



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 13TH MARCH 2019**

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

<p>F.182 Present</p> <p>Governors: - Theresa Thornton (TT) Headteacher; Andy Moffat (AM); Lisa Ling (LL); Michelle Short (MS); Emma Smith (ES); Gemma Edwards (GE) Stuart Gilham (SG); Emma Verney-Davies (EVD); Cara Jackson (CJ); John Anderson (JA);</p> <p>Apologies: Julie Popham (JP). LL had notified the FGB that she would be late due to train timetable problems.</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services,</p>	
<p>F.183 Apologies and Declarations of Interest F.183.1 – Apologies were noted and accepted as listed above. F.183.2 - Declarations of Interest – AM, HT, EVD, ES all declared ongoing interests. The register has been updated previously to reflect this.</p>	
<p>F.184 Matters Arising not specified on the agenda.</p> <ul style="list-style-type: none"> There were none notified. 	
<p>F.185 Minutes of the previous FGB Meeting (06/02/19) and Matters Arising</p> <ul style="list-style-type: none"> The minutes were agreed to be a true record and were signed by the Co-Chair (AM). <p>Matters Arising:</p> <ul style="list-style-type: none"> Page 39 – GE would liaise with Tracy to ensure all the governor information was up to date, including CJs details. Page 39 – Electronic signature still required from LL. Page 39 – Still no more information is available on the new financial package.. JP would update governors when available. Page 39 – HT to meet with JL next week to check current policy status. Page 39 – Wellbeing Focus Group has not yet been finalised. However, GE did finalise a staff wellbeing session for LSAs. The matter has been raised in performance management sessions and needs to be put back on the staff meeting agenda. All other identified actions had been completed. 	<p>LL</p> <p>JP</p> <p>HT</p> <p>HT</p>

<p>F.186 Minutes of Committee meetings. Resources Committee (13/02/19):</p> <ul style="list-style-type: none"> • Ongoing monitoring of the key elements of the budget. • Premises programme, those areas completed and those still to do. • JP/HT had received the first draft of the new budget and are looking at the possibilities for the next year. • Due to the low numbers in Reception, the budget is likely to be down by £95,000. Next year, there have been 50 applications for Wheatfields as their 1st choice. An additional 37 have named the school, but unknown whether these were 1st or 2nd choices. • Generally, all local schools have been down on their intake. • A few more have been received via paper copies but this still leaves the numbers down by 10. 	
<p>F.187 Head Teacher's Report:</p> <ul style="list-style-type: none"> • The HTs report, previously circulated was noted by the governors. No questions were received from governors on the report. Matters arising: <ul style="list-style-type: none"> ○ Have recruited a replacement for Mr Mills. ○ Frustrations about the English Advisory Support team have been shared with Rosemary Sadler with meetings being cancelled, a service that the school was paying for. An apologetic response was received back and Lindsay Parks has been assigned to the school. She is currently the only English advisor for the county. <p>Q: How many normally cover? A: Whoever is brought in.</p> <ul style="list-style-type: none"> • Termly Operation Plan: <ul style="list-style-type: none"> ○ Currently shows a lot of greens but needs to show the impact of the work. The BLINKS areas have been refined more. ○ The plan shows the 4 things that you expect teachers to be working on. All are being monitored to get good evidence. <p>Q: Do you link BLINKS with CPD? A: It's coming. We need to find common themes with the areas that we do or look at them all at SLT and highlight the common themes.</p> <p>Q: We know the benefit of being clear about the focus, but are we focusing resources on those areas that make the biggest impact? A: We need to review as an SLT. There are some repeated dips in the KPIs and it is difficult to get lower than that, we have tried. We need to put things in broad terms but the targets need to be specific to be measurable – SMART targets. The advice that has been given, needs to be reflected and the evidence shown.</p> <ul style="list-style-type: none"> ○ Areas in amber/red reflect those with the least impact. The detail is good but which are the key actions to be done. Whilst most of the areas are green, some of the others can fall away a bit. However, there is a need to discuss regularly about the time being spent and the biggest impact. 	
<p>F.188 Finance:</p> <ul style="list-style-type: none"> • The Chair reported he had attended the meeting with RB. • The January data shows a c/f of £140,000 which is diminishing each year by £30/40,000. Next year, based on the intake, the school will be light. • The next meeting will finalise the budget, with options available, being looked at between now and then. Not all of the c/f can be spent this as will need to show a balanced budget over the 2 years. <p>Q: were you reassured by RB, was there anything to worry about? A: Nothing was flagged up as a concern. A c/f of £140,000 is quite a healthy figure, but although we ran a good budget this year, tough decisions will need to be made going forward.</p> <ul style="list-style-type: none"> • The budget for next year needs to be submitted by 6/7 May. It was therefore agreed that: <ul style="list-style-type: none"> ○ Governors would receive a draft budget before Easter for scrutiny. ○ This will be discussed in full at the Resources/FGB meetings on 1st May with a 	

<p>possible additional meeting scheduled for 2nd May if required.</p> <p>SFVS:</p> <ul style="list-style-type: none"> Needs to be submitted annually to Cambs CC. This year's submission is mostly based on previous, with the areas highlighted in yellow as still requiring attention. Governors were asked to review the document and email comments to AM asap. It will then be finalised between the HT and AM for submission by the end of March. The HT will meet with JP to complete the areas in yellow. 	<p>ALL</p> <p>ALL HT/AM HT/JP</p>
<p>F.189 Governor Matters:</p> <p>F.189.1 – Jt Chair's report:</p> <ul style="list-style-type: none"> AM held his first catch up meeting with the HT last week. A further meeting is planned with LL on 28/03/19. It was noted that no staff had raised any anxieties following MCs resignation from the FGB. Both AM and MS were thanked by the HT for coming in and briefing staff. <p>F.188.2 – Feedback from EGM meeting:</p> <ul style="list-style-type: none"> The EGM had been held about 2 weeks ago. EVD had circulated some notes and highlighted sections. Those areas that the school could do were being pulled together with the information from the old files still to be looked at. Governors asked that both electronic and paper copies be made available to them. Three copies would be kept in the school in case Ofsted called, in which case, a governor could pick up a file to re-familiarise themselves. LL/SG would write up notes on specific areas (Safeguarding, H&A etc) and circulate them to all. Gaps needed to be identified where there were weaknesses and diary dates put in to show that the FGB was aware and was addressing the issues. <p>Q: Who owns the document? The school and/or the FGB?</p> <p>A: The FGB needs to take it on. Governors needed to diarise visits as soon as possible.</p> <p>Gaps identified included:</p> <ul style="list-style-type: none"> Scaffolding evidence although, MC had attended a session which should have been documented. Staff lists needed to be emailed out to governors. Subject Leads job descriptions Phonics/English and Maths – school to do. SCR and safeguarding audit – completed by the HT/SG. SG to complete the minutes with recommendations. Greater Depth Learners – LL to do. The HT has a case study to include together with some evidence. A sheet with a grid would be provided for all governors to record reviews and visits, to help triangulate data. A skills audit needed to be completed and the Clerk was asked to access one and email it to governors for completion by 24/04/19. Completed audits to be sent to EV for compilation. <p>LL arrived at 6.50pm.</p> <ul style="list-style-type: none"> Focus visits: Exact dates to be arranged with teachers: <ul style="list-style-type: none"> AM – Finance and English visit (kit x 2 in March) – <u>June</u> LL – PP/SEND/Vulnerable students – <u>April</u> ES – British Values - <u>March</u>. CJ – Induction was held in <u>January</u>. MS/CJ – Early Years – <u>May/June</u>. MS/AM – staff meeting/briefing was held in <u>February</u>. MS – Phonics – <u>May</u>. HT was looking at alternative provision for PE. SG agreed to take PE on, once this was sorted. SG – H&S walkaround – <u>June</u>. SG – Safeguarding – held in <u>February</u>. Minutes outstanding. EVD to update the sheet and recirculate to all governors. Governors agreed that the Pre-Inspection review document should be standing item at 	<p>HT/EVD</p> <p>LL/SG</p> <p>EVD</p> <p>School</p> <p>SG</p> <p>LL</p> <p>Clerk/ALL EVD</p> <p>ALL – dates to be set</p> <p>SG EVD</p>

each FGB meeting, and act as a rolling document, being regularly updated. Governors would populate it as required and the Clerk to circulate the updated version with papers for each FGB meeting.	ALL/Clerk
F.190 Any Other Urgent Business: <ul style="list-style-type: none"> There was no other business. 	
F.181 Dates of future meetings: <ul style="list-style-type: none"> Standards Committee – 24th April 2019 Resources Committee – 1st May 2019 FGB – 1st May 2019 (and 2nd May 2019 if required) FGB – 12th June 2019 Standards Committee – 17th July 2019 	

The Chair closed the meeting at 7.10pm.

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

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