



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 15TH NOVEMBER 2017**

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

<p>F.91 - Present:</p> <p>Governors: - Maureen Clarke (MC) - Chair of Governors; Theresa Thornton (TT) - Headteacher; John Anderson (JA); Andy Moffat (AM) - Chair of Resources; Lisa Haylock (LH), Michelle Short (MS), Stuart Gilham (SG);</p> <p>Apologies: - Emma Verney-Davies (EVD) - Deputy Headteacher; Gemma Edwards (GE) – Assistant Head Teacher.</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services</p> <p>MC welcomed governors to the meeting and thanked them for their attendance.</p>	<p>Action Required / by whom & when</p>
<p>F.92 - Apologies for Absence and Declarations of Interest</p> <p>F.92.1 – Apologies for Absence Apologies were accepted as noted above</p> <p>F.92.2 Declarations of Interest AM and the HT declared an ongoing Interest. The register has previously been updated to reflect this.</p>	
<p>F.93 - Matters Arising not specified on the Agenda</p> <p>There were no matters arising not specified on the agenda.</p>	
<p>F.94 - Minutes of the previous FGB Meeting (13.09.17) and Matters Arising The Minutes were agreed to be a true record of the last meeting and were signed by the Chair.</p> <p>Matters Arising:</p>	

<ul style="list-style-type: none"> • Page 2 – F83.5.2 – St Ivo not contacted as HT was not back at work. Ongoing. • Page 2 – F83.5.3 – Governor services were informed by Chair regarding JA moving to co-opted governor status. • Page 2 – F83.5.4 – SG was approached re change of governor status and agreed to become a co-opted governor. The change was proposed by JA and seconded by AM. • Page 2 – F83.5.5 – New parent governor vacancies were publicised for a 2nd time, with slightly changed wording. No responses received to date with closing date on 20/11/17. Governors were asked to further promote these vacancies with parents. It was clarified that a parent could nominate themselves. • Page 2 – F73 – Governors to keep notifying EVD of any training attended. • Page 4 – F86.3 – Data presentation was circulated to governors by the HT as requested. 	<p>TT</p> <p>ALL/ ongoing</p>
<p>F95 - Children's Centre and PAWS Updates – MS</p> <p>This item was brought forward on the agenda.</p> <p>Children's Centre:</p> <ul style="list-style-type: none"> • Meeting was held as a result of the recent consultation. The Child and Family Centre Services for 0-19-year olds, are streamlining the existing Centres, in terms of who does what and where. • Huntingdonshire, which has 10 sites at the moment, will move to 2 Centres over 4 sites, merging activities centrally. • Godmanchester/Brampton will no longer be Children's Centres but are currently in discussion with the HT at the school as to what can be offered with regards to preschool activities. • The Hunts Youth Centre will expand and take on more. People will be expected to travel further to access activities. • Parents from Wheatfields will still be able to access activities and services at Broadleas. • The timescale for change is fast, with restructuring of staff by January 2018 and implementation from March. • Currently, unknown as to whether the Advisory Board will continue to exist. It is recommended that there is a Partnership Panel established but the Board will likely go. <p>Q: Does that mean that you will no longer be a link?</p> <p>A: The Advisory Board will still go ahead and have a meeting in January, after that a decision will be taken as to what is necessary, if things are clear, if not, then will move to the next meeting in April.</p> <p>Q: Are our families accessing the services?</p> <p>A: It was requested that I (MS) go on an Advisory Board visit to Broadleas in October and give a report/observation. It was still impossible to get any answer regarding the number of families accessing the services. They can't seem to find the data relating to Wheatfields families.</p> <ul style="list-style-type: none"> • The HT reported that she was encouraged by Andrew Skeet, the Hunts Hub Manager who now comes to all HT cluster meetings and presented the results of the consultation. • The restructuring has a link into planning for the future, new housing developments etc. Money is being saved on premises and diverted into increased staffing resources. There needs to be a clear communication statement issued. • MS agreed to circulate the Children's Centre consultation to governors. 	<p>MS</p>

<p>PAWS:</p> <ul style="list-style-type: none"> • Contribution has gone for the new stage lighting and sound system for the school production. • There is an ongoing agreement that funds raised will go into playground equipment and that other fundraising will be done in consultation with staff. • The school has bought the lighting and sound system at a cost of £6,500. PAWS has £2,500 to give back plus the bucket money (£1,000). In addition, the Christmas Fair and future Fairs will contribute as well. It is anticipated that the Fair will raise about £1,000. • The new equipment will be used all the time and will help raise the performance levels of the children. The sound system is used every day. Children can also be trained as sound engineers and help out in the summer productions. • The Christmas fair is on 01/12/17 – 5-7pm and all help is welcomed. 	<p>ALL</p>
<p>F.96 – Reports – Head Teacher</p> <ul style="list-style-type: none"> • The report had been circulated and received by governors. • Noted that Nigel’s visit had proved useful and the report received very detailed. It had been specifically asked for. • There is now a good evidence base of what is happening. Only 8 weeks into the term and staff have worked, with the pace of the work and expectations being high. • The impact will be seen in the months to come as it’s work in progress. • Priscilla Crane will visit on a monthly basis and Nigel – 4 times a year. He has also agreed to train up Phase Leaders in January, to do joint Learning Walks, to help and support colleagues. • The measurable data will show ½ termly progress. 	
<p>F.97 – Governing Body Matters</p> <p>F.97.1 – Governors Termly Briefing session – 25/01/18 at 7.00pm. Sg agreed to attend on behalf of governors and was asked to book in via the governor services website.</p> <p>F.97.2 – <i>Governors ratified the Committees’ actions in agreeing the Terms of Reference.</i> There had been no changes made in the documents.</p> <p>F.97.3 – Committee Reports had been circulated to all governors. There were no further actions.</p> <p>F.97.4 – Three visits had taken place: Two by MS and 1 by the Chair, copies of which had been circulated. Regarding the PP visit, standard questions were used, the Chair completing the header sheet, what had happened and what was on the website. Priscilla Crane had done the audit and had been pleased with the progress. The data had evidenced the progress of the children. Accepted that the data changed on a daily basis and it was felt by governors that in future, a date be picked and that’s the date that the data is reported to, to governors.</p> <p>MS left the meeting at 6.45pm.</p> <ul style="list-style-type: none"> • The HT further added that the difficulty was in finding ways to make the data measurable. The children have so many interventions that it becomes hard to identify which one, has specifically made the difference. 	<p>SG</p> <p>EVD</p>

<ul style="list-style-type: none"> • AM reported that he had a visit planned for 27/11/17 which is a writing follow up from last year. • All governors to be circulated with copies of all the visits. 	
F.98 – Co-Ordinated Primary Admissions Scheme <i>Governors ratified that the local authority are the Admissions Officers.</i>	
F.99 – Chair’s report Nothing further to report from what has been on the agenda.	
F.100 – SEND Update <ul style="list-style-type: none"> • A SEND report has been received from Kirsten Bilby (SENDCo). • Governors were complimentary on the detail of the report which was clearly laid out. • It provides full details on Years 1-6, what funding had been spent and what actions had taken place. • The excellent support that KB provided to NQTs and teachers was noted by governors. • The Curiosity Café (reported on in the HTs report), had gone well and was based on a successful model used in Peterborough. One had been trialled and provided the opportunity for parents to come into school and learn alongside their children. Parents had given positive feedback especially around the Reading. As a result, this will be repeated for Years 1 and 2 and will be rolled out for Years 3 and 4 next term. Those parents, deemed to be harder to reach, will receive specific invites to the Café. 	
F.101 – PP Visit Update Report received and covered earlier in the agenda.	
F.102 – Policies <u>Charging Policy</u> <ul style="list-style-type: none"> • Previously circulated to governors. • AM had commented, and his comments had been taken on board and amalgamated into a revised version for governors to agree. The final copy will go on the website. • <i>Governors approved the revised policy.</i> • It was noted that the school couldn’t charge for admin costs as it was a public body. Only paper and photocopying could be charged. <u>Equality Policy</u> <ul style="list-style-type: none"> • There were no changes in the renewed policy. <i>This was approved by governors.</i> 	
F.103 – Any Other Urgent Business <ul style="list-style-type: none"> • The Chair had circulated an email and copies of the Governance consultation service that the local authority was offering to schools. • There were 2 levels of consultation priced at £1300 and £600. • As Ofsted had said in its report, that governance at the school was good and met all of the statutory requirements, governors felt that there was no need currently to utilise this service being offered. However, looking ahead, it could be built into future 	

<p>budgets, if for example the current Chair stepped down. Then this could be a useful exercise to go through for a new chair as well as the governing body.</p> <ul style="list-style-type: none">• No action currently required.	
<p>F.104 - Dates of next meetings</p> <ul style="list-style-type: none">• Standards Committee – 29/11/17• Resources Committee – 06/12/17• FGB – 07/02/18	
<p>..... Chair FGB</p> <p>..... Date</p> <p>The meeting closed at 6.55pm.</p>	