



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 14th July 2021
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), Stuart Gilham (SG); Dan Buddle (DB); Associate Members: - Emma Verney-Davies (Deputy Head Teacher - EVD). Apologies: - John Anderson (JA); Julie Popham (JP), Sarah Rogers (SR); Gemma Edwards (GE). 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 meeting by the Co-Chair LL. 	
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 meetings: 28.04.21: <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"> Governors to be reminded about their pecuniary forms at the start of the new academic year. It was noted that EVD, LL, ES and DB had undertaken Safer Recruitment training in the last few years. The HT was currently the only staff member with the qualification. 	Clerk

	<ul style="list-style-type: none"> It was agreed that a governor should undertake the training in the next 12 month period. Details on the Pillar monitoring had been circulated to governors. SFVS had been completed and sent back to the local authority. Feedback from Phase leaders together with the umbrella statement for policies to be c/f. It was agreed that the skills audit should be urgently discussed at the autumn term FGB meeting (c/f). <p>04.05.21:</p> <ul style="list-style-type: none"> Minutes were agreed to be a true record of the meeting with no actions recorded. 	<p>ALL</p> <p>TT</p> <p>ALL</p>
3.	<p>Information Items:</p> <p>3.1. Headteacher's Update:</p> <ul style="list-style-type: none"> TT welcomed EVD back after her maternity leave. She stated that during this time, GE had added to the capacity of the leadership team in EVDs, absence along with AW. Governors expressed their thanks to both for their support during this period. <p><u>Staffing:</u></p> <p>The following staff changes were noted:</p> <ul style="list-style-type: none"> JP is leaving the FGB and school to take up a change of career as an LSA in a special school. Replacement and cost effective options are being explored with an admin staff member expressing an interest in the finance post which the HT supported. A School Business Manager (SBM) role was envisaged. Intermediate financial support was being explored via the local authority. JP will complete the July and August month end returns. As a result a new staff governor will be required, recruitment process to start for September. AW is leaving to take up an AHT post nearer to where she lives. This provides the opportunity to look at the numbers coming in September, EY being low, up to 40 with the potential for more to come in before next term. As a result, there is the opportunity to run a mixed EY/Year 1 unit. This will allow for one continuous provision for the first half of the autumn term, with review thereafter. A Zoom meeting was held with parents with some concerns raised and a high level of anxiety. Two LSAs are leaving. The HT provided her thoughts on the year, parents coping with home learning, the uptake for it being high, concerns addressed where required. Parents have acted quickly with symptoms and staff have coped admirably with the change of pace. In terms of learning, an assessment and gap analysis has been done and teaching planned for this term. A further gap analysis will be conducted in autumn. The data isn't where it should be as discussed at Standards Committee. Pupil progress meetings are still to be held, after which updated data will be circulated to governors. 	

	<ul style="list-style-type: none"> The anonymised data will be shared as a cluster. The Development Plan is in Year 3 of the 3 and will need to be reviewed with governors in September. <p><u>Nursery:</u></p> <ul style="list-style-type: none"> Going strongly. The Nursery manager post failed to recruit, the level of salary being an issue. The team is therefore staying as it is for the time being, with the EY Phase Leader maintaining and overseeing provision. The HT would present future options to governors in the autumn term. She stated that she would like to run it for a term as she had no figures to work with no idea of a normal term due to Covid. Parents are happy with a full uptake most mornings and some having to be turned away. <p><u>SEND/PP:</u></p> <ul style="list-style-type: none"> An SEND and PP update will be circulated to governors with governors asked to feedback any questions/comments once they'd read the report. Two children with an EHCP are leaving at the end of this academic year, 1 moving to a special school, with the second going to a secondary school. One application for an EHCP has been made. PP numbers have remained the same – 71, although some will be lost from Year 6. There will be a drive for more with EY. The Nursery will be spending their PP funding on the children in the Nursery. 	<p>TT/ALL</p> <p>TT</p> <p>TT/ALL</p>
4.	<p>Budget Update:</p> <ul style="list-style-type: none"> Changes to staffing mean that the budget will be more sustainable going forwards. This will equate to about £50,000+ savings. Schools have been allowed to c/f the sports grant - £17,000. Funding has also been agreed for next year. The school is now set up for BACS allowing for everything to be carried out electronically. The HT stated that there were no major problems budget wise, less money being spent currently than was the norm. 	
5	<p>Model Annual Governance Statement:</p> <p>Document had been circulated to governors prior to the meeting.</p> <ul style="list-style-type: none"> AM provided the background to this, being a new document which will be an annual expectation of each FGB in the future. It will need to be submitted by Friday. The model template allows for inclusion to be Wheatfields specific. Governance structure would be amended to reflect the school's 2 Committees of Standards and Resources. ES agreed to provide wording around the role of the Standards Committee as well as around the impact of the work undertaken and send to AM. Under governor training, in-house training would be highlighted, with few opportunities this year for external courses. DB would feed through some training he had undertaken. Governor Monitoring would highlight the work on Pillars. Forward Planning would feature the development of the Nursery. 	<p>ES</p> <p>DB</p>

6.	Discussion/Decision 6.1. Matters Arising from Information Items: <ul style="list-style-type: none"> Covered in the above discussions. The HT thanked all governors for their support, advice, interest, challenge and care for the staff and children during what has been a difficult year for everyone. The Chairs thanked everyone, governors, staff, parents and the Clerk for their work and support over the year. They asked that their thanks be extended to the staff, parents and children of the school. 	
7.	Date of Next Meeting: <ul style="list-style-type: none"> Monday 27th September 2021 face to face or virtual depending upon the latest pandemic advice. 	

With the business completed, the Chair closed the meeting at 6.46pm..

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Outstanding Actions	Who	Timescale
2	Skills Audit to be carried forward to next agenda.	Clerk/ALL	October mtg
2	Governors to consider Safer Recruitment training and inform TT if they wished to do the course online.	ALL	c/f
2	TT to provide umbrella statement for policies and send to Clerk for circulation.	TT/Clerk	c/f
2	TT to share feedback received from Phase Leader session with governors	TT	c/f
3	Governors to complete the financial skills audit when received.	ALL	October
Actions from this Meeting			
2	Governors to be reminded about completing pecuniary interest forms.	Clerk	October mtg
3	Development Plan to be reviewed in the autumn term.	TT/ALL	
3	Future Nursery staffing options to be presented to governors in October.	TT	October.
3	HT to circulate SEND/PP reports to governors for questions/comments.	TT/ALL	asap
5	ES to provide wording around the standards Committee to AM for the Model Annual Governance statement.	ES	asap
5	DB to provide training information to AM for the above statement.	DB	asap