



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

Present:

- Mrs K Arndtz**
- Miss T Bevan**
- Mr M Fletcher**
- Mr A Jones**
- Mr N Owens**
- Mrs J Pandazis (Headteacher)**
- Mrs L Parry**
- Mr W Partridge (Vice Chair)**
- Mr P Petrie**
- Mr L Reilly**
- Mr S Thomas (Chair)**
- Mrs A Tonge**

In Attendance: **Mrs K Marquess**

20/03/01	Apologies	Action
	Apologies were received and accepted from CD, VD and LF-M. RK was on maternity leave and LD was absent.	
20/03/02	Register of Governors, Contact Details and Register of Interests	
	The register was signed. There were no other interests to be recorded at present. The Chair reminded all governors to pass on any changes to their contact details to the Clerk.	
20/03/03	Minutes of Previous Meeting - 20th November 2012	
	These were accepted as a true and accurate record of the meetings, and signed by the Chair.	
	F&O Terms of Reference – It was agreed that in the absence of the proposed new Terms of Reference the Clerk would contact VD to ensure that this action is carried out.	Clerk/VD
20/03/04	Matters carried forward, not covered elsewhere	
	None.	
20/03/05	Headteachers Report	
	JP briefly summarised her report which had previously been circulated. Highlights include:	
	[All teachers have undertaken mid year performance management reviews.	
	[All Teaching Assistants have completed their performance reviews	
	[Lesson Study has taken place in all year groups	
	[A second Governor Walk focussing on reading on phonics has taken place. JP thanked MF/LP/PP for their exceptional report.	
	[Currently there are 31 children on the able, gifted and talented register	
	[AJ has now arranged the annual Health and Safety Walk (3/5/13)	

Discussion took place regarding the role of the teaching assistants and it was agreed that ST/PP would meet to discuss what impact they are making and speak to some of the teaching assistants to see how they feel. MF shared his knowledge from a recent Ofsted visit where Ofsted are currently focussing on the work teaching assistants do with phonic groups. In addition Ofsted will report on the use of teaching assistants and their effectiveness.

Action

ST/PP

UNICEF Rights Respecting Schools Award (RRSA)

JP briefly summarised the report previously circulated from Laura Jarvis. In addition JP reported that Miss Jarvis and Mrs Tyler have written a school rights song which will be shared with our Comenius partner schools (NO played the song for the governors). The Chair asked for thanks to be passed on to both Miss Jarvis and Mrs Tyler on behalf of the Governing Body for their work.

JP

20/03/06 SEND Report

Mrs Jones had provided the GB with a comprehensive report which was briefly discussed. PP questioned the YR allocation for a child with specific needs. JP explained that the parents were awaiting the results of a recent panel meeting which would facilitate their decision. The Chair asked for thanks to be passed on to Mrs Jones from the governors for her report as well as all the hard work and time she invested to make the health week such a success. He also asked for congratulations on behalf of the GB to be passed on following the achievement of her National Award for SENCo qualification.

JP

20/03/07 Reports on Committee Meeting Minutes

a. Curriculum – 28.2.13

Minutes had been circulated. AT reported the highlights from the recent Curriculum Committee meeting.

NO was able to provide an update regarding the ICT curriculum changes, the main focus being the introduction of programming and coding. A scheme had been purchased which could cross reference to the new curriculum. It was agreed that we need to invest more heavily into ICT on an ongoing basis.

b. Extended Services – 5.3.13

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

- [Kindergarten Fee - with effect from September the fee will increase to £3.50 per hour for additional hours beyond 15 per week (the first 15 hours remaining at £3.35).
- [A teaching assistant had resigned. These hours are currently being covered in part by an existing member of staff.

c. Finance and Operations – 6.3.13

Minutes had been circulated which LR briefly summarised:

- [Auditors Management Letter - the committee were addressing the six outstanding issues raised by DMB.
- [Auditors Fees - the committee had agreed to challenge the fees charged by DMB. It was agreed that KA should email the auditors prior to the Easter break.
- [Grounds and buildings - the new blinds were being fitted over the Easter holiday. JP reported that the planning officer had confirmed that we do not require planning permission for the new windows which were being installed over the summer holiday.

KA

Action

Recommendations to the Governing Body from Committees

None.

20/03/08 Governor Training / Visits update

Learning walk 22/2/13

The report previously circulated was discussed. MF, LP and PP commended the behaviour of the children and the high standard of work they produced.

The final learning walk of this academic year is scheduled for Friday 7th June. TB, NO and WP will visit Yellow, Purple and Indigo classes.

TB/NO/WP

Safeguarding Training for Governors 25/1/13

Further to the report previously circulated, discussion took place regarding the school based training which was attended by 5 governors last January.

The training highlighted a number of safeguarding issues (which may need checking) for example: safeguarding checks on non-staff members who have access to the school. JP confirmed that the Clerk had written to the two after school activity clubs who lease our premises and both have confirmed up to date DBS checks. (**Please note:** these checks were already in place and personnel/ club leaders have not changed in the time the head has been at the school.)

It was agreed that, as the nominated Child Protection Governor, VD should contact the head (by email) asap in order to check the necessary information highlighted at the course and to ensure that our records and policies and procedures are up to date.

VD

Governors Curriculum Training – 15/4/13

The Clerk reminded the governors of the opportunity to join CKJS for their school based Governors curriculum training which is taking place on Monday 15th April. It was agreed that WP/TB/NO and MF would attend.

WP/TB/NO/MF

20/03/09 Policies for Approval

None.

20/03/10 Other Items

None.

20/03/11 Any Other Business

PP informed the governors of a Y2 appeal he attended in January as Presenting Officer. The appeal was successful and the child will commence after Easter. This, however, has no effect on the numbers of children in Y2 as we have 2 children leaving Y2 at the end of this term.

The meeting ended at 7.40pm.

Date of next meeting - Thursday 20th June, 2013 (6.15 for 6.30pm start)

..... (Chairman's signature)

