



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 29th March 2017**

The meeting being Quorate was opened at 7.10pm by the Chair

<p>F.47 - Present:</p> <p>Governors: - Maureen Clarke (MC) - Chair of Governors; Theresa Thornton (TT) - Headteacher; John Anderson (JA); Paul MacLellan (PM) - Chair of Standards; Michelle Short (MS) - Vice Chair of Governors and Standards; Andy Moffat (AM) - Chair of Resources; Stuart Gilham (SG); and Lisa Haylock (LH).</p> <p>Associate Members: - Emma Verney (EV) - Deputy Headteacher; Gemma Edwards (GE) – Assistant Headteacher</p> <p>Apologies: - No apologies had been received.</p> <p>Absent: - Alastair Chatwin (AC)</p> <p>In Attendance: - Linda O’Sullivan (LO) – 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.48 Apologies for Absence and Declarations of Interest</p> <p>F.48.1 – Apologies for Absence There were no apologies received for this meeting, it was noted that AC (Vice Chair of Resources) was absent.</p> <p>F.48.2 Declarations of Interest Andy Moffat, Theresa Thornton and Emma Verney declared an ongoing Interest. The register has previously been updated to reflect this.</p>	

<p>F.49 Matters arising not specified on the Agenda TT advised that she had an item to raise under AOB, this was noted.</p>	
<p>F.50 Minutes of the previous FGB meeting.</p> <p>F.50.1 – 11th January 2017 The minutes of the Full Governing Body meeting of 11th January 2017 were presented to the meeting by the Chair.</p> <p><u>Outstanding Action Points previous meetings</u></p> <p>F09 – FGB Standing Orders 2016 – Tracey Digby, Clerk to the Governors up to December 2016 to check with School on any outstanding certificates as one outstanding</p> <p><i>Action Point - MC agreed to complete this action</i></p> <p>F20 – completed F20 – Governor visits, some still outstanding from Loretta, governors agreed to start afresh in September.</p> <p><i>Action Point - Collate monitoring visits information from September 2016 to present via email with governors, a nil return requirement was agreed</i></p> <p>F22 – EPM policy updates – completed. F23 – Governor training – Loretta – to be added to the list above for MC F24 – parent questionnaire – on agenda F31.1 – PA pupil numbers – on agenda F31.2 – Evaluation of Autumn TOP - on agenda F31.3 – Consideration of Spring TOP - to be circulated with the Ofsted report</p> <p><i>Action Point – Circulate the Spring TOP along with the Ofsted Report</i></p> <p>F 32.1 – completed. F32.2 – School Self-Evaluation – discussed at Standards meeting – completed. F33 – Premises Plan – completed. F34 – Public speaking date to be circulated – completed. F34 - Planned visits – on agenda F36.1 – Complaints Policy - on agenda F36.2 – Accessibility Plan - on agenda F36.3 – Camera Policy - on agenda – no points made by email – completed. F37.2 RAISE training – last year that RAISEonline data will be issued so no longer applicable. F38 – EPM policy updates – none to report. F39 – School Federation – covered on confidential Minutes. F39 - Email address amended.</p> <p>The Full Governing Body Minutes of 11th January 2017 were proposed for acceptance by JA, this was seconded by AM.</p>	<p>MC</p> <p>MC</p> <p>TT</p>

<p>F.50.2 - 17th January 2017 (Confidential Minutes) This extraordinary meeting was about academisation. MC confirmed that the LA has been informed that the school does not wish to proceed with academisation at this time.</p> <p>The Extraordinary Full Governing Body Minutes of 17th January 2017 were proposed for acceptance by SG, this was seconded by PM.</p> <p>The minutes were duly signed by the Chair.</p>	
<p>F.51 Update on Sub-Committee Business/Meetings MC advised that this item is included on the agenda as an opportunity for Governors to discuss any items from sub-committee meetings which need sharing with the whole governing body.</p> <p>F.51.1 – Resources (22nd February 2017) AM confirmed the Minutes had been circulated. The meeting this evening was summarised. There is a budget carry forward next year and funding can maintain the current school structure for the next two years. The SFVS has been completed and will be submitted by 31st March.</p> <p>F.51.2 - Standards (8th February 2017) PM confirmed the Minutes had been circulated. Governors agreed for Subject Leaders to produce reports for the next meeting.</p> <p>MC commented that the governing body had historically received Minutes and supporting documents from all committee meetings, regardless of their attendance; in this way everyone can be assured of being fully up to date with discussions and decisions.</p> <p><i>Action Point – ensure that Minutes and supporting documents are circulated to all governors after each committee meeting</i></p>	<p><i>All Chairs of committees</i></p>
<p>F.52 Reports – Headteacher</p> <p>F.52.1 Head Teachers Report TT advised that her report would be verbal this evening. She gave a verbal summary.</p> <p>The school has reviewed the Spring SEF document, this will be circulated in due course; and will include the action points from the very recent Ofsted inspection.</p> <p>Attendance is presently 96.67% this is a positive and improving picture on which Ofsted commented positively. Governors had queried the number of pupils who are considered to have persistent absence (PA), TT said the school now has a late gate policy to challenge and reduce the number of pupils arriving late in the morning. The school is planning to buy the Inventory software which will support improved data capture focused on attendance in general and specifically at the attendance of pupils with PA.</p> <p>TT reported that there have been no incidents of bullying or racist incidents since the last meeting. There have been no exclusions either.</p>	

TT gave an overview of the current staffing and plans for staffing in September. The school has appointed an experienced teacher for KS1 in September, they are relocating to the area. They have also appointed a NQT for KS2, who is also relocating. The only temporary member of staff in September will be cover for maternity leave for one member of staff. TT assured governors that there is a comprehensive plan to cover this with a minimum of disruption to pupils and learning. Maternity cover is required for the role of SENCo to cover GE. The school has secured an experienced SENCo, who has been working within the cluster, she has experience and good links to external agencies.

The next Premises committee meeting is scheduled for May, the budget will be recommended alongside the Premises Plan so these can be effectively linked.

F. 52.3 - Parent Questionnaire Feedback

The feedback from the Parent Questionnaire will be posted on the school's website. TT told governors that the Ofsted inspector had been impressed by the number of responses, and the school were congratulated on this. The feedback was discussed and some of the positives include:

- 98% of parents feel their child is happy.
- 95% of parents said they would recommend the school.
- 92% of parents said they feel the school is well led and well managed.
- 97% said their child feels safe in the school
- 98% of parents feel that their child is taught well

Governors all agreed that this feedback is very encouraging. PM said it would be interesting to look at completion on a parent evening improving the feedback, however there is no direct comparison. The percentages are still high, but form a smaller proportion of parents.

TT said they will compare the responses to previous ones and complete an analysis. There was a prize draw for pupils if parents completed the form electronically, and this was very effective. This data will be used to look at strengths and areas for improvement. PM said that this also made parents evening a two-way process of collaboration between school and parents. TT thanked MC and AM for their help on the evening.

F. 52.4 - Consideration Spring TOP (Originally F31.3)

This document has not yet been circulated and so will remain an agenda point for the next meeting.

F. 52.5 - Review School Evaluation (Originally F32.2)

F. 52.6 - Ofsted report/update

The Ofsted report has been circulated, TT told governors that it was an emotional event and very stressful. The staff at school are disappointed with the outcome. The 2016 data was always going to make the visit challenging. The LA had indicated that this wouldn't be the only focus but it turned out to be the main focus of the inspector on the day.

TT said that the approach will now be to be enthused by the positives in the report; it reads much more positively than a RI report would usually, it has many elements of good.

The school knows the areas they need to improve, these had already been identified in the SDP

<p>which will now be updated and circulated to governors. All of the recommended actions have been broken down and listed, these will be RAGed to show progress.</p> <p>TT praised the staff for their conduct through the inspection, and their attitude since. She also thanked governors for their input, and acknowledged that the meetings were difficult.</p> <p>The school are considering a formal complaint around a specific question that was raised, MC explained what this was and why she is considering a formal complaint.</p> <p>TT gave an overview of the positive aspects of the report, the school are clear on what they need to do, including improving the behaviour and attitude to learning of pupils, to work further on Phonics skills and focus on specific aspects of teaching and learning. Ofsted recognised that the school's marking system is supportive of learning and shows pupil progress.</p> <p>There will be an interim inspection in 8 weeks' time to look at progress toward the actions and to scrutinise evidence.</p> <p>TT said that the welfare of the team is important; this process is stressful and can make staff anxious. The school is committed to maintaining their creative approach to learning, incorporating cross-curricular opportunities. Governors agreed that these opportunities are very important and fully support the HT and the school's vision and ethos.</p> <p>TT said that the school is given 24 hours to make comments and suggestion to the draft Ofsted report, all of the suggested changes around wording in the report were accepted; this rarely happens.</p> <p>One parent has emailed to support the school, they wanted to reinforce how excellent they feel the school is and how supportive it has been to their child. Governors commented that there have been no negative comments from parents. Parent governors all said that they regularly speak to other parents who are all happy with the school and with their child's progress.</p>	
<p>F.53 – Business Continuity Plan</p> <p>Governors agreed to carry this item forward to the next meeting. The plan is currently being drafted. There are updates to be made for staffing but the procedures are all the same. MC gave an overview of its contents, to has detailed plans of actions to be taken in the event of a disaster. TT advised that the Critical Incident Pack also needs updating, EV agreed to complete this task and present to governors for discussion at the next meeting.</p> <p><i>Action Point – update the Business Continuity Plan prior to the next FGB meeting</i> <i>Action Point – add Business Continuity Plan to the next agenda</i> <i>Action Point – update the Critical Incident Pack prior to the next FGB meeting</i> <i>Action Point – add Critical Incident Pack to the next agenda</i></p>	<p>TT MC/Clerk EV MC/Clerk</p>
<p>F.54 Governor Visits (schedule attached)</p> <p>The visits schedule had been circulated in advance of the meeting. The monitoring priorities</p>	

<p>were assessed following the Ofsted inspection but all focus areas remain in place. Governors all confirmed they are happy with their monitoring roles and responsibilities. MC said that Ofsted will expect governors to complete regular monitoring visits, to verify information presented at meetings and to review progress since the previous visit.</p> <p>Different areas require different levels of focus, the monitoring schedule is in place and TT asked governors to liaise directly with subject leaders to arrange suitable opportunities to provide and evidence challenge. Some review meetings are already in place and working well, these need to be scheduled at specific data capture points to ensure the data is up to date and accurate.</p> <p><i>Action Point – Liaise with subject leaders to arrange suitable monitoring opportunities</i></p>	<p><i>All governors</i></p>
<p>F.55 – Policies to receive & agree:</p> <p>F55.1 – Accessibility Plan (c/fwd from 10th November 2016 and 11th January 2017) The accessibility plan has been updated and governors agreed that it is circulated for approval. They agreed any queries should be raised within 10 days of circulation, at that point the plan will be amended and agreed.</p> <p><i>Action Point – Circulate the accessibility plan to all governors for approval by email.</i> <i>Action Point – email any queries or recommended amendments to TT within 10 days of receipt</i> <i>Action Point – collate any queries, and make the required changes to finalise the plan.</i></p> <p>F55.2 – Camera Policy (c/fwd from 10th November 2016 and 11th January 2017) At the previous meeting governors had raised a query over how photographic images taken by school staff were stored to ensure their safety. TT advised that all parents are asked to agree and give permission for their child to have an online journal. She outlined these permissions. Parents are also provided with a copy of the SLA with the Tapestry provider. A change to the policy is needed to reflect that photos are stored on site or by agreed partners.</p> <p><i>Action Point – make the agreed changes to the wording in the camera policy</i></p> <p>With the agreement that the amendments discussed are actioned, JA proposed these policies and they were seconded by AM.</p> <p>Policies to ratify from Resources Committee meeting 22nd February 2017</p> <p>F55.3 - Appointing Staff Policy April 2015 with amended Recruitment Selection Policy and procedure update dated September 2016 This updated and amended policy was unanimously ratified.</p> <p>F55.4 – Grievance Policy This policy was unanimously ratified.</p>	<p><i>TT</i> <i>All governors</i> <i>TT</i></p> <p><i>TT</i></p>

<p>F.56 – Training</p> <p>F56.1 – Governor Training Coordinator EV offered to coordinate the governor training information, SG advised that they had completed New Governor Induction Training, and MS advised that they had completed FFT Data Training</p> <p><i>Action Point – collate training information from September 2016 to present and maintain an up to date record of training.</i></p> <p><i>Action Point – redirect emails from the Finance email address about training</i></p> <p>Q - SG asked how governors can find out about further training opportunities. A – MC said that information can be found through the local Governor Services website, the contact is Anne-Marie Cooper and through the NGA website.</p>	<p>EV</p> <p>TT</p>
<p>F.57 – Any other urgent business</p> <p>F57.1 Finance SFVS forms Governors to ensure that all forms are returned prior to meeting</p> <p>These forms have now been completed and AM has completed an overview and will send to TT so it can be submitted with the SFVS form.</p> <p>TT told governors that a member of staff in the admin department has been offered an opportunity to complete the role of cover supervisor at a secondary school. She is keen to move toward a role in teaching. Her contract states she cannot participate in any additional work other than her contracted work. However, this role would only be completed one day a week, on her day off. TT said she is minded to allow this, the member of staff has already indicated that she may leave at the end of the summer term.</p> <p>Governors agreed that they would not want to stand in the way of an opportunity for any member of staff. They discussed how this additional role might impact on her duties here, and how any impact could be monitored. TT said she would closely monitor her capacity to complete her job functions, and this would effectively identify any impact. MC asked if her contract would need to be changed, there was a general conversation about the specific wording of the contract. TT agreed to look at the contract wording in detail and ask the member of staff to make a formal request in writing which can then be kept on her employee file. Governors agreed for this arrangement.</p> <p><i>Action Point – Ensure the member of staff's request is made in writing and kept on file</i></p>	<p>TT</p>
<p>F.58 - Date of the next FGB meeting Wednesday 3rd May - 6.30pm (to ratify Year End budget) Wednesday 21st June 2017 – 6.30pm</p> <p>F.58.1 - Dates of future committee meetings</p> <p>Standards Resources</p>	

3 rd May 2017 6pm (PM Chair)	Wednesday 3 rd May 2017 6pm (Year End)	
<p>..... Chair FGB</p> <p>..... Date</p> <p>The meeting closed at 8.50pm</p>		