9	The Committee had a report from the Deputy Headteacher about her NPQH qualification and her results are due this week.	
9.	<p>Policies</p> <ul style="list-style-type: none"> • The Finance Committee has ratified the Anti-Fraud Policy. • E-Safety Policy – the Headteacher advised that the new policy was published in January and tailored it to SJIS. The policy has been sent to Ryland Atwood (E-Safety Governor) and the IT leaders. It was agreed to review the policy at the next FSP Committee Meeting. Clerk to put policy on the Agenda. • Pay and Reward Policy – the policy has been amended to change the Group of the school to 2 and the leadership pay scale has been amended to reflect the school's new grouping The Governors agreed that the policy did not need to be ratified again and agreed that the current Pay and Reward Policy should remain in place. 	
10.	Local Collaborative Trust (LCT)	
10.1	The Chairman advised that at the last meeting the Governors Group discussed about how schools might advise each other. The Governors were encouraged to mimic the clusters that the schools are in.	

St James's Church of England Infant School

10.2	<p>The Headteacher advised that the Teaching and Learning Group have met and they have asked all the schools to send in their Data Dashboard. Leadership and Management have done another audit as to where they would be with Ofsted judgements. The schools have been asked to be more robust with their judgements.. The Headteacher advised that the Behaviour Group are looking into see if the interventions put in place really help a child's behaviour. Governors asked if it was a better framework than what was in place before. The Headteacher advised that it has formalised what happened before. Under the new LCT every school is more involved. The Headteacher advised that the LA is forming a trust and that all the schools can be part of the trust. The Headteacher advised that Kent have responded well to what has gone on and the school have more coverage from the School Improvement Partner.</p>	
11.	<p>Training</p> <ul style="list-style-type: none"> • Governors handed in their certificates confirming they have done the PREVENT training. • The Headteacher advised that she had attended training at Southborough Primary school which was very interesting. • The Chairman advised that there is training at Langton Green School on effective Monitoring. 	
12.	<p>Any other urgent business</p>	
12.1	<p>SIAMS – the Headteacher advised that Bridget Radley and she had been on some training. As the school received an Outstanding at the last SIAMS Inspection the school will not be inspected until 2018. The Headteacher has started to look at the new areas of the SIAMS framework. Bridget Radley and Zoe Lund are looking at how the school demonstrate these values in the school. The Headteacher is doing 2 more SIAMS training and there is an interim SIAMS inspection in May. The Headteacher will update the PC Committee meeting on the inspection. Governors asked as the school have more children from many different backgrounds do they have more children withdrawn. The Headteacher advised that the school have to publish that the parents have the right to withdraw their child from Collective Worship and RE lessons.</p>	
12.2	<p>Christina Dennett is going to have her report about Learning published in the TES. It was agreed that the Headteacher would congratulate Christina on behalf of the Governors and advise parents via the parents' newsletter.</p>	
13.	<p>Confidentiality</p> <p>The governors agreed that item 5.2 should be in part 2 of these minutes, Items of Confidentiality (but not be circulated).</p>	
14.	<p>Date and time of next meeting</p> <p>Finance, Staffing and Premises Tuesday May 17th at 9.00 Pupils and Curriculum May 19th at 9.00 FGB Tuesday May 24th at 8.00</p> <p>The meeting closed at 9.00 pm</p>	

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Signed.....

Date

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held at the school on Wednesday February 24th 2016 at 7 pm**

Action List

3.3	Clerk to add Matthew Atkinson to FSP Committee.	Clerk
8.2.6	Headteacher to give Governors code for NSPCC training.	Headteacher
9	Clerk to put E-Safety Policy on next FGB Agenda	Clerk
12.2	Headteacher to put in newsletter information about Christina Dennett /TES	Headteacher

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