



**MINUTES OF MEETING OF THE GOVERNING BODY  
OF CHARLTON KINGS INFANTS' SCHOOL  
HELD ON WEDNESDAY 8TH JULY 2015**

**Present:** Mrs J Bagley  
Miss T Bevan  
Mrs L Dalton  
Mrs V Dirken  
Dr H Eatwell  
Mr A Jones  
Mrs J Pandazis (Headteacher)  
Mrs C Paris-Johnstone (Vice Chair)  
Mrs L Parry  
Mr W Partridge (Chair)  
Mrs V Storey  
Mr S Thomas  
Mr G Whitten-Brown (Vice Chair)

**In attendance:** Mrs K Marquess (Clerk)

**08/07/01 Apologies**

**Action**

Apologies were received and accepted from MF, NO, LF-M, and RK (maternity leave). Apologies for lateness were also received and accepted from LP.

**08/07/02 Register of Governors, Contact Details and Register of Interests**

The register of governors was signed by all those present. The chairman reminded all governors to pass any change in contact details to the clerk for updating. No register of interests were declared.

**08/07/03 Chair's Business**

Succession Planning

Member governors - the chair reported that following the new entrants parents meeting we received 4 expressions of interest, details of which had been circulated to all by the clerk. General discussion ensued and the chair requested that **ALL GOVERNORS CONSIDER EACH APPLICATION BEARING IN MIND THE CURRENT GOVERNOR SKILLS BASE. IT WAS AGREED THAT THE CLERK WOULD CO-ORDINATE A VOTE BY EMAIL DURING THE SUMMER BREAK** in order that the new appointments can be made prior to the first GB meeting in September.

**ALL**

**Clerk**

Staff governors - the clerk confirmed that a ballot is currently taking place this week to replace LF-M and ED. **THE CLERK WILL CONFIRM THE RESULTS OF THE VOTING ON FRIDAY.**

**Clerk**

Website

The Chair asked if all governors were able to access the information on the governors section of the website. No concerns were raised. The chair wished to pass on his thanks to those who had contributed to the website.

**THE CLERK CONFIRMED THAT THE PASSWORD IS DUE TO BE RE-SET AND A NEW PASSWORD WOULD BE CIRCULATED DURING THE SUMMER.**

**Clerk**

**8/07/04 Minutes of Previous Meeting – 24.03.15**

The minutes of the previous meeting were signed by the Chair as an accurate record.

**08/07/05 Matters carried forward, not covered elsewhere**

None

**08/07/06 Headteacher's Report**

The HT invited questions regarding her report which had been circulated prior to the meeting.

A governor asked for clarification regarding the EYFS job share role in YR. The HT provided further detail.

A governor asked for clarification regarding release of NO for 23 weeks during creative afternoons which the HT was able to give.

*LP arrived at the meeting*

SDP Update - the HT confirmed that liaison with CKJS will be a major focus in our SDP next year which would involve teachers, governors and children working together.

AG&T Update - the HT distributed copies of the AG&T Y2 register which included 11 boys and 10 girls.

In addition copies of the school register of more able pupils across all year groups were circulated to all governors.

Summer Monitoring Findings - The HT distributed copies of the summer monitoring update from all the curriculum areas. The HT explained that at the end of the year each subject co-ordinator interviews a selection of children to ascertain what they have learned. Points for development arising from these interviews are monitored and reviewed midway through the academic year. Findings form part of each subject Action Plan in the new SDP.

The HT briefly referred to the PSHE monitoring questioning and confirmed that LJ is applying for a national lottery bid to provide additional support next year for playtime and coaching sessions. The HT emphasised that it is never too early to address emotional issues with children.

The chair thanked the HT for her report.

**8/07/07 SEND Report**

The HT briefly summarised the SEND report which had been circulated to all governors prior to the meeting.

Y1 Phonics Screening Checks - 84/89 (94.4%) children met or exceeded the expected standard (32/40) compared to 97% pass rate last year. Of the 5 children who did not meet the required standard, 1 child has a statement and the others missed by a few points.

The HT confirmed that the teachers are doing a very good job and the intervention groups provided by the TAs are working very well.

## **Action**

The chair asked for what the national pass rate would be. The HT confirmed that it would c.70% depending on the cohort.

All agreed that the results were excellent.

The HT took the opportunity to thank the 2 SEN governors for their valued input throughout the year and confirmed that additional training had been arranged for teachers/TAs in September relating to attachment disorder.

### **8/07/08 Reports on Committee Meetings (chairs of committees)**

#### Curriculum Committee – 18.6.15

The chair briefly summarised the discussions from the last committee meeting. The HT confirmed that NO has taken on the assessment role (he is a local moderator), and she would retain responsibility for the School Self Evaluation. In addition the HT confirmed that an early years baseline exercise (BASE) would be carried out with all new entrants as they arrive in small groups in September. Although not statutory it is seen as an indication of early excellence. We shall be using a computer based system, BASE, which is quick and easy.

#### Extended Services Committee - 17.6.15

As acting chair of the recent committee meeting, JB briefed the governors regarding the discussions from the last meeting. The KG attendance figures 2015/16 had been requested to reflect monthly take up in time for this meeting although they had not been received - **CLERK TO CHASE**. A governor asked for an update regarding Ofsted registration. VS confirmed that she had been in touch with DoE regarding this. She also confirmed that a change in leadership may trigger an inspection.

**Clerk**

The HT confirmed that a lead practitioner had been appointed for KG following interviews with 3 short listed candidates. The panel felt that the successful candidate had the relevant experience, was very well qualified and in addition had excellent references.

#### Finance & Operations - 23.6.15

The committee chair asked if the governors would like to raise any questions regarding the recently circulated committee meeting minutes.

He confirmed that KA wasnt able to provide financial narrative for the meeting due to family illness.

The committee chair confirmed that he had received an updated programme of works from the caretaker. The committee chair conveyed his thanks on behalf of the GB.

### **Recommendations to the Governing Body from committee(s)**

Pay Panel recommendations - discussion took place regarding the timing of the panel meeting.

Panel members asked if it was possible to see any evidence at least 7 days in advance of any meeting in order to provide an opportunity for questioning any decision by the HT.

The chair confirmed that we should follow the process and national guidelines. The HT felt that the panel members neither had the time to examine all the information nor did they have the knowledge of the staff. In addition the HT confirmed that such evidence would not normally be available for panel members to examine.

VD summarised that the pay panel should be seen as a control test by the

governors - to ensure that the recommendations by the HT are based on reasonable evidence and to confirm that the HT has tested the control and that the process has been followed.

**Action**

**THE GOVERNORS WERE UNANIMOUS IN ENDORSING THE DECISION TO APPROVE THE RECOMMENDATIONS DOCUMENTED AT THE FINANCE & OPERATIONS COMMITTEE 23/6/15.**

**HT**

## **08/07/09 Governor training/visit updates**

### Learning Walk - 20.5.15

LP briefly summarised the report previously circulated. She confirmed that, as ever, the governors were very impressed by the discipline of the children.

In addition the governors noted how maths resources were used in a Y2 class as the teacher sat on the floor with the children looking at fractions. Also the governors noted how the teacher was able to keep the more able and less able children challenged and occupied in the classroom.

### SEN Visit/Training - 17 & 24.4.15/1.5.15

A SEN governor confirmed that several visits had been carried out since the last meeting and both SEN governors had attended autism training. Reference was made to the number of children expected in YR requiring additional support in September. The HT reminded the governors that she had made provision for additional TA resource in each YR class to help minimise any disruption.

The chair asked the HT whether the staff were aware that occupational health provision is available should any need help. The HT confirmed that they did.

The SEN governors have arranged a further meeting early October to review how things are progressing.

### Governor Meetings with Staff - 21 & 28.4.15

The chair reported that the recent meetings with YR teachers and TAs proved useful. In addition to raising the visibility of the governors with the staff several items were raised including SEND, training and provision of outdoor shade. These items were briefly discussed and the following noted:

Sharing SEND best practice - this has been addressed and has been incorporated into the regular TA meetings.

Training - the HT confirmed that she wasn't aware of any waiting lists in relation to training courses and that training is an area discussed and agreed at the annual performance management reviews.

Outdoor shade - the HT confirmed that JA is looking at replacing the glass covered areas of the YR playground with a film coating to filter the heat from the sun. JA confirmed that initial quotes had been received £1.5-£2k and the HT asked if this could be actioned by September. In addition the HT suggested that the old, small covered seating area adjacent to the adventure playground be replaced with something slightly larger in the future.

## **08/07/10 Policies for Approval**

Code of conduct - **THE HT CONFIRMED THAT THIS POLICY WILL BE REVIEWED AT THE START OF THE NEXT ACADEMIC YEAR.**

**HT/Clerk**

**08/07/11 Any Other Business**

**Action**

Newsletter - The chair shared last years newsletter with the governors. He confirmed that this years newsletter was still in draft form but asked the **CLERK TO CIRCULATE TO ALL GOVERNORS FOR FEEDBACK IN ORDER THAT IT CAN BE PUBLISHED TO ALL PARENTS NEXT WEEK.**

**Clerk  
ALL**

PFA Fundraising - The chair confirmed that the PFA have raised overall £7,700 this year. **IT WAS AGREED THAT THE CHAIR WOULD WRITE A LETTER OF THANKS TO ALL THE PFA MEMBERS.**

**Chair**

The next item was taken as a private minute.

Roof - JA confirmed that a roofer would like to carry out external work on the kitchen extention over 2 consecutive weekends. JA considered that there would be minimal noise from low impact work. It was confirmed that one of the planning conditions related to specific working hours at the weekend. **IT WAS AGREED THAT VS WOULD EMAIL THE NEIGHBOURS TO SEEK THEIR AGREEMENT PRIOR TO ANY WEEKEND WORK BEING AGREED. JA TO CHECK WITH VS REGARDING APPROVAL BY THE NEIGHBOURS BEFORE INSTRUCTING THE ROOFER.**

**VS  
JA**

*GWB Left the meeting*

HTPM - The chair confirmed that a meeting of HTPM panel met prior to the GB meeting and were satisfied that all the objectives were met. In addition the panel acknowledged all the achievements by the HT and the staff in what has been a challenging year.

Staff - The governors recognised and noted that several TAs would be leaving at the end of this term, Kathy Miller having served 23 years, Julia Cook and Liz Dalton. The governors wished them all well.

**Date of next meeting Thursday 24th September - 6.15 for 6.30pm start**

There being no further business the meeting ended at 8.10pm

..... (Chairman's signature)