



Wildmoor Heath School Meeting of the Full Governing Body (FGB) Tuesday 19 May 2015 at 6.05pm in the Year 6 Classroom

Present: Carole Blunden-Lee (CBL), Paul Brandist (PB), Jason Cooper (JC), Janice Hart (JH), Sophie Leadbeatter (SL), Karen Roche (KR) (Chair), Christopher Salt (CS), Grant Strudley (GS) (Headteacher), Cliff Thompson (CT), Nicola Thurgood (NT), Tony Waite (TW)

In attendance: Celeste Moruzzi (CM), Pauline Williams (PW) (Clerk)

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

ITEM	DISCUSSION	WHO	WHEN
1	<p>Welcome KR welcomed CM to the meeting and Governors were pleased to see her ahead of her return from maternity leave.</p> <p>KR presented a splendid cake which she had made to celebrate the recent Ofsted inspection and asked Governors what the decoration “2 in 2” referred to. Governors correctly identified that this was related to achieving the aim of a ‘Good’ rating in 2 years of hard work (in fact 20 months).</p>		
2	<p>Apologies for absence Apologies were received and accepted from Stewart Mackie (SM) and Martin Gater (MG).</p>		
3	<p>Declarations of interest None.</p>		
4	<p>Budget 2015-2016 approval The 2015-2016 budget summary FINAL DRAFT (v2) had been circulated to Governors prior to the meeting. GS reported that the Finance and Buildings Committee had gone through the proposed 2015-2016 budget in detail and had approved this for circulation to all Governors and final approval at this FGB meeting. KR asked GS if there were any points he wished to highlight and he summarised:</p> <ul style="list-style-type: none"> ▪ The desired Staffing model had been delivered within budget ▪ The loan was being repaid (£5,000) and the overspend managed (£15,000) ▪ The CPD (Continuing Professional Development) budget had been maintained ▪ The Curriculum budget had been maintained ▪ The tight circumstances were workable ▪ The School Business Manager (SBM) (Liz Johnson, LJ) was very prompt at spotting any drift from the budget plan during the year <p>Governors had no further questions and approved the budget proposed with a total income and expenditure of £861,362. As SM was not present at the meeting, but had previously approved the budget as Chair of the Finance and Buildings Committee, KR concluded that the approval was unanimous.</p>		
5	<p>Financial Audit actions LJ had written an action plan following the Financial Audit inspection and this had been circulated to Governors prior to the meeting. GS was pleased to report that there were no Category 1 actions (Limiting Judgement) and most actions were following recommendations rather</p>		

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<p>5 cont'd</p>	<p>than compulsory requirements. GS cited the key actions: The amendments of the Financial Procedures Manual by the SLT; Purchase Orders being prepared in advance where necessary (LJ would be getting a School Credit Card which would make this easier); contract process for photocopying purchase to be followed rigorously (however, Bracknell Forest Council (BFC) had a contract in place with Konica Minolta which would cover this and LJ had already ascertained that this contract represented very good value for money so would probably opt for this supplier); the inventory for equipment like laptops would be done annually and the FGB would then verify the inventory (the school would use the Junior Librarian software for this inventory as it had the facility to record all equipment).</p> <p>Overall he was very pleased with the Financial Audit and said that the SBM had worked extremely hard over the past 2 years to get the finances and Human Resources (HR) on track. Governors appreciated this too and thanked LJ for all this hard work and noted the impact that this too had on the school and the Ofsted inspection. Governors supported LJ in that the audit action timescales were not feasible and were pleased to support her realistic timings in the action plan.</p>		
<p>6</p>	<p>Ofsted Inspection feedback</p> <p>A draft of the Ofsted report was provided in hard copy at the meeting for Governors to read and then return to GS as the report was not due for publication until 21 May 2015. GS said that there had been 65 responses to Parentview, 24 staff responses to their own survey and that there were 2 errors in the draft report which he had fed back to Ofsted for correction.</p> <p>KR especially liked that the Inspector had commented on what he observed the pupils to be doing during his visit. JH felt the report was quite detailed. PB asked what the Staff reaction had been. SL said that she felt she wanted to show off the school. NT thought that the inspection had been more thorough this time than previously. KR commented that this was because the Inspectors could see from the paperwork that this was a "Good" school but would have then wanted to back this up with evidence. GS felt that there was a strong inspection team and that they listened well. He provided an account of the process from a Staff perspective and noted that on this occasion all of the Staff had left the school by 7.45pm as they were confident that all of their work was in place and ready for inspection – ie they were well prepared, calm and confident. "What a lovely learning environment" was the first comment on the Inspector. GS added that the Inspectors did not see the letter written by the LI when she visited Melanie Cox in January 2015 so had not taken account of this.</p> <p>JC offered that he had been a Governor through 5 or 6 previous inspections and was pleased that KR had been at the helm to answer all the Inspectors' questions, provide them with a folder with all the required information in the right order and thereby imbue confidence. There were no difficult questions to answer and the inspection seemed an easy process for Ofsted. KR said that the Inspectors left with the monitoring folder and she believed that the effort put into this was worth it and secured the Good rating for Governance. JC also thought that the alignment with the SDP (School Development Plan) and SEF (Self evaluation) were very good. CBL reminded Governors that they were</p>		

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<p>6 cont'd</p>	<p>lucky to have a Headteacher (HT) and Senior Leadership Team (SLT) who provided all of the information requested openly and promptly. GS / JC were very pleased with the comments about the quality of teaching eg “Skilled Teaching Assistants” and thought that the middle leaders were being developed and showcased well. JC reported that there were a lot of tears or relief and elation from Staff and Governors. SL commented that the outcome made the Staff even more motivated to go further now.</p> <p>KR noted that the Ofsted inspection approach was changing from September and that it was expected that, in a school previously judged as good: every year Ofsted would review the school results through a data check and if these were poor a visit would be triggered. However, if the results were good then no inspection would be expected for 3 years. At this point an HMI (Her Majesty’s Inspector) would meet with the HT and possibly do some lesson observations. If things were seen to be slipping they might then conduct a full inspection OR if things were seen to be at an “Outstanding” level this could trigger a formal inspection to verify this and award the rating. The focus now needed to be on performance data. TW asked if an Outstanding school was visited annually and KR replied that Outstanding schools were outside the inspection legislation unless any signs of slippage occurred.</p> <p>All Governors were very happy with the outcome and congratulated the school once again.</p>		
<p>7</p>	<p>Items of Any Other Business for later discussion Some small items were agreed to be raised at the end of the meeting.</p>		
<p>8</p>	<p>Minutes of previous meeting (23/3/15) The minutes were agreed to be an accurate record of the meeting and were signed by the Chair.</p>		
<p>9</p>	<p>Actions from previous meeting and matters arising All actions from the previous meeting were completed or on the agenda except for the following:</p> <p>Action 1: All Governors to send Sue Attfield their DBS certificate (or complete the online application and bring in their documentary evidence) and submit their Safeguarding training certificate (or ensure that they attend training either at BFC on 2 June 2015 or via the NSPCC online training and claim back the £20 charge).</p> <p>Action 2: SM, JC, GS, LJ and Aimee Joseph (AJ) (Foundation Teacher) to form a Working Group and hold an initial meeting on Nursery Admissions and full time Nursery provision / split-funding by parents.</p> <p>Action 3: GS to speak with LJ so that she can set up a Just Giving site for the school.</p> <p>Action 4: MG to undertake Safer Recruitment training via the NSPCC website.</p> <p>Action 13, where JC had offered to hold the FGB meeting at the Heathrow Control Tower needed to be postponed so the meeting would be held in school as usual.</p>	<p>All Govs</p> <p>SM, JC, GS, LJ AJ</p> <p>GS / LJ</p> <p>MG</p>	<p>15/7/15</p> <p>15/7/15</p> <p>15/7/15</p> <p>15/7/15</p>

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<p>10 cont'd</p>	<p>Governors' terms of office ending before next meeting: None.</p> <p>Reconstitution: PW circulated a copy of the new Instrument of Government to all Governors which was dated from the day prior to this FGB meeting and confirmed that the FGB was now reconstituted.</p> <p>KR thanked PW for all her work in sorting out this process.</p> <p>Action 5: PW to inform BF Governor Services of the revised Governor types so they can update their constitution contact information.</p> <p>Code of Conduct FGB – all Governors to sign the Code of Practice: Prior to the meeting Governors were sent the finalised Code of Conduct FGB which included a Code of Practice at the end of the document. This had been circulated on previous occasions so that Governors could be sure to have read, amended and agreed the content. PW gave each Governor a copy of the Code of Practice and asked them to sign this at the meeting. A copy had also been sent to Stewart Mackie to sign via email. Governors signed the document and returned it to PW who logged this.</p> <p>KR thanked PW for all her hard work in designing, developing and iteratively amending this document.</p> <p>Action 6: PW to send MG a copy of the Code of Conduct and MG / SM to return their signed Code of Practice document to the Clerk.</p>	<p>PW</p> <p>Clerk</p>	<p>28/5/15</p> <p>15/7/15</p>
<p>11</p>	<p>Correspondence KR said that she had received 3 letters from Wellington College regarding match-funding for parental donations amounting to £700.</p> <p>Action 7: GS and KR to write a thankyou letter to Wellington College Bursar for the match-funding payments received.</p> <p>GS had also received a letter from Janette Karklins, Director Children Young People and Learning at BFC to congratulate the school on their Ofsted inspection. KR added that Wildmoor Heath was the only school to have improved from Requires Improvement in the last 2 years.</p>	<p>GS / KR</p>	<p>15/7/15</p>
<p>12</p>	<p>School Development Plan (SDP) The latest version of the SDP and a summary had been circulated prior to the meeting. Following the Ofsted report GS and the SLT would be reviewing the SDP to ensure that all their recommendations were covered.</p>		
<p>13</p>	<p>Headteacher's report</p> <p>Register of pupils' attendance: GS reported this to be 97.1% (an improvement on the 96% achieved in the previous year).</p> <p>Pupil numbers and admissions: 220 including the Nursery. 30 new pupils would arrive in September and there was now a waiting list for the school.</p> <p>JC asked about any parental appeals but there were none as their children had been found places in other schools.</p> <p>GS informed Governors that there had been a Parent whom he had met</p>		

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<p>13 cont'd</p>	<p>a year ago who had some feedback for school improvement. He had recently met with her again to understand if she perceived her comments had been addressed and to solicit further feedback. The meeting had been constructive and she suggested improvements in school communications. He had now improved the New Parent Pack with information she suggested and he valued her input.</p> <p>GS reported that there had been no incidents of bullying nor exclusions.</p> <p>He had updated Governors with various Staffing changes prior to this meeting and welcomed one member of Staff back to the school. JC questioned whether there was now a risk that teaching Staff would want to leave the school following the Ofsted outcome. GS said that this was always a risk but that he wanted teachers to come to the school to be developed and that it was natural to have some leavers and that newcomers brought fresh ideas which should be welcomed.</p> <p>Courtyard project: The materials had now been ordered to re-pave the area (CM's husband had done this and GS thanked him and her for their input). The old paving slabs would be re-used for the Trim Trail and gazebo areas. GS would ask for volunteers for slab laying in the last week of May and Community Payback would also be involved in this project.</p> <p>Kitchen: GS explained that a meeting had been held with BFC, architects and builders and the conclusion was to extend the Servery to become a proper kitchen with the varying levels of the floors adjusted and the driveway relaid. The Fire Exit to Year 2 would be maintained or re-sited and the external sheds would be moved. The new kitchen could not be used by the school itself so BFC would also be providing an equipped school kitchen for the PTA, clubs and curriculum to use. The garage roof would also be repaired by BFC. JC asked when the work would be completed and GS said that the work would start sooner than the summer holidays and The Pines School would provide meals if the kitchen was not completed for the Autumn Term. GS said that there would be building noise to contend with but that the hall could be used or classes held outside in nice weather. JC asked about the proposed new school building and GS responded that at least BFC were clear that the existing premises were not cheap or easy to upgrade so a new build was more feasible.</p>		
<p>14</p>	<p>Chair of Governors report</p> <p>Governors' report to parents to be written (circulate early July): KR proposed that the same format be used as the previous year, with Governor photos and a summary from each Committee Chair. Governors agreed with this approach.</p> <p>Action 8: KR to coordinate the Governors' report to parents for 2014-2015 for publication in early July.</p> <p>Governor visits to school: KR showed Governors the new Governor visit book that resided in School Reception for Governors to complete whenever they had a visit to the school (outside Governor meetings). She endorsed its completion and said this would be reviewed at each FGB. KR then went through the various entries made in the book which</p>	<p>KR</p>	<p>15/7/15</p>

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<p>14 cont'd</p>	<p>triggered conversations by the visiting Governors. JC commented that his visit at break time was very informative – GS had been informed but the visit was informal and he enjoyed chatting to staff over coffee as well as observing school activity.</p> <p>Governing Body – Self Evaluation 2015: KR thanked PB for all his work on this. She felt that this did not need to be worked on so intensively now. KR herself had delivered a training session at BFC regarding monitoring activities “Monitoring, providing evidence and planning for improvement” on 18 May 2015. CS reported that he had been asked by the Council to support them with strengthening Governance within BFC and he was keen to utilise KR’s approach with anonymised content OR recognising the contribution of Wildmoor Heath in this process. He would discuss this with KR offline.</p> <p>Strategic plan: PB asserted that the school now needed to focus on becoming an Outstanding school in 2-3 years time and that the Strategic plan should support this. KR thought that Governors should review the latest iteration of the Strategic Plan as a starting point.</p> <p>Action 9: KR to send PW the latest version of the Strategic Plan for circulation to all Governors.</p> <p>Governor school link allocation review: this was covered at the end of the meeting under AOB.</p> <p>Governors’ monitoring of the School Development Plan and Impact Statement: This had now been completed. JC said that he did not want Governors to become complacent and that the SDP should be reviewed annually. KR suggested that this be done when the SDP was revised after the School Conference.</p> <p>Pattern of governors’ meetings 2015-16: KR circulated an outline of two possible patterns of Governor meetings going forwards. She also suggested a third option of a Cabinet structure, where only formalised FGB meetings took place (plus the Autumn Annual Planning Meeting) with the Chairs of Committees taking the lead in reporting what their Committee had worked on outside the meeting. She explained that overall the number of Governor meetings now needed to reduce to allow GS and the SLT to focus on learning outcomes rather than meetings, which could be repetitious. There also needed to be some shifting of meetings to be timed before or after key events eg Pay Committee,</p> <p>Governors debated the merits of the options. PB was concerned that Governor meetings often triggered actions so there would be a lag if there were fewer meetings. JC thought that the burden of data monitoring should be spread across all Governors and not just the School Improvement Committee (SIC) members. He also saw the value of teachers inputting into Governor discussions and giving middle leaders further development. CBL added that the SIC meetings were held during the day to enable staff and students to attend and that this was invaluable. She thought that asking middle leaders to come to give a report during the term was a good development opportunity and could be done at this meeting easily. KR wondered if this distracted from teaching</p>	<p>PW</p>	<p>12/6/15</p>

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14 cont'd	<p>KR reminded Governors that the budget needed to be set and approved via the Finance and Buildings Committee prior to coming to FGB. She concluded the discussion by suggesting that either option 1 or 2 be followed for 2015-2016 and that option 3 was considered for 2016-2017.</p> <p>PB offered that the Governing Body was not clear on the work that was required over the next 2 years and that this should be the starting point for planning meetings. GS outlined an approach that had worked well in his previous school – holding all Governor Committee meetings on one day, of one hour duration each, with everyone attending them all to avoid repetition and then holding the FGB at a later date. He felt that there were two types of meeting – reporting back and decision-making/work. He saw SIC as decision-making/work, Finance and Buildings as budget setting and Staffing/FGB as reporting back. He thought that the SIC Committee should meet more often, adding in an earlier Autumn Term meeting, because the quality of teaching and learning was key to future success. JC recommended that all Committee review Safeguarding so that this was high on all agendas.</p> <p>KR suggested removing the 17 March Staffing meeting and rolling this into FGB.</p> <p>Action 10: KR to revise the Governor meeting schedule for 2015-2016 and circulate to all Governors for review and approval by the next FGB.</p>	KR	29/5/15
15	<p>Committee reports School Improvement Committee and Finance & Buildings Committee: the minutes from these Committees had been circulated and Governors had no further questions.</p>		
16	<p>Governor training update including Development (Link) Governor report Nothing to report. The training log was circulated for Governors to amend.</p> <p>Action 11: PW to update the training log.</p>	PW	28/5/15
17	<p>Update on PTA Activities JH updated Governors that there was a new PTA Chair, Clare Thompson and also 2 new Parent members. There was a Talent Show coming shortly and the Festival in the summer under preparation. TW commented on how well the process had worked for getting pupils in and out of the School Disco.</p>		
18	<p>Policies: Equality Duty Plan (Accessibility Plan): GS had amalgamated 3 separate policies to produce this new Accessibility Plan. Governors approved the document.</p> <p>Emergency Plan: GS informed Governors that he had amended the Broadmoor Escape Plan and cascade process. Governors approved the document.</p> <p>Action 12: KR to sign the Emergency Plan – GS to provide her with a copy.</p>	GS / KR	30/5/15

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19	<p>Any other business</p> <p>Staffing Committee: The meeting planned for 13 July has been postponed until September 2015.</p> <p>Headteacher performance review: KR reported that the mid year performance review for GS had been completed.</p> <p>BFC Art competition: This was being entered by the school and involved the linkage of art, music and writing.</p> <p>Action 13: CBL to ask the Wellington College librarian to be a judge in the Writing competition. There would be prizewinners in each Year group and judges were required who are not parent governors. KR said that the best entries would be put into a book which could then be sold to parents.</p> <p>Action 14: CBL to get the Writing competition book bound when it is completed.</p> <p>Action 15: KR to send an email to all Governors outlining the nature and timing of the Writing competition.</p> <p>Constitution: Following reconstitution there was a vacancy for 1 Co-opted Governor. The skills that were required were financial knowledge and local business community familiarity. KR suggested that it would be preferential not to have Parents as there were already many Parents on the Governing Body. It was agreed to advertise the vacancy once the Ofsted report was published.</p> <p>Action 16: GS to send a Twitter message to recruit for a new Co-opted Governor.</p> <p>Action 17: JC to ascertain publication dates for the Crowthorne Eye for KR to advertise for a new Co-opted Governor.</p> <p>Governor link department visits: JC reported that this had been discussed at the previous FGB and it had been agreed to align Governors to the 3 Curriculum Teams which were constructed to deliver the IPC Curriculum. There would be 3 Governors attached to each Team and those who could make regular school visits spread.</p> <p>Action 18: JC to draw up a list of Curriculum Team Governors and circulate this prior to the next FGB.</p> <p>Theatre trip to London: JC reported that this trip clashed with the Year 6 Parents' evening visit to Edgbarrow School as part of their childrens' induction. GS said that this date had not been given to him by Edgbarrow at the time of booking the theatre trip.</p>	<p>CBL</p> <p>CBL</p> <p>KR</p> <p>GS</p> <p>JC</p> <p>JC</p>	<p>30/5/15</p> <p>30/6/15</p> <p>30/5/15</p> <p>30/5/15</p> <p>30/5/15</p> <p>15/7/15</p>

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19 cont'd	<p>Action 19: GS / KR to check out the date of the Parents' induction evening at Edgbarrow to avert the clash with the Theatre trip to London.</p> <p>Wellington College librarians: NT reported that the Librarians of Wellington College had been excellent in their help and hosting of Wildmoor Heath pupils doing research on the Romans and Greeks. CBL suggested that a thankyou letter be written.</p> <p>Action 20: NT to arrange for the children to write thank you letters to the Librarians at Wellington College.</p>	GS / KR	30/5/15
20	<p>Date of next meeting: Wednesday 15 July 6pm – changed to 4pm</p> <p>GS commented that there was a clash of this meeting with a school event and suggested that the FGB meeting start at 4pm, with a focus on school results, so that Governors could then attend the school event. Governors agreed to this change.</p> <p>Governors thanked KR for her beautiful cake which they had enjoyed throughout the meeting.</p>	NT	15/7/15
21	<p>PART II BUSINESS</p> <p>None.</p>		

Meeting ended: 8.27pm.

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 :

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9	<p>Action 1: All Governors to send Sue Attfield their DBS certificate (or complete the online application and bring in their documentary evidence) and submit their Safeguarding training certificate (or ensure that they attend training either at BFC on 2 June 2015 or via the NSPCC online training and claim back the £20 charge).</p> <p>Action 2: SM, JC, GS, LJ and Aimee Joseph (AJ) (Foundation Teacher) to form a Working Group and hold an initial meeting on Nursery Admissions and full time Nursery provision / split-funding by parents.</p> <p>Action 3: GS to speak with LJ so that she can set up a Just Giving site for the school.</p> <p>Action 4: MG to undertake Safer Recruitment training via the NSPCC website.</p>	All Govs	15/7/15
		SM, JC, GS, LJ AJ	15/7/15
		GS / LJ	15/7/15
		MG	15/7/15
10	<p>Action 5: PW to inform BF Governor Services of the revised Governor types so they can update their constitution contact information.</p> <p>Action 6: PW to send MG a copy of the Code of Conduct and MG / SM to return their signed Code of Practice document to the Clerk.</p>	PW	28/5/15
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16	Action 11: PW to update the training log.	PW	28/5/15
18	Action 12: KR to sign the Emergency Plan – GS to provide her with a copy.	GS / KR	30/5/15
19	Action 13: CBL to ask the Wellington College librarian if she would consider being a judge in the Writing competition.	CBL	30/5/15
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	Action 15: KR to send an email to all Governors outlining the nature and timing of the Writing competition.	KR	30/5/15
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	Action 17: JC to ascertain publication dates for the Crowthorne Eye for KR to advertise for a new Co-opted Governor.	JC	30/5/15
19	Action 18: JC to draw up a list of Curriculum Team Governors and circulate this prior to the next FGB.	JC	15/7/15
	Action 19: GS / KR to check out the date of the Parents' induction evening at Edgbarrow to avert the clash with the Theatre trip to London.	GS / KR	30/5/15
	Action 20: NT to arrange for the children to write thank you letters to the Librarians at Wellington College.	NT	15/7/15