



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 21ST JUNE 2017**

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

<p>F.70 - Present:</p> <p>Governors: - Maureen Clarke (MC) - Chair of Governors; Theresa Thornton (TT) - Headteacher; John Anderson (JA); Paul MacLellan (PM) - Chair of Standards; Michelle Short (MS) - Vice Chair of Governors and Standards; Andy Moffat (AM) - Chair of Resources; Stuart Gilham (SG); Lisa Haylock (LH).</p> <p>Associate Members: - Emma Verney (EV) - Deputy Headteacher;</p> <p>Apologies: - Gemma Edwards (GE) – Assistant Headteacher,</p> <p>Absent: - Alastair Chatwin (AC)</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services</p> <p>MC welcomed governors to the meeting and thanked them for their attendance.</p>	<p>Action Required / by whom & when</p>
<p>F.71 Apologies for Absence and Declarations of Interest</p> <p>F.71.1 – Apologies for Absence Apologies were accepted as above. AC (Vice Chair of Resources) was recorded as being absent. Chair had informed the LA about his absence. Chair to check the Constitution and GB Terms of reference re attendance procedures regarding number of meetings attended/missed and check through previous minutes for attendance record.</p> <p>F.71.2 Declarations of Interest Andy Moffat, Theresa Thornton and Emma Verney declared an ongoing Interest. The register has previously been updated to reflect this.</p>	<p>Chair</p>

<p>F.72 Minutes of the previous FGB meeting</p> <p>F.72.1 – 3rd May 2017</p> <p>F.65.3 – Delete ‘Autumn’.</p> <p>F67.1 - Change date to read ‘21st June 2017’.</p> <ul style="list-style-type: none"> With those amendments noted, the minutes of the last meeting were agreed to be a true record – proposed by AM and seconded by TT. The Chair would amend the minutes to reflect those changes, circulate them to governors and print off a copy for signature. 	<p>Chair</p>
<p>F.73 Matters Arising</p> <p>F60.1 – See notes above.</p> <p>F23 - List of training was circulated. Governors updated recent visits with EV and were asked to further any outstanding training attended, to her for updating. Training grid to be updated and EV to present final version at September FGB meeting.</p> <p>F55.1 – Accessibility Plan was circulated.</p> <p>F65.3 – SDP/SEF is on agenda.</p> <p>F67.1 – All visits have been completed.</p>	<p>EV</p>
<p>F.74 Update on Sub-Committee Business/Meetings</p> <p>MC advised that this item is included on the agenda as an opportunity for Governors to discuss any items from sub-committee meetings which need sharing with the whole governing body. It was noted that no meetings had taken place since the last FGB meeting.</p> <p>F.74.1 – Resources</p> <ul style="list-style-type: none"> Nothing to report. <p>F.63.2 - Standards</p> <ul style="list-style-type: none"> Nothing to report. 	
<p>F75 Reports – Head Teacher</p> <p>F75.1 – Head Teacher’s Report. Report had been circulated to governors prior to this meeting. TT stressed that a lot had been achieved over the last period.</p> <p>F75.1.1 – Since the report had been written, another LSA was retiring. There is the potential to recruit another 2/3 LSAs.</p> <p>F75.1.2 – Data – Currently collating data for reports and for the LEA., EYFS, Year 1 and 2 Phonics, Year 2 and Year 6 assessments.</p> <ul style="list-style-type: none"> EYFS – target for GLD was 70%. 75% have achieved this, thus exceeding the target set. Has been moderated by the EYFS team who agreed with the assessments. Set target of 10% to exceed GLD. Year 1 Phonics – Had an overhaul, rolled out to the whole school. The target was 85% and 85% have achieved this, subject to the threshold remaining the same as last year which was 32. Will know the details on Monday. Still gaps in the cohort which will flow into the writing. Year 2 Writing assessment will reflect more teaching of phonics for some. Year 2 assessment was moderated yesterday and everything was prepared and ready for the assessors. TT reflected on how the moderation has evolved and this time, provided a better experience, with the moderators encouraging teachers to find the information in the children’s work. Teachers were praised for knowing their children. 	

<p>The breadth of experiences was good and children were seen to be enjoying meaningful learning.</p> <ul style="list-style-type: none"> • The data however, was not showing it. The Moderators said to persevere with it and the results would come. Ofsted can be shown the progress being made. Children were being tracked and a number had significant needs. • Two of the children had been raised from 'at' to 'greater depth'. • Governors were appreciative of the work that the EYFS team had done and recognised how the moderation process had evolved from the experience of last year's Year 6. • The Moderators had asked whether the school had complained to Ofsted about the last moderation and were told that it had. • All of the data will be available at the September meeting to present to governors. <p>F75.1.3 – TT reported that since the report had been written, there had been 1 exclusion.</p> <p>F75.2 – SDP/SEF - There are 4 outcomes being focused on. These may be amended once the data is in and meetings have been held with the LEA about future support. The copies governors have, will currently remain.</p> <p>75.3 – The annual audit has been done online and a PDF version will be available to governors at the next meeting. MS completed her Safer Recruitment Training 2 years ago and it was felt another governor was required to undertake the training next year. Awaiting response from Ofsted.</p>	
<p>F.76 – Policies</p> <p>F.76.1 – Outdoor Learning Policy – A copy had been previously circulated to governors. AM suggested that should look to include the school efforts to increase outcomes for boys in outdoor learning as boys was a key target for the school.</p> <p>F76.2 – The Policy talks of children having 1 experience of outdoor learning per every ½ term. Whilst governors suggested raising this, TT said that needed to be achievable but could rephrase it to say 1 per every ½ term as a minimum. Will need the Outdoor Lead to audit what is happening. It was noted that Forest Schools have 1 session per week in all weather.</p> <p>F76.3 – With the amendment above and the dates to be updated, PM proposed to agree and ratify the policy – seconded by SG and adopted by the governors.</p>	<p>TT</p>
<p>F.77 – Governor Training</p> <p>F.77.1 – Further to the comments made in F73, the need had been identified for additional Safer Recruitment Training by governors. PM expressed an interest.</p> <p>F77.2 – EV agreed to contact the LEA to ascertain whether SR training could be done for the whole GB.</p> <p>F77.3 - GB to look at HTs Performance Management in September and whether governors can sit in on the process and observe before joining the Panel next year.</p> <p>F77.4 – EV to ask Governor Services whether training was still available and where the courses are.</p> <p>F77.5 – Audit – There were no specific areas that needed additional training, all governors had moved forward. Needs to be updated annually, ideally twice a year to use as a guide.</p>	<p>PM EV</p> <p>EV</p>
<p>F.78 – Governor Visits</p> <p>F78.1 – Has been updated. Governors discussed the process for sharing reports. Agreed that:</p> <ul style="list-style-type: none"> • Reports should be 1st sent to TT and the Chair for reviewing. 	<p>ALL</p>

<ul style="list-style-type: none"> Once reviewed, they should then be sent to the Clerk for circulation. EV to keep track and update Governor visit/training details. <p>F78.2 – Agreed that MS, as the GB rep on the Children’s Centre/PAWS should provide a termly update to governors on their activities. Clerk to place on FGB agendas. MS reported that the move had been successful and that the numbers attending were high.</p> <p>F78.3 – The Chair reported that her term of office ends at the end of September. She stated that she would like to continue for another term as she felt that there was so much to do with important decisions needing to be made over the coming months. Governors agreed to her reappointment as Chair subject to it being officially ratified at the September meeting. Governor Services to be informed.</p>	<p>Clerk EV MS Clerk</p> <p>ALL</p>
<p>F.79 – Any other Urgent Business</p> <p>F79.1 - There was no other business.</p>	
<p>F.80 - Date of the next FGB meeting</p> <p>F80.1 – Provisional dates for 2017/18 had been circulated to governors.</p> <p>F80.2 – The Cycle of meetings had also been circulated with agenda/business contents. This needed to be aligned with the data cycle.</p>	<p>Chair/TT</p>
<p>..... Chair FGB</p> <p>..... Date</p> <p>The meeting closed at 6.46pm.</p>	