

# MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL HELD ON $20^{\text{TH}}$ JUNE 2018

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

| F.138  | Present   |          |
|--------|---|----------|
|        | Governors: - Maureen Clarke (MC) - Chair of Governors; Theresa Thornton (TT) Headteacher; John Anderson (JA); Andy Moffat (AM); Michelle Short (MS); Julie Popham (JP); Emma Smith (ES); Stuart Gilham (SG),  |          |
|        | Associates: Emma Verney-Davies (EVD);   |          |
|        | Apologies: Gemma Edwards (GE), Lisa Ling (LL);  |          |
|        | In Attendance: - Mike Behnke – Syzygy Clerking Services   |          |
| MC wel | comed governors to the meeting and thanked them for their attendance.   |          |
| F.139  | Apologies and Declarations of Interest  F.139.1 – Apologies were noted and accepted as listed above.  F.139.2 - Declarations of Interest – Andy Moffat, Theresa Thornton, Emma Verney-Davies and Emma Smith declared an ongoing Interest. The register has previously been updated to reflect this.   |          |
| •      | Matters arising that are not specified on the Agenda:  F.130 – MS reported that Sue Tyte had provided her with name of someone in charge of the Children's Centre but no further update was available about future structures nor panels.  F.130 – Parent Survey – final statistics still to be done and Clerk asked to keep this on future agenda.  F.130 – Governor monitoring visits –  O AM reported that, together with LL, he had conducted a monitoring visit on 07/06/18. A | TT/Clerk |
|        | report was being produced and would be circulated to governors once TT had received a copy.  o JA struggling to conduct a Maths visit due to work pressures. Agreed that ES would   | ES       |
| •      | cover for him and arrange the visit.  F.134 – Governors briefing – ES attended on behalf of governors on 17/05/18. A full report would be circulated to governors in due course. There were 4 Key areas covered on the day:  O Presentation on the Vision for Cambridgeshire by Jonathan Lewis O ASP presentation   | ES       |
|        | Workload Reduction Toolkit     Disadvantaged pupils   |          |

- F.136 Young Carers report from visit by Chair is under any other business.
- Include under Any Other Business:
  - Young Carers Visit Report Chair
  - o PAWS update MS

### F.141 - Minutes of the previous FGB meeting 02/05/18

F.141.1 – The Minutes from the previous meeting held on the 2<sup>nd</sup> May 2018 were agreed to be an accurate record of the meeting, they were proposed by TT and seconded by AM. A copy would go to Tracy for the website.

### F.142 - Reports - Head Teacher

### F.142.1 - Head Teachers Report/Update:

A verbal update was provided by TT. Key points to note:

### Staffing:

- Following a period of staffing stability, TT reported that 2 staff had resigned, relocating to other areas. Interviews had been held and the school had also secured the services of a former teacher who would be returning to teach Year 6 in September. An NQT was joining Year 1. The school will therefore be fully staffed for the start of September term.
- In addition, interviews were being held on 21/06/18 for LSA posts, having had 13 applications.

### Budget:

- Has been slight saving of £4,000 on the budget, despite seeking to recruit 4 LSA's.
- Training is being received for the new financial system to ensure the school is fit for purpose.

### Q: What are the budget implications of not having a full roll in September – 60 places but only 50 applications?

A: Will need to be factored into the budget as the take up has been poor. This has a £30,000 implication on the budget. Other schools in the area are in a similar position. Unless the cohort changes, this will have budgetary implications for the next 7 years.

#### Q: Have you seen any effects from the Brexit migration?

A: There has been no effect here and levels have remained the same.

### • Premises:

- The premises plan is not quite there yet, proving to be a challenge to have a workable document in place. Ray has been tasked with putting this together. The work is continuing with money set aside for this purpose. A new server is a priority. TT reported that may have a new model plan in place for September.
- Governors were asked to contact TT if they required more information on this.

### Learning Outcomes:

- Year 1 Phonics Target is 85% which will be met if DfE keep the pass rate the same as last year.
- Year 2 Teacher assessment and test outcomes (figs in brackets are 2016/17):
  - Reading 82% (63%), Writing 82% (47%), Maths 91% (63%)
- Year 6 Whilst test results are not back yet, indications show on track (figs in brackets are 2016/17):
  - Reading 72% (66%), Writing 72% (73%), Maths 74% (65%).
- If the 4 late arrivals were taken out of the figures, these would read as 78%, 78% and 80%.
- Two EHC plans have been rejected but the school has gone back with these as the support is needed.
- Absolute figures will be given at the July Standards committee meeting.
- TT reported she had met with Craig Duncan, Priscilla Crane's maternity leave cover and felt confident with the support he would be providing. Ann Housden, a senior advisor, would also be providing termly visits. The Maths advisor remained the same and she had a meeting with the new English advisor on Thursday.

TT ALL

| F.143   |  |           |
|---------|--|-----------|
| 1       | Policies:  |           |
| l       |  |           |
| •       | H&S Policy: There were no changes to the policy. This was ratified by the governors and  |           |
|         | would be looked at in more detail in September. Clerk was asked to circulate this with the   | Clerk     |
|         | approved minutes when available.   |           |
| Q: Do   | we have a list of policies available with review dates?  |           |
|         | ere is a list but it is out of date.   |           |
| •       | The Clerk offered to update the list of policies over the summer period with all review dates.   | Clerk     |
| •       |  |           |
| •       | JP was asked to send the Clerk the existing list of all policies.  | JP        |
| •       | Governors discussed the need to have all policies stores somewhere where they were easily  |           |
|         | accessible to all governors.   |           |
| •       | It was agreed that:  |           |
|         | TT would approach a member of the admin team to take on the policies and act as the  | TT        |
|         | future liaison with governors  |           |
|         |  | EVD       |
|         | <ul> <li>EVD agreed to speak to ICT and see if a new secure account could be set up for</li> </ul>   | EVD       |
|         | governors to access all policies electronically.   | <b>0</b>  |
|         | <ul> <li>Clerk to initially put the policy list in order and update all review dates.</li> </ul>   | Clerk     |
|         | <ul> <li>MS to email JP with last available policy list.</li> </ul>  | MS        |
|         |  |           |
|         |  |           |
| F.144   | Governor Training received:  |           |
| •       | None since the previous meeting apart from ES attending the Governor briefing in May.  |           |
|         |  |           |
|         |  |           |
| F.145 ∖ | School Governance – Annual Subscription Renewal  |           |
| •       | Chair had received email with the annual subscription renewal notice.  |           |
| •       | This was £66 per governor and entitled the GB to access GB development sessions (in-house),  |           |
|         | briefings and seminars.  |           |
| _       | Governors agreed to renew the subscription for 2018/19. Chair to action.   | Chair     |
|         | and the desired to the second the control of the co |           |
|         |  |           |
| F 1/6   | Draft Meetings for next academic year  |           |
| 1.140   |  |           |
| •       | A draft list had been previously circulated to governors.  |           |
| •       | Changes to the list were:  |           |
|         | <ul> <li>Delete Standards Committee meeting on 26/09/18 and insert new Standards Committee</li> </ul>  |           |
|         | meeting on 23/01/19.   |           |
|         | FGB meeting on 12/09/18 would agree all Committee Chair/Vice-Chair appointments as well as   |           |
| _       | governor roles and responsibilities.   |           |
|         | · ·  | Chair     |
|         | Chair to circulate revised meeting dates list to all governors.  |           |
| •       |  | Cliali    |
| •       | Agenda items for inclusion on September FGB agenda include:  | Gliali    |
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| 0 | The HT agreed to circulate the information and governors were asked to help or identify |  |
|---|---|--|
|   | help from other sources.  |  |

- MS has asked to relinquish her dual role of governor/PAWS liaison. It was agreed to look at this and other roles at the September FGB meeting.
- Proposal to hold a September Cheese and Wine, Parents meeting (date tba) to promote to parents, how the school was supporting their children. Would also be used as an opportunity to encourage more parents to get involved in PAWS. Aim would be to get 2 parents per year group who would act as the link with the parents committee.

MS left the meeting at 6.52pm.

### • Governor Visits:

- Year 5 teachers:
  - AM reported on the recent with LL to the school where they had met with Year 5 teachers. The meeting had helped them to understand the processes, sample some books to see where each child was and what was needed to take them to the next level. A full report would be circulated to governors when complete.

AM/LL

ALL

- Young Carers Visit (05/06/18)
  - The Chair reported on her recent visit with the staff member responsible for the Young Carers -Melica Cutbush (MC).
  - A full report has been circulated to governors by the Chair.
  - The Wheatfields Young Carers Policy aims to support any child who is a young carer.
  - With MC's support, the children feel included and needed due to the support they are being given. They are allowed with prior arrangement, to phone home during the day to check on the parents under their care, their attendance is monitored and a drop box made available for questions, they receive respite care, and attend weekly meetings organised at the Broad Leas Centre where they can meet each other and relax in a friendly and supportive environment.
  - There is a check list that is working to help develop this and help the school move onto receiving the silver award.
  - The Chair stated how impressed she was with the work and attitude of MC who was very approachable and knowledgeable in her work.
  - It was proposed and agreed by governors, that MC should be invited to the September FGB meeting to provide an update on her work.

Clerk for agenda

## F.148 Date of future meetings:

FGB – 12<sup>th</sup> September 2018 at 6.00pm.

The meeting closed at 7.03pm.

| Initia ls | Date | ••• |
|-----------|------|-----|
| Initials  | Date |     |