



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 10TH SEPTEMBER 2019**

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

<p>Present:</p> <p>Governors: - Theresa Thornton (TT) Headteacher; Lisa Ling (LL); Emma Smith (ES); Michelle Short (MS); Stuart Gilham (SG);</p> <p>Apologies: John Anderson (JA); Andy Moffat (AM); Julie Popham (JP),</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services, Emma Verney-Davies (EVD); Gemma Edwards (GE)</p> <p>The meeting was chaired by Lisa Ling (LL)</p>	
<p>1. Apologies and Declarations of Interest</p> <p>1.1. Apologies were noted and accepted as above. The meeting was declared quorate.</p> <p>1.2. Pecuniary Interest forms were completed and returned by governors for filing.</p> <p>1.2.1. Governors present, confirmed that they had read The Code of Practice and Confidentiality Policy as previously circulated. This was signed by the Chair and Head Teacher and returned for filing.</p> <p>1.2.2. LL, HT, EVD, ES all declared ongoing interests. The register has been updated previously to reflect this.</p>	
<p>2. Matters Arising not specified on the agenda.</p> <p>2.1. None.</p>	
<p>3. Governing Body Matters</p> <p>3.1. Election of Chair/Vice-Chair:</p> <p>3.1.1. LL and AM were unanimously re-elected as Joint Chairs for the 2019-20 academic Year. Proposed by MS and seconded by TT.</p> <p>3.1.2. With MS opting to step down as Vice-Chair, SG agreed to take on that position. This was proposed by LL, seconded by ES and agreed unanimously. TT agreed to check the wording on the SFVS document in relation to names/positions. In addition, the bank signatories would need to be changed from MS to SG. It was agreed that whilst the changes were being made, MS would continue to act as a signatory until otherwise notified.</p> <p>3.2. Appointment of named Governors:</p> <p>3.2.1. It was agreed to keep these the same as the previous year, but taking into account, the likely recruitment of new parent governors.</p> <p>3.3. Agree Committee membership:</p> <p>3.3.1. With the current governor structure, the following Committee structures were agreed:</p>	TT

<table><tr><th>Standards</th><th>Resources</th></tr><tr><td>Emma Smith (Chair)</td><td>Andy Moffat (Chair)</td></tr><tr><td>Michelle Short</td><td>John Anderson</td></tr><tr><td>Lisa Ling</td><td>Stuart Gilham</td></tr><tr><td>Andy Moffat</td><td>Julie Popham</td></tr><tr><td>Theresa Thornton</td><td>Lisa Ling</td></tr><tr><td></td><td>Theresa Thornton</td></tr></table>		Standards	Resources	Emma Smith (Chair)	Andy Moffat (Chair)	Michelle Short	John Anderson	Lisa Ling	Stuart Gilham	Andy Moffat	Julie Popham	Theresa Thornton	Lisa Ling		Theresa Thornton	
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Emma Verney-Davies/Gemma Edwards as Associates, to attend either meeting as and when appropriate and/or provide paper reports in their absence. It was also noted that EVDs role is also to deputise in TTs absence at any meeting. Agendas would be organised to ensure that items requiring their presence/input, were at the forefront of any meeting.																
3.3.2. The above structure will be reviewed when new governors are brought on board.																
3.4.	Post Ofsted Action Plan:															
3.4.1.	Governors had previously agreed to create their own action plan in light of the school's plan, post inspection. Whilst there was no commitment for governors to present Craig Duncan with a governors' plan, it is seen as good practice and was an informal recommendation from Ofsted at their last visit.															
3.4.2.	Whilst it was agreed that governors would commit to a plan, taking into account any new strengths/skills emanating from new governors when appointed, TT felt that it would be better for governors to work with staff as a group, to finalise the SDP and from that, should come the Ofsted Action plan. Governor actions could then be tagged onto the back of the SDP.															
3.5.	Governor visits programme:															
3.5.1.	Link governors should know when their subject visits are planned, but these may need to be adjusted when new governors are appointed, with new governors paired up with experienced ones.															
3.5.2.	To ensure that there were visits this term, linked to the SDP, it was agreed that:	MS														
3.5.2.1.	MS would arrange visits for EYFS and Phonics in the second half of the term															
3.5.2.2.	SG - PE visit to be organised, together with a Safeguarding catch-up. SG to email TT with appropriate date. H&S visit would wait until spring term. JA to organise IT visit for this term.	SG JA EVD														
3.6.	Governor Training and Recruitment:															
3.6.1.	EVD confirmed that she would send out the Cambridgeshire training schedule once it was received (1 schedule a term). New governors will need to attend induction training.															
3.6.2.	The next governor termly briefing is due on 18/09/19 at Wood Green (7-9pm). It was agreed that TT and LL would attend.	TT/LL														
3.6.3.	There is a process for parent governor recruitment with Mrs Moffatt to circulate the appropriate letters. LL would help in determining the needs of the FGB, allowing parents to determine if they were appropriate for the role. There were 2 vacancies with some expressions of interest already received. It was added that any recruitment needed to take notice of diversity, to reflect the profile of the school.	LL														
4.	Minutes of the previous meeting (12/06/19):															
4.1.	The minutes were agreed to be a true record of the meeting and were signed by the Chair. LL asked if Clare could ensure that all governors had badges and have signed in.	TT														
4.2.	Matters Arising:															
Page 48:	With JP absent, it wasn't known whether a thank you letter had gone out to Ray Burford.	JP														
Page 48:	TT reported that a meeting was being scheduled with the Wellbeing Group to meet with EVD, TT and GE to discuss progress and look at how their input can be fed through the school, to ensure that wellbeing stayed high on the agenda. SG agreed to attend and TT would notify him of the date when agreed. It was suggested that new governors could shadow the area of wellbeing for their first year. TT reported	TT														

<p>that since the training, small initiatives had been introduced eg Cup of Kindness, hand cream in the cloakroom etc which were making a difference. Wellbeing was also being put on all of the Phase team agendas. With a younger staff now in place, a Thursday fitness club has ben started with all staff welcome. LL reminded that the lead inspector reminded governors that it was their responsibility to look after the wellbeing of the HT and leadership team. The Ofsted report had also cited that the staff had a good mix of social relationships.</p> <p>Page 49: Governors were reminded of the 2 week turnaround for submission of visit/meeting reports.</p> <p>Page 49: Skills audits were still awaited from AM and JA.</p> <p>Page 49: TT to send Premises plan to all governors.</p> <p>Page 52: LL to work with Clare on the marketing/recruitment of new governors.</p> <p>4.2.1. All other actions from the minutes had been completed.</p>	<p>AM/JA TT/Clerk LL</p>
<p>5. Head Teacher's report:</p> <p>5.1. There had been no break-ins or damage to property over the summer, apart from a plant pot. There had been people on the roof but no damage has been reported.</p> <p>5.2. The main effort of staff over the holidays was to move and relocate Year 1. Money has also been secured for the new roof in Year 1 which coincided with EY closing. Parents had been invited in for a meeting, but with only 1 attendee, they appeared to be happy with how things had been handled. The Year 1 area now looks good and TT had thanked staff publicly for their efforts over the summer. Steve had moved everything and helped Burleigh Hill to move out.</p> <p>5.3. The Project however, has been delayed for 2 weeks, having meant to be starting on 13th but now delayed until the 28th. John Clayton is attempting to coordinate it from afar but TT has insisted that staff need to move in asap and not over half term. Scaffolding should go up, weekend beginning 21st and the project starting on week beginning 28th.</p> <p>5.4. New staff have settled in well, James in Year 6, Kate in Year 4 and Katie has moved to Year 1. Two LSAs have left, having secured jobs elsewhere. As a result, it has been a challenge to resource and meet the needs of the SEND pupils.</p> <p>5.5. Two training days were held at the start of the year, the 2nd day, focusing on computing, staff now trained up on the Google Chrome books and iPads and trying out virtual reality elements. Use of iPads in subjects such as PE was also explored and advice given. LL suggested that this could be linked to future governor visits, seeing how the training has benefited staff. With the new Chrome books and iPads, staff can now gauge what is the most useful and provide feedback prior to any future spend.</p> <p>5.6. The use of Spheres as part of the training day, aiding maths, physics, programming and communication/social skills has prompted TT to look at the possibility of purchasing these in the future (£1600 for 15).</p> <p>5.7. Progress measures have come out, to be discussed in more detail at Standards Committee but for the first time, there is a positive progress measure recorded for reading albeit small. All progress measures have improved which is the reverse of what was being predicted earlier in the year. The school having been in the bottom 25% for progress, is now in reading in the middle 20% (up 3 blocks), in maths gone up 2 blocks and in writing up 1 block.</p> <p>5.8. Data had already been circulated to governors and in Standards Committee, the detail will be examined, particularly with Year 6. With this Year's Year 6, there are no KS1 levels to look back on and so TT has been advised by Craig Duncan to keep it simple and look at who was ARE in Year 2, who will be Are in Year 6 and who's on track. Progress next year should look good as it is the first year of 'life without levels'.</p> <p>5.9. The end of year SEF has already been circulated.</p> <p>Q: What are the numbers now in Reception?</p> <p>A: Still not full, but up slightly to 51.</p> <p>5.10. LL suggested that governors could attend a staff briefing session to express their thanks in person for staff spending their time over the holidays in moving year 1 as well as wishing them a good start to the new year. The next one was on Friday at 8.25am and LL agreed to attend. It was also suggested that Steve be thanked with a card and something appropriate for his work in moving year 1 and clearing out Burleigh Hill. ES agreed to organise this.</p> <p>SDP Priorities:</p> <p>5.11. TT reminded governors of the 5 SDP priorities, which have been circulated to staff. These</p>	<p>LL ES</p>

<p>would be sent to governors as well.</p> <p>5.11.1. Imbedding assessment and learning in Foundation subjects</p> <p>5.11.2. Looking at home learning rather than homework.</p> <p>5.11.3. Focus on accelerated progress and improved outcomes in reading including a wider vocabulary. Children still needed to read for pleasure.</p> <p>5.11.4. <u>Imbedding maths, Not a priority but ongoing work.</u></p> <p>5.11.5. Establishing learning and dependence for all pupils, particularly higher attainers, reflecting the Ofsted view, focusing on the cusp Are/GDR children.</p> <p>5.11.6. Supporting parents to understand the learning that takes place in school and try to break down barriers.</p> <p>5.12. Governors agreed to have an input at each stage of the development, the content coming from the school. A group session could be also held. There was also the view that it is too long. The current SEF is as short as it could be which will need updating termly and governors contribute to that via visits and questions. With the SDP, it could be looked at on a yearly view, and not allocate a term to it, by the end of the year this will.. which will be a more usable document to bring to the FGB meetings.</p> <p>5.13. It was recognised that this was a school document, but governors could contribute from their own knowledge and experience. There are also now subject leader plans which will act as the appendices and can be referred to in the main document for more detail. TT stressed that the systems are now in place with it being time to look at what needs to be developed further.</p> <p>Q: Will the initial framework be shared with leaders and staff?</p> <p>A: This has gone to Middle and Senior leaders to finalise the evidence and the key priorities shared today. It's just been communicated to staff, they haven't had an input in that.</p> <p>5.14. it was suggested that a short session be held at Standards on 24/09/19 to review and provide input. It was also suggested that sheets could be put up in the staffroom to allow staff to have an input over the next few weeks. Having the 5 points also outlined on lanyards was suggested.</p> <p>PP/SEND:</p> <p>5.15. GD updated that the EHCP agreed before the end of last term, had received more funding to the value of £16,500. The school has to fund the first £6,000 of the EHCP. A further 2 that had gone to panel over the holidays had also been agreed, no funding amount as yet announced. Governors thanked GD for her efforts in securing the funding.</p> <p>5.17. Currently the school is funding all of its LSA support bar 2. Intake is about 3 pupils higher than last year and EHCP with 3 more to those listed above.</p> <p>Q: With the loss of the 2 LSAs, are we actively recruiting or waiting to see?</p> <p>A: We're trying to be sensible and we haven't recruited yet, partly down to budget. The funding is used to fund intervention groups, nurture rooms, it's more about trying to close the gap for that child and giving them targeted provision as opposed to just supplying an adult with them but I cannot deny that some of our high need pupils need the help to self regulate so its done case by case and we cannot say to a parent that the EHCP means their child will have an adult supporting them, because that is not all of the need.</p> <p>5.18. TT added that with the 2 LSAs lost, both were 25 hours, so the school is at capacity but managing. However, there could be a need to recruit if a child joined or a member of staff left.</p>	<p>TT</p> <p>TT/EVD/GE</p>
<p>6. Finance:</p> <p>6.1. JP is currently off sick but should be returning soon on a phased return. TT added that she had access to JPs emails but it wasn't sustainable for her to cover that work, so if JP doesn't return soon, then she would need to spend money on cover.</p>	
<p>7. Policies:</p> <p>7.1. Child Protection/Safeguarding and SEND policies will need to go on the next FGB agenda.</p> <p>7.2. The Attendance Policy was circulated last term. Need to check that it had been recorded in the minutes.</p> <p>Q: How is the policy tracker going?</p> <p>A: Ofsted rather diverted that. We have a tracker but not in a version to bring to governors yet. Everything is personalised but are a bit behind in terms of knowing what to do when. I did ask Jules to get the tracker in a position to be shared with governors, so I will follow that up.</p>	<p>Clerk for agenda Clerk/TT</p> <p>TT</p>

<p>8. Burleigh Hill Pre-School:</p> <p>8.1. Now closed. The impact has been 1 pupil that was going to come to Wheatfields, isn't, because she needed full day child care. All the others (7) have been relocated elsewhere. The tax people have contacted the school about rateable tax on the property. At the moment, these are being kept separate and they have been told it is empty for a period of time, so there will be an exemption from those tax business rate periods. The school will be contacted again in 6 months' time to see what is happening to the property because nothing could be confirmed at this time.</p> <p>8.2. TT expressed the view that Wheatfields will miss out, if it doesn't have a pre-school, the next step being therefore, to discuss how this could be done, with the local authority. It would be run as part of the school. TT would also like to offer Kids Club access. The key problem is the premises themselves. If it was brick, then it could be done quickly, but the existing building has already outlived its term of use and there was the fear that making it usable, would outweigh the cost of running a pre-school. Kids Club could be used as a pre-school during the day but if nothing happens, then Wheatfields would lose out to other neighbouring primaries who already have pre-schools.</p> <p>8.3. TT stated that she would like to look at this next term, when she would have more capacity, there being staff available to do it. Governors supported the idea and with increased governor capacity, perhaps recruiting someone with knowledge and skills in that area.</p>	
<p>9. Any Other Business: There was no other business.</p>	
<p>10. Date of Next Meeting: Tuesday 19th November 2019 at 6.00pm.</p>	

The Chair closed the meeting at 7.35pm.

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

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