



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 1ST MAY 2019**

The meeting being Quorate was opened at 7.10pm by the Chair

<p>F.192 Present</p> <p>Governors: - Theresa Thornton (TT) Headteacher; Andy Moffat (AM); Lisa Ling (LL); Michelle Short (MS); Emma Smith (ES); Stuart Gilham (SG); John Anderson (JA);</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services, Julie Popham (JP), Emma Verney-Davies (EVD); Gemma Edwards (GE)</p> <p>The meeting was chaired by Lisa Ling (LL).</p>	
<p>F.193 Apologies and Declarations of Interest</p> <p>F.193.1 – Apologies were noted and accepted as listed above. It was recorded that Cara Johnson (CJ) had tendered her resignation from the FGB with immediate effect.</p> <p>F.193.2 - Declarations of Interest – AM, HT, EVD, ES all declared ongoing interests. The register has been updated previously to reflect this.</p>	
<p>F.194 Matters Arising not specified on the agenda.</p> <ul style="list-style-type: none"> Governors membership Safeguarding 	
<p>F.195 Minutes of the previous FGB Meeting (13/03/19) 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 41 – Electronic signature still required from LL. Page 41 - Still no information is available on the new financial package. Ongoing. Page 41 – TT to meet with JL on 02/05/19 to look at policies. Page 41 – Wellbeing Focus Group – no further progress. SG/LL to be informed when progressed. Page 43 – SFVS all completed and submitted. Page 43 – Information pack for governors re Ofsted is still being pulled together by EVD and will be ready for the meeting on 21/05/19. Page 43 – Notes on specific areas still to be completed and circulated. Page 43 – Staff and subject lead lists still to be completed and circulated to governors. Page 43 – Notes of the SCR/safeguarding audit to be completed and circulated to governors. Page 43 – Visit for Greater Depth learners to be organised. 	<p>LL JP TT EVD LL/SG EVD SG LL</p>

<ul style="list-style-type: none"> • Two completed skills audits have been received by EVD to date. Remaining governors to complete and send. • Governors agreed to set a timescale of 2 weeks for visit/meeting notes to be completed and circulated. • Pre-Inspection review document to be a standing item on all future FGB agendas. 	<p>ALL</p> <p>ALL Clerk</p>
<p>F.196 Minutes of Committee meetings.</p> <p>Standards Committee (24/04/19):</p> <ul style="list-style-type: none"> • Minutes have been circulated to all governors. The meeting covered: <ul style="list-style-type: none"> ○ The new Ofsted Framework and the focus on 'Intent'. ○ Data – whole school picture was updated by EVD. ○ Current Year 6 and their data story from Year 2. ○ SEND and PP updates. <p>Resources Committee (01/05/19):</p> <ul style="list-style-type: none"> • This item is coupled with Item F.198. • The Committee meeting had produced a detailed debate, full of challenge, focusing on the presentation and approval of the 2019-20 budget. • Other areas discussed included Staffing and Premises updates. • Key highlights: <ul style="list-style-type: none"> ○ The in year position has drawn from the previous c/f. The balance brought forward is <u>£176,300</u>. ○ Assuming that £51,700 of that is used, this will leave a predicted c/f of <u>£124,500</u> into 2020/21. ○ Within that, assumptions have been made about teaching staff costs, cost of living changes, movements through the teaching spines. ○ <u>£69,000</u> of the previous c/f had been used to support the 2018/19 budget. ○ Four scenarios had been presented for governors to discuss: <ul style="list-style-type: none"> ▪ Scenario 1 would produce a draft budget c/f of £170,075. ▪ Scenarios 2 and 3 would deliver a further £6,000 of reduced costs, the caveat with Scenario 3 is that it would also incur £17,000 redundancy costs. ▪ The 4th scenario would deliver £10,000 savings. ○ Conscious of the new Ofsted Framework coming into effect from September, and the need to maintain curriculum spend, <u>Governors agreed to recommend Option 1</u> to the FGB for adoption, with the £5,650 curriculum spend amount reinstated. • SLT teaching 1 session a week would be kept under review in terms of workload and staff wellbeing. • Acceptance of the budget proposals for 2019-20 was proposed by LL and seconded by ES. • <u>The FGB approved the proposals for the 2019-20 Budget.</u> 	
<p>F.197 Head Teacher's Report:</p> <ul style="list-style-type: none"> • TT provided a verbal report for governors: <ul style="list-style-type: none"> ○ The focus has been on the budget for the forthcoming year. ○ A staffing update had been provided at the Resources Committee meeting. ○ The data had not been collected at the point of the report but was underway and being populated. ○ EVD had met with Craig for a PP discussion about data and GE had had hers previously, the feedback from Craig being extremely positive. ○ Information from those meetings had been sent to the Chairs. ○ Craig's visit overall, had been very positive, thanking all staff for their work. ○ TT had had an honest discussion with him about the letter and Jonathan Lewis. The outcome will be shared with the governors in due course. ○ Craig has also asked to meet with governors with a date set for 21/05/19. Governors attending are MS, AM, LL and ES. ○ EVD would email governors a list of the areas that he would be covering at the meeting. ○ The Maths and English Subject reports will be anonymised and circulated to governors when ready. Governors were asked to digest the reports and send any 	<p>EVD</p> <p>TT</p>

<p>questions they have to AM (English governor) and ES (Maths governor) after half term.</p> <ul style="list-style-type: none"> ○ The SEF had been circulated previously with the agenda. It was suggested this be discussed more fully at a future FGB meeting. KS2 attainment requires improvement, overall, on the cusp but could be a 3. It was felt there would need to be more of a fight if it was a data driven inspection. EVDs report, previously shared at Standards Committee, showing the end of Year 3 progression to Year 6 would help in providing a strong argument. 	ALL
<p>F.198 Finance:</p> <ul style="list-style-type: none"> • Covered under agenda item F.196. 	
<p>F.199 Governor Matters:</p> <p>F.199.1 – Jt Chair's report:</p> <ul style="list-style-type: none"> • Chairs had had meetings with TT, and Jonathan Lewis attended Committee meetings and met with Craig. • Informal feedback had been received from staff about differing Chairing styles. • LL/AM will be attending a termly briefing with Rosemary Sadler on 07/05/19, her ½ termly meetings now being reinstated. A letter had been received from her outlining the outcomes of the School Governance Team restructuring at the County Council. A more bespoke service for governing bodies was promised with Tina Hubbard now taking the lead for the East Cambs and Hunts area. <p>F.199.2 – Safeguarding:</p> <ul style="list-style-type: none"> • The school is required to have a Domestic Abuse Lead Person, TT now being trained in that role, thus meeting the statutory requirements. • A meeting has been arranged with all of the safeguarding team in school to pass on the information from above. All reports of domestic abuse now have to come to TT who will then delegate out as appropriate. <p>Q: Will SG be invited to those training sessions as the Safeguarding Governor?</p> <p>A: It would be best for us to take notes and send these to SG.</p> <p>Q: Are we 100% certain, that we are up to date with all policies relating to safeguarding?</p> <p>A: Yes, everything is up to date. The annual Child Protection policy was updated in September but TT will raise with Jules about Intimate Care.</p> <ul style="list-style-type: none"> • The key areas will be prioritised. • Governors agreed that after the meeting with Craig, they would revisit the Pre-Inspection document and types of questions being asked. 	<p>TT</p> <p>ALL</p>
<p>F.200 Any Other Urgent Business:</p> <ul style="list-style-type: none"> • A note taker was required for the meeting on Tuesday 21/05/19. It was agreed that Jules would be asked, this being her normal day in the school. • AM/MS attended the Celebration Assembly pre-Easter and made a presentation to MC. 	TT
<p>F.201 Dates of future meetings:</p> <ul style="list-style-type: none"> • FGB – 12th June 2019 • Standards Committee – 17th July 2019 	

The Chair closed the meeting at 7.40pm.

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

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