



MINUTES OF MEETING OF THE GOVERNING BODY
OF CHARLTON KINGS INFANTS' SCHOOL
HELD ON THURSDAY 14th JULY 2016

- Present:**
- Mr J Atack (Chair)
 - Mrs J Bagley (Jt Vice Chair)
 - Mrs T Bevan
 - Mr D Burke
 - Mrs H Eggelton
 - Mr P Engelbrecht
 - Mrs J Jones
 - Mr N Owens
 - Mrs J Pandazis (Headteacher)
 - Mrs C Paris-Johnstone
 - Mrs L Parry
 - Mr W Partridge
 - Mrs R Pritchard
 - Mrs C Russell
 - Dr H Smith (Jt Vice Chair)
 - Mr S Thomas
 - Mrs V Storey
 - Mrs F Tyler
- In attendance:**
- Mr L Pajak – HT, CKJS (item 14/07/03 a.)
 - Mrs C Parker – Chair of Governors, CKJS (item 14/07/03 a.)
 - Mrs K Marquess (Clerk)

Welcome

Action

The chair welcomed the governors, Rebecca Pritchard as a new co-opted governor Mr Pajak, Headteacher of Charlton Kings Junior School (CKJS) and Caroline Parker, Chair of Governors.

Brief introductions were made.

14/07/01 Apologies

Apologies were received and accepted from AJ.

14/07/02 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.

ALL

14/07/03 Chair's Business

- a. Talk by Mr Pajak

The first item was recorded as a private minute, following which Mr Pajak and Mrs Parker left the meeting.

- b. Succession Planning

The chair requested that **IF ANYONE HAD ANY INTEREST TO TAKE THE ROLE OF CHAIR OR VICE CHAIR FORWARD FOR THE NEXT ACADEMIC YEAR TO CONTACT THE CLERK PRIOR TO THE FIRST GB MEETING IN SEPTEMBER**.

ALL

The clerk confirmed that 2 parent governor vacancies are currently being advertised and it is hoped that appointments will be made prior to the first GB meeting in September.

In addition the clerk confirmed that a staff governor vacancy was also being advertised as there will be a vacancy from 1st September.

14/07/04 Minutes of Previous Meeting – 23rd March, 2016

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

14/07/05 Matters carried forward, not covered elsewhere

ABM Contract – a member governor confirmed that there had been positive progress and that the contract would be signed off before the end of the current academic year.

14/07/06 Headteacher's Report (including safeguarding)

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

The chair asked if there were any safeguarding issues to report; the HT confirmed there were none.

The HT referred to the able, gifted and talented data in her report and stated that she felt it was important to maintain this register in order that we have the data to prove we have added value to the children.

The HT confirmed that the SDP large time priorities for the next academic year will focus on Management and continuing with Infant-Junior liaison.

A governor/member of the Headteacher Performance Management Panel confirmed that the panel had met prior to this meeting to review all performance objectives and was happy to report that all targets had been met.

The chair thanked the HT for her report.

14/07/07 SEND Report

The report, produced by the SEN Advisor to the GB, had been circulated prior to the meeting. The SEN Advisor confirmed that it had been an extremely busy year! Further she confirmed that the current YR support will continue in Y1 and that she was looking to apply for an EHCP for 2 children going into YR for various needs. She reiterated that we are very lucky that we have very committed and talented staff who have had an awful lot of pressure put on them during this past year, both in YR and her own TA who has been covering for her in the classroom. The governors wished to minuted their gratitude to all the teaching staff and TAs and it was **AGREED THAT THE CHAIR WOULD WRITE TO EACH TO PASS ON HIS THANKS.**

Chair

The SEN Auditors have visited the school again and still remain very pleased with our provision. The SEN Advisor had issued a questionnaire to the parents of children on the SEND register, but was disappointed with some of the responses. **THE SEN ADVISOR TO PROVIDE A SUMMARY OF THE RESPONSES TO THE GOVERNORS.**

**SEN
Advisor**

The SEN Advisor confirmed that an email had been received from parent of current YR child on the SEND register, stating that he proposed to move his child to a new school at the start of the next academic year. The HT thanked the SEN Advisor for all her hard work and support during the current academic year.

The SEN Advisor wished to thank the SEN governors for all the time they had contributed this year.

The chair thanked JJ for her report and wished to echo the sentiments of the HT.

14/07/08 Reports on committee meetings (chairs of committees)

Action

Curriculum Committee – 9.3.16

The committee chair briefly summarised the minutes from the recent committee meeting, the main agenda item being the Maths presentation by AM. The committee chair wished to record his thanks to AM on behalf of the committee.

Several policies were approved at the meeting including an updated behaviour policy, staff development policy, SMSC policy and allegations management procedures.

Extended Services Committee – 11.3.16

The committee chair summarised the minutes from the recent committee meeting. The Kindergarten are doing exceptionally well under the guidance of the Lead Practitioner, Gemma Howie. With the help of the Early Years Manager, numbers have increased significantly and integration with the rest of the school is excellent.

Kids Club is running at capacity and there are few places available next year. In view of this Paint-pot after school club were invited to the new parents meeting this year to give parents alternative options.

The committee chair reported that the accounts were healthy, and confirmed that, as previously agreed, lease figures had been transferred to the school budget.

The committee chair summarised the decision to terminate the provision of French lessons within Kindergarten. Following brief discussion it was agreed that **THE CHAIR WOULD REPLY TO AN EMAIL HE HAD RECEIVED FROM THE FRENCH TEACHER TO REINFORCE THE MESSAGE ALREADY DELIVERED BY THE COMMITTEE CHAIR.**

Chair

Finance & Operations Committee – 3.12.15, 4.2.16 & 8.3.16

The committee chair reported that the school was currently running at a deficit this year due to the additional staff provision supporting children in YR. Further a meeting was held with the accountants last week where the question was asked whether we should show a deficit or transfer funds to cover. The accountants confirmed that there would be no issue for the school running a deficit and to submit a budget running at a deficit would be acceptable. The committee chair confirmed that the budget also included recommendations from the pay panel, which had met last month and agreed several additional payments.

[A staff governor asked if, at any point in the future, we are looking to form a MAT would the budget deficit cause any problems.](#) The committee chair confirmed that it would not.

Recommendations to the Governing Body from committee(s)

The F&O committee chair proposed that the GB approve a £2.5k spend on a new fire panel. This was unanimously agreed. **THE HT TO INSTRUCT KA TO ACTION.**

HT/KA

The chair made comment on the excellent presentations made to the committees this year by various members of staff. He expressed that he would like to continue to support the staff to do that next year.

14/07/09 Governor Training/Visits update

SEN Visit Reports - 20.5.16

An Inclusion Governor briefly summarised the report from the recent meeting and confirmed that another meeting was scheduled for tomorrow.

Safer Recruitment – 13.6.16

A Vice Chair commented on the quality of the training delivered by L Rolfe at Kingsholme and how pertinent it was at the current time.

Cyber Security – 27.6.16

A staff governor briefly updated the governors on the training attended recently covering both cyber security and focussing on the new 'Keeping children safe in education' statutory guidance to be introduced in September.

14/07/10 Policies for Approval

None.

14/07/11 Any Other Business

The chair wished to thank a member governor for the work she had carried out to produce the recent governors' newsletter and was happy to share some positive feedback received from a parent.

The HT thanked the chair and vice chairs for all their hard work this year and also for attending the fortnightly Wednesday update meetings. She also thanked all of the governors for their support during the year.

The chair wished to record his thanks to the clerk for her support.

As it was her last GB meeting, the chair made a presentation to LP and thanked her for all her support during her term of office.

There being no further business the meeting ended at 8.15pm.

..... (Chairman's signature)