

MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL HELD ON $19^{\rm TH}$ NOVEMBER 2019

The meeting being Quorate was opened at 6.06pm by the Chair

Pr	esent:		
	Governors: -	Theresa Thornton (TT) Headteacher; Emma Smith (ES); Julie Popham (JP), Michelle Short (MS); Stuart Gilham (SG); Andy Moffat (AM); Dan Buddle (DB); Sarah Rogers (SR).	
	Apologies:	John Anderson (JA); Lisa Ling (LL); Emma Verney-Davies (EVD);	
	In Attendance:	- Mike Behnke – Syzygy Clerking Services,	
Th	e meeting was chaire	d by Andy Moffat (AM).	
1.	 Present 1.1. Governors were welcomed to the meeting, in particular, DB and SR, newly appointed parent governors, attending their first meeting. Introductions were made around the table for their behalf. 		
2.	 2. Apologies and Declarations of Interest 2.1. Apologies were noted and accepted as above. The meeting was declared quorate. 2.2. AM HT both declared ongoing interests. In addition, the HT made a declaration on behalf of EVD in her absence. The register has been updated previously to reflect this. 		
3.	Matters Arising n 3.1.None.	ot specified on the agenda.	
4.	4.1. Page 55 – Ch 4.2. With the abov	evious meeting (10/09/19): ange Burford to Byford. e amendment noted, the minutes were agreed to be a true record of the proposed for adoption by SG, seconded by MS and signed by the Chair.	
5.	forward a co 5.2. Page 54 – B	ank signatories were changed at this meeting to reflect SG's role as Vice-Chair.	JP
	5.4. Page 55 – J	G to still arrange date with TT to visit re PE and safeguarding. A still to organise IT visit. P confirmed that whilst she had not sent Ray Byford a thank you letter for his	SG/TT JA

support, she had thanked him personally when they had met.	SR arrived at
5.6 New governors will require badges.	6.15pm.
5.7. Page 56 – JA/AM still to complete their skills audits. New governors to be sent audits for	TT/JP
completion.	JA/AM
5.8. With the changes in the governing body, it was agreed that the website needed to be	
updated to reflect these. JP to check with Tracy. In addition, governors were asked to check	
their profiles on the website and update them if required. New governors were also asked to	JP
profile pen portraits for the site.	ALL
5.9. It was suggested that new governors attend both Committees to get a feel for the running of	DB/SR
the FGB and school.	DB/SR
5.8. Page 57 – Action re SDP priorities has now been overtaken by events and specific action is	DD/OIX
no longer required.	
5.9. All other actions had been completed or were on this agenda for discussion.	
6. Governing Body Matters:	
Post-Ofsted plan: 6.1. A congrate meeting for governors to discuss the Post Ofsted Action Plan had to be postponed.	
6.1. A separate meeting for governors to discuss the Post-Ofsted Action Plan had to be postponed	
and will be rearranged. Once the SDP has been agreed, it will be revisited and incorporated	
into the SDP.	EVD
Governor Skills Audit:	
6.2. JP and AM to complete their audits and submit to EVD. EVD to send audit templates to DB	
and SR for completion.	
Governor Visits Programme:	
6.3. All governors have areas they are responsible for, visits having a specific focus. The SDP will	
be used as a focus for visits.	
6.4. Reports submitted for this meeting by MS were on:	
Phonics progress briefing EXECUTE TO SEE THE PROPERTY OF THE PROPERTY O	
• EYFS KIT.	
6.5. Link subject governors are listed in previous minutes. The HT suggested that with the new	
SDP, it may be more manageable to have 2 governors linked to each aspect of the plan. Not	
all individual subjects are identified as needing development and governor visits should be	
around things being developed.	
Governor Training and Recruitment:	
6.6. EVD has circulated the Cambridgeshire training programme for governors. Termly briefings	SG
are attended by the governors, the next one being on 28/01/20 near Peterborough. SG	36
agreed to attend.	
6.7. An induction course is available for new governors. The latest course is on 30/11/19 at	Ola iii
Swavesey. The Clerk was asked to send the new course details to DB and SR. EVD records	Clerk
all training attended by governors and should be informed when completed.	ALL
7. Reports - Head Teacher:	
Head Teacher's Report:	
7.1. The HTs report had been circulated prior to the meeting and questions invited.	
Q: When is the deadline for teachers to give notice?	
A: October 31st and then the next one is December 31st.	
7.2. The HT provided further updates since the report written:	
At a recent HTs Forum, a budget report was provided which stated that across the	
County, the new funding formula is not favourable to Cambridgeshire. One impact	
provided as an example, was that the broadband and network, currently paid for by the	
local authority, will in the future, come down to schools, needing to contribute £1,000	
immediately.	
 The document draft, shows that Wheatfield will get around £3,700 per pupil funding, 	
having been predicted £4,200. There is also a falling roll in this area and is forecast to	
drop.	
 The last few years, have seen the school eat into its carry forward. Red numbers had 	
already been predicted in Year 3, even with the carry forward.	
 An LSA has been recruited that the school hadn't been able to recruit for a High Needs 	
child that requires 1:1 support. Other schools are in a similar position, struggling to	
	

recruit 1:1 LSAs. An agency person was interviewed but wasn't suitable. The post may need to be re-advertised or the post filled internally and then backfilled with a general LSA. The new member of staff that was recruited has settled in well.

- The Year 1 roof has been completed and the sign off meeting is the next day. The HT praised staff who had been involved in the move process.
- Premises rates are being sorted out, due to a bill from Burleigh Hill Pre-School for premises rates that were not expected. Even with 80% charity funding and 23 months exclusion, it has been cut down to £328. The original bill was £2,500.

Q: Surely when Sure Start went, we were in the same situation then?

A: I have no idea how this came about, other than maybe Burleigh Hill were paying business rates. It's almost as if they've suddenly discovered that they should have been paying and now the school is getting the bill. The school has been advised to show occupancy of the mobile even if it used as storage, because it then gets the exemption grant. Once we know when the mobiles will be removed, if we give them 3 months' notice, they can then put in another 3 months exemption, so we won't have to pay anything else by the time they leave the mobile.

Q: Talking about Premises, we are looking at the rest of the work starting in May. Any idea of how long that will take?

A: No, because it was a complete surprise. The LA have said they're coming back in May to start the next phase of work so we don't know how long, it involves the whole school as it involves the whole roof. I have no more detail. Once we know more, we will pass it on.

CPD:

- 7.3. AM outlined that the governors were keen on ensuring that the staff all have opportunities for CPD, hence the detailed chart provided in the HTs report. The impact of teachers going on courses was also requested, which has proved useful to governors. It was agreed that this should be provided on a termly basis.
- 7.4. The HT further informed governors that all staff now complete a CPD impact sheet, which builds into the next steps and what will change as a result. The current level of CPD will not be able to be maintained in the future, so the key areas need to be identified, which this document/information helps to provide. It will also make the SPD more relevant. The HT agreed to send this out separately on a termly basis.

SDP 2019-22:

- 7.5. Now reduced to 1 sheet after guidance and discussion with the FGB, trying to make it more purposeful.
- 7.6. The school can now look more strategically, and develop the areas that it knows are important to the families and children. Running alongside it, are the large areas for development, such as the curriculum for Foundation subjects.
- 7.7. LLs model has been used as a starting point, this being the first draft and not completed, because it should be a working document. SLT looked at it to ensure that all that they wanted to action, or had in place already was included and agreed that it was. Timescales were also designed to be realistic.
- 7.8. The HT stated that it was now in a position to be worked on collaboratively with governors and revisited on a termly basis. Link governors for each column, it was felt would be more useful than individual subject governors. H&S is different but could come under 'Well-Being and Community'.
- 7.9. The emerging priorities section was there to allow things on the agenda to be included that perhaps weren't a focus at the beginning of the year.
- 7.10. Feedback from governors was positive re the format and content, feeling it provided the necessary clarity. All the Subject Leader and Phase Leader action plans will sit beneath this document, the impact will be more effective with the work focused on 4 areas.
- 7.11. The High, Medium and Low priorities assigned to specific tasks would require some changes, perhaps being listed in priority order for better clarification.
- 7.12. Governors felt it presented what was needed, in terms of the core areas, the development actions, the priorities and what the realistic expectations were, over time.
- 7.13. It was felt that for now, the document was suitable for here and now, but over time it will change. This will be a working document, being future proofed through constant review in the

ES arrived at 6.42pm.

TT

4 core areas.

- 7.14. Suggestions for minor changes included:
 - Under Wellbeing and Community, it was suggested that parents be added to the sentence to read 'staff, pupils and parents are..'
 - Parents be also included in the evidence base.
 - Under B2, change to read 'high levels of engagement and good progression in readiness for secondary schools'.
 - The 5 key objectives in each column to be ranked in importance ie High to Low, perhaps being replaced by numbers. It was accepted that everything on the document was a priority.
- 7.15. It was agreed to start to use the document, before major changes were made. It will be shown on the website and circulated to parents.
- 7.16. The use of paired Link governors was agreed as follows:

Curriculum, Learning	Teaching & Professional	Behaviour, Attitudes	Wellbeing &
& Assessment	development	and Ethos	Community
Michelle Short	Lisa Ling	Andy Moffat	Stuart Gilham
Emma Smith	Dan Buddle	Sarah Rogers	John Anderson

- 7.17. Feedback was requested from governors once the plan was being used. Termly updates to be agreed.
- 7.18. The governors will have a separate action plan, which will link to the SDP, meeting to discuss to be arranged.
- 7.19. The HT reported that due to the increasing time being spent on Safeguarding issues, EVD, GD and the HT will be logging the amount of time in a day being spent on safeguarding. There has been a high profile case over the last 3 weeks and in 1 log, a 1/3 of the working week has been spent on safeguarding. As a school therefore, and being mindful of future budgets, thought will need to be given on how safeguarding is managed.
- 7.20. The HT added that she had a model she was interested in, involving a pastoral lead (a trained LSA) who checks in on all of the children. The 2 existing inclusion workers, are taking up a high proportion of PP/SEND funding and are only focussing on 25 children. This will need to be restructured and is on the SLTs action plan to implement, EPM to be involved in any possible restructuring.

Q: So there's no support from the LA in relation to safeguarding?

A: There is, but the thresholds have gone higher. We are logging it, to give you more idea of what the school and community need. We want to give you a plan over 3-4 weeks of how much time we have spent.

Q: On the Wellbeing group, I attended it and it was well received, do SLT attend all of those meetings, more from the basis of ensuring the wellbeing of SLT is covered?

A: It wasn't, we weren't covered by that group at all when it set up. I pointed that out and put myself forward to attend the meetings. Since then, admin have been invited.

Q: My question was more from you receiving the benefit as SLT?

A: I would say that SLT get a raw deal from that point, but our job is to look after everyone else.

Q: What then can we do, to support you as SLT?

7.21. It was suggested that the Link governors for Wellbeing consider how SLT can be covered in this area.

SG/JA (long term)

ALL

Updated Assessment table:

7.22. The list of assessments has been pared back, and provided for governors for information. Data drops are prior to governor meetings to get key dates into the governor calendar. The faded out areas are optional for teachers to use if they want them. Bold is the expectation. Wheatfield Write is being reviewed with the expectation that extended pieces of writing appear in literacy and other books.

SEND Governor Report:

7.23. Circulated previously for information.				
8. Finance:				
8.1. PP spend was circulated prior to the meeting. A lot of EVDs work is around parental				
engagement. The last reading event attracted 121 parents which is a 1/3 of the intake. The				
Curiosity Cafes will also be running this year which comes out of PP funding.				
9. Policies:				
Policy Position Update:				
9.1. Jules has been working on simplifying the policies.9.2. There is a simplified annual schedule for all policies.				
9.3. EPM policies are accepted as model policies but do not send updates as to which have been				
updated. Therefore someone, has to go through them and ensure that they are current and				
personalised eg Pay Policy.				
9.4. There are also new policies highlighted in The Key and DfE documents.				
9.5. Governors need to be assured that every policy required, the school has one and it is				
reviewed and personalised to the school where required. Some policy names have also				
changed eg FofI will now come under GDPR.				
9.6. The months indicate when the policies come up for review and it is down to the FGB to				
decide which Committee will need to review them. This document will help to simplify that				
process. It was suggested that the statutory policies be differentiated from the others for				
easier identification.				
9.7. Governors asked that Jules was thanked for her work on this.	TT			
9.8. In raising the question about access to policies on a central drive, both the Clerk and DB				
highlighted the use of Governor Hub as a portal for governors to use for all of their work,				
being GDPR compliant. The Clerk agreed to send the HT and Chair a link to the trial page on	Clerk			
Governor Hub, which if joined through Syzygy Clerking, would allow a discounted price of				
£250 plus VAT as opposed to £400 plus VAT.				
SEND Policies:				
9.9. The SEND policy is not yet ready, due to changes coming up which will need to be				
incorporated. In the meantime, the current policy is still valid.				
9.10 The Child Protection/Safeguarding policies had been covered at an earlier meeting.				
10. Any Other Business:				
10.1. JP circulated the new bank mandate for the Chairs and Vice-Chair to sign. LL to complete at	LL			
a later date when next in.				
11. Date of Next Meeting:				
Tuesday 4 th February 2020 at 6.00pm.				
The Chain should be most in a st 7 41 am				
The Chair closed the meeting at 7.41pm.				

Initials	Date
Initials	Date