

MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL HELD ON 12TH SEPTEMBER 2018

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

F.149	Present		
	Governors: - Maureen Clarke (MC) - Chair of Governors; John Anderson (JA); Michelle Short (MS); Julie Popham (JP); Emma Smith (ES); Stuart Gilham (SG); Lisa Ling (LL); Cara Jackson (CJ)		
	Associates: Emma Verney-Davies (EVD); Gemma Edwards (GE),		
	Apologies: Theresa Thornton (TT) Headteacher; Andy Moffat (AM);		
	In Attendance: - Mike Behnke – Syzygy Clerking Services		
MC welcomed governors to the first meeting of the new academic year. In particular, CJ was welcomed to her first meeting.			
F.150	 Apologies and Declarations of Interest F.150.1 – Apologies were noted and accepted as listed above. F.150.2 - Declarations of Interest – Emma Verney-Davies and Emma Smith declared an ongoing Interest. The register will be updated to reflect this. F.150.3 – Governors completed their Pecuniary Interest forms. They were reminded to keep these updated, should circumstances change. F 150.4 – The Confidentiality Register is completed annually. If there were no changes, governors could re-sign their previous declaration. 		
F.151	There was no Young Carers presentation in the absence of Melica Cutbush. This would be rescheduled for the next meeting.	Clerk for agenda	

F.152.2	were elected/re-elected:			
FGB Chair		Maureen Cla	arke (MC)	
FGB Vice-Chair		Michelle Short (MS)		
Resources Commit	tee Chair	Andy Moffat		
Resources Commit		John Anders		
Standards Committ		Emma Smit		
Standards Committ		Lisa Ling (Ll		
	nembership was agreed a	· ·		
Resources Committee	AM (Chair), J	IA (Vice-Chair),	JP, MC, SG, HT, MS	
Standards Committee			MC, HT, AM, CJ, MS	
F.152.4 The following	roles were agreed by th	e governors:		
Pupil Premium - LL	Greater Depth -	LL	SEND - MC	
CT - JA	Numeracy - JA	-	Link/Training - EVD	
1&S - SG	School Council -	JP	Young Carers - MC	
Literacy - AM	Safeguarding - N		EYFS - MS	
Equality/Diversity - tba				
Phonics – Katie Hammond a	as Phonics lead, would be	rovide reports t	o FGB on a termly basis	
	in the local, hourd p			
	no further update on the	Children's cent	re.	Clerk/EVD
the survey to g	overnors.	•	n agenda. EVD asked to circulate	Clerk/EVD Chair
all governors.			laths visit on behalf of JA.	
	ng papers had been circ			
installed during	g the October 1/2 term.		ver has been ordered and will be	
 Iviodel blan to 	be placed on the next Re	esources Comm	littee agenda.	
Page 27 – F.143	on the agenda for ratifica	tion.		Clerk
Page 27 – F.143 • H&S policy is of • Updated list of • Issue of secure Cloud based s	on the agenda for ratifica policies and review date e accounts for governors system was installed and	es is being com would be addr	oiled by Juliet Lynch. essed once the new server and	Cierk
Page 27 – F.143 • H&S policy is of • Updated list of • Issue of secure Cloud based s Page27 – F.147 • Summer fete v successfully, F	e policies and review date e accounts for governors system was installed and was attended by EVD, MS PAWS were increasingly	es is being comp would be addre functioning. S and ES. Repo struggling to ge	essed once the new server and orted that whilst it had passed of help and support for events.	Cierk
Page 27 – F.143 • H&S policy is of • Updated list of • Issue of secure Cloud based s Page27 – F.147 • Summer fete w successfully, F : Parent governors were as : Only as a governor.	e policies and review date e accounts for governors system was installed and was attended by EVD, MS PAWS were increasingly sked whether they knew	es is being comp would be addre functioning. S and ES. Repo struggling to ge w about PAWS	essed once the new server and orted that whilst it had passed at help and support for events.	Cierk
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Page 27 – F.143 • H&S policy is of • Updated list of • Issue of secure Cloud based s Page27 – F.147 • Summer fete v successfully, F Parent governors were as • Following disc encourage new • A Che • A Tea	policies and review date e accounts for governors system was installed and was attended by EVD, MS PAWS were increasingly sked whether they knew ussion and on the sugger w membership/volunteers lese and wine, meet the g /coffee/cakes PAWS eve	es is being comp would be addre functioning. S and ES. Repo struggling to ge w about PAWS stion of LL, it w s and to meet th governors even ent to encourage	essed once the new server and orted that whilst it had passed at help and support for events. as parents? as agreed to hold 2 events to be Governors t for parents and	Cierk

 F.158 Review of Governor Training: Details of the local authority training had been circulated to governors. Autumn Term briefing for governors was scheduled for 7.00pm on 18/09/18 at the Wood Green Centre. The Chair agreed to attend on behalf of the FGB. ES has been booked onto the Blue Smile course. There is also a Blue Smile day in February, 	Chair
 F.157 Pupil Premium and SEN Reports: Reports had been circulated to governors in July and no feedback received. More details will be provided at the Standards Committee (November). Governors were asked to feed back any comments to the HT as soon as possible. 	ALL
 F.156 Ratification of Policies: The following policies and procedures were discussed and <u>ratified by the FGB</u>: Safeguarding and Child Protection Policy Attendance policy Health & Safety Policy Code of Practice and Confidentiality Policy Model Complaints Procedure Raising a Concern Procedure With the latter procedure, some schools had adopted this from the local authority. The Chair had amalgamated these into a document specific for Wheatfields. It would serve as a guide for parents, taking them through the procedure before they expanded it into a full complaint. Teachers have been asked to direct parents to the document and will be raised in the HTs newsletter as part of a general reminder to parents about all policies and where to access them. <i>Q: Has the Social Media statement been linked to Raising a Concern? A: Yes it has.</i> EVD stated that when a model policy was used, it was usually EPM but some adopted policies eg Pay Policy, needed to be personalised to the school. It was agreed that Juliette Lynch, with the support of the HT, would personalise those policies requiring it, and then these would be brought back to the FGB for full ratification. 	JL/HT
 being actioned. They have been written as a result of last year's data and where it was felt there was a need for continual improvement. Focus will be on T&L this year, to support staff. They are all in draft form with some milestones still to be added. Q: Has this been developed with the input of the Middle leadership or is it just SLT? A: The Middle Leaders will prepare the action plans based on the SDP. There have also been some changes in the Subject Leads. Governors asked for a list of Subject Leads. SDP to be kept on next FGB agenda. End of Year data will be covered in detail at the next Standards Committee meeting. As this was scheduled for November, and the HTs Performance Management meeting is in October, it was agreed to hold an extra Standards Committee meeting on 24/09/18. Clerk to email all governors – meeting to be 1 agenda item on data. 	EVD Clerk Clerk Clerk/ALL
 F.155 Head Teacher Reports: F.155.1 – With the HT absent, governors were informed that her report with the data and SDP priorities would be circulated for comments by the end of the week. The key priorities have been looked through the local authority who will check they are 	HT/ALL
 LL agreed to look at marketing ideas for PAWS. Page 28 – F.147/48 AM/LL to check if report on Year 5 visit has been circulated. MC to be invited to next FGB meeting – Clerk for agenda (already noted previously) With the above matters noted, the minutes were approved by the FGB and signed by the Chair. 	LL AM/LL
PAWS AGM on 26/09/18.	

 open to all governors. Training on the new financial package, organised by Governor services (Ray) will be available for governors.JP agreed to find out whether this was part of the governors services package or additional. Pre-Ofsted training for governors – EVD to find out if this was available from Governor Services. 	JP EVD		
F.159 Any Other Urgent Business: There was no other business.			
 F.160 Date of future meetings: FGB – 14.11.18 – EVD provided her apologies for this meeting. 			

The meeting closed at 7.32pm.

Initials.....Date....

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