



Wildmoor Heath School

Minutes of a meeting of the Full Governing Body held at 7.15 pm on Tuesday 22 May 2013

Present:

Mrs Carole Blunden-Lee
Mr Paul Brandist
Mr Jason Cooper (Chair)
Mr Tony Donoghue
Mrs Janice Hart
Mr Stewart Mackie (*from 7.20 pm*)
Mrs Helen O'Connor
Mr Christopher Salt (Vice Chair)
Mrs Helen Smith
Mr Grant Strudley (Headteacher)
Mr Cliff Thompson
Mr Tony Waite

Absent:

Mr Ed Essery
Mr Andrew Johnson
Mrs Gail Robertson (late)
Mrs Karen Roche

In attendance

Mrs Margaret Hancock – Clerk to the Governors

1. **Welcome** – the Chair welcomed everyone to the meeting. He was particularly pleased to welcome Parent Governor Paul Brandist to his first FGB meeting.
2. **Apologies for absence** had been received from Mr Ed Essery, Mr Andrew Johnson, Mrs Gail Robertson and Mrs Karen Roche.
3. **Declarations of Interest (financial and personal):** None
4. **Minutes of previous meeting** held on Tuesday 12 March 2013 had been circulated. There were no amendments and the minutes were signed by the Chair as an accurate record
5. **Matters arising**
During this item SM arrived at 7.20 pm and GR arrived at 7.23 pm

Minute 5 - School council – CBL confirmed that she would be pleased to take on the role of Liaison Governor with the School Council.

Minute 5 - Circulate Management Intervention Board (MIB) minutes – these had been included with the papers for this meeting and were on the agenda for discussion. Governors expressed satisfaction that they had been able to see reports of the meetings. They acknowledged that the reports would have some omissions from the original minutes which in most cases were references to individual members of staff. The Chair was pleased to report that there was close correlation between the topics under discussion at the MIB meetings and those seen by the FGB and Committee as important for discussion at their meetings.

Minute 7 - Safeguarding training - TW and HO'C had undertaken the training. The Chair thanked those Governors and urged others to take part.

Minute 8 - Behaviour Policy and Principles of Behaviour – the policy had been circulated to Governors. The Chair reminded Governors of the consultation process which had taken place. There was some discussion on when it would be implemented. Governors were pleased to accept GS's advice that this should be approved with formal implementation in September. The Behaviour Policy was **approved**. Governors acknowledged that the Behaviour Policy review and approval should remain with the School Improvement Committee and that its being brought to the FGB on this occasion was as a result of behaviour being a focus for school improvement when the school went into special measures.

Minute 13 (a) – Storage of equipment – GS gave thanks to the Governors, parents, pupils and staff who had given up time at the weekend to do the large amount of clearing out that was needed. He gave details. GS then informed Governors that the spending budgets for which staff are responsible include storage facilities. He gave details of items that had been or were likely to be ordered. There will be a further clear out at the end of the year when staff move classrooms. With regard to the science equipment, the Science Co-ordinator is currently carrying out an audit and has been given a generous allocation for resources and storage.

The remaining agenda items were confirmed as having been completed.

6. School Governance

(a) School Governance plan - the Chair reminded Governors that monitoring school governance was now an integral part of the school's Raising Attainment Plan (RAP) and that it is no longer necessary to have a separate plan. The evidence showed that the FGB and its Committees are performing well against the objectives. This evidence included:

- Effective reorganisation of the school's business matters and building a working relationship with the Business Manager
- Effective challenging on budgetary matters
- Significantly enhanced understanding of pupil achievement data, its relevance and impact
- Governors being proactive in ensuring this data is presented in a format that facilitates their understanding and effective questioning
- Continued particularly vigilant monitoring of areas of pupil progress that are cause for concern

The Chair thanked the Chairs of the Operations and the School Improvement Committee for their excellent work to achieve this level of performance.

(b) Governing body structure – HS indicated that she no longer wished to be a Governor and that a staff election would take place to appoint a replacement Staff Governor. Governors thanked her for the excellent work she had done, both as a Staff Governor and in her role first as Acting Deputy Headteacher and more recently as Deputy Headteacher (DHT). Governors agreed with GS's comments that it was likely to be of more benefit to HS's career development to attend meetings in her accountable role as DHT rather than as a Governor. This election was also likely to give the Governing Body the benefit of the appointment of a non-senior management member of the teaching staff. While HS noted that there might be occasions when she would be formally invited to attend a meeting to report on a particular matter, Governors were pleased to confirm that she was welcome to attend any meetings she wished in her role as DHT.

(c) Committee membership

It was formally agreed that PB should be appointed to the School Improvement Committee and KR to be appointed to School Improvement Committee and Operations Committee. The Chair thanked both these Governors for the work they had already done on these Committees.

(d) Governors' handbook – Governors were asked to note the publication of a new handbook which replaces the previous Guide to the Law. The new handbook gives guidance on the law and Governing Body procedures.

7. Correspondence

The Chair reported correspondence as follows:

- a)** Information on the status of **unauthorised absence**. GS gave details, explaining that Headteachers are no longer allowed to authorise absence. He is currently taking further advice on the implementation of this new directive. Parents have been informed of these changes.
- b)** **Loans from LA** – if a school becomes an academy, all loans from the LA have to be repaid immediately. Governors noted that while the school was seeking a loan from the LA (see budget discussions later in the meeting) there were no proposals at this time to convert to an academy school and therefore this was not relevant to this school.
- c)** **Training** for taking the Chair – the Chair gave details of a course
- d)** **LSCB conference** – TW is attending
- e)** Set of questions which are likely to be asked at an **Ofsted inspection**

The Chair then reported from his recent attendance at the **LA Chairs' briefing**. The priorities for governing bodies should be:

- Standards
- Curriculum
- Quality of teaching
- Pay and conditions
- Creating more school places
- SEN

The Chair explained the upcoming changes in SEN funding and provision which will be brought about by new legislation. This led on to a discussion on SEN provision at the school with Governors' questions. GS reported that for SEN the school does not compare well with other schools. While this group is a small cohort it is an area that requires improvement. Pupils on pupil premium funding are less of a concern with progress good. GS gave details of the work that is being carried out in both these areas to improve standards.

The Chair of the School Improvement Committee confirmed that SEN was a priority for that Committee with the SEN co-ordinator due to attend a meeting to report on progress.

8. Visits Planning/Report on Visits

Governors were referred to the list of Governor visits which had been circulated during the week preceding the meeting. There was also one visit report. TW was thanked for this report.

QA

The Chair reported that KR was working with the School Improvement Committee (SIC) on a plan to monitor writing to support Governors' visits. There was some discussion on foci for visits.

The Chair then tabled a draft form for reporting on visits. Governors agreed that this was a more straightforward form than that used previously and were pleased to accept this.

It was agreed that:

- PB to be linked to Foundation
- CT to talk to staff regarding their training needs. He would liaise with HS to attend an appropriate staff meeting.

Governors were reminded that

- they should check first with the individual member of staff and GS before making a visit
- reports following the meeting should be checked first with the member of staff and then sent to GS and the Clerk for eventual reporting to the FGB.

9. Teachers' Pay arrangements

The Chair gave a summary of the changes to teachers' pay and conditions. GS stressed the importance of ensuring that targets are set fairly. He said his main concern was about the time scale as the pay structure needs to be in place for 1 September 2013.

GS informed Governors that it was likely that the LA would be producing a model pay policy and did not propose to take any action on an independent policy for the school until further guidance had been received from the LA. Part of the LA's strategy was to consult closely with the unions. Governors expressed concern that the budget was being set with unknown factors on pay scales. There was further discussion on the potential impact of the new arrangements.

The Chair proposed that a Pay and Performance Committee should be appointed. The following Governors were asked to serve on that Committee:

JC, PB, CBL, CS, CT, SM

The Headteacher would report to the Pay and Performance Committee. Its remit is to:

- Approve pay policy
- Approve appraisal policy
- Agree targets
- Approve pay scales

This was unanimously approved by a show of hands.

10. Reports on training

The Clerk apologised that she had not included a list of training undertaken by Governors with the papers distributed during the preceding week. She tabled the list for Governors' information. Governors informed the Clerk of additions to the list.

As Link Governor, HO'C asked Governors who were attending the safeguarding training that there was a change of time. She also urged Governors to attend the Ofsted Subsidiary Guidance training (What is expected of Governors) taking place on 6 June.

QA A Governor raised the question of transition planning for the role of Chair. The Chair agreed to give consideration to that matter.

11. Approve Budget Plan for next year

SM referred to the budget documents that had been circulated in advance of the meeting. He informed Governors that there had been some minor adjustments over the budget that had been agreed at the Operations Committee. He gave details part of which was responses to questions. Governors were satisfied with these changes.

QA

QA

The Chair reminded Governors that this budget had been set with an overspend of £15,000 which has to be covered as a loan from the LA. In response to questions, the Chair and GS explained the process of applying for it and the repayment schedule.

The following budget was agreed:

Gross Income	£710,577
Gross expenditure	£725,577
	£(15,000)
	£(15,000)

The Operations Committee was thanked for their work on this.

12. (a) Headteacher’s Update

GS was thanked for his written report which had been circulated during the preceding week. He gave Governors the following pieces of additional information:

- One more lesson had been observed since the report was written. The lesson was assessed as ‘good’ which had improved the average
- There has been a resignation from a Teaching Assistant. This is a regrettable loss. The hours will be covered by redeployment so at this stage there would not be a re-appointment.
- On pupil numbers, there has been a net gain of four children.

Governors then asked the following questions

Question	GS response
Is the Lunchtime Play Leader being trained?	Yes and also the newly appointed lunchtime leaders.
Is the Work Experience student in place?	Yes. GS gave details.
Could you give us a perimeter fencing update?	We are now completely fenced in. GS also gave details of a proposed change to the fencing layout which would make a currently secluded area more secure and create an extension to the nature garden.
Is the pupil premium data on the website up-to-date?	Yes. I have just recently done that. It includes our budget plan on how we are going to spend that funding.

(b) Management Intervention Board

The Chair reported on the MIB meetings and referred to the discussions earlier in the meeting. He confirmed that £13,000 had been granted for meeting objectives in the RAP.

(c) Report from Operations Committee

The Chair of the Operations Committee reported that the **Schools Financial Values Standard** document had been signed and submitted on time. He further reported that the main area of discussion at the last meeting had been the budget. There had also been discussions on the impact on the budget of the pay policy, staffing matters and an update on safeguarding.

(e) Report from School Improvement Committee

The Chair of the School Improvement Committee reminded Governors that the current foci were on writing and SEN. She gave details of the writing monitoring timeline. She further reported that data was being analysed on a regular basis.

(f) Strategy Group

The Chair reported that JC, SM, PB, CS, AJ and GS met. He commented on the valuable experience that PB was able to offer to the deliberations of the group. The report of the meeting was tabled and is attached to these minutes. The Chair reported that the group had decided that a starting point vision was for the school to be the primary school of choice within the school's catchment area. There followed some discussion on the need to establish common factors that influence parents to choose a particular school. PB added that the school has to establish

- what its strategy is
- the process by which it gets there
- how regularly it needs to review the process
- the data that is needed
- a long term strategy

The Chair then informed Governors that the next stage is for the strategy group to spend a day working on the strategy. The meeting is likely to take place at Bracknell Education Centre.

The Chair concluded by saying that anyone who wished to attend on that day was welcome. He noted that TW expressed interest in being involved in the consultation process with young people. The Chair thanked PB for the work he has done on the strategy.

13. Future School Development

The Chair referred to plans which had been circulated to all Governors. He gave an update on the current situation. He reported that the next stage is consultation with the school staff. A Governor suggested a consultation with a school that was operating with a similar design.

QA

A Governor asked for confirmation that both plans could accommodate a two-form entry. GS replied that this was the case.

GS asked Governors to be aware that it is the Governing Body that makes the final decision once the consultation process has been completed.

The Chair said that the next stage was to have a further meeting with the developers and expressed the view that a member of staff should be at that meeting. He would also ensure that Governor representatives were at the meeting.

All Governors were asked to send to the Chair notification of which plan was their preferred option by Thursday 6 June 2013.

ALL

Later in the meeting CBL suggested that the Bursar of Wellington College might be a useful source of advice.

GS commented that, from previous experience, it was essential that staff and pupil safety would be a high priority when the building is taking place.

14. Approval of term and holiday dates

These had been previously been agreed.

15. School Fund Constitution

SM explained the rationale for this constitution which had been discussed and agreed at the Operations Committee. The constitution was **agreed**.

A Governor asked if the figures in the constitution included VAT. GS explained that the private fund will be used to refund purchase of equipment originally paid for through the school fund. VAT would not therefore be an issue. He gave Governors details of items that had already been purchased in this way.

16. and

17. Policies/procedures

(a) Whistle Blowing Policy

GS reported that he had reviewed the policy and recommended that the current policy be re-adopted in its present format. This was **agreed**

(b) Equality Duty Plan

GS confirmed that the Equality Duty Plan had been republished for this year as required under statutory guidance.

18. Other business

(a) Senior Adviser for the Primary Phase at BF - GS reported that this BF officer was retiring. In view of the support and advice she had given the school it was agreed that the school should make a donation to her leaving collection. GS to action.

GS

(b) GS was pleased to report that the **Key Stage 1** results had been received. He gave details of the results. Governors felt this was a very pleasing set of results and congratulated GS and asked him to pass congratulations on to the staff. GS asked Governors to note that one particular member of staff had put in many extra hours for the moderation and requested special thanks should be recorded to her. Governors were very pleased to agree to this. GS to action.

GS

GS

QA

Referring to a question as to why no Level 3 had been reported in writing, GS responded that he felt it was a matter of staff training to enhance understanding of how to move Level 2a onto Level 3. Work was in hand on that.

(c) JH reported that the **150 year celebration** had been set of 10 July. She gave details of the activities that would be taking place. She also reported that formal invitations would be issued and Governors should pass to the team the names of anyone they felt should be included on the list.

(d) The Chair reminded Governors of the **Fischer Family Trust dashboard** and asked them to familiarise themselves with it.

- (e) The Chair reminded Governors of the importance of being prepared for an **Ofsted inspection** which was likely to be any time after half term.
- (f) The Chair informed Governors that the recruitment process for a new **Clerk** would be starting after half term.

There being no further business the meeting closed at 9.16 pm

Date of next meeting: Monday 15 July 2013

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

Jason Cooper - Chair