



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 12TH JUNE 2019**

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

<p>F.202 Present</p> <p>Governors: - Theresa Thornton (TT) Headteacher; Andy Moffat (AM); Lisa Ling (LL); Michelle Short (MS); Emma Smith (ES); Stuart Gilham (SG);</p> <p>Absent: 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 Andy Moffat (AM)</p>	
<p>F.203 Apologies and Declarations of Interest</p> <p>F.203.1 – There were no apologies.</p> <p>F.203.2 - Declarations of Interest – AM, HT, EVD, ES all declared ongoing interests. The register has been updated previously to reflect this.</p>	
<p>F.204 Matters Arising not specified on the agenda.</p> <ul style="list-style-type: none"> Request from staff member 	
<p>F.205 Minutes of the previous FGB Meeting (01/05/19) and Matters Arising</p> <ul style="list-style-type: none"> The minutes were agreed to be a true record: They were proposed by LL, seconded by ES and signed by the Co-Chair (AM). <p>Matters Arising:</p> <ul style="list-style-type: none"> Page 45 – Electronic signature still required from LL. To send to office@wheatfields.cambs.sch.uk Page 45 – No further update available on the new financial package. Governors were notified of a change in the Cambridgeshire SFA team: <u>Ray Burford</u> is being replaced by <u>Jane Green</u>, who will be the new contact person for Wheatfields. JP was asked to email RB on behalf of the governors, expressing their thanks for his support. Page 45 – Wellbeing Focus Group is holding its 4th meeting this week with good feedback having been received so far from the meetings. Once all of their sessions have been completed, they would meet with the HT to look at further action. It was also agreed, that GE would send an introductory email to set up a meeting with SG as the link governor. Page 45 – Minutes of meetings still to be received from SG. Page 45 – Subject Leads list was sent out with other information. There will be more professional development opportunities. The SL list will be potentially finalised before the end of term with some possible exceptions which may not be until November. Governors will 	<p>LL</p> <p>JP</p> <p>GE/SG</p> <p>TT/Clerk for agenda</p>

<p>be updated at the 1st FGB meeting of the next academic year.</p> <ul style="list-style-type: none"> • Page 45 - SCR/Safeguarding notes to be circulated by SG asap. • Page 45 – Meeting re Greater Depth learners still to be organised. It was agreed that a range of staff could be involved, Phase and Subject Leads, for LL to identify whether the needs of GD learners were being met, and identify the level of consistency. A further suggestion was made by the HT and agreed by governors, that in terms of timescales, an initial questionnaire was sent first with a visit targeted around the responses received. • Page 46 – Governors were reminded again, about submitting their skills audits to EVD asap. To date, 2 had been completed and received (ES/MS). • Page 46 – Pre-inspection review document to be standing item on all FGB agendas. • Page 46 – Governors were reminded about the 2 week timescale for submitting all visit/meeting reports with an agreed protocol. • Page 47 – The relevant Model EPM Policies have now been personalised for Wheatfields Primary School. The next step will be to revisit the policy grid and finalise the timetable for policy review/committee ownership going forward. The school's Intimate Care document will need to be reviewed, due to a new Year 1 child coming in September with specific complex needs. • Page 47 – When revisiting the Pre-Inspection document, there will be a need to have a Governor Action Plan, ideally before the next meeting with Craig on 13/09/19. It was suggested that this could be done via a subgroup. ES/AM/LL and MS agreed to meet in July to progress it further, date to be agreed. 	<p>SG</p> <p>LL</p> <p>ALL</p> <p>Clerk</p> <p>ALL</p> <p>ES/LL/AM/MS</p>
<p>F.206 Head Teacher's Report: TT provided a verbal report for governors: Premises Plan:</p> <ul style="list-style-type: none"> • This has been updated and sent to AM. Will also be sent to all governors. This year, TT, JP and Steve have been able to meet and pre allocate funds to needs, down to the smallest items. Funding has been the tightest it's ever been. The spending has been mapped out and will be monitored quarterly with an update/report to governors. • There was a slight overspend on cleaning equipment and building materials and are being tracked carefully, with Steve being allocated a monthly budget. • The original plan came to £42,000 and the budget is £25,000. • There have been 2 cases of damage to the building, one as a result of vandalism, with £570 worth of broken tiles. The police had been contacted by a member of the public but on visiting, had only seen a broken plant pot. Beer bottles had been thrown up on the roof and there was glass in the EY area. A set of goal posts were also smashed. Photographs were taken and JP has evidence for the insurance claim. • The 2nd incident related to a power cut in St Ives which threw out 1 of the heating pumps. A similar previous incident, had cost £1,700 to replace. An Insurance claim will be made with the hope that it will not be classified as an 'act of nature'. • The 2 together, take out the buildings and maintenance contingency funds. Quotes for CCTV are currently being sought. <p>Staffing:</p> <ul style="list-style-type: none"> • The school is fully staffed for teaching and teaching support for September. • Two Year 1 teachers had resigned (reported previously), but the school was fortunate to appoint a teacher from Bar Hill who will be very good. The structure has been set and only 1 teacher has had to be moved to a new year group. • Stability of teaching staff moving forwards is very positive. For the first year there are no NQTs which will release a large proportion of EVDs time and teaching and learning can focus on where the year groups and teachers need it. It also means induction support can be looked at as opposed to NQT support. • Support staff are redeployed and without too many changes, support for High Needs pupils is continuing. <p>Q: The 2 Year 1 teachers, is effectively 1 post, both are P/T as a job share? A: Yes so the new teacher covers for those 2.</p> <ul style="list-style-type: none"> • The school has also been successful in persuading another teacher to stay (previously reported) who had been offered a post elsewhere from September. 	<p>TT</p>

Training Request:

- TT reported on a request from a Year 5 teacher who has put in a request to governors to study for the Specialist Teacher programme in Primary maths (NaST). She has investigated possible avenues to go down for this, 1 provider being Northampton University and the other Hertfordshire. She is more keen on Hertfordshire as it's a 2 year programme. Northampton is £2,250 and Hertfordshire £2,800.
- TT told her she would bring it to governors. Since the application was submitted, there is the possibility of continuing and developing her practise by continuing to attend the Mastery Research Group, only this year, in a supervisory role for someone else.
- If governors felt she should do it, despite a lack of funds, the contract would have to stipulate that she would have to pay it back if she was to move on.
- This type of request would normally be the HTs decision and not the governors, although, on this occasion, due to the cost implications, it was right for it to be considered at this meeting. TT recommended that, in terms of the needs of the school, the request was not practical this time, but maybe different a year on. On those grounds, she recommended that the request be refused, adding that knowing the staff member in question, they would be respectful of the decision.
- **Governors agreed to uphold the HTs recommendation, and refused the request at this time,** although they were impressed by a staff member coming forward and seeking to improve their CPD and would be happy to reconsider this if a further request was submitted in say a year's time.

Craig Duncan's Visit:

- EVD reported on his recent visit, where he had looked around the school and stated that overall, the school was purposeful, a marked improvement could be seen between this time last year and where the school was now. The children were all focused and adults well deployed. He had also spoken to parents in the playground (20 people in 15 minutes) using a set of 3 questions about their views of the school, what they liked and what would they like to change. It was also worded in such a way as to ask what they felt the local authority could do more, to support the school.
- Very positive feedback, especially around the EYFS, generally families felt the quality of teaching was good and no indication from any that there were issues with the teaching or that any child didn't enjoy their learning. Some parents had expressed frustration that communication to home wasn't always timely eg cancellation of events etc. but face to face communication was good and staff always try to listen and help. A couple of parents independently, mentioned instances of bullying which they didn't feel had been managed adequately. The school feels it knows where these have come from and information gathered separately, shows where the issues are.
- The retention of staff was mentioned by Craig, it causing issues but parents were assured that this was a county and national issue.
- Craig's suggestion was that governors should take this on as a termly health check and go out to see parents and ask similar questions.
- A note will go in the newsletter about Craig's discussions with parents and that comments were welcomed from parents on any of the issues arisen from the day.
- In conclusion, Craig said that he felt confident now that he can confidently say that the school can be judged as good.
- TT acknowledged that he had moved the school forwards, despite all of the challenges that the school has had. In feedback to staff, they were told that 'there was an overall feeling of purpose across the school, which as long as the momentum continues, should provide the evidence that's required to be recognised as a good school'.
- Governors asked that it be minuted that 'it's a recognition of the drive, the determination and the high expectations of the leadership of the school, has been supported by LA timely interventions as appropriate'.
- It was acknowledged that there needed to be a systematic approach to collecting parent viewpoints and giving them the opportunity to voice their opinions of the school on a regular basis, through a variety of forums and not just in the playground.
- It was felt that if those 3 questions could be asked on a termly basis then there would be good responses followed up by every half term, governors being visible, thus providing 2 opportunities per term. This would still be followed up by Parent View at the parent's

<p>evening in March which would triangulate the data received.</p>	
<p>F.207 Finance:</p> <ul style="list-style-type: none"> The budget was set in May and submitted to the local authority on 10/05/19. Following the last meeting, on governors request, certain items had been reinstated in the submission. <p>Q: Having discussed Premises and the costs involved there, is there likely to be any spend that is different?</p> <p>A: There is 1 spend that is reliant on the school getting an EHCP. We have another 2 children coming in with additional needs so it's just balancing their needs around what is being funded, because as we know, there were 6 EHCPs potentially, we were in the process of gathering information for. There is every hope that we will get them, but as you know, the system is quite challenging around EHCPs. We are down to 5 as we have lost 1 pupil and 1 has been accepted through the 1st Panel which is hopeful.</p> <p>Q: What's the timeframe for knowing about the other 4?</p> <p>A: Two will definitely be submitted before the end of term so that could potentially be £18,000 for September, and the other 2 will be in the autumn.</p> <ul style="list-style-type: none"> TT reported that the Year R cohort for September, is up on what it was last year, 54, although 1 has been lost so 53. Last year were 10 short and this year 7. Percentage wise, Wheatfields are up on their PAN compared to other schools in the area. The Autumn Resources Committee will look in more detail at the budget when there will be confirmation of numbers in Year R and potentially further clarity on EHCPs. <p>Q: In terms of the EHCPs, do you have a good critical friendship group in terms of support to look at the plans?</p> <p>A: We work in the SENCO cluster, which is really strong, where we meet regularly and share evidence around, templates for evidence gathering, we proofread each other's applications. I am also trying to get on a Panel where the decisions are made, so if I read other people's applications, that is also a good source of information. We also have a very good relationship with Liz Allen, the Access and Inclusion officer at the County, and have benefited hugely from her support. I also meet and plan a year ahead with the SEND Services, who acknowledge the high level of EHCPs we have and they come in to help and write them and pre prep them. I feel we are well supported. We have to evidence all of the support before submitting the paperwork and show what we have done.</p>	
<p>F.208 Burleigh Hill Pre-School:</p> <ul style="list-style-type: none"> The Co-Chair reported that together with TT, they had met with 4 of the Pre-School who had informed them, that changes were needed to ensure their future viability. This included extending the day to provide wrap around support. However, the next day, the school was informed that they were closing anyway. A meeting of the Pre-School had been held at which some members had resigned, leaving the only option to close on 19/07/19. The implications of the closure are that 8 children will need alternative provision from September, the continuity of provision between Wheatfields and the Pre-School will be lost and the school will lose £5,000 income from the rent which will impact on the budget going forward. This situation, provided the opportunity to explore provision directly related to the school, but the timeframes didn't allow this. The local authority had also advised that the Pre-School close, although what this was based on is unknown. Whilst child yield is down in St Ives, it was not the same across the District, with some pockets up and some down around the District. If it is a short term dip, then governors would need to decide whether to explore future provision. TT had responded to the Pre-School acknowledging the difficult decision they had made. Long term, it's about Wheatfields being able to provide pre-school provision as a part of the school and with the extended holiday and hours, a good response would be received from parents. However, a time element for the research to take place was required, a year to 18 months to get up and running and the state of the current building needing to be considered. A section of this item has been recorded under Confidential Minutes. 	

<p>Q: Whilst agreeing with all of the positives said about the ability to close the gap earlier and getting earlier interventions, as an RI school, we understand the capacity of the EYFS and the person who has just left, on the one hand, we are talking about teachers being stretched and the capacity they have to deal with our high expectations, it would not be right for the governors not to question providing capacity down that stream especially as the building causes a red flag.</p> <p>A: At the moment, it's just to look at it to ascertain whether it is a viable option.</p> <p>Q: I wonder if that exploration ought to be outsourced, maybe not in a monetary term, but maybe someone around this table who has expertise, or wants to start to investigate into it in unison with the school?</p> <p>A: There is someone who works for the local authority that is the go to person in these circumstances, and if we are saying that we want to explore this, then she would be my go to person. We can then talk to other schools. I have another colleague who has gone down a different route and the HT is on the Committee of the Pre-School, so there are various models we can look at. It would be a case of having enough time to research those, gather information and evidence, but we are not at that stage yet. Our focus has to be to get our Ofsted judgement to 'good' but I still feel we ought to gather the information.</p> <ul style="list-style-type: none"> Some of that required evidence could be gathered by a governor and it was agreed to look at this as part of a review of governor roles and responsibilities at the September FGB meeting and in light of the results which may have an impact on views going forward. 	<p>Clerk for agenda</p>
<p>F.209 Governor Matters</p> <p><u>Parent Governors:</u></p> <ul style="list-style-type: none"> There are 2 vacancies with the potential of ES moving to becoming a co-opted governor. With the new intake in September and the EY new parents evening on 13/06/19 there were new opportunities to recruit parents onto the governing body. TT agreed to follow up the due processes and the Clerk was asked to send through the election process to LL/AM/JP/TT for actioning in September. LL agreed to work with TT on the marketing aspects of the appointments, in terms of developing creative ways of recruiting, ensuring gender representation and eliminating barriers to becoming a governor. <p><u>Half Termly Review Meeting:</u></p> <ul style="list-style-type: none"> AM/TT met with Rosemary Sadler and Craig Duncan on 07/05/19. A follow up meeting is planned for 11/07/19. There were 5 key points fed back: <ul style="list-style-type: none"> Since Christmas, the school has made great progress and leaders have been consistent with monitoring the quality of teaching and provision. It is pleasing to note that the Early Years provision is at least Good, and the quality of the majority of teaching and learning across the school is also Good. Where there are weaknesses, the school has a comprehensive plan to address these. Under the leadership of the two new Co-Chairs, governors are aware of the pressing need to increase monitoring and the Review Group will look for this evidence at the next meeting. End of Key Stage outcomes look positive: Early Years just above national; Year 1 Phonics in line with national; End of KS1 and KS2 look to be broadly in line with last year's national. Provision for and evidence of progress for SEND pupils is good. There was an issue regarding the letter from Jonathan Lewis and RS's comment about whether the letter would be shared with Ofsted or not. It was finally clarified that the letter, not being a warning letter, would not be shared with Ofsted. Another meeting was held on 21/05/19 with Craig Duncan and LL/AM/MS/ES as a pre-Ofsted meeting. The outcomes of that meeting were very positive. Governors will need to review the evidence prior to the next meeting with RS/CD on 11/07/19, now having additional information from parents, triangulation and data. SATs results come out on 09/07/19 so headline data will be available for that meeting on 11th. <p><u>Governor Visits/Reports:</u></p> <ul style="list-style-type: none"> TT agreed to read through the notes of LLs visit before they were further circulated to all governors. LL added that when the skills audits were completed and the Governor Development Plan 	<p>TT/Clerk</p> <p>LL/TT</p> <p>TT</p>

<p>in place, whilst all offers of outside support were welcome and numerous meetings/training sessions held, managing the support from outside agencies will be a strength, rather than a weakness.</p> <ul style="list-style-type: none"> • TT mentioned the offer from the local authority, of an audit of governing body minutes, paperwork and resources, to help satisfy themselves that the level of challenge at meetings was being reflected and minuted. The other offer was for AM/LL to meet with an experienced Chair of governors to acknowledge that both AM and LL were new to the role of FGB Chair. • LL agreed to respond to the local authority on behalf of the governors thanking them for the offer to audit minutes and paperwork but declining it at this time. 	LL
<p>F.210 Any Other Urgent Business:</p> <ul style="list-style-type: none"> • ES to send TT her notes from the governor briefing, then send to Clerk for circulation. • Days and times for next year's meetings were discussed and TT agreed to draft a list based on this year's calendar for approval/discussion. • Dates to be finalised at the Standards July meeting to which all governors are to be invited. 	ES TT/ALL ALL/Clerk
<p>F.211 Dates of future meetings:</p> <ul style="list-style-type: none"> • Standards Committee – 17th July 2019. Draft agenda to include: <ul style="list-style-type: none"> ○ Headline data ○ Governor roles and responsibilities ○ HT report ○ Draft Governor Development plan 	

The Chair closed the meeting at 7.40pm.

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

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