



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 27th September 2021**

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

Present:		
Governors: -	Lisa Ling (Co-Chair LL); Andy Moffat (Co-Chair AM); Theresa Thornton (Head Teacher - TT); Emma Smith (ES), Stuart Gilham (SG); Dan Buddle (DB);	
Associate Members: -	Emma Verney-Davies (Deputy Head Teacher - EVD).	
Apologies: -	Sarah Rogers (SR).	
Absent: -	John Anderson (JA).	
In Attendance:-	Mike Behnke – Clerk (Syzygy Clerking Services)	
No.	Minutes	Action Point
1.	Present <ul style="list-style-type: none"> Governors were welcomed to the meeting by the Co-Chair AM. 	
2.	Administrative items 2.1 Apologies: <ul style="list-style-type: none"> Apologies were noted and accepted as above. 2.2. Declarations of Interest: <ul style="list-style-type: none"> AM, LL all declared an ongoing Interest. The register has previously been updated to reflect this. TT agreed to send out Declaration of Interest forms for governors to complete and return to the Clerk asap. 2.3. Election of Chair/Vice-Chair <ul style="list-style-type: none"> AM/LL were unanimously re-appointed as Vice-Chairs for the coming term. SG was unanimously re-elected as Vice-Chair for the coming term. 2.4. Minutes of the last meeting: 14.07.21: <ul style="list-style-type: none"> These were agreed as a true record of the last meeting and were signed by the Chair. 2.5. Matters Arising: 04.05.21:	TT/ALL

	<ul style="list-style-type: none"> • It was agreed that sufficient people were 'Safer Recruitment' trained. • An umbrella statement for policies would be forthcoming from TT for the Clerk to circulate. • All other actions were on the agenda or had been completed. 	TT
3.	<p>Information Items:</p> <p>3.1. Headteacher's Update (verbal):</p> <ul style="list-style-type: none"> • Covid issues had arisen through self-isolating children and staff testing positive. • The recovery plan is in place. • An Outbreak Management Plan is in place following advice from Public Health England (PHE). Currently there are 3 confirmed pupil cases and 1 staff. One staff is absent through Covid. One staff member is unvaccinated and 3 awaiting a 2nd jab. • The Plan suggests that the school is in the hands of PHE. Five linked cases are considered an outbreak at which point PHE become involved and advise the school accordingly on what actions need to take place. Governors in turn, will be notified by the school. Staggered starts and restricted groupings would be considered. • Good and supportive leadership was being provided from Jonathan Lewis at CCC. • TT reported that there had already been other cases of sickness (non-Covid) in the school. • Two exclusions were reported. • LL stressed that the negative impacts of recovery were often mentioned, but felt that the positive lessons could be learnt eg home learning, upskilling of technology and documented for the future. She added that the GB would be supportive in looking at the changes as a result. <p><i>Q: Are you able to get people (volunteers) back into school, for things such as reading or is that still someway off?</i></p> <p><i>A: We had our Curriculum evenings/mornings which were successful and face to face. Parents evenings will be online again. In terms of individuals, I have to make a decision as to whether it's safe for them to come in and is the risk worth the benefit. I think, looking at the way that numbers are going, I'd probably say no.</i></p> <ul style="list-style-type: none"> • Two students, due to attend the Year 6 residential next week, had to go home today as they were symptomatic. • TT added that use of Accelerated Reader had been good. <p><u>Data (EVD):</u></p> <p>A whole school data overview and report had been circulated to governors prior to this meeting.</p> <ul style="list-style-type: none"> • The data showed the end of year results from last year as well as the progress expected of children based on their KS experience and previous outcomes. • A difference was noted in the various year groups. • Targets for 2022 have been aspirational in some elements but realistic as well. For Combined, the school has put itself between 65/70% ARE across all year groups. 	

	<ul style="list-style-type: none"> • The current Year 6s were the high attaining cohort in 2016 with R/W/M of 83% and M at 90%. • Seventeen pupils have been lost, 10 of whom were expected to be ARE and 4 at GDR, hence looking at a significant difference in numbers of children who will be progress measured in the school. • EVD emphasised the need to pick the common gaps that they know will have an impact on those children as they head into the following years. • TT stressed that the school was as confident in its data as it can be, having used baselines, past attainment, and a projection trajectory. • Governors praised the use of the assessment data in informing future practice and taking the correct decision not to project where pupils would have been had Covid never happened and actually where they would be, with governors needing to be aware of that in case of any questions as to why the school has acted on the current knowledge of pupils position. <p>Q: How confident are the teachers (not SLT)? Have done any work with them?</p> <p>A: Our model of flexible grouping and whole class feedback, absolutely supports that model because you're not putting a lid on a group or another. The learners, according the objective being taught, will be assessed and planned for each day.</p> <ul style="list-style-type: none"> • TT added that the teachers had found it difficult. For the first year ever, the school did the NFER baseline in Maths (a national baseline), providing a good indicator for where the children are in Years 3/4/5. For the first time ever, it was a Zero. In the baseline, which was demoralising for the staff and teachers. • More monitoring was taking place and staff meetings set aside for moderation. It was acknowledged that progress should go up but the times were challenging. • In response to a question about the targets being the same, EVD stated that it was only the Combined target which had been set at a similar level across the year groups but the R/W/M is based on the end of the previous KS and the projected outcomes that the previous teacher gave them. The pupils are then looked at individually. There are slight differences, all being around 70-80%, but different for each year group. • Governors stated that they wanted to set targets which come the end of the year, could be said were the right ones. The advantage of a range is that the bottom of the range is realistic and the top aspirational. They didn't want to set an aspirational target as even in a good year pupils could just miss out and it wasn't seen as a success. • TT agreed that the Combined needed to be reviewed, not having been the focus in previous years. The data from the PP meetings (January), will allow a clear indication of percentage likely to be Combined across the board. Until that data was available, the existing figures were where it was felt the pupils were best placed currently. This would be shared with governors when available. • EY data was the lowest ever seen but reflective of speech and language etc. • Governors were asked to email EVD directly if they had any further questions about the data. 	<p>TT</p> <p>ALL</p>
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	<p><u>Pre-School Update:</u></p> <ul style="list-style-type: none"> Progress is strong with full numbers most mornings and a couple spare in the afternoons. There is still an Acting Manager in post with discussions needed at the next Resources meeting to discuss some proposals. An advert for a Nursery manager based on a historic salary received no applications, feedback indicating the salary was too low. There would therefore need to be investment if the pre-School was to flourish and grow stronger. Alice is now the EY lead with AW moving to a new post in Norfolk. 	Resources Agenda
4.	<p>Budget Update:</p> <ul style="list-style-type: none"> With JP leaving the Financial Administrator post, it provided the opportunity to revamp the admin team, having a range of skill sets. Claire Moffatt has stepped forward to take on a finance role, now undertaking training, a School Business Manager role now being envisaged. When AW left, it was decided to move to 13 classes as opposed to 14, which was working very well. There was some initial parental opposition but the team were working hard to make it work. There is still 1 class of 19 children (Year 3) so next year, there could be a 1.5 model for that year. Savings will include that teacher above, the finance role. A staff member (Year 5 teacher) is leaving in December leaving a Year 5 class requiring a teacher for 2 terms. An HLTA who has taught in the school will step in and teach as an unqualified teacher for 2 terms. A Level 3 will then need to be recruited to backfill his post (only 2 terms). TT will mentor him. A student is joining who will be in the class next door, seen as a positive as the HLTA will be able to tap into their professional development. Afshan will then have capacity to mentor the student. The above will bring a natural saving, although the HLTAs training will need to be funded. Governors asked that any savings be invested back into the HLTAs training and Afshan's mentoring of the student as well as any resources required. TTs wellbeing was mentioned, in light of the additional mentoring role envisaged. The option of allowing the HLTA to spend some time at another local school was suggested and agreed. One Inclusion worker is retiring at Easter, the post not being replaced automatically, offering ways of working differently in the future. Thirteen (13) joined the school over the summer. With JP leaving, a new Staff Governor will need to be appointed, TT to action. 	TT
5	<p><u>5.1. Committee Roles</u></p> <ul style="list-style-type: none"> Committee memberships to remain as last year. It was discussed and agreed to consider, moving the FGB structure to just FGBs, encompassing all the areas, with Standards and Resources being the 	

	<ul style="list-style-type: none"> Covered under 5.1 – Roles and responsibilities. The need for a governor with H&R /legal background/skills was noted. SG to investigate and report back. Clerk to send the NGA skills audit to AM. 	Clerk
6.	Discussion/Decision 6.1. Matters Arising from Information Items: <ul style="list-style-type: none"> FGB meeting on 30th November to focus on SDP. 	
7.	Date of Next Meeting: <ul style="list-style-type: none"> 30th November at 6.00pm. 	

With the business completed, the Chair closed the meeting at 7.42pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Actions from this meeting 27.09.21	Who	Timescale
2	Skills Audit to be revisited.	Clerk/ALL	November mtg
2	TT to provide umbrella statement for policies and send to Clerk for circulation.	TT/Clerk	c/f
2	TT to circulate Governor Declaration of Interest forms for completion and return to the Clerk	TT/All	
3	Data from January PP meetings to be shared with governors when available.	TT	January 2022
3	Governors to email EVD with any questions on the data.	All	
3	Pre-School proposals to be discussed at Resources Cttee meeting.	TT	
4	TT to action staff governor election process.	TT	asap
5	Clerk to resend meeting schedule.	Clerk	
5	TT to action the parent governor election process	TT	asap
5	AM to provide new partnership governor details to Clerk.	AM	
5	TT to contact local authority re LA Governor vacancy	TT	asap
5	November FGB meeting to focus on SDP.	Clerk for agenda	
5	MS to be invited to November meeting as a formal farewell.	AM/LL	
5	Clerk to send NGA Skills audit to AM	Clerk	asap