



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD VIA ZOOM CONFERENCING ON 28TH APRIL 2020**

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

<p>Present:</p> <p>Governors: - Theresa Thornton (TT) Headteacher; Emma Smith (ES); Julie Popham (JP), Michelle Short (MS); Dan Buddle (DB); Sarah Rogers (SR); Lisa Ling (LL); John Anderson (JA); Andy Moffat (AM);</p> <p>Apologies: Stuart Gilham (SG); Emma Verney-Davies (EVD); Gemma Edwards (GE).</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services,</p> <p>The meeting was chaired by Lisa Ling (LL).</p>	
<p>1. Present</p> <ul style="list-style-type: none"> Governors were welcomed to this first online meeting via Zoom conferencing. 	
<p>2. Apologies and Declarations of Interest</p> <ul style="list-style-type: none"> Apologies were noted and accepted as above. The meeting was declared quorate. AM, LL and the HT all declared ongoing interests. 	
<p>3. Matters Arising not specified on the agenda.</p> <ul style="list-style-type: none"> None. 	
<p>4. Minutes of the previous meetings: <u>FGB (04.02.2020)</u></p> <ul style="list-style-type: none"> These were agreed to be a true record of the meeting and will be signed by the Chair at an appropriate time. 	
<p>5. Matters Arising:</p> <ul style="list-style-type: none"> The majority of actions listed have been overtaken by the COVID-19 situation and have been put on hold/carried forward until such time as they are able to be implemented. Page 65 – Governor skills audits could still be completed online and sent through to EVD where applicable. Page 66 – Movement of children/high mobility re KS2 pupils would be placed on next agenda. Page 68 – LL attended a meeting where schools were mentioned as being 'the anchor of the community' and knowledge of schooling by parents was different. This related to PAWS 	<p>ALL</p> <p>EVD/Clerk on next agenda</p>

asked to put forward bids for equipment that may be of use, particularly for Year 5s and their capacity for meeting the requirements of end of Year 6 after this period. Other than that, we are reliant on parents coming forward. All we can do is keep up the communication; we have sent out letters re FSMs in case parents circumstances have changed in which case they may find themselves eligible. Other than that, we are just trying to build those relationships and the more that teachers can do that via email, the hope is that more of those families will make themselves approachable.

- Governors were pleased that the FSM information was circulating and was on the website for families to access.
- Staff are rota'd on a 2 week basis, 2 – 3 teaching staff in school every day, doing a 2 week block, consisting of 2 days in 10, then have 14 days off in case they're symptomatic. With all of the protocols, no-one has yet been poorly that's bene in school since those arrangements were put in place.
- The lessons are all based in the Early Years Unit, trying to do school learning in the mornings, and more creative play in the afternoon eg a Chocolate themed day.
- There is still the caretaker and a cook on site; the latter providing sandwiches for FSM children and staff. The Food Vouchers are now in place, proving to be problematic.
- MS added that as a 2ndary school parent, she was asked to complete a simple questionnaire about her capabilities to provide school learning, some people as alluded to earlier, not having the appropriate or any IT equipment. She added that this might be something worth considering at Wheatfields if there was a need to consider which families required that extra support re grants and LA devices. She agreed to email this across to the HT.
- For a future meeting, it was suggested that transition should be a subject for discussion.

MS
ALL

Assessment:

- All standardised assessment has been cancelled for this year. This will impact on how it is used going forward, as those for this year will be teacher assessments, likely to be based on a term and a half.
- A new EY profile is coming in September. In discussions with the EY team, it has been agreed that they will still do their own end of year documentation for those parents.
- The learning platform (Tapestry) has proved to be brilliant, especially during this period, so whilst those children won't be seen independently, teachers will still be able to report on achievement and attainment against the EY goals.
- Year 1 moving into Year 2. For those groups moving into new years, there may be a need to buy in some additional standardised assessment so a baseline is available for when schools return and can be used measuring progress going forwards.
- There is still an expectation on producing reports, so staff know that they will be expected to write some sort of achievement report. Currently there is no DfE guidance on what that needs to look like but as a start, it is felt important that parents know what was achieved in 18 months and that their children are/were on track to meet end of year expectations. Staff will be producing something, but are awaiting DfE guidance on that.
- Guidance is also awaited from the DfE on transition into Year 7 but staff know that they want to provide 2ndary schools with something, although recognising that those schools will do their own testing at the start of year 7 anyway.
- Gemma will be providing information about the SEND pupils and EVD is working with the Phase Leaders to pull their information together about attainment in the subjects in their Phases for end of April. Based on that, SLT will be able to look at that who is on track to meet end of year expectations. Not much more can be done currently, as there is no idea of consistency of what is going on at home. There will be huge variance about what can be achieved and the progress that children make.

Performance Management:

- Still taking place for staff, as the HTs Appraisal. The expectation from the DfE is that will continue during lockdown.
- Staff are being encouraged to review their paperwork and any items where it will be impossible to complete a particular task, are being moved into a professional development task in terms of research or CPD they can access when working from home.

Wheatfields Nursery:

- It is hoped to run provision from September. This looking challenging under current

<p>circumstances but the HT is working with the LA and the Nursery to see what can be done. It seems to focus on the Committee who need to be persuaded to move their AGM from September to December, enabling them to possibly run an extra term as part of a transition period, with the school taking over from January 2021. Governors will be kept informed on progress.</p>	<p>TT</p>
<p>7. Finance: The budget details were circulated to governors. AM took governors through the details:</p> <ul style="list-style-type: none"> • This has been produced under unusual times, the figures being finalised over the last few days. • The context related back to the c/f over the last few years: <ul style="list-style-type: none"> ○ 2018/19 - £69,000 of the c/f was used, being eaten into, partly due to falling rolls and increasing other costs. ○ In 2019/20, it was projected that the c/f would be eaten into by about £52,000 which, within a few hundred pounds, is what has happened. ○ Funding management has been good, spending what has been projected. That has left the school with a continuing c/f into 2020/21 of about £125,000. ○ The forecast is based on the c/f continuing of the previous commitment 2019/20 into 2020/21. <ul style="list-style-type: none"> ▪ Discussions have been held about additional support required, for staff and learners over the months to come, there still being a lot of unknowns as to when things will happen and expectations on schools. Therefore, this budget is predicated on the theme of continuing from the last few years. ▪ If the spend is as projected, all of the c/f will have been used by the end of 2021. ▪ The figures for 2021/22 and 2022/23 begin to show difficult numbers in terms of money/savings needing to be made to balance the books. ○ It was felt that now was not the time to make drastic changes as the future was unknown. The school will also want to be in a position to help its staff and learners over the next few months. The school has also been told by the LA that it is in a better position than many others in the County. The focus should therefore be on the next year, with come September, a major stop and rethink in terms of the school's in year spend, thinking about spending for the future years. ○ The HT added that having gone through the figures, it was worth noting that the 2020/21 figures are following her and JP going through each line, looking at last year's outturn and what can be reduced or increased. ○ Currently, a budget needs to be presented which is secure. Going forward, it will be next year that the challenging decisions will need to be made, although there is little wriggle room for reductions and change with a falling pupil roll. ○ DB confirmed the above from his school's perspective, this without a clear steer for the funding increases and now taking into account Treasury spend on the COVID-19 crisis. All schools are going cautiously, waiting for some clarity and a steer from central government. ○ Governors agreed that the budget will be reassessed in September to look at spend and future years. ○ If governors required more time to study the budget, an exchange of emails over the next few days was proposed by AM. A deadline date of Friday 1st May was proposed, with submission of budget required by 7th May. ○ The Clerk asked that he be copied into any discussion/questions/agreement re the budget in order to be able to show that governors had approved the budget and that this had been recorded properly. <p>Q: What is the protocol for submitting a deficit budget within it? Will they accept it? A: We have had a few questions for Jane Green (JG) our LA contact. We have a deficit here of about £2,000. We can make sure we don't have that but it's a question we could get a specific answer on, from JG. When Ray was advising us, there were other schools who were submitting deficit budgets because they had little other options.</p> <ul style="list-style-type: none"> • The HT agreed that they could ask the question, but felt that the LA would challenge them on a deficit of £2,000. They would probably want the school to balance it but in these times that was an unknown, the question needing to be asked of JG. 	<p>ALL</p> <p>AM/ALL</p> <p>TT</p>

<ul style="list-style-type: none"> The HT added that the SFVS needed to be submitted, an extension having been granted until the end of April. This would be discussed with AM via email and then circulated to governors for agreement. 	TT/AM/ALL
8. Wheatfields Nursery: <ul style="list-style-type: none"> Covered under Item 6. 	
9. Any Other Business: <ul style="list-style-type: none"> MS stated that one of the positive outcomes from this crisis was a better understanding from the public, of how good the teaching profession was and it was hoped that parent engagement and respect resulting from this, would grow. This was endorsed by all the governors present. SR confirmed that she had been in touch with PAWS prior to the lockdown. Further action was on hold until the situation eased. As a summary, all governors reiterated their thanks to the HT and all of her staff for the work being done, the contact being maintained and the support being given to families and children. JP added her thanks to the bank account and ICT team over the end of year, having been poorly and in hospital, providing her with support and time to get the budget figures sorted. 	
10. Date of Next Meeting: <ul style="list-style-type: none"> Governors discussed the possibility of holding another meeting (EGM) once things had settled and there was some clarity about what the expectations are of schools. The HT stated that she was in communication with the LA as well as the DfE about the implications of schools reopening. Her concerns and that of the staff are being collected to be sent onto the DfE. It was agreed that once things were known, the HT would communicate with the Co-Chairs and agree a date for another meeting. The current date for the next meeting is Tuesday 14th July 2020 at 6.00pm. 	TT

The Chair closed the meeting at 7.07pm.

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

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