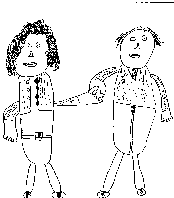
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College Town Infant & Nursery School

**Quality Education in a Caring, Happy Environment**

DRAFT MINUTES OF FULL GOVERNING BODY MEETING

**Monday 21st May 2018**

**Present:**

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| **Rita Carvosso (RC)** | **Chair of Governors (Link & Authority)** | |
| **Trudi Sammons (TS)** | **Head Teacher** | |
| **Tony Whiddett (TW)** | **Co-Opted Governor** | |
| **Katharine Middlemiss (KM)**  **Jenny Hipkin (JH)**  **Apologies: David Spence**  **Toni Barton** | **Co-Opted Governor** | |
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| **In Attendance:** |  | |
| **Helen Collin** | **Minutes** | |
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| **Minute No.** | **Details** | **Action by** |
| --- | --- | --- |
| **1.0** | **Apologies:**  Toni Barton and David Spence |  |
| **2,0** | **Approval of Previous Minutes:**  Previous minutes were reviewed and agreed. All minutes and documents are now on the governor secure area of the website. |  |
| **3.0** | **Matters Arising**  None |  |
| **4.0** | **Annual Review Of Declarations Of Pecuniary Interests And Business Interests**  TW’s wife rents school hall |  |
| **5.0** | **Heads Report**  Pupil Numbers – Attendance close to target with absence (both auth & unath low %).  From the restructuring there had been 1 staff member appeal for which a Governor appeal panel is needed.  TS asked if there were any questions about the new staffing structure and explained the position of the non-class based Teaching & Learning Mentor. TS listed staff and gave current resignations. Hedgehogs class teacher has resigned her position as Yr1 teacher. TS has interviewed for the post and offered the post. We are currently awaiting her decision later in the week. If the post isn’t accepted an NQT will be recruited.  Offsite and dress code policies have been looked at.  The Junior school have received a damning safe guarding audit and Governors at the juniors are overseeing the implementation of actions prior to the school closure.  SATS have gone well.  1 x Year 2 child was excluded for 2 days for breach of behaviour policy. Initially put in isolation. Child has received a supported re integration into Yr2 and TS is hopeful behavior will not reoccur.  EYFS Moderation was very successful in part due to persistent monitoring. Only 1 piece of work was changed and it was up-leveled.  Data is good, Pupil Premium gap also good.  RC said that (absent Gov) TB had some queries to raise with TS. TS advised going forward any queries should be put to the Chair and brought up at the meeting rather than discussed separately.  TS – The School Improvement Partner (SIP) report from Spring term had been complimentary. TS estimates that 40% of teachers are outstanding, remainder good. No RI teaching, as a whole school teaching is ‘good’.  TS noted that progress in first 1.5 terms in Hedgehog class was inadequate. 2 current class teachers have now taken over class with support in their current classes.  TS – no staffing issues. All posts offered for September. No policies to discuss.  RC asked about safeguarding issues/bullying/racist incidents. None to report.  RC asked for amalgamation update. TS advised regular meetings are being held. Kim Roberts from Atkins has presented the final design for the building works which the school have now signed off on.  The SENCO will be out of class 4 days per week.  TS has proposed an area on the Junior site where the school will have guinea pigs – TS said particularly important for SEN children giving an extra sense of responsibility.  Smart Interactive and 9INE will be working on IT over the summer to install new network across the whole site. Teachers to hand in their laptops by the end of term so IT can work on them over the summer.  6th July – all new members of staff will be in school for transition day including NQTs to meet their classes. TS stated that ideally new staff will be in for the full day however the afternoon session is critical. The morning session will be used for training ahead of Sept.  SPTO training will be taking place for senior leaders.  The reception teachers will attend a new parents evening meeting on 19th June along with TS. |  |
| **6.0** | **Governor Monitoring and Training**  RC – Governor monitoring and training. JH came in to look at every class. She also looked at planning and how it is differentiated in Yr1. JH noted that Hedgehogs were doing well however their teacher had now left. Behaviour has improved in the class.  Rabbit class – JH noted that children had a lot of support and were doing well. This was the same in Squirrels. JH noted that the classes were very impressive with targeted learning throughout the school. JH will complete a monitoring form and return to school. She will also arrange a visit to the junior school to look at KS2. RC agreed this was a good idea and will write into school improvement plan in preparation for any Ofsted visit.  Governor training 14th June 4pm-6pm on the complaints process – JH and RC to attend. |  |
| **7.0** | **Clerks & Chairs Briefing**  RC to distribute chairs briefing papers to all governors. |  |
| **8.0** | **Reconstitution**  After reviewing the current Governor skills it has been proposed that the current Governor structure be increased by 2 co-opted governors with 1 designated for SEN/Safeguarding. TS understands that there are 2 current governors at CTJS who would possibly be interested in these roles. RC will write to the Junior Chair of Governors to ask if any of their governors would be interested in these roles.  RC asked to agree that the Governing Body be increased by 2 co-opted governors, with people in place by Sept 1st 2018.  Proposed RC  Seconded JH  Agreed by all |  |
| **9.0** | **Appointment of Staff Governor**  CW was appointed as the Returning Officer and information regarding the staff governor post and nomination forms will be distributed to the staff before half term with a return date for nominations of Monday 4th June 2018. |  |
| **10.0** | **AOB**  None |  |
| **11.0** | **Date of Next Meeting**  2nd July 2018 |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**