



**MINUTES OF MEETING OF THE GOVERNING BODY
OF CHARLTON KINGS INFANTS' SCHOOL
HELD ON TUESDAY 24TH MARCH 2015**

Present: Mrs J Bagley
Miss T Bevan
Mrs L Dalton
Mrs V Dirken
Dr H Eatwell
Mrs L Fulvio-Mason
Mr A Jones
Mr N Owens
Mrs J Pandazis (Headteacher)
Mrs C Paris-Johnstone (Vice Chair)
Mrs L Parry
Mr W Partridge (Chair)
Mrs V Storey
Mr S Thomas
Mr G Whitten-Brown (Vice Chair)

In attendance: Mrs K Marquess (Clerk)

24/03/01 Apologies

Action

Apologies were received and accepted from MF, JA, and RK (maternity leave).

24/03/02 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. No register of interests were declared.

24/03/03 Minutes of Previous Meetings – 24.11.14

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

24/03/04 Matters carried forward, not covered elsewhere

GB Headlines – the Chair requested that **ALL GOVERNORS CONSIDER ANY ITEMS SUITABLE FOR INCLUSION IN THAT THIS DOCUMENT** which constitutes duties above and beyond normal governor expectations. **IT WAS AGREED THAT THE CLERK WOULD RE-CIRCULATE THE CURRENT DOCUMENT.**

**ALL
Clerk**

24/03/05 Chair's business

a. See private minute.

b. Succession planning – The Chair referred to the current succession plan which had been circulated previously by the Clerk. The Chair addressed each governor category in turn:

Staff governors – RK's term will end September 2015 (ED & LF-M will end their term October 2015)

Parent governors – no vacancies in the foreseeable future.

Member governors – WP's term will end October 2015. In addition there are 2 current vacancies. The Chair confirmed that he had contacted 2 potential candidates and is awaiting a reply. He requested if **ANY GOVERNOR KNEW OF SOMEONE IN THE COMMUNITY WHO MAY BE SUITABLE AS A MEMBER GOVERNOR TO EITHER CONTACT HIMSELF OR THE CLERK.**

Action

ALL

Co-opted governors - VD has informed the Chair that she will end her term at the end of this academic year. The governors expressed their gratitude to VD for all her time and efforts invested during her term.

Discussion took place regarding recruiting new governors with suitable expertise. **IT WAS AGREED THAT AN ADVERTISEMENT SHOULD BE PLACED ON THE SCHOOL WEBSITE AND A REPRESENTATIVE FROM THE GB SHOULD ATTEND THE PROSPECTIVE NEW PARENTS EVENING ON 30TH JUNE TO MARKET THE VACANCIES.**

Clerk

Chair

c. SEQ summary – The Chair referred to the summary previously circulated by the Clerk. All questionnaires confirmed positive feedback and a key point noted was the request for additional interaction between governors and staff. A staff governor recommended that **ANY NON-STAFF GOVERNORS SHOULD INTRODUCE THEMSELVES TO MEMBERS OF STAFF WHEN VISITING THE SCHOOL TO MAKE THEMSELVES KNOWN.**

All

The Chair confirmed that following discussion at the earlier HTPM it was proposed that as part of the governors duty of care and general interest in the staff at school governors meet with teachers and, separately, TAs. The HT confirmed that these meetings should be a similar format to the liP assessment. In addition it was agreed that a BBQ social event be arranged before the end of the academic year. **IT WAS AGREED THAT THE CLERK WOULD LIAISE WITH THE HT AND GOVERNORS TO ARRANGE SUITABLE MEETING DATES.**

Clerk

24/03/06 Headteacher's Report

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

A governor asked for clarification regarding the DSL job description. The HT confirmed that it had been updated based on a model job description and was for information only.

ST complimented the HT and staff on the recent successful health week. In addition the children from Drama Club had been busy attending the Cheltenham Festival of Performing Arts and the Dance Club took part in the Feet First Festival at Cheltenham Town Hall.

THE CHAIR TO PASS ON THANKS TO THOSE STAFF INVOLVED ON BEHALF OF THE GB.

Chair

24/03/07 SEND Report

The report and a current overview produced by JJ, had been circulated prior to the meeting.

The HT thanked both SEN governors for their recent attendance and involvement. The HT confirmed that all TAs would be receiving autism training after Easter; in addition the SEN governors had agreed to attend. The recent SEN audit had suggested that all training records highlight SEN training in red which the HT had actioned.

24/03/08 Reports on Committee Meetings (Chair of Committees)

Action

Curriculum Committee – 4.3.15

The HT highlighted the key points namely the Y2 mid year data and actions from recent lesson study findings.

Brief discussion took place regarding the introduction of assessment without levels. NO, as CKJS liaison governor, had recently met with CKJS to discuss this change. The HT confirmed that she and NO will be attending a training course to better understand the recommendations for September 2015.

Extended Services Committee – 10.3.15

The committee chair updated the governors following the first 'Learning Walk' by the ESC committee members who visited both CKKG and CKKC (**VISIT REPORT TO FOLLOW**). The key points from the recent meeting were:

LP

- CKKG actively trying to market the available sessions.
- an hourly increase has been agreed from £3.50 to £4.00 for CKKG wef September 2015
- a review of the hall lettings charge will take place in September 2016

Discussion took place regarding a complaint the HT had received from a neighbour regarding the noise level omitted from the hall from after school activities. The Clerk had contacted the EHO who had given guidance. **IT WAS SUGGESTED AND AGREED THAT WP/ST/JA/JP MEET TO DISCUSS PRIOR TO A VISIT BEING ARRANGED WITH THE NEIGHBOUR TO TRY AND REACH AN AMICABLE SOLUTION.**

**Clerk
WP/ST/JA/JP**

Finance & Operations Committee – 4.12.14, 7.1.15, 9.3.15 & 12.3.15

The committee chair reported that they had met on 4 occasions since the last GB meeting. He reiterated what an incredible and thorough job JA had done so far overseeing the new kitchen extension. In the absence of JA, the committee chair read a brief current status report provided by JA to the governors outlining next steps and those already taken.

IT WAS AGREED THAT THE CHAIR WRITE TO JA TO THANK HIM FOR HIS CONSIDERABLE INPUT SO FAR.

Chair

IT WAS ALSO AGREED THAT THE HT WOULD WRITE TO PARENTS TO GIVE THEM AN UPDATE RE UIFSM.

HT

Recommendations to the Governing Body from committee(s)

24/03/09 See item 24/03/10.

Governor Training/Visits update

SEN Visit Report - 30.1.15

TB referred to the visit made by herself and HE recently to familiarise HE with SENCo role and SEN provision at CKIS and to provide an update of the current situation. Discussion also took place regarding preparation for Ofsted inspection.

TB commented on the progress made by a Y2 pupil which she witnessed.

SEN Fizzy Visit Report – 11.02.15

Action

HE and TB attended an intervention fizzy lesson for Y1/Y2 pupils organised by JJ and run by a SEN TA. They were both impressed by the organisation of the intervention group and found the children engaging and enjoying the interaction.

PE Visit Report – 19.2.15

GWB briefly summarised his report following his meeting with the PE co-ordinator. The meeting focussed on the current school sports premium budget and the PE and school sports development plan. He looked how the money is being invested and how it fits in with the SDP. **GWB CONFIRMED THAT HE WILL ARRANGE A FURTHER VISIT TO DISCUSS THIS SUBJECT IN MORE DETAIL.**

GW-B

In view of the fact that Gloucester is one of the host cities for the forthcoming Rugby World Club (18.9.15 - 31.10.15) ST suggested that the school try to include a reference to this in the curriculum, with a focus in PE. **THIS WAS DISCUSSED AND THE HT AGREED TO TALK TO THE TEACHERS.**

HT

ED left the meeting

Learning Walk – 26.2.15

JB briefly summarised the report which had been circulated prior to the meeting. The governors had noted that a great deal of effort had been made to address the gender issue relating to maths in all three year groups where the maths tables clearly demonstrated universal themes appealing to both genders. In addition comment was made on the exceptional behaviour of the children as well as the preparation work undertaken by the teachers. The governors also witnessed the use of tablets by TAs for immediate assessment of the children.

24/03/10 Policies for Approval

Complaints Policy

The HT confirmed that she had amended the complaints policy initially as a reaction to the complaint referred to under item. 24/03/05, but also to follow current guidelines. As well as simplifying the original policy the other changes were the addition of an independent person on the complaints panel and the inclusion in the policy to encompass complaints received from non-parents.

Pay Policy

ST confirmed that this policy had been discussed at the recent F&O committee where it had received full support. **THE POLICY WAS THEREFORE UNANIMOUSLY APPROVED BY THE GB. THE HT REQUESTED THAT NO ENSURES THAT THE STAFF ARE MADE AWARE OF THE CHANGES TO THIS POLICY.**

HT

NO

Green Procurement Policy

The HT referred to the previously circulated policy produced by HK which is a requirement for all Eco-Schools.

24/03/11 Any Other Business

There being no further business the meeting ended at 8.05pm

Date of next Meeting: Wednesday 8th July, 2015 – 6.15 for 6.30pm start

..... (Chairman's signature)