

## St James's Church of England Infant School

<b>Minutes of a meeting of the Governing Body held at the school on Tuesday 24 May 2016 at 7.30 pm</b>		
	<p><b>Present:</b> Ed Peacock (Chairman), Mel Shackleton (Headteacher), Sarah Cota, Cedric Porter, Bridget Radley, Jane Penn, Ryland Atwood, Zoe Lund, Matthew Atkinson, Jim Stewart, Zoe Lund</p> <p><b>Apologies:</b> Jo Smith</p> <p><b>In Attendance:</b> Amanda Barlow (Clerk)</p>	
		<b>Action</b>
<b>1</b>	<p><b>Welcome and apologies for absence</b></p> <p>The meeting opened at 7.30 pm. The Chairman opened the meeting with a prayer.</p> <p>Apologies were received from Jo Smith (unwell) and accepted by the Governors.</p> <p>The governors noted that the meeting was quorate.</p>	
<b>2</b>	<p><b>Declarations of Business Interests</b></p> <p>There were none recorded.</p>	
<b>3</b>	<p><b>Governor Matters</b></p> <p><b>The Clerk had previously circulated the updated Terms of Reference for the Full Governing Body (FGB), Pupils and Curriculum (PC) Committee and the Finance, Staff and Premises Committee (FSP) and the Governors unanimously agreed to adopt the new Terms of Reference.</b></p> <p><b>The Governors discussed that the Terms of Reference should be updated at the September meeting and the Clerk agreed to present an updated Terms of Reference for the September business meeting.</b></p> <p>The Governors noted that there was one vacancy.</p>	
<b>4</b>	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the meeting held on 24 February 2016 were received and signed as a true record.</p>	
<b>5.</b>	<p><b>Matters arising</b></p>	
<b>5.1</b>	<p>There were no matters arising.</p>	

## St James's Church of England Infant School

<b>6</b>	<b>Headteacher's Report</b>	
	The Headteacher's report had been previously circulated and a copy is attached to these minutes.	
<b>6.1</b>	<p>The Headteacher made the following comments:</p> <ul style="list-style-type: none"> <li>• The Headteacher advised that the school celebrated the Queen's 90<sup>th</sup> birthday and it was a very successful event. The Headteacher explained how the celebrations were linked to the current topics in the classroom.</li> <li>• There have been a lot of visitors to the school.</li> <li>• The school participated in a cross Collaboration in the local schools.</li> <li>• There has been a strong emphasis on physical development and year 1 and year 2 have been running each morning. The school are aiming to complete enough miles "to get to Rio" by the end of the summer term.</li> <li>• <b>Governors asked if there have been any responses to running.</b> The Headteacher advised that there has been a definite impact on some</li> <li>• children. <b>The Headteacher advised that the current number of children receiving Pupil Premium is 3.</b></li> <li>• <b>The Governors asked why authorised absence appears to be quite a lot higher.</b> The Headteacher advised that before Christmas there was a bad outbreak of a stomach bug and there were a lot of cases of flu following the flu jab.</li> <li>• <b>Governors asked if there had been any issues since the recently publicised Court case on term time absence.</b> The Headteacher responded that she has had 3 requests for term time absence. She advised that she has written to the parents informing them that the school do not authorise term time absence but would not be taking any further actions.</li> <li>• <b>Governors asked if there had been any discussion on removing FSM for KS1 given the current budgetary constraints.</b> The Headteacher advised that she had not heard anything. <b>Governors asked how many have children have school meals in KS1.</b> The Headteacher responded that 240 children have the meals, which is a very high uptake.</li> <li>• The Chairman commented that the Headteacher had advised the PC Committee that no parent had removed their child due to testing, despite some recent publicity given to this. The Headteacher had received 3 letters stating that the parents did not agree with the testing but did support the school. She has written to acknowledge the letters.</li> <li>• Overall absence was quite high in comparison to previous years.</li> <li>• The Headteacher advised Governors the tracking that was done only 4 weeks after the December data. She explained that the bands are very wide so even though the children had made progress they had not moved into a different band. The Headteacher explained that she has regular pupil progress meetings with the SENCO and there is a lot of evidence to support the progress.</li> </ul>	

## St James's Church of England Infant School

	<ul style="list-style-type: none"> <li>• The Headteacher advised that there is a moderation in June to go through all the writing, looking at maths books and hearing the children read. <b>Governors asked if the school have moderated with other local schools.</b> The Headteacher advised that there was a lot of agreement with year 2 but there were some issues raised over year 1. <b>Governors asked why there were issues raised.</b> The Headteacher explained that the school track progress against end of year expectations as suggested by the LA. Some of the schools track against termly expectations so data needed closer examination. The reception teachers have carried out moderation today with 2 other local schools which is a requirement prior to their moderation in June.</li> <li>• The Headteacher explained that the testing was different for Year 2 as all children had to attempt the higher paper whereas in the past only those children who the teachers felt were capable would sit the more challenging paper.</li> <li>• <b>Governors asked when the data would be next reviewed.</b> Jane Penn advised that she will be reviewing the data with the Headteacher before the end of the year.</li> <li>• <b>Governors asked what will be the next focus for lesson study for the school.</b> The Deputy Headteacher advised that it will be based on Christina Dennett's research and it will be on maths. The Headteacher advised that this will be discussed on the INSET day. <b>Governors asked how the teachers would measure progress if there was no learning objective. The Deputy Headteacher advised that the teachers will know what they want the children to learn.</b></li> <li>• The Headteacher advised that there had been a SIAMS monitoring visit and she has received a report. The Headteacher read excerpts from the report. The Headteacher advised that she had done a parent questionnaire and a lot of parents had made good comments about the ethos of the school. A copy of the report is attached to these minutes. The Headteacher advised that the one of things the school had been advised to work on was relating bible stories to the school's Christian values. The main issue with SIAMS is how children relate their Christian values to learning. The other issues were to highlight the children's responses to the questions in the RE books in Reception. It was very positive visit.</li> </ul>	
7.	<p><b>Academy Status</b></p> <p>This item is in part 2 of these minutes, Items of Confidentiality.</p>	
8.	<p><b>Meeting with St James's Junior School (SJJS)</b></p> <p>This item is in part 2 of these minutes, Items of Confidentiality.</p>	

## St James's Church of England Infant School

<b>9.</b>	<b>Committee Reports</b>	
<b>9.1</b>	<b>Finance, Staff and Premises (FSP) Committee</b>	
8.1.1	The minutes of the FSP Committee meeting held on 17 May 2016 had been previously circulated and a copy is attached to these minutes together with the following supporting papers.	
8.1.2	The premises report is attached to these minutes and Zoe Lund had completed the Health & Safety Visit.	
8.1.3	<p><b>Outturn Report</b></p> <p>The Outturn Report had been previously circulated and a copy is attached to these minutes.</p> <p>The Governors confirmed that they were satisfied with the Outturn report. The report has been submitted to the LA and it has been signed by the Headteacher.</p>	
8.1.4	<p><b>Year end Revenue</b></p> <p>The Chairman of the FSP Committee advised that the year-end Revenue rollover was £96,107.06. This was slightly over the allowed Balance Control Mechanism (BCM) limit, however the Finance Officer (FO) had advised the Committee that Schools Financial Services were aware that there was a planned expenditure to reduce the BCM. <b>The Governors duly monitored the Budget.</b></p>	
8.1.5	<p><b>Year end Capital</b></p> <p>The Chairman of the FSP Committee advised that the year-end Capital rollover was £11,507.88.</p>	
8.1.6	<p><b>3 year Budget</b></p> <p>The Headteacher advised that the Chair of the LCT had asked the LA why there had been such a big drop in funding. The Headteacher advised that the LA only look at the figures every 5 years and it has been suggested that the school write to the DfE. <b>It was agreed that the Headteacher would forward the emails to Jim Stewart to review.</b></p> <p>The Chairman of the FSP advised that the Revenue Income is £1.64m. This is partly due to less Pupil Premium and top-up funding. The income then drops in the second and third years. Expenditure had dropped by about £30k in 16/17 and then drops in the following years.</p> <p>The Chairman of the FSP advised that with the large rollover it helps the 3 year budget. The Chairman of the FSP advises that the school will be setting an in-year deficit for 2017/18 and 2018/19. The FO has advised the SFS that the school will be setting a 3 year budget with an in-year deficit in years 2 and 3.</p>	

## St James's Church of England Infant School

	<p>The Headteacher advised that the school have to use part of the Revenue rollover budget to reduce the BCM. The school are planning to put a path around the school, instal electronic gates and carry out other projects that are detailed in the School Development Plan.</p> <p>The Chairman of the FSP advised that the FO had worked hard to present the 3 year budget.</p> <p><b>The Chairman of the FSP informed the Governors that the FSP Committee recommended that the FGB adopt the 3 year budget as presented. The Governors unanimously agreed to adopt the 3 year Budget as presented and it was signed by the Chairman of the FGB.</b></p>	
8.1.7	<p>The Headteacher advised that the FSP Committee had agreed to the installation of the electronic gates and the Junior School have agreed in principle but they have asked for some clarification of the tenders.</p>	
8.1.8	<p><b>Voluntary Fund</b></p> <p>The Chairman of the FSP advised the Committee had reviewed the Voluntary Fund Audit and were satisfied with the outcome.</p>	
8.1.9	<p><b>E-Safety Policy</b></p> <p>The Headteacher had circulated that E-Safety Policy and a copy is held on the school's policy file. The Headteacher advised that this is based on the new Kent model policy. <b>It was agreed that the Committee would review the policy and send any comments to the Headteacher.</b></p>	
9.2	<p><b>Pupils &amp; Curriculum (PC) Committee</b></p>	
9.2.1	<p>The minutes of the PC Committee meeting held on 19 May 2016 had been previously circulated and a copy is attached to these minutes together with the supporting papers.</p>	
9.2.2	<p><b>Admissions</b></p> <p>The Chairman commented that it was good that every child with a link to the local area or the Church, or who had a sibling at the School or the Junior School, had gained a place for 2016/17.</p> <p>The Chairman advised that there had been a change in the placing of applicants who had not submitted a SIF. The Diocese and LA had advised the school that henceforth they must put these applicants in the applied-for criteria and not in criterion 7. The Admissions Policy is being changed to reflect this amendment.</p> <p><b>Governors asked if there was less pressure on admissions this year.</b> The Chairman advised that there were over 200 applicants, and the Headteacher advised there are 4 appeals.</p>	

## St James's Church of England Infant School

9.2.3	<p><b>SRE Policy</b></p> <p>The Chairman advised that the Committee have ratified the SRE Policy and a copy is held on the School's policy file.</p>	
9.2.4	<p><b>RE Policy</b></p> <p>The RE Policy had been previously circulated and a copy is held on the school's policy file. Jim Stewart advised that it has been a long process in updating the policy and it is a reflection of the degree of reworking that has gone on and the work that the RE Co-ordinator has done. The good practice at the school is being used elsewhere.</p> <p>There has been re-order of the paragraphs but other than that it very similar to the previous policy.</p> <p>The Governors agreed that it was an excellent policy and included detailed information.</p> <p><b>The Governors unanimously agreed that the RE Policy should be adopted and it was duly signed by the Chairman of the FGB</b></p>	
10.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• RE Policy – this was discussed under Agenda Item 9.</li> </ul>	
11.	<p><b>Training</b></p> <p>There were no updates.</p>	
12.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>• The Chairman had reported on the LCT activities under Agenda Item 7.</li> </ul>	
13.	<p><b>Confidentiality</b></p> <p>The governors agreed that items 7 and 8 should be in part 2 of these minutes, Items of Confidentiality (but not be circulated).</p>	

## St James's Church of England Infant School

<b>14.</b>	<p><b>Date and time of next meetings</b></p> <p><b>FGB meetings all at 7pm at the school</b></p> <p>22/09/16 – Thursday – School Improvement Meeting                  23 /11/16 - Wednesday                  23/02/2017 - Thursday                  23/05/2017- Tuesday</p> <p><b>FSP Committee meetings held at 9.00am at the school</b></p> <p>11/10/16 – Tuesday                  10/01/17 – Tuesday                  16/05/17 – Tuesday</p> <p><b>PC Committee meetings held at 9.00am at the school</b></p> <p>10/11/16 – Thursday                  26 /01/17 – Thursday                  18/05/17 - Thursday</p> <p>The meeting closed at 9.30 pm</p>	
------------	---	--

Signed.....

Date .....

<p><b>Minutes of a meeting of the Governing Body                  held at the school on Tuesday 24<sup>th</sup> May 2016 at 7.30 pm</b></p>		
<b>Action List</b>		
3.	Clerk to update Terms of Reference for FGB and Committees for next FGB.	Clerk
7.	The Chairman will write to Chairman of Governors of SJJS and the Headteacher of the Junior School	Chairman
8.1.6	Headteacher to forward the email re LA/DfE funding to Jim Stewart to review.	Headteacher
<b>8.1.9</b>	All Governors to review E-Safety Policy and email the Headteacher with any comments.	All Governors

**St James's Church of England Infant School**