



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL  
HELD ON 7<sup>TH</sup> FEBRUARY 2019**

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

<p><b>F.171 Present</b></p> <p><b>Governors:</b> - Theresa Thornton (TT) Headteacher; Andy Moffat (AM); Lisa Ling (LL); Michelle Short (MS); Emma Smith (ES); Gemma Edwards (GE) Julie Popham (JP); Stuart Gilham (SG);</p> <p><b>Apologies:</b> Emma Verney-Davies (EVD); Cara Jackson (CJ)</p> <p><b>Absent:</b> John Anderson (JA);</p> <p><b>In Attendance:</b> - Mike Behnke – Syzygy Clerking Services, Nigel Battey (Cambs CC)</p>	
<p><b>F.172 Apologies and Declarations of Interest</b></p> <p>F.172.1 – Apologies were noted and accepted as listed above.</p> <p>F.172.2 - Declarations of Interest – AM and the HT declared ongoing interests. The register has been updated to reflect this.</p>	
<p><b>F.173 Preparation for Ofsted: Nigel Battey.</b></p> <ul style="list-style-type: none"> <li>• NB was introduced to the governors by the HT.</li> <li>• Whilst there are changes being brought into Ofsted inspections from September, it was likely that the school would be inspected under the current system and therefore NB would focus on the 40 minute session that governors would have with the inspectors.</li> <li>• Governors were asked to pair off and discuss what they would like from the session: <ul style="list-style-type: none"> <li>○ What must governors know as a last resort <ul style="list-style-type: none"> <li>▪ The 3 key roles from the governor handbook: <ul style="list-style-type: none"> <li>• Strategic leadership</li> <li>• Accountability</li> <li>• The critical friend – asking challenging and searching questions</li> </ul> </li> </ul> </li> <li>○ NB emphasised that eg a staff governor has a generic role and is not there in her staff role but as a governor.</li> </ul> </li> </ul> <p><b>Q: Did anything surprise you from the last Ofsted visit?</b></p> <p><b>A: We felt interrogated.</b></p> <ul style="list-style-type: none"> <li>• Governors were told to expect the devil's advocate questions – ie prove it? Inspectors want to know about the impact of the work and not a shopping list of what has been done.</li> <li>• It was suggested that each governor could think through a case study, relevant to their role on the FGB eg safeguarding, and be prepared to show the impact of the provision backed up by examples.</li> </ul>	

<ul style="list-style-type: none"> <li>• Key things governors should consider at all times included: <ul style="list-style-type: none"> <li>○ How can you trust your HT/SLT in terms of what they're telling you</li> <li>○ What difference has this meeting made to the development of the school (one for FGB and Committee meetings to constantly ask).</li> </ul> </li> <li>• Three handouts were circulated: <ul style="list-style-type: none"> <li>○ Pre-inspection review – broken down into 5 sections with key questions to consider</li> <li>○ From the Ofsted handbook <ul style="list-style-type: none"> <li>▪ Leadership and management – what inspectors will consider with the key sentences on governors highlighted in yellow</li> <li>▪ Leadership and management – outstanding and good ratings with the key points relating to governors, again, highlighted in yellow.</li> </ul> </li> <li>○ The 5 sections related to: <ul style="list-style-type: none"> <li>▪ The past inspection and lessons learnt</li> <li>▪ Strengths and weaknesses of the school (SWOT) and what governors know</li> <li>▪ The children and progress and quality of teaching</li> <li>▪ Safeguarding</li> <li>▪ Self-evaluation, the governance team and how it consults/interacts with the local community.</li> </ul> </li> </ul> </li> <li>• Governors shared examples from the above with NB and expanded on some of the evidence they felt they had.</li> <li>• Gaps were identified with the evidence required to address those.</li> <li>• These sections could be rag rated to show progress and where there were gaps in knowledge needing to be filled.</li> </ul> <p><b>Q: What period of time do the inspectors focus on during their visit?</b>  <b>A: The slice in time is the 2 days of their visit.</b></p> <ul style="list-style-type: none"> <li>• Need to focus on the school's 2 key successes – Phonics and KS1.</li> </ul> <p><b>Q: Is citing staff changes being too defensive, mention of striving for consistency and it being an added challenge for the GB?</b>  <b>A: Acknowledge it and say that you are working on it – a key issue has been securing consistency, key being the quality of teaching. As a result, policies and practises have been fine tuned.</b></p> <p><b>Q: How strong do we have to be about the home grown data?</b>  <b>A: Share that with them. The more you can demonstrate with regards to home grown or middle attainers and share how governors have supported that vision.</b></p> <ul style="list-style-type: none"> <li>• LL suggested that a session could be organised with the Phase Leaders – a type of 'speed dating' ie have them all in together and gather information quickly as well as being a critical friend. This would provide the opportunity to see the whole school through the eyes of 4 staff and be able to question them about how their roles have changed.</li> </ul> <p><b>Q: Would it be worth saying that the role of the GB is to hold the HT and staff to account through the performance management framework?</b>  <b>A: It's about understanding how performance management improves the school and the role of the HT within that. The governors directly hold the HT to account through performance management and help her to drive forward improvement. It's a process and anonymised information can be requested from the HT to aid that.</b></p> <ul style="list-style-type: none"> <li>• In summary, NB stated that it was important to divide up the sections for governors to lead on and not leaving it to 1 person eg the Chair.</li> <li>• NB was thanked by the governors and left the meeting at 7.20pm.</li> <li>• Governors decided that it would be useful to hold an additional follow up meeting to look at the information and begin to prepare the evidence required.</li> <li>• It was agreed to meet on Wednesday 27<sup>th</sup> February at 5.30 – 7.00pm.</li> </ul>	<p><b>ALL</b></p>
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<p><b>F.174 Election of Chair:.</b></p> <ul style="list-style-type: none"> <li>In light of MCs resignation, <b><u>governors appointed AM and LL as joint Chairs</u></b> with MS continuing as Vice-Chair.</li> <li>AM took Chair for the remainder of the meeting.</li> <li>The HT added that in the light of a scenario where there was a complaint lodged, neutral governors were required and the HT would be seeking support from a wider spread of governors.</li> <li>In revising governor responsibilities, it was agreed that: <ul style="list-style-type: none"> <li>LL would take on SEND and LAC with her PP role</li> <li>SG would take on Safeguarding as well as his H&amp;S function.</li> <li>It was later agreed that LL would move to the Partnership governor role leaving 2 vacancies for a Parent Governor and an LA Governor.</li> <li>Actions relating to the website: <ul style="list-style-type: none"> <li>Chair of governor details to be updated</li> <li>All governor information to be updated together with governor profiles.</li> <li>Clerk to email CJ and ask her to complete her profile.</li> <li>GE would check all information on the website and let governors know what was missing.</li> </ul> </li> <li>Newsletter to inform parents and staff about MCs resignation and ensure that all documents with her contact details were amended.</li> <li>Electronic signatures required from LL and AM.</li> </ul> </li> <li>It was agreed that something more formal would be organised in the summer term to say thank you to MC for all of her time supporting the school as a governor and Chair.</li> <li>Donations would be organised at the next FGB meeting.</li> </ul>	<p><b>Clerk/CJ</b></p> <p><b>GE</b></p> <p><b>HT</b></p> <p><b>LL/AM</b></p>
<p><b>F.175 Matters Arising not specified on the agenda.</b></p> <ul style="list-style-type: none"> <li>There were none notified.</li> </ul>	
<p><b>F.176 Minutes of the previous FGB Meeting (14/11/18)</b></p> <ul style="list-style-type: none"> <li>The minutes were agreed to be a true record and were signed by the Co-Chair (AM).</li> <li>Page 34 – LL to resend meeting report to Clerk for circulation.</li> <li>Page 34 – No further action was required in relation to PAWS liaison. MS reported that PAWS were meeting next week and had recruited 3 new members to the Board.</li> <li>Page 34 – No more information was available as yet on the new financial package training. JP would keep governors informed.</li> <li>Page 34 – JL was still working on ensuring that the policies were up to date and come through for approval as required. The statutory policies need to be prioritised.</li> </ul> <p><b>Q: Do you have a timeframe for completion of the policies list?</b></p> <p><b>A: An update will be provided at the next meeting.</b></p> <ul style="list-style-type: none"> <li>Page 35 – The school would be staying with SIMS/Capita for one more year in terms of any MIS systems.</li> <li>Page 36 – A Wellbeing Focus Group was not yet finalised but there were at least 3 staff members interested. It was suggested that a representative from the LSAs be invited to join the group.</li> <li>HT to meet with SG and go through the Safeguarding audit with him and update him on safeguarding procedures/issues.</li> </ul>	<p><b>LL/Clerk</b></p> <p><b>JP</b></p> <p><b>HT</b></p> <p><b>HT/LL/SG</b></p> <p><b>HT/SG</b></p>
<p><b>F.177 Minutes of Committee meetings.</b></p> <ul style="list-style-type: none"> <li>These had been previously circulated and their contents noted by the governors.</li> </ul>	
<p><b>F.178 Head Teacher Reports:</b></p> <ul style="list-style-type: none"> <li>The HTs report, previously circulated was noted by the governors. <ul style="list-style-type: none"> <li>The HT reported that Year 2 teacher had been successfully recruited to start after Easter. Whilst their appointment was only initially for 1 term, it was hoped that this might get extended.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>Feedback on the new marking system had been very positive both from the children and staff. Staff had said it was time saving and helping them to focus on the next steps. Those staff confident with the new system now needed to demonstrate it with those who weren't as yet on board.</li> <li>It was agreed that at the next meeting, governors would go back over previous reports and highlight those things required for the Ofsted crib sheet.</li> </ul>	<b>ALL</b>
<b>F.179 Governor Matters:</b> <ul style="list-style-type: none"> <li>179.1 – Chair's report – nothing new to report.</li> <li>179.2 – Targeted Governor visits needs to be picked up more as a focus. <ul style="list-style-type: none"> <li>SG fed back on the recent Governor training he had attended. The meeting covered: <ul style="list-style-type: none"> <li>Use of Target Tracker (similar to O Track) as a data collection system.</li> <li>DfE toolkit on reduction of teacher workloads</li> <li>Governance reviews</li> <li>Finance update.</li> <li>Summary from Jonathan Lewis.</li> </ul> </li> <li>SG to send slides/notes from the meeting to the Clerk for circulation.</li> </ul> </li> </ul>	<b>SG/Clerk</b>
<b>F.180</b> <b>Any Other Urgent Business:</b> <ul style="list-style-type: none"> <li>There was no other business.</li> </ul>	
<b>F.181</b> <b>Dates of future meetings:</b> <ul style="list-style-type: none"> <li>Resources Committee – 13<sup>th</sup> February 2019</li> <li>FGB – 13<sup>th</sup> March 2019</li> <li>Standards Committee – 24<sup>th</sup> April 2019</li> <li>Resources Committee – 1<sup>st</sup> May 2019</li> <li>FGB – 1<sup>st</sup> May 2019</li> <li>FGB – 12<sup>th</sup> June 2019</li> <li>Standards Committee – 17<sup>th</sup> July 2019</li> </ul>	

The Chair closed the meeting at 8.16pm.

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

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