



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 14TH NOVEMBER 2018**

The meeting being Quorate was opened at 6.00pm by the Chair

<p>F.161 Present</p> <p>Governors: - Theresa Thornton (TT) Headteacher; Andy Moffat (AM); Lisa Ling (LL); Maureen Clarke (MC) - Chair of Governors; John Anderson (JA); Michelle Short (MS); Julie Popham (JP); Stuart Gilham (SG); Cara Jackson (CJ)</p> <p>Apologies: Emma Verney-Davies (EVD); Emma Smith (ES); Gemma Edwards (GE)</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services, Melica Cutbush</p>	
<p>F.162 Apologies and Declarations of Interest F.162.1 – Apologies were noted and accepted as listed above. F.162.2 - Declarations of Interest – AM and the HT declared ongoing interests. The register has been updated to reflect this.</p>	
<p>F.163 Young Carers presentation: Melica Cutbush. MC provided an update on Young Carers for the GB.</p> <ul style="list-style-type: none"> • MC had taken over the role in June/July of this year and had conducted a baseline assessment. The aim was to move towards the Silver Award for provision. • The SWOT analysis showed: <ul style="list-style-type: none"> ○ Training: - Needed to be updated for all staff who could help to identify the young carers. A date for the training was being awaited. First would be an Assembly for the children, followed by TA training and then the remainder of staff. ○ Visibility: - Carer's Trust and how young people can access it. The website needs to be kept up to date and 2 boards were displayed in the staff and KS1/2 areas of the school. Class information packs to be produced to ensure everyone was aware of what to look for; A new Year R evening to be held, production of a newsletter; information in the school prospectus and staff induction packs. Some of these are in place but others will take time to implement. ○ Provision: - 5 children have been identified as young carers, 2 have gone onto secondary school. MC stated that she knew there were more in the school due to stats, information etc. O Track was being used to track and identify those children. Staff were passionate about this and constantly asked questions. ○ MC was in touch with the Young Carers trust on a daily basis, identifying packages that they provide which the school could use. Other areas were transition work to secondary, ensuring support came from the top i.e. HT, SLT 	<p>JA arrived at</p>

<p>and governors.</p> <ul style="list-style-type: none"> o Gemma street in KS1 was cited as MCs 'eyes and ears' in that area. o The children identified as young carers were getting the support they need. • An information pack was circulated to governors which they were asked to take home, read and email any questions they had to MC. • MC completed her presentation at 18.15pm. Governors thanked her for her enthusiastic and professional presentation. The tools were in place to identify new cases, and even if their parents hadn't signed or completed the form, the children were still treated as young carers and accessed the support available. 	<p>18.10pm</p> <p>ALL</p> <p>LL arrived at 18.17pm</p>
<p>F.164 Matters Arising not on the Agenda There were none.</p>	
<p>F.165 Minutes of the Previous FGB Meeting (12/09/18) and Matters Arising:</p> <ul style="list-style-type: none"> • The minutes were approved by the FGB and signed by the Chair. • Matters Arising: <ul style="list-style-type: none"> o Page 30 – Analysis from the Parents survey was still not back – c/f to next meeting. o Page 30 – Monitoring visit report had not been circulated to all governors. o Page 30 – Alison had been informed of PAWS new way of working and information passed onto her. o Page 31 – PAWS liaison – In process of getting more support. Work in progress. LL reported that once she got a group together, she would speak to the Involve children. HT would liaise with LL and talk to PAWS to gather ideas. o Page 31 – Policies – JL has put a new process in place and policies are now easier to maintain and keep updated. A safeguarding audit stated that the website was compliant in relation to policies. o Page 31 – No comments were received by the HT on the PP and SEN reports. o Page 32 – Information on the new financial package training from Governor services when available, will be fed through to governors. o Page 32 – Pre-Ofsted training – Governor Services were emailed on this and Nigel Batty (NB) can do an off the shelf course or in house. Can be personalised to the school with a cost implication. Agreed to add Data and Pre-Ofsted training to the February FGB agenda and check with NB re availability. o Governors stated that the list of Subject leads, issued previously was confusing as it only had Christian names of staff. Only need Subject Leads on it. <p>Q: is there a single of policies with their review dates available? A: It is on its way, under development by JL and will be ready for the February FGB meeting.</p>	<p>LL/AM</p> <p>HT/LL</p> <p>JP</p> <p>HT</p> <p>HT</p> <p>JL</p>
<p>F.166 Minutes of Committee reports F.166.1 – Copies of both Standards Committee (24/09/18) and Resources Committee (17/10/18) minutes had been previously circulated to governors.</p>	
<p>F.167 Head Teacher Reports: F167.1 - Report previously circulated. Areas to note:</p> <ul style="list-style-type: none"> o Area for further discussion at Resources Committee: New MIS systems. The contract with Capita is coming up for renewal. School has been advised to look at other options. JP and Claire attended a presentation day on MIS systems and narrowed the options down to ones they liked and value for money. It was agreed that SIMS was now a very dated programme. It will not be updated and gradually being faded out. o Three replacement options identified are: <ul style="list-style-type: none"> • Bromcom – which can do both finance and management • Scholar Pack – Only does the management information. • Access – Only does the financial information. <p>Q: What are the other schools doing?</p>	

<p>A: Two schools are not changing; 3 others are meeting to look at E- packages.</p> <ul style="list-style-type: none"> • The umbrella company of SIMS is Capita. Once more information is available, governors will be informed. ○ Following a teacher (Year 2) resignation, recruitment has started for a replacement for a start in January 2019. All options are being considered as it is recognised that recruitment will be challenging at this time. ○ Mindful of staff wellbeing, the Marking policy has been amended to reflect the workload and documents from the DfE. The changes have been shared with governors (previously circulated) and will reduce the time spent on marking and more on planning the next steps. 	<p>JP/HT</p>
<p>Q: will the update on marking, go to Standards Committee? A: We'd like to ratify it now as there are not many changes to the system, identified in yellow on the sheet provided.</p> <ul style="list-style-type: none"> • The HT agreed to send governors the marking system summary as she had the background context. • Governors agreed the changes to the Policy. • It was agreed to keep Marking and feedback on the agenda for the next FGB meeting, with an update at Standards Committee. 	<p>HT</p> <p>Clerk for agenda</p>
<p>Q: regarding the teacher resignation, how will that work on the basis of it being a SATs year? A: It will be managed in the best way possible: there have been no applications to date for the post. We are looking at the best outcomes and have a teacher in mind from whom we are expecting a visit and application. Otherwise, we will seek someone internally. We don't want an agency teacher but that is the worst case scenario.</p> <p>Q: Regarding staff wellbeing, is there any way that governors can help? A: We had a staff meeting today and they were asked to identify the top 3 things that affect wellbeing. Marking will impact and there is a reflection that this is an RI school. We are getting a high level of challenge from some parents which is a drain on SLT time together with that some parents don't know the best way to raise a concern. The document that the FGB agreed in September needs to go on the website and a protocol for staff, involving suggested speech, sentences to use and support from colleagues is being drawn up. We have a number of inexperienced staff. Thank you for raising this and when governors are in the school, just ask how things are going on, are there any issues etc. Any suggestions from governors on how to improve the situation would be warmly welcomed. It is good to acknowledge that the governors are there and are prepared to help in any way.</p>	<p>Clerk for agendas</p>
<ul style="list-style-type: none"> • The HT provided an example of one family with whom discussions were taking place and with whom things had escalated. • The clerk was asked to keep staff well being on the FGB agenda. • The Chair added that it was her role to support staff and the HT. No voices of concern were raised at the parents evening but it was important that the FGB ensured that staff were never put in a hostile/confrontational situation. A Complaints procedure involved a lot of work and time which governors couldn't be party to as they might be called up in case it went to an official procedure. In the last case, the LEA can be asked to become involved. • LL informed governors of a course where 1 element was about dealing with parents and related issues. The HT said that she had identified a teacher to go on the course. In addition, the LA advisor will be coming in to work with the Phase Leaders on dealing with people. <p>Q: Is the parent survey part of the counterbalance, part of the process? A: Yes and it needs to be an action point for EVD and on the agenda. F167.2 – SDP – A working document. No questions were raised by governors.</p>	<p>EVD</p>
<p>F.168 Governor Matters: F168.1 – No Chair's report. F168.2 – Each Committee had agreed its Terms of Reference with no amendments. F168.3: <ul style="list-style-type: none"> • MS had been in to EY, report being produced and will be sent to clerk for circulation. Phonics visit later this week. </p>	<p>MS/Clerk</p>

<ul style="list-style-type: none"> • Further visits need to be agreed. Suggested and agreed that a Wellbeing governor(s) be appointed to sit down with some staff, an NQT, perhaps as part of a Focus Group. They in turn, would provide regular updates to the FGB. LL/SG agreed to take on this role. • HT would feed back to staff a summary of today's discussion and actions agreed. • SG to complete his online Safeguarding training or attend the HTs update session. <p>F168.4 – ES/SG reported back on the previous sessions attended. Next session is 29/01/19. ES to attend.</p> <ul style="list-style-type: none"> • Summer update is on 15/05/19 – Chair and HT to attend. 	LL/SG HT SG ES Chair/HT
F.169 Any Other Urgent Business: <ul style="list-style-type: none"> • CJ agreed to fix up time with the HT to visit school. In future, will buddy up with another governor for visits. 	CJ/HT
F.160 Date of future meetings: <ul style="list-style-type: none"> • Standards Committee – 28.11.18 • Resources Committee – 05.12.18 • Standards Committee – 23.01.19 • FGB Meeting – 06.02.19 	

The Chair closed the meeting at 7.23pm.

Initials.....Date.....

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