



**MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL
HELD ON 13TH SEPTEMBER 2017**

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

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| <p>F.81 - 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).</p> <p>Associate Members: - Emma Verney-Davies (EVD) - Deputy Headteacher;</p> <p>Apologies: - Gemma Edwards (GE) – Assistant Headteacher, Michelle Short (MS), Stuart Gilham (SG);</p> <p>In Attendance: - Mike Behnke – Syzygy Clerking Services</p> <p>MC welcomed governors to the first meeting of the new academic year and thanked them for their attendance.</p> | <p>Action Required / by whom & when</p> |
| <p>F.82 Apologies for Absence and Declarations of Interest</p> <p>F.82.1 – Apologies for Absence Apologies were accepted as above. Governors were informed that PM, due to personal circumstances, had resigned from the GB but would be interested in rejoining in a year's time if there were vacancies on the GB.</p> <p>F.82.2 Declarations of Interest AM, the HT and EVD declared an ongoing Interest. The register has previously been updated to reflect this.</p> | |
| <p>F.83 Governing Body Matters</p> <p>F.83.1 – Pecuniary Interest Forms These were completed and signed by all governors present and returned to the Clerk for filing.</p> | |

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| <p>SG had previously returned a signed copy to the school.</p> <p>F.83.2 – Code of Practice and Confidentiality Policy The Chair informed governors that this had not changed in content. A copy was signed by all governors and returned to the HT for filing.</p> <p>F83.3 – Ratification of Chair appointment Governors ratified MC's appointment as Chair for another term.</p> <p>F83.4 – Election of Vice-Chair MS had indicated that she would be prepared to continue as Vice-Chair if appointed. This was proposed by the Chair, seconded by AM and unanimously agreed by all governors.</p> <p>F83.5 – Committee Membership With the above resignations noted above, the GB currently has 4 governor vacancies. F83.5.1 - The local authority had been asked for a replacement LA governor but indicated they didn't have one. F83.5.2 - The HT agreed to contact the HT at Ivo to see whether one of their governors might be prepared to sit on this FGB as a link person. F83.5.3 - JA agreed to move across to being a co-opted governor leaving 2 parent governor vacancies. The LA to be informed of the change. He would need to start a new term of office. F83.5.4 - SG to be asked if he was prepared to move to being a co-opted governor as above. F83.5.5 - TT/Chair to action moving forward with new parent governor elections. Clerk to assist where required. F83.5.6 - Governors ratified the appointment of SG as a co-opted governor subject to his agreement. F83.5.7 - Committee memberships to stay as they are until new governor appointments have been made.</p> <p>F83.6 – Appointment of Named Governors F83.6.1 - To remain the same apart from vacancies as a result of recent resignations. JA agreed to take on Maths/ICT. F83.6.2 - Roles/responsibilities of each governor to be minuted at each first Committee meeting. F83.6.3 - Clerk to agree agenda for Standards Cttee meeting on 27.09.17 F83.6.4 - MS to be asked to act as interim Chair of Standards Cttee. F83.6.5 - Vice-Chair of Resources required – appoint at first meeting.</p> | <p>TT</p> <p>JA/Chair</p> <p>Chair TT/Chair/Clerk</p> <p>ALL</p> <p>JA</p> <p>Cttee Chair/Clerk</p> <p>Clerk/TT/Chair Chair/MS AM/Clerk</p> |
| <p>F.84 Matters Arising not specified on the agenda Attendance Policy</p> | |
| <p>F.85 Minutes of the previous FGB Meeting (21.06.17) and Matters Arising The Minutes were agreed to be a true record of the last meeting and were signed by the Chair.</p> <p>F.73 – EVD circulated the governor training record spreadsheet for 2016-17, based on all the returns and diary dates. She asked governors to let her know of any changes.</p> <p>F.77.1 – With PMs resignation, there was no need to identify additional places for the Safer</p> | <p>ALL</p> |

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| <p>Recruitment training. EVD informed governors that the new governor training programme dates and courses were now available, including Safer Recruitment and HT Performance Management.</p> <p>F782 – Clerk to place Children’s Centre/PAWS update on future FGB agendas.</p> <p>All other noted actions on the minutes had been completed.</p> | <p>Clerk</p> |
| <p>F86 Reports – Head Teacher</p> <p>F86.1 – A verbal report was received from the HT.</p> <p>F86.1.1 – Two new teaching staff had joined the school, Years 2 and 5 and had settled in well. LH was mentoring the NQT in Year 5.</p> <p>F86.1.2 – With some LSA resignations last term, 4 new LSAs had been appointed and there was now an experienced maternity cover SENCO in place.</p> <p>F86.2 – Child Protection Report – previously circulated to governors. TT stated that the new format made it easy to complete. Governors commented that the school had come out well from the report. With no further questions, the report was received and agreed by the GB.</p> <p>F86.3 – Headline Data</p> <p>F86.3.1 – An overview of the data was given to governors. A more detailed analysis would be given at the first Standards Committee meeting on 27.09.17.</p> <p>F86.3.2 – Key Headlines:</p> <ul style="list-style-type: none"> • EY – 2 new columns have been added in showing data for 2017 (-2 and 3) and 2017 (2 and 3). Large number of children were leaving EY with a high percentage GLD. If figures for those who were only just secure -2 then this makes a huge difference to the figure going forward. TT would be meeting with Priscilla (LA Schools Advisor) to discuss these figures. <ul style="list-style-type: none"> ○ 75% were achieving GLD compared to National and County at 71%. ○ ELG in Reading – 79% ○ ELG in Writing – 79% ○ ELG in Maths – 82%. ○ Phonics showed 85% compared to County at 80% and National at 81%. • KS1 – Achieving ARE in Reading was 63%, in Writing 47% and Maths at 63%. All the figures were below County and National. <ul style="list-style-type: none"> ○ Predictions for the current Year 2 are higher, at 80% for Writing and 85% for Maths. • KS2 – Achieving ARE in Reading was 66%, Writing was 7% and Maths 65%. <ul style="list-style-type: none"> ○ The Combined figure was 48%, down on County at 59% and National at 61.1%. ○ TT stated that there were a number of children who were missing 100 by 1 point, needing to get 100 to meet the standard. <p>Q: What does Progress look like?</p> <p>A: Have to have 65% to meet the Floor targets which Nationally, were for Reading (-5), Writing (-7) and Maths (-5). County showed figures for Reading (+0.2), Writing (-1.2) and Maths (-0.9). Wheatfields showed For Reading, -1.6%, Writing was -1.5% and Maths -3. Only Maths was just in the floor target. There was a need to look at how this can be improved. It was improving, but not quickly and the school was in the bottom 25% quartile for Progress.</p> | |

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| <p>Q: What where other schools in the County doing, to get +0.2 figures? A: This is something I shall be discussing with Priscilla tomorrow. 34% of the Middle Learners got to the required standard in Maths.</p> <p>Q: We are above the floor for Reading, Writing and Maths separately, but not combined? A: Yes, we have to check each child that meets the standards, hence those that didn't get 1 mark in each, because different children didn't get a pass in all 3.</p> <ul style="list-style-type: none"> • Overall, targets were looking good against the data. These need to be updated as everyone else has improved. • The Key Priorities for School Improvement could be summarised under: <ul style="list-style-type: none"> ○ C – Provide challenge and support to teachers ○ O – Improve outcomes and ○ B – Remove barriers. • Data Headlines: <ul style="list-style-type: none"> ○ Every year group was set targets for the current year: <ul style="list-style-type: none"> ▪ EY – Year 1 – slightly different as take into account those just met. Need more secure. ▪ Year 1 -2 – 90%, 78% and 81%. Good outcomes but need to be tighter. ▪ Year 2-3 – 76%, 59%, 67% (too low) but higher than in Year 2. ▪ Year 3-4 – 80%, 68% and 73%. ▪ Year 4-5 – 79%, 83%, 83%. <p>Q: Years 4 to 5 – Writing is better than the others – Why? A: We have used a way of teaching that will now be rolled out across the school. This is a whole text approach with learning, based around 1 book, 1 text. We have spent money on facilitating 1 book per 2 children. They have daily practice, moving on from verbal to providing written answers. Writing has been lifted due to this practice. Year 1 writing outcomes are higher than last year.</p> <p>TT was asked to circulate the above data presentation to governors and the Clerk.</p> | <p>TT</p> |
| <p>F.87 – Policies F.87.1 – Attendance Policy – As a result of the case in the Isle of Wight, the DfE have issued new wording for schools to use regarding pupil attendance.</p> <p>F.87.1.1 - Now expect attendance at schools to be 100% (used to be 95%) unless there were exceptional circumstances. Holidays were not deemed to be exceptional circumstances.</p> <p>F.87.1.2 - TT informed governors that each case would be looked at on an individual basis.</p> <p>F.87.1.3 - Penalty notices can now be issued if attendance falls below 90% and if a child has had unauthorised absence for 3 days or more.</p> <p>F.87.1.4 - The revised guidance will be posted onto the school's website. The County issues penalty notices, the school just follows the guidelines set.</p> <p>F.87.1.5 - The above changes came into effect from 1st September 2017.</p> <p>Governors received and approved the changes to the Attendance Policy.</p> | |

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| F.88 – Governor Training To be looked at when new governors have been appointed. | |
| F.89 – Governor Visits As above. | |
| F.90 – Any other Urgent Business Next Standards Meeting – Staff are being invited to speak on their subject area, or provide a written report: <ul style="list-style-type: none"> • Helen Tudor -Science • Ollie Mills – Phonics • Sarah Guest – EYFS. • Clerk to place on agenda together with a Plan for governor visits. To be discussed and agreed at Standards committee and then rolled out to all governors. | Clerk |
| F.91 - Date of the next FGB meeting <ul style="list-style-type: none"> • 15th November 2017. • January FGB date to be moved to 7th February 2018. Governors to note. | ALL |
| <p>..... Chair FGB</p> <p>..... Date</p> <p>The meeting closed at 7.17pm.</p> | |