



Wildmoor Heath School
Minutes from the meeting of the Full Governing Body
Thursday 12 February 2015 at 3.40pm in Wellington College

Present: Carole Blunden-Lee (CBL), Paul Brandist (PB), Jason Cooper (JC), Sophie Leadbeatter (SL), Stewart Mackie (SM), Karen Roche (KR) (Chair), Christopher Salt (CS) (arrived 4.00pm), Grant Strudley (GS) (Headteacher), Nicola Thurgood (NT), Cliff Thompson (CT)

In attendance: Pauline Williams (Clerk) (arrived 3.50pm)

All Governor questions, challenges and supportive comments are recorded in red.

ITEM	DISCUSSION / ACTION	WHO	WHEN
1	<p>Welcome KR welcomed Governors to the meeting following their attendance at the School Conference during the daytime. She thanked CBL for enabling the school to meet within the College and hosting the Conference and this meeting. The FGB meeting was due to commence at 4.00pm but as the majority of Governors were present at 3.40pm, the meeting started early. JC took the minutes until PW arrived.</p>		
2	<p>Apologies for absence Apologies were received and accepted from Janice Hart and Tony Waite.</p>		
3	<p>Declaration of interests and business interest None.</p>		
5	<p>Items of Any Other Business for later discussion JC notes here</p>		
6	<p>Minutes of last meeting (24/11/14) approval JC notes here The minutes were agreed to be an accurate record of the meeting and were signed by the Chair.</p>		
7	<p>Actions from previous meeting and matters arising JC notes here Actions 19-22 were completed. Action 23: It was agreed that only 3 Support Staff completed the survey it would be better to keep their information anonymous by aggregating it with other data. Action 24: Some Governor information had been updated on the website but this was not complete.</p> <p>Action 1: All Governors to review the school website, check their profile information and send Sue Atfield any updates for her to put onto the website.</p> <p><i>CS arrived 4.00pm.</i></p>	All Govs	23/3/15
8	<p>School Development conference feedback All Governors agreed that the School Conference was very well organised with lots of strong participation from Staff and Governors alike and notably valuable contribution to the School Development Plan. GS felt that there were good discussions held throughout the day and felt the contribution of Governors was invaluable in bringing a wider, outside perspective. SL thought that the day benefitted from the contribution of Teaching Assistants (TAs) as well as Governors and NT enjoyed the equal contribution and value placed on all attendees. JC added that it was good to hear everyone contributing to the SEF. PB took photos during the day, as did Martin Gater, and KR suggested that it would be good to create a storyboard of the Conference to put up in the Staffroom. GS thought that it would be good if a Teacher, Support Staff member and Governor were to</p>		

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8 cont'd	<p>write a short article about the Conference for inclusion on the storyboard and in a parent event or newsletter.</p> <p>Action 2: PB and Martin Gater to submit their photographs of the day to GS for the SLT to compile a storyboard of the Conference to be put into the Staffroom. PB, SL and NT to write short articles about the Conference for inclusion in a newsletter for parents.</p> <p>JC commented that he valued working together with the Staff as he would not normally see them. CT agreed that it was good to work together on a common deliverable. KR asked if holding the Conference off-site had added to the effectiveness and GS felt strongly that this contributed to its success.</p>	<p>PB / Martin Gater / SL / NT / GS</p>	<p>23/3/15</p>
9	<p>Governors' terms of office ending before next meeting None.</p>		
10	<p>Correspondence</p> <p>Report from Monitoring Visit 29/01/15 GS reported that the informal monitoring visit had gone very well and many Governors were actually present. The Monitoring Inspector had recognised the improvements to the school as well as the speed of these improvements. She was positive about the classroom environments, saw good questioning from pupils and noted the improvement in the quality of teaching. Although writing was seen to be the key performance issue, she was pleased with the detailed plan of action to address this.</p> <p>The areas the Monitoring Inspector identified for further work were largely around the way that information would be presented to Ofsted in a real inspection visit – for example, showing the impact of CPD. She provided GS with examples of how to do this. KR added that it would be good to show that quality of teaching had improved over time with evidence to support this and supplement the Ofsted view on the inspection day. GS shared that while Pupil Premium (PP) students particularly needed to improve on their writing, nonetheless they were improving well and this needed to be demonstrated. The Governing Body effectiveness was felt to be very good and she thought that Governors should celebrate where the school was doing things at a high standard and thought the relationship with the SLT was particularly strong (KR felt the storyboard idea would reinforce this point well).</p> <p>JC asked if the Monitoring Inspector had identified any areas of risk. GS said that he had openly flagged up the departure of the Deputy Headteacher and the maternity leave. He anticipated that an inspection around May half term could occur. PB asked if there was a plan in place for this and actions required of Governors. GS said that immediately after the half term holiday he would prepare a plan with the key action points from the meeting. CBL noted that school monitoring visits had been encouraged and that KR and herself were booked to do some in April. KR summarised that the Monitoring Inspector's report had been very positive and due to the open and honest style of the Headteacher and SLT she was able to gain a clear picture of the school which helped her to make a straightforward judgement. She asked if GS had received any feedback from the LA but he had not.</p> <p>Helen Smith departure: KR shared the delightful thank you card received from Helen Smith at her leaving party which gave thanks for her enjoyable time at the school. KR stated that she would be sending Helen a card/gift from governors and welcomed contributions from others.</p>		

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11	<p>Indicative Budget 2015-2016</p> <p>GS summarised the highlights of the budget for 2015-2016 which had been discussed at length at the Finance Committee meeting (Governors had received the minutes from this meeting). In summary the school would be £28K better off than the previous year due to the increase in pupil numbers. An error had been spotted on the indicative budget regarding pupil mobility which had been reported to the LA. The deficit of £9K would be repaid. JC and SM confirmed that the plan for expenditure and savings presented to the Finance Committee had been well thought through and they thought the upholding of Teaching quality was key to the future continued success of the school. GS endorsed the level of other income received by the school eg from parents, grants, rental income, amounting to £80-£90K per year, which was higher than for most schools and enabled more scope for expenditure than would be possible with LA funding alone. He was reassured that the School Conference had identified clear feedback on where best to invest monies and thereby refine the budget allocations.</p>		
12	<p>Finance internal audit</p> <p>This had been postponed until 31 March 2015.</p>		
13	<p>Approval of term and holiday dates:</p> <p>Inset days: Wed 2 Sept 2015 for CPD; Fri 23 Oct 2015 for CPD; Thur 11 and Fri 12 Feb 2016 School Development Conference; Fri 8 Jul 2015 for CPD.</p> <p>Governors approved the proposed dates.</p>		
14, 15 & 16	<p>Strategic Plan , School Development Plan progress and School Self Evaluation (SEF)</p> <p>It was felt that these were covered fully during the School Conference.</p> <p>Post meeting note: GS summarised the Conference for Staff and Governors as follows:</p> <p>STRENGTHS</p> <ul style="list-style-type: none"> • Teaching is good in reading and maths • Standards in reading are good in all phases • Foundation Unit – GLD (above LA and National Average last 2 years) • Ethos of the school • Leadership and management (e.g. monitoring, reporting, governance) • Rate of improvement is better than national (APS) in KS1 and KS2 • Gaps closing – SEND, boys <p>KEY PRIORITIES 2015-2016</p> <ul style="list-style-type: none"> • Attainment in writing (all children, but particularly boys) (A) • Attainment and progress of pupil premium children (A) • Increase % of children achieving L3 (KS1) and L5/6 (KS2) • Continue to develop the non-core curriculum (embed IPC) (A) • Computing (teaching of, provision of, attainment in) (QoT/A) • Sharing good practice (internal and external) – T/TA (CPD) (L&M) • Monitoring of non-core curriculum (L&M) <p>PB confirmed that the Strategic Plan needed to be finalised by the end of February and linked with the SDP. JC asked about the process to achieve this and how the Plan would be circulated. KR and PB agreed a plan.</p>		

ITEM	DISCUSSION / ACTION	WHO	WHEN
14,15 & 16 cont'd	Action 3: KR and PB to meet up and finalise the Strategic Plan and align this with the SDP. Then circulate the Plan to all Governors for comments via email and then issue the Plan on the school website and inform parents that it is available for them to read.	KR / PB	28/2/15
17	<p>Governor's Monitoring Plan review KR had updated this in time for the SIP monitoring visit and the Inspector had thought it was a very good idea so KR felt it worth continuing to complete this. She proposed to review this at the end of March, in terms of what was monitored and the outcomes and then write a one page summary.</p> <p>Action 4: KR to write a one page summary from the Governor Monitoring Plan outlining what was monitored over the year and the outcomes.</p>	KR	19/05/15
18	<p>Headteacher's report</p> <p>GS provided a verbal report.</p> <p>Death of a member of staff: In recent weeks a member of school staff, who was also a parent, unexpectedly died which left everyone in shock and distress. GS commended the Staff for coping so well and working collaboratively to pull through this difficult time. He also commented on the very strong support received from the Local Authority – effective, immediate and empathic. He said that the situation had been very difficult for all concerned and that strong support of the pupil involved was still continuing. GS was pleased that the LA's Emergency Procedures had been in place and he had made good use of these.</p> <p><i>NT left the meeting at 4.35pm and returned at 4.40pm.</i></p> <p>CBL congratulated the staff for coping so well and maintaining such a positive school atmosphere despite the strain.</p> <p>Action 5: GS to circulate funeral details to all Governors.</p> <p>Register of pupils' attendance: At 6 February 2015 the attendance was 97% which was on target. GS commented that the change in the school approach to administering medicines eg Calpol, had helped improve attendance. As long as parents give their signed approval, staff can now administer the medicines thereby encouraging students to attend if just a little poorly or recovering. Two fixed penalty notices had been issued (fewer than at this time last year).</p> <p>Pupil numbers and admissions: Admissions are run by BFBC and the school follows their criteria and policy. For the Nursery, the school manages its own admissions but also follow the BFC criteria and policy.</p> <p>GS wanted Governors to be aware of two issues regarding admissions for future discussion:</p> <p>Nursery place LA funding: at present the school accepts Nursery children when they become three years old. However, the funding is not paid by the LA until the term after they become three. Thus the school effectively provides free childcare for up to one term. This was a good approach when there were spaces to be filled but now that the Nursery was at full capacity they were in danger of turning away income. PB asked what the policy was for other Nurseries. GS said that private Nurseries</p>	GS	28/2/15

ITEM	DISCUSSION / ACTION	WHO	WHEN
18 cont'd	<p>charged from day one, some Nurseries won't admit the child until the term after they turn three years old and in other Nurseries the parents pay until the LA funding becomes available.</p> <p>Split funding of Nursery places: Recently an application had been made by a parent to split the LA funding of 15 hours for their child's Nursery place between two nurseries. This caused GS to review the available spaces versus funding and proposed that the Nursery be available full time and that parents could choose which days/hours they wanted to utilize and perhaps also pay for additional hours themselves. KR asked when this might take effect and GS suggested September 2015 or 1 January 2016 (latest). <i>JC agreed that this would need to be done at some point as the school hoped to expand to two Year Group entry so it might as well commence soon. PB/JC asked GS to prepare a proposal with options and costs for Governors to consider. KR asked which Committee would best deal with this and JC suggested a Working Group be convened.</i></p> <p>Action 6: SM, JC, GS, Liz Johnson (School Business Manager) and Aimee Joseph (Teacher Foundation) to form a Working Group and hold an initial meeting on Nursery Admissions and full time Nursery provision / split funding by parents.</p> <p>GS reported that the PAN was 30 and asked Governors if they were satisfied that the maximum number of pupils in a class was 30. He confirmed that this was the LA preference but advised Governors that parents could appeal this. <i>PB enquired why the school would not ensure that the maximum of 30 per class be adhered to and all Governors agreed that, due to space constraints and the school being at almost full capacity, a maximum of 30 students per class be adhered to in all cases.</i></p> <p>Update on the provision of school meals: GS summarized the discussions held at the Finance & Buildings Committee meeting regarding school meal provision. In summary, a new kitchen "pod" would be put into the school drive at the back of the building for the existing supplier to use and provide hot school meals on site. Until this was in situ and operational, The Pines School had agreed to provide meals from 23 February 2015.</p> <p><i>NT and SL left the meeting at 4.58pm and returned at 5.00pm.</i></p> <p><i>SM asked which staff would use the pod and GS confirmed that the existing supplier, ISS, would work in the pod. JC asked who owned the pod and GS responded that the LA would.</i></p>	SM / JC / GS / LJ / AJ	23/3/15
19	<p>Chair of Governors report</p> <p>Reconstitution of the Governing Body: The proposed reconstitution document had been circulated prior to the meeting. To be certain that everyone had understood the document, KR went through all the changes and explained that if a Governor changed their type eg Parent to Co-opted or Community to Co-opted, they would have to begin a new 4 year term of office (although they could resign at any time). The proposal allowed for a total of 13 Governors. It was agreed that the Deputy Headteacher would become an Associate Member. Following the departure of Helen Smith, the Acting Deputy Headteacher (Martin Gater) would become the Associate Member.</p> <p>Governors approved the proposal (with the change above) KR asked PW</p>		

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19 cont'd	<p>to outline the next steps in the reconstitution process and it was agreed that this should now be initiated.</p> <p>Action 7: PW to draw up the DRAFT Instrument of Government, send to KR for approval and then submit to the LA with an effective start date of 6 weeks hence.</p> <p>Action 8: PW to remove Helen Smith as an Associate Member and register Martin Gater as the Associate Member</p> <p>Action 9: Once the reconstitution start date has been finalised and the Instrument of Government approved by the LA, PW to register the reconstituted Governor contact information with BF Governor Services.</p> <p>Bracknell Forest Governor Development Conference: KR was pleased that CBL, CT, CS and PW had attended the Conference as well as herself and thought the input from Sue Hackman (previously Director National Strategies, DfE) had been very informative. She recommended attending the Conference in future.</p> <p><i>Stephen Crouch (Bursar Wellington College) arrived 5.10pm.</i></p> <p>Wellington College match-funding of charitable donations: CBL introduced Stephen Crouch to Governors and asked him to explain the match-funding process. Stephen explained that this was a new initiative by Wellington College, Eagle House School and the Enterprises trading arm of the College. If members of staff of the above made donations to their children's schools then the College would match-fund these. The College would not match PTA donations but only personal gifts but the match-funding would be unlimited. KR asked how many Wildmoor Heath pupils were affected but an exact number was not clear. Stephen asked if the school had a Just Giving site and JC said that one could be set up.</p> <p>Action 10: GS to speak with Liz Johnson so that she could set up a Just Giving site for the school.</p> <p><i>Governors thanked Stephen for coming to the meeting and such a positive initiative.</i></p> <p><i>Stephen Crouch left the meeting at 5.18pm.</i></p> <p>Action 11: GS to identify Wellington College staff who are parents at the school and speak with them directly regarding match-funding.</p> <p>Training and school visits logged: the Monitoring Inspector had requested that this be evidenced. A discussion followed where it was agreed that:</p> <ul style="list-style-type: none"> ▪ No formal visit reports would be written. ▪ Governors would complete an entry in a new Governor visit book to be held at School Reception, where the date, name of Governor, meeting participants and purpose of visit would be recorded. ▪ Feedback from these visits and meetings would be shared at subsequent Governor meetings so that any observations and actions 	<p>PW</p> <p>PW</p> <p>PW</p> <p>GS / Liz Johnson</p> <p>GS</p>	<p>20/2/15</p> <p>20/2/15</p> <p>TBA</p> <p>28/2/15</p> <p>28/2/15</p>

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20	<p>Committee reports: Minutes from Committee meetings (School Improvement (19/1/15) and Finance & Buildings (2/2/15) had been circulated prior to the meeting and there were no further questions.</p> <p><i>CBL rejoined the meeting at 5.05pm.</i></p>		
21	<p>Governors' visits to school and focus visit reports This had been discussed earlier in the meeting.</p>		
22	<p>Governor training update including Link Governor report and Safer Recruitment training</p> <p>The Link meeting date had not yet taken place.</p> <p>SM, CT, GS and KR had undertaken Safer Recruitment training.</p> <p>Action 14: GS to ask Martin Gater to undertake Safer Recruitment training at the next available session.</p> <p>Action 15: GS requested a non Parent Governor to support the SLT in the appointment of a Maternity Cover teacher.</p>	<p>GS / Martin Gater</p> <p>All non Parent Govs</p>	<p>TBA</p> <p>24/2/15</p>
23	<p>Safeguarding audit planning tool</p> <p>GS reported that the Safeguarding Audit had been completed. All actions had been done except that every 3 years Safeguarding training needed to be completed by all Staff (and preferably Governors too) and that there was a group of 16 staff that needed to do this. Given the number of people involved, GS had spoken with the LA and agreed that the most efficient way forward was for them to undertake the NSPCC online 3 hour training programme (including a test and certificate when passed). The test costs £20 per person so was good value.</p> <p>Action 16: GS to speak with Sue Attfield to check the record of Staff and Governors who need to undertake the Safeguarding training and then issue the NSPCC online 3 hour training for each to complete.</p>	<p>GS / Sue Attfield / All Govs</p>	<p>23/3/15</p>
24	<p>Update on PTA Activities</p> <p>A school disco would be taking place after the half term holidays.</p>		
25	<p>Policies to be reviewed and approved: Governor involvement policy (school visits) KR and PW had reviewed this policy and felt that it had now become superseded by the Code of Conduct for FGB.</p> <p>Action 17: KR to send PW the Governor involvement and School visits policy so that she could merge these into the new Code of Conduct for FGB.</p>	<p>KR / PW</p>	<p>23/3/15</p>
26	<p>Any other business</p> <p>Focus on writing: KR proposed a new initiative of a Governors' writing competition. GS thought this was a good idea and could take place before the May half term holiday. KR suggested that there be a limit on the number of words and that there were prizes eg tutor group with the most participants, individual winners and House winners.</p> <p>Action 18: KR to write a proposal for the Governors' writing competition and invite Lucy Atherton to be a judge (she was a Parent</p>	<p>KR</p>	<p>23/3/15</p>

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26 cont'd	<p>at the School, also the Librarian and had been a judge on the Chris Evans Breakfast Show)</p> <p>Headteacher Performance Management Review: KR reminded Governors that this was due to take place.</p> <p>Action 19: KR and the Headteacher Performance Panel members to agree a date to complete the Performance Management review for GS.</p>	KR / HT Appraisal Panel	23/3/15
27	<p>Dates of next meeting: Tuesday 19 May 2015 at 6.00pm</p> <p>KR reminded Governors that all meetings would remain as scheduled for this academic year and that the new scheduling would commence from September 2015.</p>		
28	PART II BUSINESS		
29	<p>Minutes from the previous meeting (24/11/14)</p> <p>These minutes were agreed to be a correct record of the meeting and were signed by the Chair.</p> <p>There was no further Part II business to be discussed.</p>		

Meeting closed: 6.00pm

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Governors agree to respect the confidence of those items of business which the Governing Body decides are confidential and not disclose what individual governors have said or how they have voted within a meeting.

Action list:

ITEM	ACTION	WHO	WHEN
7	Action 1: All Governors to review the school website, check their profile information and send Sue Atfield any updates for her to put onto the website.	All Govs	23/3/15
8	Action 2: PB and Martin Gater to submit their photographs of the day to GS for the SLT to compile a storyboard of the Conference to be put into the Staffroom. PB, SL and NT to write short articles about the Conference for inclusion in the newsletter / to be shared with parents.	PB / Martin Gater / SL / NT / GS	23/3/15
14,15 & 16	Action 3: KR and PB to meet up and finalise the Strategic Plan and align this with the SDP. Then circulate the Plan to all Governors for comments via email and then issue the Plan on the school website and inform parents that it is available for them to read.	KR / PB	28/2/15
17	Action 4: KR to write a one page summary from the Governor Monitoring Plan outlining what was monitored over the year and the outcomes.	KR	19/5/15
18	Action 5: GS to circulate funeral details to all Governors.	GS	28/2/15
18	Action 6: SM, JC, GS, Liz Johnson (School Business Manager) and Aimee Joseph (Teacher Foundation) to form a Working Group and hold an initial meeting on Nursery Admissions and full time Nursery provision / split funding by parents.	SM / JC / GS / LJ / AJ	23/3/15

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19	Action 7: PW to draw up the DRAFT Instrument of Government, send to KR for approval and then submit to the LA with an effective start date of 6 weeks hence.	PW	20/2/15
	Action 8: PW to remove Helen Smith as an Associate Member and register Martin Gater as the Associate Member.	PW	20/2/15
19	Action 9: Once the reconstitution start date has been finalised and the Instrument of Government approved by the LA, PW to register the reconstituted Governor contact information with BF Governor Services.	PW	TBA
19	Action 10: GS to speak with Liz Johnson so that she could set up a Just Giving site for the school.	GS / Liz Johnson	28/2/15
19	Action 11: GS to identify Wellington College staff who are parents at the school and speak with them directly regarding match-funding.	GS	23/3/15
19	Action 12: KR to purchase a Governor visit book, include the relevant columns in the book and leave it at School Reception.	KR	28/2/15
19	Action 13: KR to collect contributions from Governors for Helen Smith's leaving gift and then purchase / send a gift to her.	KR	28/2/15
22	Action 14: GS to ask Martin Gater to undertake Safer Recruitment training at the next available session.	GS / Martin Gater	TBA
	Action 15: GS requested a non Parent Governor to support the SLT in the appointment of a Maternity Cover teacher.	All non Parent Govs	24/2/15
23	Action 16: GS to speak with Sue Attfield to check the record of Staff and Governors who need to undertake the Safeguarding training and then issue the NSPCC online 3 hour training for each to complete.	GS / Sue Attfield / All Govs	23/3/15
25	Action 17: KR to send PW the Governor involvement and School visits policy so that she could merge these into the new Code of Conduct for FGB.	KR /PW	28/2/15
26	Action 18: KR to write a proposal for the Governors' writing competition and invite Megan Wright to be a judge (she was a Parent at the School, also the Librarian and had been a judge on the Chris Evans Breakfast Show)	KR	23/3/15
26	Action 19: KR and the Headteacher Performance Panel members to agree a date to complete the Performance Management review for GS.	KR / HT Appraisal Panel	23/3/15