



Wildmoor Heath School

Minutes of a meeting of the Full Governing Body held at 7.15 pm on Monday 11 March 2013

Present:

Mr Jason Cooper (Chair) (*from 7.20 pm*)
Mr Tony Donoghue
Mr Ed Essery
Mrs Janice Hart
Mr Andrew Johnson
Mr Stewart Mackie
Mrs Helen O'Connor
Mr Christopher Salt (Vice Chair)
Mr Grant Strudley (Headteacher)
Mr Cliff Thompson
Mr Tony Waite

Absent:

Mrs Carole Blunden-Lee
Mrs Gail Robertson
Mrs Karen Roche
Mrs Helen Smith

In attendance

Mrs Margaret Hancock – Clerk to the Governors

- Welcome to the meeting** – As the Chair had indicated he would be a few minutes late, Vice Chair Chris Salt started the meeting as Chair. He welcomed everyone to the meeting.
- Apologies for absence** had been received from: Mrs Carole Blunden-Lee, Mrs Karen Roche and Mrs Gail Robertson. The Clerk reminded Governors that it was a responsibility of the Clerk to maintain a register of attendance and report this to the Governing Body. She asked if Governors would like a six-monthly report. Governors confirmed they would and the Clerk was asked to circulate it.
- Declarations of Interest (financial and personal):** JH asked Governors to note that she would be a part-time member of the teaching staff from start of summer term. She is currently providing supply cover. There were no other declarations of interest.
- Minutes of previous meeting** held on **Monday 11 February 2013** had been circulated. There were no amendments and the minutes were signed by the Chair as an accurate record. Governors were pleased to note, from those minutes, increased evidence of their role in challenging the school through questioning.

JC arrived at 7.20 pm

JC took over the Chair of the meeting.

5. Matters arising

Minute 5 – School Council – It was confirmed that CBL had made successful contact with the School Council. It was agreed that the Chair should ask her if she was willing to be formally appointed as the Governing Body link with the School Council.

Minute 6(a) - Staff training to feature in Headteacher update reporting – GS explained the process that he proposed to adopt

Clerk

JC

Minute 7 - Management Intervention Board (MIB) minutes – the Chair reported that the minutes of the last meeting did not appear to have been circulated. He would investigate and circulate them when they were available.

Minute 11(a) - Auditor - Governors were concerned that GS had been unsuccessful in contacting the auditor. However, he confirmed he would continue to pursue this and report as soon as he was able. A Governor described a model of cross-auditing used by groups of schools and it was agreed this option should be explored at the appropriate time.

The remaining action points from the previous meeting were either confirmed as having been completed or were on the agenda for discussion at this meeting.

6. Report on Ofsted Monitoring Visit.

GS was asked to report.

- GS informed Governors that the visit had been over two days and that there was only one Inspector and so it was categorised as a Section 8 monitoring visit.
- GS described the programme for the two days
- At the end of the first day the Inspector had reported favourably on her impressions.
- Meetings included those with School Council, the Special Needs Co-ordinator, Governors, Year leads.

Governors were very pleased to learn from GS that

- Provisional feedback from the Inspector was that progress against the previous inspection was good and progress on getting out of special measures was good.
- The Inspector had indicated she would be considering her next inspection being a Section 5 which facilitated the possibility of taking the school out of special measures.

GS then informed Governors that the school can request for the next inspection to take place either in the summer term or in the autumn term. There was considerable deliberation on these options, both at this time, and later on in the discussions. The deliberations, which included questioning, took account of:

QA

- Potential disadvantages of both options where exacting timing within the term would not be known
- Impact on morale of school staff, particularly if a positive outcome could be achieved in the summer term
- Positive impact on parents, particularly new parents, of the potential of starting the year out of special measures
- The Senior Leadership Team (SLT) is keen to invite the Inspector in during the summer term
- The Inspector had not made any recommendations for which term would be better

QA

In response to a question, GS urged Governors to make the decision at this meeting to support planning.

Later in the meeting, GS informed Governors that he was optimistic that, while there was still work to do, the school had the potential to be assessed in the summer term as being no longer in special measures. Governors **agreed** and asked GS to advise Ofsted accordingly.

GS summarised the areas for particular attention as follows:

- **Writing**
- **Quality of teaching** – the standard at this inspection was overall good but there were areas that still needed working on, particularly in KS1.
- **Teaching Assistants** – it was necessary to achieve consistency in standards and develop the staff
- **Wider curriculum** – the Inspector's interviews with pupils had identified that they wanted to see improvements in science, music and ICT. Governors noted that the Inspector had been impressed with the work on the Rights Respecting Schools initiative.
- **Senior Leadership team data analysis and monitoring by the Governing body**

GS assured Governors that improvements in all these aspects were manageable by the summer term.

The Chair reported that the Inspector had commented favourably on the work that has been achieved by the Governing Body in improving its effectiveness, monitoring and strategic planning and she was pleased with the responses she received from Governors to her questions.

The Chair wished to pass personal thanks to CS, KR, CBL and SM who had supported him for the question sessions during the inspection.

Governors also asked GS to pass congratulations to all staff for the positive outcome of this monitoring inspection

GS

Governors congratulated GS for the significant part he had played to achieve the outcome of this successful visit.

7. School governance plan

The Chair reported as follows:

- The Ofsted Inspector had observed that the Governing Body was working well on Objective 1 – monitoring and evaluating school-based data. The School Improvement Committee is working effectively in that respect. Evidence of the use of accurate and relevant data was the fact that the Committee is reviewing the same data as the MIB and the LA are using.
- There was a need to be reviewing data for Special Educational Needs to show progression. There was some discussion on identified SEN data and pupil premium.
- The Ofsted Inspector had assessed that the Governing Body had shown good decision-making. JC cited examples that she had given.
- Staff development should be a focus for reporting. Governor were referred to the discussion earlier in the meeting when reviewing the action points from the last meeting
- Monitoring of safeguarding needs to be a priority in preparation for the next Ofsted visit. The Chair urged Governors who had not undertaken safeguarding training to do so. TW was thanked for his work on safeguarding and for the recent detailed report which all Governors were asked to read. GS and TW would be meeting to discuss further monitoring to ensure appropriate action had been taken in the light of this report. It was confirmed that the accident book is kept up-to-date and a report is given at the first meeting of each term of the Operations Committee. All Governors were asked to include safeguarding in their monitoring visits. Governors noted that GR had previously carried out checks on the single central record of vetting checks,

All

but as she had not attended meetings for some time and so was not able to give a report, TW was asked to extend his role to include a check of the record every six weeks. He kindly agreed to that. SM would liaise with GR over this.

SM

8. Correspondence

The Chair informed Governors that there was nothing further to report other than matters which had been reported earlier, or to be reported later, in the meeting.

The Chair drew Governors' attention to the summer training programme. There was discussion over specific courses which Governors were encouraged to attend, particularly those which covered matters which had been raised by Ofsted.

9. Behaviour Policy and Principles

GS reported on the status of his review of the Behaviour Policy. The Chair reported that he planned on writing to parents about the Ofsted visit and would be requesting in that letter feedback on behaviour management, particularly the rewards system.

Governors thanked GS for the discussion document which had been circulated during the preceding week.

GS referred to the discussion document and in response to questions explained:

- the rationale behind his proposal to change the rewards system
- the need to explore different strategies for key stages
- his ethos of behaviour management being focussed on recognition of good behaviour rather than rewards
- his proposed procedures for identifying trends in behaviour, both in individual children and across the school
- the traffic light system is a visual reminder. Posters of the diagram will be widely displayed throughout the school and in the school grounds
- the importance of consistent application across the whole school

QA

Comments from individual Governors included:

- Current rewards system
 - is time consuming
 - does not always recognise consistent good behaviour
 - has the potential to encourage manipulation of the system
 - is not applied consistently
- The Family Support Adviser should be identified as having a role in the strategies to identify reasons for poor behaviour.

Governors then discussed the proposals for aims and objectives and statement of principles. There were suggestions for minor amendments which GS noted and would incorporate into the version of the Behaviour Policy he would be circulating as a consultation document. GS would be bringing the Statement of Principles of Behaviour to the next meeting of the FGB for final approval.

GS

GS

GS then reported that:

- Anti-racism policy is going to consultation with parents
- School council is working on an anti-bullying programme. TW kindly volunteered to attend relevant meetings of the School Council to take part in the discussions. He was thanked for this.

TW

GS was thanked for his work on the Behaviour Policy and Statement of Principles.

10. The Zone

GS reported as follows:

- He has met with Zone Manager, Hayley Crane, together with the Business Manager
- The Business Manager will be line manager for the Zone Manager
- It is intended to bring the Zone Manager more into the school community. GS explained his proposals to achieve this.
- Consideration is being given to the strategic direction of the Zone
- A meeting has been set up with BF to enhance the school management's understanding of legislative requirements and identify training needs
- It is likely that the Zone will be relaunched in September with a new name and promotion.
- Staffing needs are being reviewed to ensure provision all the year and facilitate appropriate cover for existing personnel during holiday and sickness.

There was then some discussion on long term potential for increasing provision and broadening the offer and whether there was potential for creating a dedicated area which could then also be used for community events. A Governor drew GS's attention to the fact that it may be worth researching funding linked to the Government proposal to increase nursery places.

GS would report further developments as they arose.

11. Reports on School Visits

Governors noted the list of Governor visits and reports from visits which had been circulated during the preceding week.

The Chair asked for Governors' approval to redesign the report from which Governors are expected to complete following a visit in order to simplify it. Governors were in agreement with this.

It was agreed

- Prior to making a visit, Governors should first liaise with GS to ensure good coverage across the school and avoid overload for staff.
- Governors should plan to liaise with their linked class/subject but also to include visits to other areas of the school.
- Members of the School Improvement Committee should be monitoring writing.
- Members of the Operations Committee should be concerning themselves with staffing issues, particular staff development and retention.
- All Governors to include in their monitoring
 - Social, moral, spiritual and cultural aspects of education
 - Safeguarding

12. Training

Governors were reminded of the discussions earlier in the meeting and of the fact that it was crucial that training sessions are focussed on current Governing body development objectives.

13. Other business

- a) **Science Equipment** - A Governor asked on the provision of science equipment. GS acknowledged that there was a problem in this area, part of which was the lack of a methodical approach to storage of all equipment throughout the school. This was a matter that he was addressing. He would report back to the next meeting. **GS**
- b) A Governor commented on the excellent work carried out by the **Caretaker**. This was endorsed by GS.
- c) JC and GS reported that they were meeting with Chris Taylor, Admissions and Property Manager at Bracknell Forest, for discussions on **refurbishment**.
- d) A Governor requested that **term dates** appear on the **website**. GS would investigate, together with other updates that Governors suggested. **GS**
- e) Governors confirmed he had reached agreement with staff on the proposed pattern of **Inset** which he had reported at the last meeting.

There being no further business the meeting closed at 9.20 pm

Date of next meeting: Monday 20 May 2013

Signed..... Date.....

Jason Cooper - Chair