



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 2ND DECEMBER 2020
Via Zoom**

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), Michelle Short (MS); John Anderson (JA); Julie Popham (JP) Associate Members: - Gemma Edwards (Assistant Headteacher and SENDCo - GE) Apologies: - Sarah Rogers (SR); Dan Buddle (DB); Stuart Gilham (SG); Alex Whittle (AW). 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 last meeting before Christmas 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 and ES all declared an ongoing Interest. The register has previously been updated to reflect this. 2.3. Minutes of the last meeting (28.09.2020): <ul style="list-style-type: none"> These were agreed as a true record of the last meeting and were signed by the Chair. 2.4. Matters Arising: <ul style="list-style-type: none"> JP confirmed that she has had 4/5 pecuniary interest forms returned. She would confirm who was outstanding and let the Chair know. Skills audit to be carried forward Governor training opportunities via Whole Education via LL have been shared with governors. TT attended the Mary Myatt session on Curriculum. 	<p style="text-align: center;">JP Clerk/ALL</p>

	<p>LL informed governors that she had spare books available for the staff or governors.</p> <ul style="list-style-type: none"> • Other actions had been completed or were on the agenda. • The Chair informed governors that this was MSs last FGB meeting as a governor after 14 years in the role. On behalf of all governors, he expressed the thanks of the FGB and outlined the contribution MS had made to the FGB, her commitment and input as well as supporting new governors when in post. • The above sentiments were echoed by all governors and TT as HT, in terms of MSs support and advice over those years. Governors asked that a date in the future be identified for MS to return to an FGB as a guest where a proper farewell could be made. 	LL/ALL
3.	<p>Information Items</p> <p>3.1. Headteacher's Report:</p> <ul style="list-style-type: none"> • Key items had been reported on and discussed at the recent Standards and Resources Committee meetings. A number of updates were provided: • Meeting recently held with Craig Duncan (Cambs CC). Three visits had been agreed for this year, this one via Zoom, focusing on Covid Catch-Up and the next steps. The note of the visit hasn't yet been circulated to all governors which TT felt had been very positive. • She notified the governors that Cambs CC were asking that the following issues be addressed: <ul style="list-style-type: none"> ○ Information on how the FGB was keeping safeguarding going during this period of time ○ If the post was vacant, a request to have an LA governor appointed to the school. TT would inform CD that governors had requested the post to be filled. ○ If none were trained in this role, governors to undertake Safer Recruitment training. This was currently available online via the NSPCC. Governors were requested to consider if they wished to undertake this training and inform TT. ○ With MS leaving, the Clerk was asked to pull together all of the governor roles to help identify any gaps. To be covered at next FGB. ○ Safeguarding Governor (LL) to undertake a spot check on the SCR. • Data shared with CD at the meeting was positive. • Parent comments had been requested and received by TT. About 40 parents had responded with positive comments, which had been anonymised and would be circulated to staff and governors. Where individuals had been named, these would be notified personally and confidentially by TT. The Clerk was asked to circulate these after the meeting to the governors. • LL reminded governors that the actions from the last Ofsted inspection still needed to be kept in mind, and whilst these were in the main, integrated into the SDP, parental communication was still key, this feedback providing good evidence for that, but also needing to be built on, perhaps addressing those parents who had not taken the opportunity to respond. • TT added that some of the comments received had been from parents with whom there had been little or no contact previously. 	<p>TT</p> <p>ALL</p> <p>Clerk</p> <p>LL</p> <p>Clerk</p>

	<ul style="list-style-type: none"> The range of responses had been from very new or older parents and not from the middle years where there was less feedback. <p>3.2. Committee Feedback:</p> <p><u>Standards Committee:</u></p> <ul style="list-style-type: none"> ES fed back on the positive session held with presentations from senior staff. It had proved very informative and was felt to be good use of meeting time. The staff who had been involved were well prepared and provided useful information for governors to digest. From the session, governors better understood: <ul style="list-style-type: none"> The pressures that staff were facing The challenges of parental engagement The challenges of barriers to learning The use of pillars was discussed and ES agreed to streamline the monitoring of the Pillars, everyone keen not to overload staff with a multitude of requests at the same time. It was suggested that the process was streamlined to 1 deep focus from each Pillar per term, ES agreeing to email governors with a suggested order and requesting feedback on their individual Pillars. LL also suggested that the process could pilot different ways of communicating with staff apart from just speaking to them. TT was asked to suggest to those staff who participated, to feel free to respond to governors if they had any feedback on the process, or if they wanted a sounding board for sharing of ideas etc. In addition, AM suggested that governors could present to staff at specific meetings, outlining their roles as governors. <p><u>Resources Committee:</u></p> <ul style="list-style-type: none"> Focus of meeting was around the budget, staff wellbeing and the new Wheatfields Nursery, now under the school. The latter would remain on the agendas routinely going forward. The budgetary situation was reported on, it looking healthier than originally envisaged. <p><i>Q: Has that slightly better picture come from a number of areas or a couple of key areas being underspent?</i></p> <p><i>A: Some things haven't cost as much but the overall picture is that some money hadn't been factored in originally as well as some unspent.</i></p> <ul style="list-style-type: none"> The biggest concern currently is the status of the Kids Club which is running at a significant deficit. This is being offset by underspend in food purchasing and staffing costs being reduced. However, Resources Committee had agreed to recommend to the FGB that it should be kept open, recognising the service that it offers. It will be open at Christmas for 2 days (7 and 8 children attending) but not for the remainder of the holiday period, there only being 3 or 4 attending. The ongoing situation will need to be monitored carefully. <p><i>Q: Is that just a reflection of parents working from home and trying to be cautious around COVID?</i></p> <p><i>A: Yes, for no other reason, people are on furlough or working from home and there just isn't the demand that there would have been. We are fortunate that the</i></p>	<p>ES/ALL</p> <p>Clerk</p>
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	<p><i>staff are on very short hour contracts o if they do extra hours, they are on a claims basis. Therefore when Kids Club was closed, we were only paying the minimum.</i></p> <ul style="list-style-type: none"> Governors were confident it would bounce back, there possibly being the future need to increase costs. 	
4.	<p>Discussion/Decision</p> <p>4.1. Policies for Ratification:</p> <ul style="list-style-type: none"> The majority had been discussed under Resources Committee. There was discussion about how the policies could be discussed/ratified outside of the meeting by email or other such method. The Clerk mentioned methods/processes used by other schools. Google Drive was suggested as a tool for governors to log into, comment on policies which can then be ratified at a subsequent FGB or Committee meeting. The suggestion of some documents being Protocols as opposed to Policies was suggested, which may not require ratification. This process was used with the EPM model policies which are minuted in the FGB meetings, saying that the school has accepted all model policies from EPM. To save time at meetings, without governors going through policies in detail, it was agreed that these should be read in advance and the meeting taking them on bulk, the Clerk minuting their ratification. The Acceptable User policy was a statutory requirement, The Mobile Phone policy coming through safeguarding as a local authority requirement, as a policy rather than a Protocol, but the Twitter policy could be changed to being a protocol if that was more appropriate. TT agreed to look at an umbrella statement for these policies to be read in conjunction with each other. <u>Governors agreed the content of these policies</u> subject to the presentation and umbrella statement. <p>4.2. Terms of Reference Ratification:</p> <ul style="list-style-type: none"> Resources Committee reviewed its ToFR, being brought up to date, with more modern terminology in some areas and names/membership updated. Amended ToF R to be circulated to governors for comments and taken as ratified if no responses/amendments are received within the week. Standards Committee to look at its ToFR at the next meeting. Clerk to place on the agenda. <p>4.3. Co-Chairs Report</p> <ul style="list-style-type: none"> Pay Committee for the HT needed to be organised before the end of December. The membership was agreed as LL/JA/ES. LL to send out Zoom invite for <u>6.00pm Tuesday 8th December</u>. AM/MS to attend. <p>4.4. SDP/Pillars Discussion:</p> <ul style="list-style-type: none"> Discussed under agenda item 3. <p>4.5. Matters Arising from Information Items:</p> <ul style="list-style-type: none"> None declared. 	<p>TT</p> <p>Clerk Clerk</p> <p>LL</p>
5.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> Wednesday 10th February 2021 at 6.00pm. 	

With the business completed, the Chair closed the meeting at 7.08pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Action	Who	Timescale
2	JP to inform Chairs of any outstanding pecuniary interest forms.	JP	
2	Skills Audit to be carried forward to next agenda.	Clerk/ALL	c/f -February
2	Spare MM books available for governors or school staff. All to inform LL	LL/ALL	
3	TT to respond to CD requesting an LA governor to be assigned to Wheatfields.	TT	asap
3	Governors to consider Safer Recruitment training and inform TT if they wished to do the course online.	ALL	asap
3	Clerk to identify gaps in governor roles and inform the FGB.	Clerk	By February FGB
3	LL to undertake an SCR safeguarding check when next in.	LL	asap
3	Clerk to circulate parental comments to all governors.	Clerk	Completed.
3	ES to email governors with a suggested order of Pillar monitoring and governors to feedback their comments/suggestions.	ES/ALL	asap
3	TT to mention to senior staff that governors were keen on a 2 way process and would be happy to receive any feedback on the session or act as a sounding board.	TT	ongoing
3	Clerk to include Nursery on all future Resources Committee agendas.	Clerk	ongoing
4	TT to provide umbrella statement for policies covered under Item 4.	TT	asap
4	Clerk to circulate Resources Committee ToFR for governor comments.	Clerk	asap
4	Clerk to place Standards ToFR on next agenda for ratification.	Clerk	27/01/2021
4	LL to circulate Zoom link for meeting on 8 th .	LL	asap