



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 10th February 2021
Via Zoom**

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

Present: <p>Governors: - Lisa Ling (Co-Chair LL); Andy Moffat (Co-Chair AM); Emma Smith (ES), Julie Popham (JP), Sarah Rogers (SR); Dan Buddle (DB); Stuart Gilham (SG);</p> <p>Associate Members: - Gemma Edwards (Assistant Headteacher and SENDCo - GE), Alex Whittle (AW).</p> <p>Apologies: - Theresa Thornton (Head Teacher - TT);</p> <p>Absent: - John Anderson (JA);</p> <p>In Attendance:- Mike Behnke – Clerk (Syzygy Clerking Services)</p>		
No.	Minutes	Action Point
1.	Present <ul style="list-style-type: none"> Governors were welcomed to the meeting by the Co-Chair AM. 	
2.	Administrative items 2.1 Apologies: <ul style="list-style-type: none"> Apologies were noted and accepted as above. 2.2. Declarations of Interest: <ul style="list-style-type: none"> AM, LL and ES all declared an ongoing Interest. The register has previously been updated to reflect this. 2.3. Minutes of the last meeting (02.12.2020): <ul style="list-style-type: none"> These were agreed as a true record of the last meeting and were signed by the Chair. 2.4. Matters Arising: <ul style="list-style-type: none"> (3) – The LEA were informed about an LA governor vacancy but to date, no response has been received. (3) – ES to circulate Pillar monitoring suggestion paper asap 	ES

	<ul style="list-style-type: none"> • (3) – Regarding safeguarding, LL reported that everything was managed and led well with no concerns identified. • (3) – GE reported that currently, it was difficult to get teachers involved in the Pillars, but the hope was that moving out of lockdown, then it will be a good model to have to initiate the 2-way dialogue. • (4) – Resources ToFR to be discussed at next meeting. • (4) – Standards ToFR to be circulated for comments before next meeting on 09/03/21. 	Clerk
3.	<p>Information Items</p> <p>3.1. Headteacher's Update:</p> <p>In TT's absence, GE provided an update for governors:</p> <p><u>General:</u></p> <ul style="list-style-type: none"> • There were 75-85 children in school currently, not in all day with varying amounts. This compares to Lockdown1 when only 12-15 were accessing school directly. Parents have been very supportive and kept their children at home on days when they can. • Teachers are on a rota, doing a week in school and then a week remote teaching, marking and planning and answering emails. LSAs are in F/T, in school supporting the children, reading with children and supporting in their bubbles. • Workload is immense, teachers supporting around 10-15 children in a year group and then marking and planning for those learning remotely. Emails are being responded to with teachers and parents alike; some 1:1 teaching is taking place as well as remote EHCP provision. Weekly welfare calls are undertaken as well to all children in the class. The daily work is very isolating with little or no contact between staff during the day. • Lateral flow testing has started with everyone tested 2 times a week, on a Wednesday and Sunday evening. It is not compulsory, there being 1 staff member who can't take part. No positive cases have been reported to date. • Children who need FSM vouchers are receiving them. • There are no concrete plans for full reopening, schools awaiting the PMs announcement on 22nd. • GE is heading up safeguarding, there being a number of families who are of concern. CP conferences are continuing, children either being in P/T or F/T. Those who aren't in, welfare calls are made to those families, information and levels of engagement being fed back to GE. • A teachers survey has been conducted, asking for their comments and views on remote learning, how much marking they're doing and how late into the night they're working. As a result, some points have been picked up on for future action. These will be addressed after half term. • LL commented that whilst there were positive things in GE's report, issues around lonely time and different ways of working, would need to be picked up by SG around the governor link work on wellbeing. Lack of parental responses on teacher's comments was raised. • GE stated that some schools limit children to 3 pieces of work submitted in a week to the teacher. These are then fed back. The school's remote learning 	SG

	<p>policy specifies marking 2 pieces of literacy, 2 pieces of maths and another piece in a week.</p> <ul style="list-style-type: none"> • The need for teachers to be realistic was emphasised, in terms of assessment, not being sure whether the work has been done by the children alone, via 1:1 etc. The real assessment will therefore take place when the children return to school and the gaps identified. • GE stated that together with AW, they will look at the policy again after half term and set out what is manageable for teachers. <p><u>Nursery Update (AW):</u></p> <ul style="list-style-type: none"> • Not all children have taken up a place, about 50% of the whole intake being in. The staff are all in. • Working with CCC about supporting the nursery, which hasn't had support for a number of years. Their liaison person will be working with AW and Maggie around supporting teaching and learning. • A safeguarding check has been completed, ensuring everything that needed to be in, was in place. Training certificates that had to be in place have already been actioned. Staff will receive further training to develop them further. Weekly meetings will be held with Maggie as the manager either as a team or individually to discuss what it is that they want for CPD as well as how they want to support their key children. • The Nursery has used a similar risk assessment as the school has, in terms of dealing with Covid, providing ventilation, ensuring children are outside as much as possible etc and supporting remote learning, not having any online journal similar to Year R such as Tapestry to contact parents. Instead, they've developed a workbook with ideas for online accessibility, games to play in the Nursery (emailed out to all parents) and suggestions to support with language at home. Support has also been sent out about mental health, dealing with children's anxiety etc. • Parents who haven't provided an email address, have had the information sent home. • AW added that in discussions with the Nursery staff, they had been unsure about going out to develop themselves, the priority being to keep the Nursery going. They have valued being part of the larger Wheatfields family. <p><i>Q: The Nursery was we felt an acquisition that we thought was going to be important for the future growth of Wheatfields. Is there any eye on a growth strategy or is that not even being thought about at the moment?</i></p> <p><i>A: Lucy from CCC, will be developing some training for all of the teachers and LSAs across Reception and Nursery, as we work our way out of the bubbles so that they can do some partner teaching. Then we'll look at how we grow the numbers of the nursery and what we hope will happen, is that we get to the point where we can mix staff across both units and the children can get more exposure, so that when they have that transition a lot of things look similar. Currently, it's been about getting to grips with the financial aspects and for the team, there were things we needed to get into place in case of any visits eg safeguarding. We will be looking at how the team develop and how they're going to assess the children in a more effective way as they move across into Year R. rather than see themselves as a separate entity, working with the other reception staff to have everyone responsible for all of the children and involved in the same assessment procedures.</i></p>	
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	<p><i>Parents will then have a view from when they've started, all the way into KS1. That's a vision that will go into the next academic year because first we need to support the development of the staff to be able to do it and then we can open up the programme to apply it.</i></p> <ul style="list-style-type: none"> JP added that the school was now receiving the funding for the EYs, it coming directly to the school. This is covering the staff costs, £30,000 having been received to date. The main nursery account hasn't been sent over to the school yet, still in the process of changing all of the utility bills to Wheatfields before the account can be finally closed and the money sent over to the school. <p><u>Budget Update (JP):</u></p> <ul style="list-style-type: none"> Report was circulated prior to the meeting. There is still some uncertainty about the rest of the year, due to not all of the Covid expenses having been yet claimed back from the government. In addition, Kids Club is not open so will show as running at a loss, staff wages still being paid out (4 staff still on quite small, contracted hours). Pupil numbers will still be an issue and will impact on funding, figures still only in the late 30s. There is still another year before the figures will need to be examined closely (2022/23). JP reported she was working closely with CCC (Jane), it being difficult to currently predict figures. Of the predicted c/f of c£122,000, about £61,000 will be used, leaving a final c/f figure of c£60,000. <p><i>Q: How certain are we of the figures for 2021/22, because that is showing a £200,000 shortfall? It's assuming we will get £130,000 less delegated from the LEA?</i></p> <p><i>A: I will be meeting with Jane Green (JG) after half term and will then be able to provide more clarity on the figures and how we move forward. As soon as we have those figures, I will pass them out to the Committee.</i></p> <ul style="list-style-type: none"> JP added that it was hoped to set up a meeting with both JG, TT and AM to start to build next year's budget. The Chair stated that it was important to know the potential shortfall before the wider FGB becomes involved in potentially difficult discussions. It was further noted that Year 3 shows a £617,000 shortfall over the 3 years cumulatively. It was suggested that some work needed to be done on assessing how other schools were coping to determine what strategies can be adopted to build up the pupil numbers. <p><i>Q: is there any more news on the potential funding increases that were being talked about?</i></p> <p><i>A: I think that the LA are Covid coping. There will be debates around the increase in funding. We have got the Covid Catch-Up funding which we have received in, interventions being set up for the children and an LSA being funded through this route. The debate around funding seems to have gone quiet at the moment.</i></p> <ul style="list-style-type: none"> The Chair stated that in terms of the current year, the school was about £30,000 lighter than predicted when the budget was set, which given everything that had happened over the last year, was a credit to the school that it was in a reasonable position. 	JP
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	<ul style="list-style-type: none"> The possible need for an additional Resources Committee was suggested once the figures were better known governors to be informed. 	AM
4.	Discussion/Decision 4.1. Matters Arising from Information Items: <ul style="list-style-type: none"> Covered in the above discussions. 	
5.	Date of Next Meeting: <ul style="list-style-type: none"> Resources Committee – 16th March 2021. FGB - Wednesday 28th April 2021 at 6.00pm. 	

With the business completed, the Chair closed the meeting at 6.46pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Outstanding Actions	Who	Timescale
2	JP to inform Chairs of any outstanding pecuniary interest forms.	JP	c/f
2	Skills Audit to be carried forward to next agenda.	Clerk/ALL	c/f -April
2	Spare MM books available for governors or school staff. All to inform LL	LL/ALL	ongoing
3	TT to respond to CD requesting an LA governor to be assigned to Wheatfields.	TT	asap
3	Governors to consider Safer Recruitment training and inform TT if they wished to do the course online.	ALL	c/f
3	Clerk to identify gaps in governor roles and inform the FGB.	Clerk	By April FGB
3	ES to email governors with a suggested order of Pillar monitoring and governors to feedback their comments/suggestions.	ES/ALL	asap
3	TT to mention to senior staff that governors were keen on a 2 way process and would be happy to receive any feedback on the session or act as a sounding board.	TT	ongoing
4	TT to provide umbrella statement for policies covered under Item 4.	TT	c/f
	Resources cttee TofR to be discussed at next resources Cttee meeting.	ALL	16/03/21
4	Clerk to circulate Standards TofR before next meeting for comments.	Clerk	09/03/21
Actions from this Meeting			
3	Work around staff wellbeing to be picked up in the governor link role	SG	Ongoing
3	JP to organise a budget meeting with TT, AM and JG to build next year's budget	JP	Late February
3	Chair to inform Committee if an additional Resources meeting would be required once more detailed figures were known.	AM	If required