



MINUTES OF MEETING OF THE GOVERNING BODY  
OF CHARLTON KINGS INFANTS' SCHOOL  
HELD ON WEDNESDAY 23<sup>RD</sup> MARCH 2016

**Present:** Mr J Atack (Chair)  
Mrs J Bagley (Jt Vice Chair)  
Mrs T Bevan  
Mr D Burke  
Mrs H Egelton  
Mr P Engelbrecht  
Mr A Jones  
Mrs J Jones  
Mr N Owens  
Mrs J Pandazis (Headteacher)  
Mrs C Paris-Johnstone  
Mrs L Parry  
Mr W Partridge  
Mrs C Russell  
Dr H Smith (Jt Vice Chair)  
Mrs V Storey  
Mrs F Tyler

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

**23/03/01 Apologies**

**Action**

Apologies were received and accepted from ST.

**23/03/02 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.

**23/03/03 Chair's Business**

1. Code of Conduct – the chair reminded all governors of the internal document outlining the code for all governors, specifically referring to the section regarding confidentiality. The chair asked if the governors wished for this document to be available on the public website or remain as it is on the governors' private section. It was agreed by all that the document remains an internal document for governors only. However, should a parent or carer request a copy we should make this available for them.
2. Succession planning – the chair referred to email correspondence 6/03/2016.

*AJ left the room*

The chair proposed that following the end of their term as member governors, both AJ and ST be re-elected by the governors for a further 4 year term. AJ and ST had both offered to stand for a further period and **THIS WAS UNANIMOUSLY AGREED BY ALL THOSE PRESENT.**

**Clerk**

*AJ returned to the room; TB and LP left the room.*

The chair proposed that following the end of their term as parent governors both TB and LP be appointed as co-opted governors for a further 4 year term. TB and LP had both offered to stand for a further period and this was **UNANIMOUSLY AGREED BY ALL THOSE PRESENT.** Further this would allow us to defer the parent governor election until the summer term and include parents

**Clerk**

**Clerk**

of pupils entering the school for the first time in the autumn term.

**Action**

*TB and LP returned to the room.*

3. Risk Register and continuity planning – the chair reported that he wished to create a sub-committee to examine and develop our current risk register to ensure that we are mitigating risks going forward, eg how would the school continue to operate following a flood or fire. **IT WAS SUGGESTED BY THE CHAIR AND AGREED BY ALL THAT MEMBERSHIP OF THE COMMITTEE SHOULD INCLUDE CHAIR, HT, WP, NO AND HE. THE COMMITTEE WOULD MONITOR THE REGISTER AND REVIEW IT ANNUALLY IN FEBRUARY FOLLOWING WHICH IT WOULD BE DISCUSSED AT THE GB MEETING IN MARCH. THIS WAS AGREED BY THE GOVERNORS. A MEMBER GOVERNOR CONFIRMED THAT THE GOVERNORS AT BALCARRAS HAD JUST COMPLETED A SIMILAR EXERCISE AND HE WOULD BE HAPPY TO SHARE THE FINDINGS WITH THE SUB COMMITTEE.**

**JA,HT,NO,WP,  
HE**

#### **23/03/04 Minutes of Previous Meeting – 24<sup>th</sup> November, 2015**

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

#### **23/03/05 Matters carried forward, not covered elsewhere**

None.

#### **23/03/06 Headteacher's Report (including Safeguarding)**

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

The HT reported that all teachers had undertaken mid year performance management reviews and TA and support staff appraisals had taken place. Lesson Study has taken place in KS1 and YR Lesson Study is scheduled for term 5. The HT thanked the governors who had taken part in the Learning Walks and thanked JJ for her involvement in the organisation of the recent Health Week.

The HT referred the governors to the notable non-academic opportunities made available to talented pupils detailed in her report.

Health & Safety – the HT confirmed that fire practices had been carried out termly, one had included lunchtime staff and another had included visitors. She also referred the governors to the Emergency Plan we have in place (a copy is on the governors' section of the website under 'Reports') and confirmed that a lock down practice had also taken place which was conducted very well. The HT thanked AJ for his health and safety audit and confirmed that we had also recently received a Fire Risk Assessment report which resulted in a clean bill of health.

Safeguarding – the HT confirmed that we recently carried out safeguarding training to which we invited staff from CKJS. In addition she informed the governors of recent advice issued from the DfE covering 'prevent duty' introduced as part of the Counter Terrorism and Security Act 2015. Further she confirmed that all staff are aware of this additional requirement to protect children from radicalisation.

School Development Plan – the chair asked if any governor had any questions arising from the summary review. There were none.

#### **23/03/07 SEND Report**

The report, produced by the SEN Advisor to the GB, had been circulated prior to the meeting. The SEN Advisor requested opinion from the governors regarding a possible application for IMPACT. Discussion took place regarding the advantages

and disadvantages of securing this award. It was felt that we have strong validation for qualification of our provision from previous audits and therefore we would not pursue this application at the current time.

**Action**

The SEN Advisor confirmed that we are likely to have more children requiring additional support for medical need in YR in September. [The chair asked when we should to address any need for additional TA support.](#) The SEN Advisor explained the current situation with regard to applications for EHCP and GIPRA funding.

The chair thanked the SEN Advisor for her summary and detailed report.

## 23/03/08 Reports on committee meetings (chairs of committees)

### Curriculum Committee – 9.3.16

The committee chair briefly summarised the minutes from the recent committee meeting, the main agenda item being the EYFS presentation by HK. **THE CHAIR ENCOURAGED ALL GOVERNORS TO LOOK THROUGH THE PRESENTATION WHICH WAS AVAILABLE ON THE GOVERNORS' SECTION OF THE WEBSITE.** The committee chair, on behalf of all the governors, wished to record his thanks to HK for her detailed presentation.

**ALL**

*Clerks Note: AM has been invited to deliver a Maths presentation at the next committee meeting. **CLERK TO CIRCULATE DETAILS TO ALL.***

**Clerk**

### Extended Services Committee – 11.3.16

The committee chair summarised the minutes from the recent committee meeting. CKKG - numbers have increased, the Lead Practitioner had been encouraging more parental involvement and staff had been observing teaching practices in YR.

[A governor asked if potential parents are put off as Kindergarten is operated term time only.](#) A governor suggested that it does, although many parents use joint settings in order to secure extended care. Following discussion it was agreed that in view of the current waiting list we do not currently need to offer a non-term time facility.

CKKC - Breakfast Club would be opening from 7.45am after Easter and this had been well received by parents. Discussion took place regarding the current waiting list and the fact that only a small number of Y2 children will be leaving in the summer. **IT WAS AGREED THAT THIS SHOULD BE DISCUSSED FURTHER BY THE COMMITTEE WITH A VIEW TO POSSIBLY INCREASING THE NUMBERS TO A MAXIMUM OF 30 AND RECRUITING AN ADDITIONAL MEMBER OF STAFF.**

**HT,LP**

### Finance & Operations Committee – 3.12.15, 4.2.16 & 8.3.16

In the absence of the committee chair a staff governor briefly summarised the minutes from each of the meetings.

The minor points (minute 3/12/02) raised by Bishop Fleming at the audit clearance meeting have now been addressed.

Laptops (minute 8/03/04) - 3 quotations had previously been circulated to all governors prior to the meeting. **IT WAS UNANIMOUSLY AGREED TO APPROVE THE SPEND OF £7680 (£256 x 30) EXCL VAT.**

**NO**

Management Information System (minute 8/03/04) - 4 companies had visited the school over the past 2 weeks, however, in view of the tight timescales the **HT HAS TAKEN THE DECISION TO RENEW WITH SIMS, WHICH KA IS ORGANISING.**

**KA**

Catering contract (minute 8/03/05) – following review by a member governor amendments have been suggested and the contract is currently with ABM to come back to us in April.

**Action**

Update on Grounds and Buildings:

Decoration (minute 8/03/08) – **CLERK TO CORRECT MINUTE TO READ ‘...IN ADDITION AS THE CONTRACT VALUE WAS C.£13K...’ INSTEAD OF £30K.**

**Clerk**

Bids (minute 8/03/08) - the chair of governors reported that he had met with KL yesterday and figures have today been forwarded to him for submission. In addition he referred to an outstanding invoice from a firm of architects who had been instructed by KL which we are still waiting to receive.

#### Eco Liaison Governor update

The Eco Liaison Governor reported that she had attended a meeting on 22/1/16. The Eco committee consists of 9 pupils, 3 pupils are elected from each Y2 class termly, ensuring that a third of all Y2 pupils are involved throughout the year. The Eco committee had been busy this term organising a Fairtrade sticker competition and Fairtrade raffle, with all proceeds being raised for the Fairtrade Foundation. In addition there was a Fairtrade farmer dress up day when all children enjoyed a Fairtrade breakfast to celebrate the end of the recent Health Week.

#### CKJS Liaison Governor update

The CKJS Liaison Governor referred to his report previously circulated to all governors. He also confirmed that **THE CKJS COG WILL BE ATTENDING OUR NEXT GB MEETING.**

**Clerk**

#### PFA Liaison Governor update

The PFA Liaison Governor confirmed that the recent Quiz Night raised almost £1,000. The governors who attended all enjoyed the evening even though they felt the questions were difficult and the PA system was difficult to hear in part of the hall. It was suggested that at any future event we ask CKJS if we can borrow their more up to date PA system. Further it had been agreed that the governors have offered to manage a stand at the Summer Fete. In addition the liaison governor confirmed that links were being encouraged between the PFA committees at CKIS, CKJS and Balcarras.

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

Covered above.

#### **23/03/09 Governor Training/Visits update**

##### SEN Visit Reports - 11.12.15 & 5.2.16

An Inclusion Governor briefly summarised the reports from the two recent meetings. The HT and the SEN Advisor both thanked the SEN governors for all their time.

##### Academy Accounting – 25.2.16

The chair referred to the recent training delivered by Bishop Fleming. It was felt that it was a good learning experience which has enabled us to interpret the accounts with more confidence. **A STAFF GOVERNOR REFERRED TO THE BENCHMARK REPORT DISTRIBUTED AT THE TRAINING BY BISHOP FLEMING AND SUGGESTED THAT ALL GOVERNORS READ THROUGH IT. THE CLERK AGREED TO CIRCULATE TO ALL AND INCLUDE ON THE GOVERNORS’ SECTION OF THE WEBSITE.**

**ALL**

**Clerk**

### Safeguarding – 10.2.16

A member governor confirmed that following attendance at this training he felt reassured that we were well placed. Further he commented on the pressure on teachers to spot things and asked what action we would take if a parent raised concerns regarding a pupil. Discussion took place where the HT was able to confirm the necessary action.

**Action**

### Exclusions – 15.3.16

A member governor summarised the recent training regarding exclusions and the framework around it. It was agreed that, although not mandatory, the majority of governors on the disciplinary panel should have this training. **IT WAS AGREED THAT THE CLERK SHOULD ENSURE AN ADEQUATE NUMBER OF MEMBERS HAVE THIS QUALIFICATION.**

**Clerk**

### Curriculum – 22.3.16

Two governors had attending this training last night which covered useful terminology, assessment without levels and governors' responsibility for the curriculum. However, the logistics of the session resulted in 2 separate training sessions being conducted in one room and the content of the other session interrupted their ability to focus. **IT WAS AGREED THAT THE CLERK WOULD PROVIDE THIS FEEDBACK TO GOVERNOR SERVICES.**

**Clerk**

### ESC Learning Walk – 22/3/16

A governor briefly summarised the report from the walk which commenced in Kids Club and then moved to Kindergarten. The visit to Kids Club was on one of the busiest days with 24 children in attendance. The staff were very positive about the 7.45am start after Easter as well as the invitation for them to attend the committee meetings.

**THEY HAD ASKED ABOUT THE PROVISION OF COVER FOR THE OUTDOOR SPACE AND THE CHAIR CONFIRMED THAT HE WAS LOOKING INTO IT.**

**Chair**

The positive changes in Kindergarten were quite apparent from that a year ago where children were now more independent with the help of picture cues.

### Learning Walk – 25/2/16

A member governor summarised the walk where the main focus was maths in each year group. The governors were impressed by the quality of feedback in the pupils' books as well as how busy each class was working in different groups undertaking different tasks. The governors also commented on the pupils' confidence when speaking to the governors.

## **23/03/10 Policies for Approval**

### Pay Policy

The chair summarised the change to the policy which had been circulated previously to all governors. In the absence of any questions the governors voted unanimously to accept this amendment. **CLERK TO PUBLISH ON WEBSITE.**

**Clerk**

### Confidential Reporting Procedure (Whistle-Blowing) Policy

The chair referred to this new policy which represented a code of conduct for school employees covering confidentiality, use of school resources, gifts and hospitality and bullying. It was also agreed at a recent Finance & Operations committee to register with PCaW (Public Concern at Work) a whistleblowing charity which offered confidential advice and training to school employees. **IT WAS AGREED THAT THE CLERK WOULD CONFIRM WITH KA THAT THIS MEMBERSHIP HAS BEEN PURCHASED.** In the absence of any questions the governors voted unanimously to approve this new policy. **CLERK TO PUBLISH ON WEBSITE.**

**Clerk**

**Clerk**

**23/03/11 Any Other Business**

**Action**

There being no further business the main agenda of the GB concluded.

..... (Chairman's signature)