



Wildmoor Heath School

Minutes of a meeting of the FGB held at 7.15 pm on Monday 11 February 2013

Present:

Mrs Carole Blunden-Lee
Mr Jason Cooper (Chair)
Mr Tony Donoghue
Mr Ed Essery
Mrs Janice Hart
Mr Andrew Johnson
Mr Stewart Mackie
Mrs Helen O'Connor
Mrs Karen Roche
Mr Christopher Salt (Vice Chair)
Mr Grant Strudley (Headteacher)
Mr Tony Waite

Absent:

Mrs Gail Robertson
Mrs Helen Smith
Mr Cliff Thompson

In attendance

Mrs Margaret Hancock – Clerk to the Governors

1. **Welcome** – the Chair welcomed everyone to the meeting. He was particularly pleased to welcome Karen Roche to her first FGB meeting.
2. **Apologies for absence** had been received from: Mrs Gail Robertson and Mrs Helen Smith.
3. **Declarations of Interest (financial and personal):** AJ reminded Governors of his wife's appointment as Business Manager.
4. **Minutes of previous meeting** held on **Monday 10 December 2012** had been circulated. There were no amendments and the minutes were signed by the Chair as an accurate record

5. Matters arising

Minute 6 - Safer recruitment training – SM, CT and TW were thanked and congratulated for completing their training. It was noted that KR also had the qualification and she was asked to lodge her certificate with the Bursar. Governors who had not undergone the training were urged to do so in order to ensure a good pool of qualified Governors were available for the recruitment process. A Governor enquired on the use of List 99. GS explained the circumstances under which the list would be referred to.

Minute 12 - Headteacher's report – answers to questions – GS reported as follows:

Question	GS response
What evidence is there, and what interventions are taking place to justify the statement we are hoping that the 14%	The statistic refers to one teacher. That teacher has now had opportunities to observe, both here and at another school, good teaching and outstanding practitioners.

QA

inadequate will be good by February 2013?	The Senior Leadership Team (SLT) is working closely with the teacher on planning and preparation. GS commented that he had identified a large part of the problem being due to previous inconsistency in direction for the planning and preparation process. This had now been resolved and he was confident that this person had the potential to be a very good teacher.
What was the response of the member of staff offered the position of Caretaker?	We are pleased that the member of staff offered the post of Caretaker had accepted the offer and was now in post.

The third question relating to the Deputy Headteacher was answered by GS later in the meeting.

Minute 12 – Zone – there are no definite figures at this point but there is evidence of increasing numbers. Activities are planned during the holidays. It was intended that the Operations Committee would hold an overview of the Zone facility which would come under the remit of the Business Manager. It was hoped that with a Business Manager in place there would be the capacity to manage the Zone effectively. Governors agreed that, until there was further evidence, a discussion on the viability of this facility was not appropriate at this stage.

Minute 19 – School Council – CBL commented that she had not received notification of the schedule of School Council meetings and regretted that she had therefore missed one. HOC offered to ask the lead teacher for the School Council to contact CBL. GS reported that the last meeting was on anti-bullying.

HOC

Minute 20(a) – Management Intervention Board (MIB) minutes – The Chair confirmed that a version of the minutes of the most recent and future MIB’s would be available to the FGB starting from next month.

Minute 20(c) - Emergency procedures – it was noted that the recent half-day closure of the school for bad weather had been more efficient in notifying parents than had been the case with the previous incident. GS reported that there were still modifications that were needed to the process, particularly in the procedures for collecting children under such circumstances. On the whole matter of emergency procedures, GS reported that he was reviewing these as they had not been reviewed for a number of years. His main concern was the need to investigate a suitable alternative venue should the site need to be evacuated quickly. GS confirmed that this was in hand.

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

6. Governing Body Development Plan

(a) Impact assessment

The Chair tabled copies of the updated Plan. He informed Governors that he had wished to table it as it was intended that this item would be a detailed discussion, going through the plan objective by objective. Governors were pleased to accept this tabled document. EE was thanked for his additional work on this document.

There followed lengthy discussion during which the following was particularly noted:

- **Objectives 1 and 2** – the success criteria were being met with the improved effectiveness of the School Improvement Committee (SIC). This had resulted

from the consistent format for presenting data which Governors had requested. This in turn had led to a significant improvement in the Governors' ability to analyse and evaluate the data. More recently, Governors had requested an improved level of data for higher attainers and for those pupils with special educational needs.

- **Objectives 3 and 4** – These criteria were partly being met. Governors were involved in both the production and the review process of the Raising Attainment Plan (RAP). A strategic working group was being formed and was due to meet soon. It was now important to focus on strategic visits to the school and engage in meaningful discussions with staff. The Governing Body are aware that this was still an area of weakness, with training for this planned for March.
- **Objective 5**
 - Budget - The Operations Committee now have a robust overview of the budget and financial processes which had not been the case this time last year, when Governors were not being given opportunities to interrogate the data. This had been due to serious staffing problems in the financial functions of the school and two Executive Headteachers whose appointments had been temporary. The appointment of a substantive Headteacher, greater involvement of key governors in school financial planning, and adoption of a consistent approach to budget management was already showing great dividends in this area. Governors felt confident they now had the capacity to monitor the budget effectively.
 - Staffing – Action was needed to develop an overview of the professional development and retention of staff. There had been significant investment in staff, both financially and through work to raise standards, and this investment must not be lost. In response to a question, GS explained the process of monitoring staff targets and ensuring that professional development was linked to the RAP. There was some discussion on staff satisfaction and its link to professional development. GS was asked to include staff training as a regular report in his updates to the meeting.

QA

GS

(b) **Governing Body Strategy** – the Governing Body Strategy Group membership was confirmed as

JC, CBL, SM, CS, AJ, HS

A meeting would be arranged during March.

(c) **Parent Governor Election** – Governors were informed that the recent request for nominations had not received any responses. The Clerk was asked to instigate a second election process to fill this vacancy. It was agreed that a more proactive approach should be adopted, to include particularly:

Clerk

- The invitation letter being translated into Tagalog, in order to reach that section of the school community. GS to action.
- In the event of no nominations towards the end of the nomination stage, a reminder to be sent to all parents
- 'Canvassing' by Governors amongst individuals they know would bring the right skills to the Governing Body.

GS

All

Later in the meeting the Clerk suggested extending the nomination period from one week to two weeks. This was agreed.

There was some discussion on the benefits of re-constituting. Governors felt that while this was an option that deserved consideration, this discussion should be deferred until July/September.

- (d) **Succession planning** – the Chair reminded Governors that it was good practice for a succession programme for Chairs to be in place. Governors who were interested in taking part in such a programme were asked to contact him.

All

Governors expressed thanks to the Chair for his work over the past few months in connection with Governing Body development.

7. Correspondence

At other points in the meeting there had been reference to two items of correspondence

- Correspondence from the LA regarding the budget
- LA consultation on term dates

The Chair reported that the MIB report had been received which mainly covered financial meetings. Aspects of this had been discussed by the Operations Committee when costs were identified that could be reimbursed against the RAP. He would distribute the minutes of the last meeting following confirmation at the meeting scheduled for 26 February 2013.

JC

8. Reports on School Visits

Governors were referred to the report of all school visits, both strategic and those showing participation in school life. This report, together with reports written by Governors from their strategic visits had been circulated during the previous week.

Governors were reminded that training was scheduled for conducting visits. GS referred to the questions which had been circulated to Governors which could be asked of children during visits.

QA

Referring to one of the reports, a Governor asked on the progress of the Bug Club resource. GS responded that it had been purchased and had arrived in school. A three-hour training session was planned for teaching staff. While there was enthusiasm to introduce the system at the earliest opportunity, it was important that teachers and teaching staff were given the right training for the resource to be used as effectively as possible. GS explained the proposed training, with a target of using the resource from the start of the summer term.

9. Reports on training

- (a) Effective Governor visits – the Chair referred to the proposal to run this session in-house during March. There were two objectives of this training:
- i. Enhance Governors' understanding of what constitutes a strategic visit
 - ii. Develop a feedback form to facilitate more effective reporting incorporating aspects of the Governor Development Plan

The Chair would circulate proposals for dates for the training

JC

- (b) Governors were referred to the list of training that had been undertaken by Governors since September. There was some discussion on training needs and opportunities through Bracknell Forest training services.

10. Policies and procedures

- (a) **Governor Involvement Policy** – Governors noted that the current version complies with the recommended policy on School Visits issued by Bracknell Forest. Governors agreed to re-adopt this policy with no changes.
- (b) **Governors' Principles of Behaviour and Behaviour Policy** – The Chair informed Governors that the Governing Body is not currently complying with the statutory requirement to determine Principles of Behaviour and publish them on the school website. There was some discussion around establishing principles in accordance with the aims of the Behaviour Policy. However, GS informed Governors that he felt some disquiet at aspects of the current behaviour management strategies, the rewards system in particular, and also felt that while behaviour was very good in the classroom, there had been incidents outside the classroom that had caused him concern. He gave examples. He was therefore proposing to revise the behaviour policy.

After some discussion it was **agreed** that:

- The Governing Body should establish a set of principles of behaviour at the next meeting.
- GS to revise the Behaviour Policy against those principles and taking account of his concerns and produce a revision to be considered for adoption.

GS

Governors felt that the process of establishing the principles of behaviour should include consultation with the pupils and take account of the Rights Respecting initiative. Accordingly, the lead teacher for the School Council would be asked to put this item on the agenda for its next meeting. The pupils' thoughts on this matter should form part of Governors' final decision-making.

GS

GS asked Governors to note, as part of his drive to improve behaviour outside the classroom, that, budget permitting, he was considering appointing an additional member of the lunchtime support staff, who might take on the role of play leader. He was also looking at the structure and timing of the lunch hour and was in discussions with the catering company as he felt that some of their strategies were indirectly leading to some of the behavioural problems at lunchtime.

Governors stressed that good behaviour in the school was a top priority and agreed to focus the next FGB on behaviour. The Chair requested that all Governors supported the process to establish the school's principles of behaviour

All

11 (a) **Report from Operations Committee** – as Chair of that Committee, SM reported as follows:

- A sub-Committee had been formed which would meet with the Business Manager to establish areas of responsibility and expectations. This sub-Committee would also carry out a first review of the 2013 Budget.
- Private School Fund Account books – these were still being traced. The Chair said he would re-send the details of the auditor's contact details. The auditor would be asked to sign off the accounts, even if it meant officially recording his reservations.
- A policy will be written for the private fund. A Governor asked on the feasibility of using the fund to purchase play equipment which had been discussed during the previous item concerning behaviour, which GS noted.
- GS had given a comprehensive update on the use of the pupil premium.
- The budget is on target but a more focused approach was needed for 2013/2014.
- CRB checks had been confirmed as up-to-date

JC

QA

- Other matters discussed had included directed time policy, bug club, RAP costing, staffing matters, leadership throughout the school.

(b) Report from School Improvement Committee – as Chair of that Committee CBL reported as follows:

- There had been three meetings since the last FGB all of which had focused on RAISEonline and school data. CBL gave examples of the statistics which are analysed
- The Committee has been proactive in asking key questions.
- Senior staff have reported to the Committee on provision maps and intervention work.
- The Family Support Adviser has reported to the Committee
- There is now a focus on boys' attainment, writing, Year 1 and Gifted and Talented.

CBL thanked GS and HS for their response to the Committee's requests in terms of data and reporting.

The Chair thanked SM and CBL for their work in running the Committee functions of the Governing Body.

12. Approval of Term and Holiday dates 2014/2015

GS reported that no definitive proposal had been issued by Bracknell Forest. This matter would be discussed when information was forthcoming. GS informed Governors he would propose to set Inset days at that time.

13. Headteacher's update

GS first reported on the staffing for Year 1. At present the Deputy Headteacher teaches there for three and a half days. The remaining day and a half is covered by a member of the Foundation Staff. While this is a good arrangement for Year 1, it has put pressure on the Foundation Stage team. However, he is now pleased to report that an experienced and highly regarded Year 1 teacher is available for two days a week starting after half term. In response to Governors' questions GS confirmed that:

- This would result in no further changes for this set of pupils
- He was mindful of the need for consistency for the well-being and progression of the pupils
- There would be collaborative planning between the Year 1 teachers.
- This model will give the Deputy Headteacher the capacity to fulfill her management role
- He was aware of the need to comply with requirements to advertise the post and was liaising with Bracknell Forest Human Resources department.

GS then read from a set of notes which he was willing to distribute to Governors who would like a hard copy. The notes are attached to these minutes as Appendix A.

GS then drew Governors' attention to the document which had been circulated during the previous week which detailed the newly developed **Vision and Values**. He explained the process by which this set of principles had been reached. The launch of this document was set for 27 March when the artwork outside the school is officially unveiled. Governors discussed the link to the behaviour policy.

QA

There was some discussion on the value statement, a final version of which had not yet been agreed. It was agreed that the final decision on this statement should be made by the SLT, but if Governors had suggestions they were welcome to forward them to GS.

Governors warmly congratulated GS on the work he had carried out at the school in the short time he had been in post.

14. **Raising Attainment Plan – School Strategic Group** - discussed earlier in the meeting.

15. **Zone** – discussed earlier in the meeting

16. **Pupil Admission Number (PAN) 2012/2013**

QA GS reported that currently there are 168 children in the school, plus 14 in the nursery. This was a net increase of 7. In response to a question from a Governor he reported that the capacity of the nursery is 24.

17. **Report from School Council**

Governors were referred to the earlier discussions.

18. **Headteacher Performance Management Committee**

The Committee was established as KR (lead), SM and TW

It was agreed that targets should be set for the summer term, with the Performance Management continuing in its function for the next academic year..

19. **Other business**

(a) **Inset days** – earlier in the meeting GS had requested Governors' authority for a change in the timing for the delivery of Inset for the rest of the year. There currently were two days planned for the last day of term. In his experience this was not an effective time to raise enthusiasm through training. GS proposed that one of the Inset days should be replaced by **two three-hour twilight sessions** earlier in the year. By show of hands Governors voted in **favour** of this proposal.

(b) **Newsletter** – A Governor congratulated the school on the inclusion of articles written by the pupils in the newsletter.

(c) **Link with Wellington College** – CBL reported that as part of community service, students from the College wished to do volunteer work supporting pupils. GS said he would be pleased to receive details.

(d) **National Governor Association Magazine** – the Clerk reported she was chasing up the missing copies of this term's magazine and would arrange for them to be circulated it as soon as possible.

(e) The Link Governor reported that she had been advised that a Governor should be appointed to **monitor absence**. Governors noted this, but agreed that, as there was no problem at present with absence, and also as the FSA monitors absence and reports to the School Improvement Committee, this appointment was not necessary.

(f) **Email addresses** – the Clerk reminded Governors to let her know if email addresses changed.

QA (g) In response to a question, GS reported that there is now **external access to the server** which would facilitate a Governor folder on the school network. **Wi-Fi** would be in place soon.

(h) A Governor asked GS to pass on congratulations to the staff and pupils for the **Young Voices event**. The pupils were a tribute to the school.

(i) A Governor asked what the arrangements were for marking the **150th birthday** of the school. GS reported that he was keen to set up a Committee of about six comprising

GS

members of the PTA, Governors and staff. AJ and JH offered to be the Governor representatives.

- (j) **Website and Governor profiles** – the Chair passed thanks to Governors for providing material for the profiles and to the Clerk for her work on the website. GS noted comments from the Chair about areas that needed updating.

There being no further business the meeting closed at 9.40 pm

Date of next meeting: Monday 11 March 2013

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

Jason Cooper - Chair



Appendix A Headteacher's update

Standards (based on December 2012 data)

What's going well?

- Milestones met or exceeded in reading and maths in all year groups except Year 1.
- In most years, more children are working at ARE than July 2012. Significant numbers of children working above ARE in all subjects in Year 2-4, in reading and maths in Year 5 and in reading in Year 6.
- Most children making at least expected progress with many making good progress.

Key Concerns:

- Year 1: Despite good progress since FS, the %-age at ARE in Year 1 is still relatively low, particularly in reading and writing (49% of children are working below ARE in writing). The number of children working above ARE is also low in all subjects.
- Year 6: Milestones exceeded in reading and maths, but missed by significant margin in writing. However, only 35% have made progress since September in reading and maths and 20-25% of children in danger of not achieving Level 4+ (currently working at 3b or below) if progress is not made by February half term.
- Writing: In all year groups, except Year 2, attainment in writing is lower than reading and maths.

Monitoring (RAP Objectives)

- Since January 2013, I have observed 7 lessons, of which 5 were good, 1 required improvement and 1 was inadequate. Due to the teacher concerned following specific advice, a subsequent lesson was judged good.
- I am due to do 2 more formal lesson observations this week. This is in addition to several 'drop ins' and learning walks undertaken by me and SLT.
- Numeracy: MG undertook a learning walk focussed on learning environment - teachers now have a clear idea of what resources should be in the classrooms – in particular the need for number lines, 100 grids, x table charts and interactive working walls. SLT carried out a planning scrutiny – where practice was good we saw a clear progression of skills taught in a teach – practice – apply sequence; well-pitched and matched LO and tasks; differentiated activities and good use of support and well planned mental / oral starters. All teachers are now aware of what good planning looks like and our expectations around mental / oral starters and guided group work. An outstanding issue is that people are planning from several different sources – eventually we all need to plan from the new Framework or a bought in scheme based on this.
- Literacy: HS interviewed children about writing – they report that:
 - they like writing
 - they know their targets
 - the work is marked; they know how to improve
 - they can work with a partner
 - writing is modelled
 - they would like even more opportunity for extended writing
 - they don't like writing homework
- Literacy: SLT undertook writing planning and work scrutiny – we saw that the children had lots of opportunities to write independently; there were many examples of extended writing; work was marked and children had responded to comments. Planning showed that teachers have taken on board key points from writing INSET (e.g. phases of writing). Next steps: Further opportunities for cross curricular writing; improved 'guided writing' skills for teachers and TAs



Staff Training

- Vision & values (INSET day)
- Review of writing process – use of Pie Corbett techniques (talk for writing, box it up etc), Sue Palmer writing frames (CPD Meeting)
- Marking and feedback policy updated (CPD Meeting)
- Effective questioning and talking (learning partners) (CPD Meeting)
- Growth mindset (Carol Dweck / Reuven Feuerstein) (CPD Meeting)
- Writing moderation (CPD Meeting)
- Cambridge Leadership training (HS, MG, AP)
- External NQT Courses (RK)
- PE Subject Leaders' meeting (SL)
- Leading from the Middle (AP)
- New Heads Meeting – focus on SEN and support services (GS)

We have arranged for TAs to receive 3 training sessions next half term – 2 led by me (AfL and marking / feedback) and 1 by MG (supporting SEN children).

Reading

- We are now in receipt of the 'Bug Club' reading scheme. Before we roll this out, we need to complete a 3 hour training session. In addition, HS has been trialling 'reading target cards' in Year 1. Feedback has been good so far and we are looking at extending to other year groups.

Staffing

- New SBM is Liz Johnson. She starts 25th February.
- New Admin Assistant is Anne Bellchambers. She is due to start 4th March, subject to usual checks.
- Anthony Cannings has returned to lunchtime support and cleaning duties after a long period off sick.
- There are two other sickness / absence concerns, which I am monitoring closely. One has already been referred to OH and there has been improvement since.
- I am currently consulting TAs about starting earlier and finishing later so that they are in school when the children are. Any changes are obviously subject to budgets and governor approval.

Rolling Start

- Parent response has been overwhelmingly positive. SLT are investigating whether we can start next half term, but will definitely be in place after Easter. The official school day remains unchanged, but children will come into school from 8.40am as soon as they arrive. A teacher or TA will be in the classroom to supervise and there will be work for the children to do.

Reportable Incidents / Attendance

- Attendance is 95.8%.
- There have been no racist incidents.
- There have been no fixed or permanent exclusions.
- One potential bullying complaint was investigated. The parent concerned was satisfied with the outcome.