



Wildmoor Heath School

Minutes from the meeting of the Full Governing Body Monday 23 March 2015 at 6.00pm in Year 6 classroom

Present: Carole Blunden-Lee (CBL), Paul Brandist (PB), Jason Cooper (JC), Janice Hart (JH) (arrived 6.15pm), Sophie Leadbeater (SL), Stewart Mackie (SM), Christopher Salt (CS), Grant Strudley (GS) (Headteacher)

In attendance: Ed Essery (EE), Pauline Williams (Clerk)

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

ITEM	DISCUSSION / ACTION	WHO	WHEN
1	<p>Welcome</p> <p>KR was absent and had appointed JC as the Chair for the meeting. JC welcomed EE to the meeting.</p>		
2	<p>Apologies for absence</p> <p>Apologies were provided and accepted from Karen Roche (KR), Nicola Thurgood (NT) and Cliff Thompson (CT). JH had notified her late arrival. Tony Waite (TW) was absent.</p>		
3	<p>Declarations of interest</p> <p>None.</p> <p>(There was no item 4.)</p>		
5	<p>Items of Any Other Business for later discussion</p> <p>Some small items were to be brought up at the AOB.</p>		
6	<p>Minutes of previous meeting (12/2/15)</p> <p>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</p> <p>All actions were completed or on the agenda except for the following which were carried forward or amended:</p> <p>Action 1: Sue Attfield to ensure that all Governors have a current DBS certificate and Safeguarding training in place.</p> <p>Action 2: GS to circulate the updated SDP following the school conference.</p> <p>Action 3: KR to write a one page summary from the Governor monitoring plan outlining what was monitored over the year and the outcomes.</p> <p>Action 4: 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>Action 5: GS to speak with Liz Johnson so that she can set up a Just Giving site for the school.</p>	<p>Sue Attfield</p> <p>GS</p> <p>KR</p> <p>SM / JC / GS / Liz Johnson</p> <p>GS / Liz Johnson</p>	<p>19/5/15</p> <p>24/3/15</p> <p>19/5/15</p> <p>17/7/15</p> <p>19/5/15</p>

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7 cont'd	<p>Action 6: Martin Gater to undertake Safer Recruitment training via the NSPCC site.</p> <p>Action 7: PW to merge the Governor Involvement policy into the Code of Conduct for FGB.</p> <p>GS informed Governors that an audit of the school website had been completed to ensure that all the statutory information was in situ (this had been done by a reciprocal arrangement with Wild Ridings School).</p>	<p>Martin Gater</p> <p>PW</p>	<p>19/5/15</p> <p>19/5/15</p>
8	<p>Governing Body constitution</p> <p>Governors' terms of office ending before next meeting: None</p> <p>Reconstitution: PW reported that the Instrument of Government submitted to BFC with effective date 18 May 2015.</p>		
9	<p>Correspondence</p> <p>None.</p>		
10	<p>School Development Plan (SDP)</p> <p>See action 2 above. GS reported that the School Improvement Advisor (Linda Baily) was due to visit tomorrow.</p> <p><i>JH arrived 6.15pm.</i></p> <p>GS talked through all the changes he had made to the revised SDP following the School Conference to reassure Governors that action was being put in place to improve key areas identified. Governors were invited to send in comments on the SDP once it was circulated. GS was pleased to note that the SDP was now shorter and more focused and would become even more so going forwards. For example, in section 1 the focus had moved from broad achievement goals to focusing on special groups of pupils eg Pupil Premium. PB commented that the Strategic Plan had broader themes whereas the SDP had changing annual actions which dovetailed into the Strategic Plan.</p> <p>Governors were pleased to see that the items identified at the Conference had been included and wanted to include a good review of the revised SDP at the next FGB meeting. CBL asked when the revised SDP took effect and GS responded from the start of the Summer Term. CBL enquired what Ofsted would be given and GS said both copies of the SDP. GS added that he was typing the notes from the Conference so that Ofsted could see the collaborative and thorough review process that had been undertaken. He noted that the item missing was the Governor Monitoring Plan that KR would provide.</p>		
11	<p>Governor's Monitoring Plan review</p> <p>Governors looked forward to a summary of the previous monitoring plan at the next FGB, and to begin the process of monitoring the forthcoming SDP</p>		
12	<p>Headteacher's report</p> <p>GS circulated his report prior to the meeting and JC invited questions from Governors. The key item of interest was an update on the provision of school meals / kitchen extension. GS provided the background to this issue for Governors who had not been involved</p>		

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12 cont'd	<p>previously:</p> <ul style="list-style-type: none"> ▪ the school had been given £170K to extend the kitchen ▪ the LA had agreed to put in a full working kitchen ▪ the school needed to retain the inside kitchen for the school and PTA ▪ the LA had agreed 3 possible options and were due to send GS their proposals ▪ it was likely that the PTA shed would be removed and part of the driveway taken <p>SM asked if the new kitchen was still the pod discussed previously. GS said it was but the LA had found during the site inspection that a large hole would need to be dug to site the pod as the school was on several different levels due to the sloping site. If a pod was erected the school could continue to use the internal kitchen as a server. GS anticipated knowing the outcome by the end of the month as planning permission would be required and the kitchen constructed during the summer holidays. SM asked if there would be objection from local residents but GS said that this was a Planning Department issue.</p> <p>Bike sheds: GS was pleased to report that the bike sheds should be completed over Easter using the existing space and a section of the car park. The contractors would reconfigure the car park so that no spaces were lost and the work would be cost-neutral to the school.</p>		
13	<p>Chair of Governors report</p> <p>Governors' report to parents: JC noted that this would be required for the end of the Summer Term and it was agreed that this usually was sent to Parents in early July. CBL commented that there should be an Ofsted report for inclusion by that time.</p> <p>Action 8: Governors' report to Parents to be put onto FGB agenda in May.</p> <p>Governor links: JC felt that the approach of linking Governors with subjects and classes had not worked well and invited comments from other Governors. GS thought that with the change to the IPC curriculum, where subjects were grouped into topics, the subject allocation of a Governor was not appropriate any longer. He thought that as teachers worked in groups eg Science and Technology, it would be good if a group of Governors linked with a group of teachers, and that this would also link with the internal monitoring of lessons. GS said that there were 3 groups of subjects: 1) Science & Technology 2) Humanities & MFL 3) SMSC & PE, with teachers meeting 2-3 times every half term in their groups. PB thought that this grouping could be re-allocated once the Governing Body reconstituted. GS/JC thought this was a good idea. JC commented that not every Governor was in a position to visit the school during school hours. GS said that the groups could ensure that there was at least one Governor who could visit during school hours. He also thought that it would be preferable if Governors focused on the SDP areas identified eg writing and added that most Governors attended the School Conference and Governor days thereby meeting with Staff and showing good evidence of Governor involvement.</p> <p>Action 9: Governors to review the allocation of Links at the FGB meeting following reconstitution.</p>	<p>KR / PW</p> <p>KR / PW</p>	<p>19/5/15</p> <p>19/5/15</p>

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14	<p>Committee reports: None (both meetings were cancelled / postponed).</p> <p>Staffing update: JC reported that he, KR and GS had met the previous week to discuss Staffing and review the Strategic Plan for the next 12 months. He thought there was a very good picture with only one recruitment required for a Leading Practitioner for 2015-2016 for writing / literacy in KS1. The interviews for the replacement Deputy Headteacher took place last week – JC, GS and Liz Johnson conducted the interviews and JC was gratified that Martin Gater had developed considerably since his previous application for the post 3 years ago. While there was another excellent candidate, Martin performed exceptionally and was the strongest candidate so the panel was very pleased to appoint him. Governors congratulated Martin on his promotion which was felt to be well deserved.</p> <p>GS reported that the various maternity leavers would be returning and phasing back to work. A cover had been found from Ascot Heath School (an Outstanding school)with which GS was very pleased. He had also appointed two new Lunchtime Support Staff (replacements).</p> <p>(There was no item 15.)</p>		
16	<p>Residential Trips</p> <p>Governors congratulated GS and Staff on the excellent Year 6 trip to RYG. GS added that the first trip to Hook Court had also gone very well although next year the trip would take place a week earlier to enable pupils and Staff recovery time. CBL asked if a Governor could accompany the students and GS agreed that this would be a good opportunity.</p> <p>GS announced that the next trip was for the overnight Year 2 excursion. He thought that a Friday night would be helpful but that the nature of the trip was not yet agreed.</p> <p>He added that Year 6 would be going on an evening trip to the Globe theatre to see As you like it and would have a late start in school the next day.</p> <p>Governors thanked GS for the school trip and residential programme and how much improved this had become. GS was also appreciative of the support from Staff and that he never had to coerce volunteers. CS added that he had received brilliant feedback on the residential Year 4 trip and was pleased that Miss Kirkham had led the trip so successfully on her first time as leader.</p>		
17	<p>Governors' visits to school</p> <p>PB had attended the Foundation Day Party (20 year celebration). Unfortunately this had not been widely advertised so not all Governors were aware of it taking place.</p>		
18	<p>Governor training update</p> <p>The training log was circulated so that Governors could update their record. PW encouraged Governors to include all of their training such as attendance at the School Development Conference.</p> <p>Action 10: PW to update the Governor training log.</p>	PW	25/3/15

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18 cont'd	<p>CBL commented that she had attended the course run by Sue Hackman on Assuring the impact of Pupil Premium. JC asked if the school could improve in any way and CBL said that the impact of expenditure must be monitored.</p> <p>GS announced that the Festival of Education would be held on Friday 19 and Saturday 20 June 2015 at Wellington College. He thought that this was a good event and good value at £65 for 2 days. He invited Governors to express an interest and the school would fund their attendance. CBL added that the first and last speeches were always worthwhile attending.</p> <p>Action 11: Governors to contact GS if interested in attending the Festival of Education 19/20 June at Wellington College.</p> <p>Link Governor report: JH and CS had attended the recent Link Governor meeting and provided highlights. The "Link Governor" title has now been changed to "Development Governors Forum" to more accurately reflect the nature of the activity.</p> <p><i>CBL left the meeting at 7.08pm.</i></p> <p>JC asked where the Link meeting had been held and it was at Easthampstead Park School with Maggie Bull running sessions on Reconstitution and encouraging Governors to attend training. She particularly endorsed the even in the Summer Term on new accountability for Primary Schools. JC asked if BF Governor Services were anxious about their imminent Ofsted inspection and CS was pleased to note that there were more training courses being offered across a wider range of topics. PW commented that training for Clerks was rare and that she was pleased to see a new course on the Clerk / Chair relationship (which was now delayed to the Autumn Term).</p> <p>PB said that he had discussed a new Governor Development Plan with KR and that there was the possibility of bespoke training for specific issues for the whole Governing Body. GS added that he was looking at joining PiXL for Primaries and that this might include training.</p>	All Govs	31/3/15
19	<p>Update on PTA Activities</p> <p>JH reported that there was no new Chair of the PTA at this time but that one was likely to come forward soon. However, there was a new PTA member who was organising the Easter Egg Hunt and JC said that someone else was working on the Summer Festival.</p>		
20	<p>Policies</p> <p>Code of Conduct FGB: The Governor involvement policy could now be incorporated by PW (see earlier action) and then this would be reviewed by all Governors prior to them signing individually at the next FGB meeting when the Governing Body was reconstituted.</p> <p>Home School agreement: GS had reviewed this document and felt that it was fit for purpose and encouragingly already covered the Rights Respecting School which the SDP was now focusing on. JH asked if parents signed this and GS said they did so in September and it also went into the new Parent pack and would be handed out at Parents Evening. Governors approved the document.</p>		

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21	<p>Any other business</p> <p>Charitable donations: PB asked if the school had a charity policy or statement so that Governors and parents could see what charitable initiatives the school was supporting across the year. GS said that there was a statement that had been put into the School Newsletter on two occasions. The approach had been to support local charities (which would be more likely to value small donations and to support the local community) and that the SLT looked for the charity to engage the school for educative purposes eg the school donated to COATS (an elderly peoples' charity based in Crowthorne) and pupils could then visit COATS and sing for the elderly; the school visited the Crowthorne Foodbank to learn about the provision of food for the homeless. GS felt strongly that this then meant the charitable giving was more than a simple financial donation, but engaged the pupils in broader ways. Governors supported this notion but valued a written document on this so that they could inform Parents consistently if approached. SM said that there was a vocal minority in Crowthorne and JH felt that the school was never going to please everyone but everyone wanted to know what the approach was so they could respond.</p> <p>Action 12: GS to formalise and circulate a Charity Statement to Governors.</p> <p>JC noted that this was the last meeting for Ed Essery as he was relocating and thanked him for his invaluable contribution to the Governing Body. EE responded that he wanted to give credit to GS, Staff and all of the Governors for their hard work over the past few years and the transformation in the school that had resulted. Governors wished EE well in his retirement.</p> <p>PW informed Governors that Celeste Moruzzi would return from maternity leave on Monday 15 June and that she would handover during the previous week.</p> <p>JC asked if Governors would be interested in holding a FGB meeting at the Control Tower at Heathrow and this was agreed to take place at the Summer Term meeting on Wednesday 15 July 2015. Governors would make their own travel arrangements.</p> <p>Action 13: JC to see if it is feasible to hold the FGB on Wednesday 15 July 2015 at the Control Tower at Heathrow and notify Governors accordingly.</p>	GS	25/3/15
22	<p>Date of next meeting: Tuesday 19 May 2015 at 6.00pm</p>		
23	<p>PART II BUSINESS</p> <p>There were no Part II minutes from the previous meeting and no further Part II business to discuss.</p>		

Meeting closed at 7.32pm

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

Action items

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	Action 2: GS to circulate the updated SDP following the school conference.	GS	24/3/15
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