



**MINUTES OF MEETING OF THE GOVERNING BODY
OF CHARLTON KINGS INFANTS' SCHOOL
HELD ON THURSDAY 19TH SEPTEMBER 2013**

Present: Mrs K Arndtz
Mrs T Bevan
Mrs L Dalton
Mrs V Dirkin
Mr M Fletcher
Mrs L Fulvio Mason
Mr A Jones
Mrs R Koller
Mr N Owens
Mrs J Pandazis (Headteacher)
Mrs L Parry
Mr W Partridge (Chair)
Mr P Petrie
Mr L Reilly
Mr S Thomas (Vice Chair)
Mrs A Tonge

In attendance: Mrs K Marquess (Clerk)

19/09/01 Apologies

Action

Apologies for lateness were received and accepted from LR.

19/09/02 Register of Governors and Contact Details

This was signed. The Chairman reminded all Governors to pass any change in contact details to the Clerk for updating.

ALL

19/09/03 Register of Interests

The clerk circulated copies of 'Declaration of School Governor pecuniary and business interests'¹ for all Governors to complete and return asap.

WP,LR

19/09/04 Election of Officers (Chair and Vice Chair)

The Clerk reported that WP had offered to stand for Chair and ST for Vice Chair. WP and ST left the meeting.

The Clerk now chaired the meeting for the election.

There was unanimous agreement that WP be elected as Chair and ST be elected as Vice Chair for a term of one year. WP and ST re-joined the meeting.

The meeting continued with the new Chair and Vice Chair and chairmanship of the meeting was handed back to WP as newly elected Chair.

The Chair announced that this was the last meeting which AT would attend as her term of office expires on 20th October. He presented her with a card and gift on behalf of all the governors and thanked her for all the work she had undertaken in her role as a Parent Governor.

¹ Further information about business and pecuniary interests can be found in annex 2 of 'A guide to the law for school governors'

Action

19/09/05 Current Governing Body Membership & Terms of Office

The Chair referred to the proposed committee membership and key posts/specialist roles issued prior to the meeting. The proposals were agreed with the following amendments:

Link Governor removed
Staff Appeals Panel becomes Staff and Pay Appeals Panel
New Pay Panel formed, members being VD, LP, PP

Clerk to update membership and circulate to all.

Clerk

LR arrived at the meeting

The body currently has 2 vacancies for 'other' Governors and following the departure of AT will have a vacancy for a Parent Governor.

The Clerk confirmed that a letter has been issued to all parents inviting nominations for a new Parent Governor. The deadline for nominations is next Monday, 23rd September.

In addition the Clerk reported that we have received an application from Sqn Ldr Whitten-Brown for a position of 'other' Governor. The Clerk handed out a brief summary provided by Sqn Ldr Whitten-Brown and following brief discussion it was unanimously agreed (proposed by MF and seconded by ST) that we accept his application. The Chair and Clerk would make contact with Squadron Leader Whitten-Brown and NO agreed to act as mentor.

**Chair/Clerk
NO**

The Chair confirmed that the next change to the body membership will arise in November 2014 when 3 Parent Governors will reach their end of term. The Chair asked if all governors could, where appropriate, market these future vacancies, particularly Parent Governors in the playground.

ALL

19/09/06 Committees

- Membership & Structure

Covered in 19/09/05 above.

- Outstanding Actions

Prior to the meeting the Clerk had circulated to Chairs of Committees a summary of outstanding actions from the last minutes.

Extended Services Committee – no major outstanding actions.

Curriculum Committee – no major outstanding actions.

Finance and Operations Committee - Discussion took place regarding outstanding actions which all appeared to be in hand.

19/09/07 Headteacher's Report

The HT gave a brief verbal report to the governors.

Number and Appeals Update - All classes are full with 91 pupils in YR. Following an appeal yesterday the number in that YR class will increase to 32. It was decided to increase the number in one class as the other two YR classes included children with additional needs.

Discussion took place regarding future appeals and the impact of more than 30 pupils in any classroom. The HT proposed that where any future appeals were upheld and resulted in this situation the school should reserve the right to move that child to another class if it deemed appropriate at the end of the academic year. The

governors agreed that this should be the case. Therefore any future offer to parents in this situation would include this condition.

Action

Comenius Project - the HT confirmed that the current year's Comenius visits had been agreed.

CKIS term dates – the dates previously circulated by the Clerk were approved by the governors.

Policy review dates – the schedule previously circulated was briefly discussed. All policies with the exception of 3 governor policies were up to date. It was agreed that the HT would update the Governor Allowance and Governor Visit Policy and that ST would update the Safer Recruitment Policy.

HT/ST

Holidays During Term Time – discussion took place regarding legislation surrounding holidays during term time. The HT handed out a draft letter which she proposed to send to all parents. The governors agreed with her proposal.

HT

19/09/08 Governor Training Update

The Chair confirmed that he is attending training 'The role of Chair' on 15th November.

It was agreed that the Clerk would circulate details of the training available to all governors.

Clerk

Learning Walks – JP explained that this years focus would be PE which would involve a talk with the co-ordinator and HT followed by a short observation and then a talk with a sample of pupils from one of the year groups.

Primary School Sports Premium – the Clerk had previously circulated a summary from Laura Jarvis, PE Co-ordinator to all governors. The HT confirmed that Martin Ballard is visiting the staff on at 3.15pm on 9th October regarding additional funding for sports. All governors would be welcome to attend.

ALL

19/09/09 Future Meeting Dates

The following meeting dates were confirmed:

Full Governing Body Meetings – 6.15 for a 6.30pm start:

Monday 25th November

Tuesday 18th March

Wednesday 2nd July

Annual General Meeting – KA to confirm whether this is still a requirement

KA

Committee Meetings:

Curriculum Committee – Thursday 7th November – 6.00pm

Finance & Operations – Monday 11th November – 6.00pm

Extended Services – Tuesday 5th November* – 12.00pm

**Please note new date*

Learning Walks – 1.00pm start:

Wednesday 6th November – Y2 - Attendees: ST, WP, LR

Monday 27th January – Y1 – Attendees: tbc

Tuesday 10th June – YR – Attendees: tbc

19/09/10 Y2 Questionnaire

Action

The HT reported that 29 questionnaires had been returned. Overwhelmingly all parents and children mentioned the teachers – approachability, friendliness, understanding of each child as an individual, etc. All respondents said that they would recommend our school. One governor asked if 29 out of 90 was an acceptable response rate. The HT confirmed that this was a very good return and was a response than last year.

It was agreed that the Clerk would circulate a summary to all Governors.

Clerk

MF referred to the Parent View website and suggested that additional positive feedback should be encouraged from parents as this is one area Ofsted would look at during a visit.

19/09/11 Appeals and Numbers Update

Covered in 19/09/07 above.

19/09/12 Any Other Business

Governors Self Evaluation Questionnaire – ST agreed to draft a copy for all governors to complete.

ST

The next item was a private minute and all Staff Governors were asked to leave the room.

The Staff Governors returned to the meeting.

The HT handed out copies of the School Development Plan to all governors.

The Clerk circulated a card from Pauline Travers thanking the governors for their kind gift on her retirement.

There being no further business the meeting ended at 7.45pm

Date of next Meeting: Monday 25th November – 6.15 for 6.30pm start

..... (Chairman's signature)