



MINUTES OF A MEETING OF THE GOVERNING BODY OF  
CHARLTON KINGS INFANTS' SCHOOL HELD ON MONDAY 23rd NOVEMBER 2016

- Present:**
- Mr J Atack (Chair)
  - Mrs J Bagley (Jt Vice Chair)
  - Mrs T Bevan
  - Mr D Burke
  - Mrs H Crocker
  - Mrs H Eggelton
  - Mrs J Jones
  - Mrs M Main
  - Mrs J Pandazis (Head teacher)
  - Mrs C Paris-Johnstone
  - Mr W Partridge
  - Mrs R Pritchard
  - Mrs C Russell
  - Dr H Schmidt
  - Dr H Smith (Jt Vice Chair)
  - Mrs V Storey
  - Mr S Thomas
  - Mrs F Tyler
- In attendance:** Mrs K Marquess, Clerk

The chair welcomed everyone to the meeting.

Action

**23/11/01 Apologies**

Apologies were received and accepted from AJ and PE for their absence from the meeting and ST for lateness.

**23/11/02 Register of governors, contact details and register of interests**

This was signed. The chairman reminded all governors to pass any change in contact details to the clerk for updating. There were no additional interests to be declared.

**23/11/03 Chair's business**

- a. HTPM – the chair reported that the panel had met prior to the GB meeting where it was confirmed that the HT had met all the short term targets. The chair requested that a minute was recorded by the clerk to thank the HT on behalf of all the governors for all the work involved in achieving these targets.
- b. MAT – the chair confirmed that investigations will resume in March 2017 once the new HT is in post
- c. Risk register – the chair reminded the governors of the forthcoming meeting on 30th November.
- d. New head teacher – the chair referred to the programme of integration for the new HT enabling her to be well appraised of the school. The HT confirmed that to date the new HT had attended the prospective parents meeting and is included in the interview programme for the EYFS maternity cover position. The chair confirmed that she would also be attending the risk register meeting on 30<sup>th</sup> November. The chair also confirmed that the first HTPM is proposed for Wednesday 11<sup>th</sup> January to which the vice chairs have been invited to attend and a decision should be made regarding the appointment of a new SIP.

*ST arrived at the meeting.*

- e. Audit findings – to be taken under item 23/11/07 c.

- f. Letter from Lord Nash – the chair referred to the letter which had been circulated to all prior to the meeting which addressed the following questions:
- Is there robust oversight of financial management,
  - does your board of trustees have sufficient independence and diversity of perspectives, and
  - do your trustees have the right skills and experience to discharge these duties.
- The chair asked **IF ANYONE WOULD BE INTERESTED IN ATTENDING ONE OF THE WORKSHOPS REFERRED TO IN THE LETTER WHERE FUNDING IS PROVIDED FOR UP TO 3 GOVERNORS AND REQUESTED ANY WHO WERE TO CONTACT HIM DIRECT.**
- g. Christmas lunch – the chair referred to the annual Christmas lunch on Thursday 15<sup>th</sup> December. He encouraged all governors to attend this, particularly new governors, as it would be a useful opportunity to see how the school operates at lunchtime. The menu is available on the website and **IF ANYONE WOULD LIKE TO ATTEND THEY SHOULD CONTACT VS.**

**Action**

**ALL**

**ALL**

#### **23/11/04 Minutes of previous meetings – 14.7.16, 16.9.16 & 26.9.16**

The minutes were approved by all those present and signed as a true and accurate record of the meeting by the chair.

#### **23/11/05 Matters carried forward, not covered elsewhere**

Fire Panel – minute 14/07/08

*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 ACTION.***

**HT**

The HT confirmed that this is being actioned.

#### **23/11/06 Head teacher's report (including safeguarding report)**

The HT referred to her report. [A governor asked for an update regarding the Lesson Study cycle.](#) The HT confirmed that the Y2 lesson studies were now complete and that those in Y1 would be taking place next week.

The HT confirmed that a Y1 pupil in Purple class had won the recent competition to design a Christmas card for local MP, Alex Chalk. In addition another Y1 pupil in Green class had been selected as 1 of the 4 runner ups.

Safeguarding Report – the HT referred to the report which had been circulated to all governors prior to the meeting. There were no questions arising.

Draft SSE – the HT confirmed that this is a working document and that the new HT will make amendments going forward. [A governor had raised a question regarding the mix of YR entrants](#) prior to the meeting which the HT had answered.

The HT informed the governors that Pauline Travers had communicated her decision that she no longer wished to continue her work with CKIS. Discussion took place regarding the importance of retaining the extra curricular singing and drama subjects at CKIS. The HT confirmed that she was investigating the possibility of finding someone else to direct the 2 day workshop, possibly at CKJS. In addition contact had been in contact with a parent of a Y2 child who is a drama teacher. The HT was hopeful that GW would continue with the group choral speaking group. The HT confirmed that she hoped to have something in place before she retired.

2017/18 Term dates – the HT referred to the dates circulated prior to the meeting which mirrored those of CKJS. [A governor asked if we should try to incorporate the same term dates as Balcarras](#), the HT confirmed that it was less important to mirror the term dates with Balcarras as their pupils are so much older and independent and they have the additional constraints of exam dates. **THE TERM DATES WERE AGREED BY ALL THOSE PRESENT – THE CLERK TO PUBLISH ON THE WEBSITE.**

**Clerk**

Staffing/maternity cover/sickness – the HT confirmed that interviews are taking place on 2<sup>nd</sup> December for EYFS maternity leave cover position.

The HT confirmed that the duties currently performed by HK will be covered during her absence by LJ and AM (KDG staff performance management, development of outdoor learning, KDG deputisation and EYFS TA performance management, letters to parents, planning, YR visits respectively).

It was agreed by the governors that the additional allowance should be split equally.

A staff governor asked if an allowance should be paid to those CKKC staff who are deputising for JP during her absence. **THE HT AGREED TO CONSIDER THIS.**

**HT**

The chair thanked the HT for her report and for all the work involved in the SSE.

### **23/11/07 SEND report**

The SENDCo referred to her report and commented that it is proving to be another eventful year in Y1 with some challenging behaviour. She confirmed that professional advice is being sought for one Y1 pupil and it was hoped to secure additional funding. She also referred to another Y1 pupil who does not have a diagnosis where it is doubtful we will receive any additional funding for the 1:1 support we provide. The SENDCo confirmed that the child in YR with an EHCP has made a positive start and the TA supporting her is doing an amazing job, providing quality support. However we have been inundated with lots of different equipment provided by the OT most of which is impractical to use within the setting. The SENDCo highlighted that further logistical problems may arise as this child moves into Y1 and Y2. **IT WAS AGREED THAT THE FINANCIAL IMPACT OF THIS WOULD BE DISCUSSED FURTHER AT A FUTURE F&O COMMITTEE.**

**Clerk**

The SENDCo referred to the parent questionnaire, a summary of which was circulated prior to the meeting. Of 13 questionnaires issued responses had been received from 5 parents. A governor commented that overall the responses had been really positive.

Discussion took place regarding the challenges of managing appropriate channels of communication with parents. A governor shared practices at her school where brief daily email updates are sent and suggested that this was something we could consider. The SENDCo explained that we have previously introduced a home school diary but this had led to complaints from other parents that other children see it as a reward. In addition due to the constant challenge presented by these particular children it is often difficult to speak to their parents, whilst managing the other children in the class.

The governors thanked the SENDCo and reiterated their appreciation of the hard work involved. In addition the SENDCo confirmed that the YR TAs did a fantastic job last year managing these children.

A governor reassured the SENDCo that the GB would offer their full support whenever required. The SENDCo thanked the governors for their continuing support.

### **23/11/08 Reports on committee meeting minutes**

- a. Curriculum (2.11.16) – the committee chair summarised the minutes from the recent meeting and in particular to the presentation delivered by NO regarding end of year assessment, copies of which had been circulated to all governors. The chair asked FT her intention regarding meeting attendance during her maternity leave. She confirmed that she would like to continue attending as many meetings as possible.
- b. Extended Services (1.11.16) – the committee chair summarised the minutes from the recent meeting, highlighting in particular the difficulties faced with the canopy extension outside of the studio area. The chair was able to explain in more detail the issues surrounding the underground drainage systems and the inability to proceed

with the original plans. The chair confirmed that it is hoped that work will begin on the foundations 19<sup>th</sup> December, with a view of the work being completed by the end of January. [A governor asked whether there will be additional cost implications](#), the chair replied that as yet no additional costing has been suggested by the contractor.

The committee chair also referred to the development of the outdoor space by CKKG. In addition she confirmed that the KG Lead Practitioner has completed the paediatric first aid course and that LJ will also complete this in March. Further she was delighted to report that KG numbers have also increased with only a few places remaining available.

[A governor asked what the cost implication would be relating to the planned outdoor improvement](#). The HT confirmed that the PFA are hoping to be able to fund this project in its entirety. It was agreed that once a quote had been received the PFA would target the parents with a view to raising the funds required.

The HT confirmed that MM has recently qualified as a Forest Leader and is undertaking FS activity within EYFS. In addition Lisa Fox, who has recently joined us 3.5 days per week, is also a Forest Leader and together with MM will manage the Bug Club and Eco committee.

The committee chair confirmed that CKKC is at full capacity 4 days per week.

- c. Finance & Operations (11.10.16 & 15.11.16) – the committee chair summarised the minutes from the recent meetings. Discussion took place regarding the auditors' assurance reports. The committee chair confirmed that the majority of actions had been addressed and updated the governors regarding those actions.

*DB left the meeting.*

Further the committee chair reported that a clearance meeting is scheduled with the auditors on Friday 25<sup>th</sup> November and the accounts will be presented for approval to the F&O committee on Tuesday 6<sup>th</sup> November.

- d. Eco Governor update - JB reported that she had attended a meeting this term with the newly elected Eco committee. Further she reported that a toy and book swap was planned by the committee members in January.

Discussion took place regarding the Green Flag award and whether we wish to renew it when it runs out next year. It was agreed that either Lisa Fox or MM should take it on. The HT confirmed that a number of other awards would be due for renewal or review next year. FT referred to the Artsmark award which runs out in July 2017 and confirmed that she will reassess this in September 2017 on her return after maternity leave. The HT confirmed that other staff members will monitor the other awards and their renewal.

- e. PFA liaison update – FT referred to the intention of the PFA to fund the planned outdoor area. In addition the PFA have also funded the purchase of a buddy bench for the Y1/Y2 playground.
- f. CKJS liaison update - in the absence of a report from NO, the HT reported that Sue Selwood had attended the recent curriculum committee meeting and NO had attended the curriculum committee meeting of CKJS as well as a Deputy HT meeting recently.

Recommendations to the governing body from committee(s)

F&O committee – staff reward:

The committee chair reported that the committee had discussed the possibility of the governors funding the staff Christmas party as a gesture to say thank you for all their hard

work. The proposal was £20 per head and the committee chair assured the governors that this funding would be met from monies raised by the school by way of commission that the school had earned from photographs, school uniform etc. A staff governor confirmed that she felt that it would be well received by all the staff, and particularly the non-teaching staff. **THIS PROPOSAL WAS APPROVED BY ALL THOSE MEMBERS PRESENT.**

**Action**

**HT/KA**

**23/11/09 Governor training/visit update**

SEND visit reports – 15.7.16 & 11.11.16

An Inclusion Governor briefly summarised the reports from the two recent meetings.

Role of Chair training – 7.11.16

HE gave a brief update following her attendance at Role of chair training.

The HT confirmed that during her 45 years experience of governors, she felt that the current GB demonstrated outstanding governance, providing challenge, working efficiently and supporting the school leaders.

Learning walks - 19.10.16 & 15.11.16

A parent governor summarised the observations during LW1 which visited Blue, Green and Magenta classes. The main focus of the walk was writing and the governors were impressed with the independence of all the children, especially those in Y1 having to take on more structured learning than they were used to in YR. The governors also commented on the confidence and politeness of the children.

A parent governor also summarised the observations during LW2 which visited Red, Orange and Violet classes. The governors noted in particular the ability of the children to focus on their tasks as well as their willingness to engage with the governors when approached. In addition the governors commented on the efforts made by the staff to ensure that the children of all abilities understood the lessons and the reinforcement by the provision of table/activities.

**AS HC WAS UNABLE TO ATTEND THE LAST LW IT WAS AGREED THAT THE CLERK WOULD EMAIL HC REGARDING HER ATTENDANCE AT A FUTURE LW.**

**Clerk**

**23/11/10 Policies for approval**

Conflict of interests & Anti-Fraud

Both of these new policies which were circulated to all governors prior to the meeting were approved by those present. **THE CLERK TO PUBLISH ON THE WEBSITE.**

**Clerk**

**23/11/11 Any other business**

The chair reminded those present to sign the card for JP of CKKC.

The HT confirmed that the next Health & Safety Audit should be carried out in the New Year. **CLERK TO CONTACT HEALTH & SAFETY GOVERNORS TO ACTION.**

**Clerk**

As it was the HT's last GB prior to her retirement the chair and ST took the opportunity to express their gratitude and thank the HT for all of her hard work during her time at CKIS. The chair presented the HT with a gift on behalf of all the governors.

**23/11/12 Date of next meeting – Monday 20th March, 2017**

There being no further business the meeting ended at 8.15pm

..... (Chairman's signature)