



MINUTES OF MEETING OF THE GOVERNING BODY
OF CHARLTON KINGS INFANTS' SCHOOL
HELD ON MONDAY 24TH NOVEMBER 2015

Present:

Mr J Atack (Chair)
Mrs J Bagley (Jt Vice Chair)
Mrs T Bevan
Mrs H Eggelton
Mr P Engelbrecht
Mr A Jones
Mrs J Jones
Mr N Owens
Mrs J Pandazis (Headteacher)
Mrs L Parry
Mr W Partridge
Mrs C Russell
Dr H Smith (Jt Vice Chair)
Mrs V Storey
Mr S Thomas
Mrs F Tyler

In attendance: Mrs K Marquess (Clerk)

		<u>Action</u>
24/11/01 Apologies		
	Apologies were received and accepted from CP-J.	
	The chair confirmed that the HT had received a letter from GW-B tendering his resignation due to his recent ill-health. The resignation was accepted by the governors. CLERK TO NOTIFY COMPANIES HOUSE.	Clerk
	The chair confirmed that the HT had received an expression of interest from Dominic Burke, Deputy Headteacher at Balcarras School who was also a parent of a YR child. Discussion took place regarding the current member governor vacancy and ALL GOVERNORS UNANIMOUSLY AGREED THAT TO APPOINT MR BURKE would add many valuable skills to the body as well as improve links between the schools.	Clerk
24/11/02 Register of Governors, Contact Details and Register of Interests		
	The register was signed by all those present. The chair reminded all governors to pass any change in contact details to the clerk for updating. No register of interests were declared.	
24/11/03 Chair's Business		
	- GB headlines – the chair referred to the document which had initially been prepared at the end of last year. THE CHAIR CONFIRMED THAT HE WOULD LIKE TO RAISE THIS ITEM ON A REGULAR BASIS AT THE GB MEETING IN ORDER THAT GOVERNORS CAN ADD ITEMS THROUGHOUT THE YEAR.	ALL
	- Eco Governor – the chair proposed that a governor be responsible for liaison with the Eco Committee and attend their meetings. JB HAD AGREED TO DO THIS and reported that she had already attended 2 meetings along with the HT/RK and 6 Y2 pupils. CLERK TO UPDATE KEY POSTS/SPECIALIST ROLES.	JB Clerk
	- PFA Link – the chair proposed that a governor be responsible for liaison with the PFA to offer support to the PFA and provide feedback to the GB. FT AGREED TO DO THIS and would ensure that feedback from PFA meetings was obtained. The HT confirmed that staff members attend PFA meetings on a rota basis and therefore could provide feedback to FT. CLERK TO	FT Clerk

UPDATE KEY POSTS/SPECIALIST ROLES.

- 2016 YR numbers – the chair confirmed that initial indications were that the numbers may be lower. The HT did not feel many children were represented at the recent prospective parents meeting. A Vice Chair had suggested that we advertise prospective parents visits on the website which had produced a good response. In addition a list of prospective parents FAQs had been published on the website.

24/11/03 Minutes of Previous Meetings – 8.7.15, 27.7.15 and 25.9.15

The minutes from 8.7.15 and 27.7.15 were signed by WP as chair at that time, and the minutes from 25.9.15 were signed by JA as current chair as accurate records of the meetings.

24/11/04 Matters carried forward, not covered elsewhere

Responsible Officer – The F&O chair explained that the new firm of auditors have been appointed to carry out 3 very structured interim inspections throughout the course of the calendar year. This role was previously undertaken by VD prior to the end of her term.

Key Posts/Specialist Roles - the chair alerted the governors of a conflict of interests where HEg is on both the Pay Panel and Staff & Pay Appeals Panel. It was therefore agreed to remove HEg from the Pay Panel. **CLERK TO UPDATE KEY POSTS/SPECIALIST ROLES.**

Clerk

24/11/05 Headteacher's Report (including Safeguarding)

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

The HT reported that the Playhouse Theatre would be making a significant charge this year to host the annual 2 day workshop therefore it was proposed that a similar event be held at CKIS. It was suggested that we invite pupils from CKJS and share tutor fees.

School Development Plan – the HT confirmed that she would be meeting with staff at the last PDM of this term to review the SDP actions so far following which a summary will be available for governors in the Spring.

SSE – this document had been circulated to all governors prior to the meeting and discussed in detail at the recent curriculum committee.

The HT explained how the baseline has been a major focus in YR during the first term. The chair asked how are we now measuring attainment. We use our own baseline in conjunction with planned observations. The HT was unsure how the new BASE system will offer measurement as it is less specific and provides less information.

The chair asked if anyone had any further questions regarding the HT report. A governor felt it was informative and very thorough. [Further he commented on the KS1 results where boys writing was lower than the girls](#), albeit still above national average. The HT confirmed that there was a high percentage of boys on the SEN register that year and fewer boys in the year group overall. Historically the gender difference has shown boys are better at maths and girls are better at writing. She re-affirmed that the school continually introduces different resources to try and redress this balance. A staff governor confirmed that the previous year's assessment used the extended write as part of the judgement made. However, this year there is no extended write; it is based much more on grammar and punctuation.

Action

[A governor referred to an extract from the last Ofsted report regarding international focus](#). The HT confirmed that we were involved in Comenius for 4 years and are now currently supporting a little girl in Dominican Republic. In addition we include an international focus during Olympics Week, Health Week and more recently Rugby Week. A staff governor informed the governors that we are not going to apply for the International School Award this year as we are not currently supporting another international school. The current priority is promoting fundamental British values as part of pupils' SMSC development (spiritual, moral, social and cultural development).

2016/17 term dates – The HT referred to the proposed dates which had been circulated previously. A staff governor confirmed that we have been able to mirror 3 out of the 5 INSET days to coincide with CKJS (CKJS still have to set the additional 2 dates). The proposed dates were unanimously agreed by all governors. **VS TO FORWARD COPY TO CKJS and CLERK TO UPDATE WEBSITE.**

**VS
Clerk**

24/11/06 SEND Report

The report, produced by the SEN Advisor to the GB, had been circulated prior to the meeting. The SEN Advisor reported that the Educational Psychologist had visited to observe some YR children where there could be issues in terms of support we are giving to the teachers and children.

The HT took the opportunity to thank the governors for their support in agreeing to the additional TA support in each YR class. Currently 2 of the 4 children attend 2 afternoons and require additional support. It was envisaged that this attendance would gradually increase with the appropriate support in place thus resulting in an additional financial commitment.

The SEN Advisor confirmed that 1 child would be subject to an Education, Health and Care Plan (EHCP) referral which may provide us with additional funding (although this could take up to 26 weeks). A second child would also be referred even though she felt that his needs were not severe enough, but in the event the parents questioned our provision it would be the LA who make the final decision.

THE GOVERNORS UNANIMOUSLY APPROVED TO CONTINUE TO SUPPORT THE ADDITIONAL TA COVER AND ITS ASSOCIATE FUNDING DURING THE MORNING AND AFTERNOON SESSIONS AS APPROPRIATE.

HT

[A parent governor asked if we need to carry through this additional funding plan for Y1](#). JJ explained that if an EHCP is awarded this will be reviewed and maintained to the next year.

The governors recognised and thanked the SEN Advisor for all the additional work she has undertaken and also extended that recognition to her class TA who had been undertaking additional duties in the classroom. **IT WAS AGREED THAT THE CHAIR WOULD THANK THE TA ON BEHALF OF THE GOVERNORS.**

CHAIR

[A governor asked if it was possible to commence the EHCP process earlier](#). The SEN Advisor confirmed that the Special Educational Needs and Disability Code of Practice now covers children from 0 to 25 years and as such would enable liaison with parents/carers of pre-school children. In addition as she is the named SENDCo for Kindergarten this would make this more feasible and enable us to maintain transparency. **A GOVERNOR SUGGESTED THAT WHERE POSSIBLE WE MAINTAIN A LOG OF POSITIVE FEEDBACK.**

HT

The chair thanked the SEN Advisor for her detailed report.

Action

24/11/07 Reports on committee meetings (chairs of committees)

Curriculum Committee – 9.11.15

The committee chair briefly summarised the minutes from the recent committee meeting. There were several papers distributed on data/results/assessment.

Extended Services Committee – 6.11.15

The committee chair updated the governors regarding the recent staff changes and referred to the learning walk carried out 22.9.15. A staff governor reported that numbers had recently been improving on almost a daily basis, and this was well received by the governors.

Ofsted – discussion took place regarding the CKKG registration with Ofsted. A governor proposed that on the basis that it is governor run it should fall under the umbrella of the school. This was unanimously agreed by all governors. **VS TO CONTACT DofE TO INFORM THEM OF THIS CHANGE.**

VS

The chair asked if consideration had ever been given to operate CKKG during the school holiday as so many parents are working parents. **IT WAS SUGGESTED BY THE HT AND AGREED THAT THIS WOULD BE DISCUSSED AT A FUTURE MEETING.**

Clerk

Finance & Operations Committee – 15.10.15 & 12.11.15

The committee chair asked if any governors had any questions to raise regarding the minutes. He confirmed that a meeting was held with the auditors last week which confirmed that we are well resourced financially. The auditors confirmed that although we do not stand out we remain in a comfortable range with other schools.

The audit clearance meeting with Bishop Fleming will take place at 8.30am on 3 December and **THE COMMITTEE CHAIR REQUESTED THAT AS MANY F&O COMMITTEE MEMBERS AS POSSIBLE ATTEND THAT MEETING.**

**F&O
committee**

Recommendations to the Governing Body from committee(s)

Covered above.

24/11/08 Governor Training/Visits update

SEN Visit Reports - 2.10.15 & 13.11.15

The Inclusion Governor confirmed that both Inclusion Governors had made 2 visits so far this academic year. The HT and the SEN Advisor both thanked the SEN governors for all their time.

The Role of Chair – 9.11.15

The Chair and a Vice Chair summarised their recent course evaluation following their attendance at 'The Role of the Chair' training. It was useful to see how other GBs worked and of particular note was the reinforcement of how organised, efficient and well we work together.

ESC Learning Walk – 22.9.15

Covered in 25/11/07 above. Further the clerk confirmed that 2 further ESC learning walks had been scheduled for 22 March and 21 September 2016 to visit CKKG and CKKC.

Discussion took place regarding the inclusion of CKJS in any future school based training as appropriate.

Action

Clerks note: All new governors attended induction training on 21st November, 2015. Further, as per minute 24/09/10, governors have attended or booked relevant training courses with the exception of 'Finance' which the clerk is organising with Bishop Fleming, auditors.

Clerk

24/11/09 Policies for Approval

Admissions Policy 2017

The HT proposed a policy change for September 2017 as detailed in the draft policy circulated prior to the meeting:

Additional criteria:

3. Children of full or part time salaried members of staff who have been employed at the school for two years or more at the time of the application for admission.

If approved by the governors, the policy will need to be published prior to Christmas to allow for a 6 week consultation period. The HT suggested that any comments received from parents/prospective parents would be retained on file and a decision will be made based on the consensus.

A staff governor raised a concern where there may be pupils who live close to the school and are forced to appeal for a place. The HT felt that the likelihood of enforcing this criteria would be extremely minimal. In addition, looking at it from a global perspective, it would offer more flexibility for staff and would help the school to retain high calibre staff. **A VOTE WAS TAKEN AND THE MAJORITY OF GOVERNORS VOTED IN FAVOUR OF THIS AMENDMENT. FURTHER IT WAS AGREED THAT A COPY OF THE PROPOSED POLICY BE FORWARDED TO CKJS.**

HT/Clerk

Further the HT had received an additional proposed criteria from a governor whereby children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned. The LA have advised that it is really difficult to advise who is going to make that judgement as we are not medically qualified, and as such suggested we await further instruction from the DofE (GCC removed this criteria a few years ago). It was, therefore, agreed that we do not include this additional criteria at the present time.

24/11/10 Any Other Business

Christmas lunch – the HT confirmed that the children will be served Christmas lunch on Wednesday 16th December between 11.45 and 12.30pm. **ALL GOVERNORS ARE INVITED TO COME ALONG BUT SHOULD LET VS KNOW BY WEDNESDAY 2ND DECEMBER LATEST.**

ALL

The HT took the opportunity to thank the governors, and in particular the chair, clerk, vice-chairs and new governors for their continued support.

There being no further business the meeting ended at 7.55pm

Date of next Meeting: Wednesday 23rd March 2016 – 6.15 for 6.30pm start

..... (Chairman's signature)

Note: ABC denotes identified action; abc denotes identified challenge