



**MINUTES OF A MEETING OF THE GOVERNING BODY
OF CHARLTON KINGS INFANTS' SCHOOL
HELD ON THURSDAY 20TH JUNE, 2013**

Present:

**Mrs K Arndtz
Miss T Bevan
Mrs C Daghish
Mrs L Dalton
Mrs V Dirken
Mr M Fletcher
Mrs L Fulvio-Mason
Mr N Owens
Mrs J Pandazis (Headteacher)
Mrs L Parry
Mr W Partridge (Vice Chair)
Mrs A Tonge
Mr S Thomas (Chair)**

In Attendance: Mrs K Marquess

- | 20/06/01 | Apologies | <u>Action</u> |
|-----------------|--|----------------------|
| | Apologies were received and accepted from AJ, PP and LR. | |
| 20/06/02 | Register of Governors, Contact Details and Register of Interests | |
| | The register was signed. There were no other interests to be recorded at present. An up to date contact list had recently been circulated and the Chair reminded all governors to pass on any changes to their contact details to the Clerk. | |
| 20/06/03 | Minutes of Previous Meeting - 20th March 2013 | |
| | These were accepted as a true and accurate record of the meetings, and signed by the Chair. | |
| 20/06/04 | Matters carried forward, not covered elsewhere | |
| | None. | |
| | The Chair confirmed that the HTPM had sat this evening prior to the GB meeting. A very comprehensive list of objectives completed by the HT was reviewed by the panel and the Chair thanked the HT for another excellent academic year. | |
| 20/06/05 | Headteachers Report | |
| | The report had been previously circulated to all governors. | |
| | Staffing - Discussion took place regarding the impending retirement of a YR teacher. It was agreed that a gift should be presented to her on behalf of governors past and present for her many years of service. | Clerk |
| | KA briefly outlined the Long Service Award which was discussed and agreed at the recent F&O Committee, following the cessation of a scheme previously run by the Local Authority. The LSA will form part of the new pay policy and will be payable on departure of a member of staff at a rate of £10 per year. To qualify the employee should have a minimum length of service of 10 years. | |

Action

School Development Plan – the Chair asked the HT whether governors need to see the plan, add input or indeed approve the document prior to finalisation. The HT confirmed that as it was purely an operational document and that governors do not need to have any prior input. She confirmed that a hard copy of the plan would be distributed to all governors in September and would shortly appear on the school website.

JP

Commenius - VD asked what advantage had teachers gained from the Commenius links so far. NO confirmed that they had gained knowledge of the education system in the other countries as well as greater cultural awareness.

The Chair asked the HT if she had one particular highlight during the academic year – she confirmed that she had many rather than one she would single out.

The Chair asked the HT to thank JJ on behalf of the GB for all the additional work she had invested into the recent One World Week, and also to thank LJ for the work she had undertaken regarding the Unicef Rights Respecting Schools Award.

JP

20/06/06 School Improvement Advisor – Next Year

The HT confirmed that she had received an email from our external moderator asking if we wished to retain his services as he would be reducing his hours. She confirmed that we have agreed to retain him for two visits - one in September to discuss performance management and the second in October to discuss standards.

20/06/07 Health and Safety

In the absence of AJ, the Chair confirmed that an inspection had been carried out in May (report previously circulated). This had been discussed at the recent F&O Committee. The governors all agreed that the employment of a handyman had a significant positive impact on the appearance of the school grounds and buildings.

20/06/08 SEND Report

The Chair asked for thanks to be passed to JJ for her comprehensive report. Discussion took place regarding the cost implications of buying into the new EPS system. MF confirmed that a fee of £750 would facilitate 3 visits. If you didn't opt to buy in a statutory assessment visit would take place and further visits would cost £270. The alternative would be to buy in our own service which would afford us the opportunity to appoint someone directly and use their services when required. MF confirmed he would be attending a meeting regarding this early next week and would report back to JP.

MF

KA explained the cost implications of supporting a child prior to receiving a statement have cost us c.£11,500 minimum this year. In addition we have been holding a current YR place for a statemented child transferring from another school for which we haven't received any funding.

The maths intervention for Y1 which was introduced at the beginning of the summer term was not particularly effective, in part due to the timetabling of this intervention during the afternoon.

TB confirmed that her SEN training had been rescheduled to 28 November. She has also arranged to visit SEN Teaching Assistants on 5 July. TB will provide an overview of her findings.

TB

20/06/09	Chairs Business	<u>Action</u>
	<p>Teachers Pay Policy – The Chair confirmed that the way in which teachers are paid is currently being reviewed. The HT is drafting a new policy following advice provided from the NAHT (National Association of Head Teachers). The Chair confirmed that this is something we all need to be aware of and recommends that all governors do some background reading as it is a subject Ofsted may ask governors about.</p>	<p>JP ALL</p>
	<p>Ofsted and Lessons Plans – ST made reference to the 4 Ofsted reports JP had previously circulated to all governors. He highlighted those areas where Ofsted had commented on the amount of time governors spend in the school and their responsibilities. Particular reference was made in the Ofsted visit report of Kingsholme school to the development and planning and marking and feedback to the children. Discussion took place regarding standard lesson plans. The HT confirmed that although we used standard weekly plans and termly overview plans we didn't use a daily lesson plan.</p>	
	<p>School Calendar – JP has agreed to issue this on a monthly basis.</p>	<p>JP</p>
	<p>Succession Planning – The Chair confirmed that he intends to step down as Chair at the end of his term in September. He is, however, prepared to act as Vice Chair to support the new Chair in office. He asked that those governors who are interested in putting themselves forward for either the role of Chair or Vice Chair to let the Clerk know by midday on the last day of term, ie Friday 19 July.</p>	<p>ALL</p>
	<p>The Chair confirmed that CD and AT are both near the end of their terms. In view of these changes he asked that if any governors would be interested in moving committees to let the Clerk know by midday on Friday 19 July.</p>	<p>ALL</p>
	<p>The Chair suggested that the HTPM should include the new Chair, Vice Chair and LP. Although AT (in part), LP, the Vice Chair and Chair should attend the September meeting. It was agreed that the Chair would talk to PP regarding his role on the panel.</p>	<p>ST</p>
	<p>Governor Newsletter – The Chair asked if as a body we would want to issue a newsletter to parents and if so what we would want to include. The newsletter should be no more than 1-1.5 pages A4. He has asked for any comments/suggestions by 1st July.</p>	<p>ALL</p>
	<p>Following the departure of both AT and CD we will have 3 governor vacancies, 1 of which would be for a parent governor. The Chair asked the governors to consider any particular skills gap which may be missing from the current governing body. VD suggested a contact from a local Accountants, and KA suggested the new Curate. The HT suggested that MF plays a greater role in the GB. MF confirmed that he was happy to remain on the Curriculum Committee and have an involvement with any future Ofsted visit. It was also suggested that he adopt the specialist role of G&T. It was agreed that at the September planning meeting a team of, say, 5 governors be agreed who could be well rehearsed and prepared to meet with Ofsted and be available at only a days notice.</p>	<p>ALL MF</p>
20/06/10	Reports on Committee Meeting Minutes	
	a. Curriculum – 13/6/13	
	<p>Minutes had been circulated. AT reported the highlights from the recent Curriculum Committee meeting. The Chair made reference to the exceptional, comprehensive learning walk report. He also asked the HT what the focus of the learning walk would be next year and she confirmed that it would be PE.</p>	

b. Extended Services – 4/6/13

Action

Minutes had been circulated. CD reported the highlights from the recent Extended Service Committee meeting which included:

- [Hall letting fee – it has been agreed by the F&O that the letting fee be increased from £9.00 to £10.00 per hour for non profit making organisations and from £12.00 to £13.00 for commercial users.
- [No negative feedback had been received regarding the recent Kindergarten fee increase.
- [4 iPads (c. £1.4k) had been requested for use by staff in order to use the same record keeping system as CKIS. It was agreed that as this cost was within the remit of CKKG, CD should confirm to DG to go ahead.
- [CKKC – The Chair asked if agreement had been reached also to charge a lease fee CKKC. This was discussed and it was suggested that an hourly fee of £10 be paid by CKKC backdated to the previous ESC meeting.

CD

Clerks Note: On referring to the minutes of the ESC meeting 4/6/13 it was minuted that:

'Following discussion it was agreed that this was a professional service offered by the school as part of the extended services provision and therefore should be paid for by the school.'

Therefore a lease fee would not be charged to CKKC.

c. Finance and Operations – 17/6/13

In the absence of LR the Chair reported from the recent committee meeting. He confirmed that the risk register would be emailed to the Clerk. He had also contacted an IFA regarding investment and was awaiting a call. He also confirmed that he was looking at an alternative quote for auditors fees.

ST

During the summer holidays all the windows in the old building would be replaced at a cost of c£65,000. An assessment has also been made of the re-pointing and re-roofing repairs necessary in the school with an initial estimate of c.£45,000. Tenders are currently being collated.

Recommendations to the Governing Body from Committees

None.

20/06/11 Governor Training / Visits update

Learning walk - 7/6/13 (TB/NO/WP)

The report previously circulated was discussed. TB and WP confirmed that as well as extremely impressive the learning walk was very enjoyable.

Curriculum Training - 3/6/13 (WP/TB/NO/MF)

Attended by MF and TB. MF confirmed that this covered responsibility of governors for curriculum but he felt it wasn't indepth enough.

Headteacher Appraisal - 15/5/13 (WP/LP)

WP/LP – WP confirmed that the training was delivered by Ruth Kessell and was excellent.

Action

20/06/12 Appeals Update

TB confirmed that although we had initially received 10 appeals for YR in September this year, 6 have withdrawn and 4 appeals will be taking place next Thursday, 27 June. Discussion took place regarding appeals procedures.

20/06/13 Other Items

Staff questionnaire results – The HT confirmed that 85% of questionnaires had been returned. It was agreed that the Clerk would circulate findings.

Clerk

TA Meeting – The Chair confirmed that both he and PP had met with 5 Teaching Assistants in May. It was an opportunity for the TAs to have an informal discussion with the governors. It was agreed that this type of meeting would take place twice a year. The Chair confirmed that we have very skilled TAs working at CKIS who are extremely valued.

Chair

DBS Checks - AT confirmed that she had recently undertaken a further check of the records.

F&O Terms of Reference - VD confirmed that she had drafted new terms of reference and will forward to the Clerk.

VD

Teacher Learning Communities – NO handed out a end of year summary of the TLC outlining the areas looked at so far. Although the initiative had required a large time commitment by the teachers involved it had afforded a stronger link between the teaching staff from both schools.

At the end of the meeting the Chair made a presentation to CD in recognition of her role as governor her term of office. CD thanked the Chair and the governors for their support during her term.

Meeting finished at 8.10pm

Date of next meeting – Thursday September 19th, 2013 (6.15 for 6.30pm start)

..... (Chairman's signature)