



WILDMOOR HEATH SCHOOL FULL GOVERNING BODY

Minutes of meeting on Monday 24 November 2014 at 6.00pm in Year 6 Classroom

Present:

Carole Blunden Lee (CBL)	Paul Brandist (PB)	Jason Cooper (JC) (Vice Chair)
Ed Essery (EE)	Janice Hart (JH) (late arrival)	Andrew Johnson (AJ)
Sophie Leadbeatter (SL)	Stewart Mackie (SM)	Christopher Salt (CS) (late arrival)
Grant Strudley	Cliff Thompson (CT)	Nicola Thurgood (NT)
(GS)(Headteacher)		
Tony Waite (TW)		

In attendance:

Pauline Williams (PW) (Clerk)

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

ITEM	DISCUSSION / ACTION	WHO / WHEN
1	<p>Apologies for absence Karen Roche (KR) had offered apologies and these were accepted. She had pre-arranged for JC to Chair the meeting in her absence and briefed him/PB accordingly. Helen Smith (HS) was absent.</p>	
2	<p>Declaration of interests None.</p>	
3	<p>Register of Business interest forms All forms had now been received by PW except for Liz Johnson.</p> <p>Action 1: GS to chase a signed Declaration of Business Interest form from Liz Johnson (EJ).</p>	<p>GS / EJ 31/12/14</p>
4	<p>Items of Any Other Business for later discussion</p> <ul style="list-style-type: none"> ▪ Governor access to the school server ▪ Part II item from GS ▪ New Governor interested in joining the school. <p>Action 2: NT to send PW the contact for a new Governor interested in joining the school.</p>	<p>NT 31/12/14</p>
5	<p>Governors' terms of office Andrew Johnson announced his resignation from Governorship. JC gave thanks to him for his commitment to the school and all the hard work he had put into the role. He praised him particularly for his skilled questioning especially with the Local Authority (LA) and help with the renaming of the school. Terms of office ending before next meeting: None.</p>	
6	<p>Governing Body (GB) reconstitution AND Skills Audit</p> <p>PB briefed everyone on the proposed reconstitution following his discussion with KR. He felt that this was complex as there were a number of issues to address and that KR had expressed concerns as follows: optimal total size of GB; succession planning for Chair of Governors; GB meetings timing and structure; Governor participation in Committees; skills audit – only 8 out of 13 people returned their form; lack of attendance without apologies; how many Parent Governors should be elected.</p> <p>Parent Governors: PW advised that the minimum number of Parent Governors that needed to be elected was 2. She advised that it would be good to stick with</p>	

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6 cont'd	<p>this minimum to avoid the cost of Parent elections but that more parents could be nominated as Co-opted Governors. JC felt he wanted the input from more Parent Governors than 2 and CT suggested 4 Parent Governors and 2 Co-opted Governors.</p> <p>JH arrived 6.15pm.</p> <p>GS cautioned that many Governors are either current parents or past parents and he was keen to ensure that there were a number of Governors who were “unconnected” with the school – is not Staff or Parents.</p> <p>Action 3: PW to check with BF Governor Services (BFGS) if the school Terms of Reference/Code of Conduct for FGB could specify the number of Parent Governors and those who were “unconnected” which would be Co-opted.</p> <p>Skills audit: The skills audit forms analysed showed a similar profile to other GB’s and the skills were weakest in finance, knowing the school community and current Board membership.</p> <p>Chair of Governors: Nobody expressed an interest in becoming the Chair of Governors in the near term. The ideal profile for a new Governor was felt to be an accountant with their own business based in the community who was keen to take a leadership role. JC suggested that new people could be tested out as Associates and thereby get to know the school and GB. CBL suggested that she had a candidate (Mr Wright) based at Wellington College who could provide the community links. JH asked how Community Governors were to be found. GS said that most had a link as a former or current parent or were just local people. JC felt that there were obvious links with Broadmoor and Edgbarrow School. However, he thought that finding a new Chair of Governors was the priority and it was hard to find people with sufficient time. PB assured Governors that KR would not leave the school in a vulnerable position but there was an urgency to getting someone on board so they could develop in the role quickly.</p> <p>Action 4: All Governors to ask around the community for a future Chair of Governors who could be developed in the role.</p> <p>Meeting format and timing: At the Governor Day Governors discussed holding all Committee meetings on one day and having the Governor Day school visit on that day too. The FGB meeting would then take place at a later date in the evening. This would cut down the number of evenings Governors needed to attend but would mean that everyone would need a whole day off work once a term. PB sought views. Some Governors recognised that they would need to take a day off from work but all agreed that the Governor Day visit was very useful indeed. EE felt that a separate Governor Day would be preferable. GS offered that he was also used to having Committees held back to back during the evening which would be preferable for him instead of over several evenings. JC suggested that the back to back daytime meetings + Governor Day be trialled in the summer term with the FGB in the evening. PW advised that, as the Committee minutes should be available for the FGB meeting, that a minimum 3 week elapse period be planned to allow the Clerk time to type the minutes.</p> <p>Action 5: KR to review the timetable for meetings along with the Chairs of Committee and Clerks (PW and Celeste Moruzzi) for the following meetings: Finance & Buildings (11/5/15); School Improvement (8/6/15 and 8/7/15); Staffing (13/7/15). (FGB meetings are provisioned for 19/5/15 and 15/7/15.)</p>	<p>PW 1/12/14</p> <p>All Govs 12/2/15</p> <p>KR / Chairs / Clerk 31/12/14</p>

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6 cont'd	<p>GS reminded Governors that they could claim for babysitting under the Governor allowances policy.</p> <p>PW then showed PB and JC the DRAFT reconstitution document that she and KR had prepared (but that had not yet been circulated). On this document the total number of Governors is 13. As AJ had just resigned that would leave a vacancy for a new potential Chair of Governors. JC read through the proposed Governor types for each person, with PB stating that these had been selected on the basis of the longest existing terms of office remaining as the same Governor type to fulfil the minimum number criteria. All confirmed that they were satisfied with their new Governor type. PW pointed out that any change of Governor type would mean that the Governor would need to commence a new 4 year term. All accepted this. The vacancy created through AJ's departure would be a Co-opted Governor.</p> <p>EE confirmed that he would be leaving the Governing Body but not as quickly as thought – he would be present at the next FGB meeting on 12/2/15 but this would be his last meeting. GS suggested that the reconstitution start on 1 April 2015.</p> <p>Action 6: PW to revised the DRAFT reconstitution document and circulate to all Governors.</p>	<p>PW 1/12/14</p>
7	<p>Governor specific roles appointments:</p> <p>The following Governors were appointed to specific roles:</p> <ul style="list-style-type: none"> ▪ Link Governor: JH ▪ SEND Governor: CBL ▪ Safeguarding Governor: TW ▪ Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher: KR ▪ Looked After Children (LAC) Governor: TW 	
8	<p>Minutes of last meeting (22/9/14) approval</p> <p>The minutes were approved as a correct record of the meeting except that CT had been missed from those present. Subject to this change, Governors approved the minutes and they were signed by the Chair.</p>	
9	<p>Actions from previous meeting and matters arising</p> <p>All actions were completed or on the agenda except for the following:</p> <p>Action 13: KR to complete the draft Strategic Plan for review by all Governors. Further work was required from PB and GS and then the document would be circulated.</p> <p>Action 7: PB and GS to complete their amendments/input to the Strategic Plan and then circulate to all Governors.</p> <p>Action 8: All Governors to read the Governor section of the new Ofsted Inspection Framework.</p> <p>Action 9: KR to prepare a briefing sheet for all Governors to help them prepare for an Ofsted inspection.</p> <p>Action 18: All Governors to read the SEF report and feedback any thoughts to GS.</p> <p>Action 10: The SEF report to be updated in December by GS and circulated with the RAISEonline data to all Governors.</p>	<p>PB / GS 31/12/14</p> <p>All Govs 31/12/14</p> <p>KR 12/2/15</p> <p>GS 31/12/14</p>

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9 cont'd	<p>Action 22: PW to create a school visit template for Governors to complete at each FGB meeting / when a school visit has been conducted. This had been done but not circulated to all Governors – however, there was confusion over what this document was. PW had provided a template to log all the visits made by Governors and the school visit template remained unchanged.</p> <p>Action 11: PW to confirm which School visit report template is to be used with KR.</p> <p>Action 12: PW to circulate the School visit report template and also the School visit report log.</p> <p>Action 26: JC to send story for Crowthorne Eye to GS for approval. No further action.</p> <p><i>CS arrived 6.42pm.</i></p> <p>Action 13: PW to check the NGA subscription information provided to the NGA to ensure that AJ and JC are removed and SM receives the magazine.</p>	<p>PW / KR 1/12/14</p> <p>PW 31/12/14</p> <p>PW 1/12/14</p>
10	<p>Correspondence (Clerk and Headteacher)</p> <p>KR received a delightful thank you card from Celeste for the new baby blanket.</p> <p>GS received correspondence from the LA regarding extra support for schools likely to be inspected within the next 12 months. GS felt this would be a useful service eg every half term there would be a check on the questions being asked by Governors and the information that the Headteacher (HT) had provided.</p> <p>Action 14: GS to ask KR how she would want this to proceed.</p> <p>GS also received a phone call from HMI (Ofsted Inspectors) to say that the former HMI for the school had retired. They asked if he would like another Inspector to visit the school on a pre-inspection visit and he agreed to this. GS felt it would be unlikely to occur before Spring 2015. He reported that if the pre-inspection visit showed the potential for a “good” judgement then this could immediately be turned into a full inspection.</p>	<p>GS / KR 31/12/14</p>
11	<p>Standing agenda items for FGB approval</p> <p>These were approved for the year.</p>	
12	<p>Code of Conduct for FGB</p> <p>PW had drafted a Code of Conduct for KR to review. However, a further change was suggested during the meeting - JC reported that the Staffing Committee agreed that all Governors would have a DBS (Disclosure and Barring Service) check conducted and this would be renewed every 3 years.</p> <p>Action 14: PW to include DBS checks within the Code of Conduct.</p> <p>Action 15: GS to ask Sue Attfield to check that all Governors had a current DBS check in place and/or arrange renewal.</p> <p>Action 15: KR to approve Code of Conduct DRAFT v2 sent by PW.</p>	<p>PW 1/12/14</p> <p>GS / Sue Attfield 31/12/14</p> <p>KR 31/12/14</p>

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13	<p>Terms of reference for Committees approval</p> <p>These School Improvement and Finance & Buildings Committee Terms of reference were approved. The Staffing Terms of reference were not yet finalised by JC.</p> <p>Action 16: PW to change the Committee Terms of reference to FINAL and circulate to all Governors.</p>	<p>PW 1/12/14</p>
14	<p>Strategic Plan</p> <p>PB updated Governors that this would be ready for their review at the next FGB and would show data on where the school was now, where it wanted to be and the milestone actions to get there.</p> <p>Action 17: KR / PW to include Strategic Plan review on the next FGB agenda.</p>	<p>KR / PW 12/2/15</p>
15	<p>School Development Plan progress</p> <p>This is included in the Headteacher report.</p>	
16	<p>School Self Evaluation (SEF)</p> <p>This will be updated in December and circulated by GS.</p>	
17	<p>Governor's Monitoring Plan review</p> <p>Action 18: KR to update the Governor's Monitoring Plan.</p>	<p>KR 12/2/15</p>
18	<p>Governors' visits to school and focus visit reports – review individual Governors curriculum / class responsibilities</p> <p>Governors had attended the recent Governor Day on 6 November 2014 and JC said that the visit involved attending lessons using the new IPC curriculum, meeting with the School Council, hearing about the Phoenix award, discussing values with children, seeing PE outside and observing several lessons. TW asked how the school had changed in the last year. JC, CBL, JH, KR,CS, PB, NT summarised the highlights and actions required for the other Governors:</p> <ul style="list-style-type: none"> ▪ The staff and pupils were more welcoming and did not give the feeling that the visit was an inconvenience ▪ the lessons were very impressive and particularly the IPC curriculum classes ▪ the Governors felt recognised by staff and pupils ▪ the School Council discussed behaviour in school and the only concern was the lunchtime behaviour with the Controllers ▪ students were very articulate and perceptive ▪ a lack of IT resources (laptops) was reported (GS said that 12 new laptops were arriving soon and more ipads next year) and lunchtime behaviour was being monitored. <p>PB asked where the documentation from the day was, summarising what was learned and actions taken. None had been completed as yet (see earlier action regarding the school visit report template) so he asked what actions were being taken.</p> <ul style="list-style-type: none"> ▪ GS said that staff were tweaking the IPC delivery and improving it as they went along (as they had only been using it for 6 weeks). He appreciated the detailed critique from Governors to show their interest and that they were challenging what was being done (at the School Improvement Committee) ▪ CBL had commented on the room layout in Year 5 ▪ PB had asked about personal learning goals and felt that the Phoenix award was disconnected from values. SL said that all children had now completed their own personal learning goals for the academic year. 	

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18 cont'd	<p>JC asked if the IPC curriculum were more resource heavy. GS said that in the main no more people resource was required than for the previous syllabus but that more consumables were used. Previously if teachers required more budget they would put in a bid for money which could take a while to come through. Now the budget was held by the Junior or Infant teams so the teachers applied directly to them and this provided funds more quickly. Notably science resources had been increased but consumables here were an issue – a few subjects had not been covered before.</p> <p><i>CBL left the meeting at 7.15pm.</i></p>	
19	<p>Governor training update including Link Governor report and safer recruitment training</p> <p>PW circulated a copy of the training log for Governors to manually update.</p>	
20	<p>Update on PTA Activities</p> <p>The PTA Xmas fair will be held soon and the format repeated as the event last year was such a success. The PTA is currently looking for two new people to take it over as Abby and Sarah are leaving.</p> <p>Action 19: JC to check when Abby and Sarah are leaving the PTA and KR to send them a thankyou on behalf of the Governing Body.</p> <p><i>GS thanked the PTA for all of their hard work and also for supporting the strategic direction of the school in the new ways of working. JH agreed that their team spirit had been excellent.</i></p>	<p>JC / KR 31/12/14</p>
21	<p>Headteacher's report to include:</p> <ul style="list-style-type: none"> • Register of pupils' attendance: 97.6% • Published Admission Number (PAN): 210 • Pupil numbers and admissions: 190 pupils on roll (with a new Year 2 pupil joining the school tomorrow). • <p>GS had circulated his report and also RAISEonline analysis and data on the percentage of pupils working at ARE (Age Related Expectations). He talked through the key highlights of his report which covered:</p> <ul style="list-style-type: none"> ▪ Progress on SDP (School Development Plan) – Achievement of pupils; Quality of teaching; Behaviour and safety of pupils; Leadership and management ▪ CPD (since September) ▪ Staffing and performance management ▪ Building and grounds ▪ Safeguarding ▪ Attendance issues ▪ Behaviour ▪ Reportable incidents ▪ Staffing structure 2014-2015 ▪ Curriculum team and additional responsibilities <p>GS reported that the analysis and targets had been sent to the School Improvement Committee already for approval. However, he expressed a view that the first term's data was always questionable because pupils were new and the new assessment regime was in a period of flux. At present GS said that APS (Average Point Scores) could not be obtained from the data system and the levels had changed. So he was putting in a lot of moderation and training. He said that the school would continue to use levels but had recalibrated them.</p>	

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23 cont'd	<p>analysis and open-ended responses would be fed back to staff by KR and himself at a Wednesday staff meeting very soon. PB asked what the actions were? He was keen that the actual data was shared with staff. PB asked what the actions were? He was keen that the actual data was shared with staff. PB spotted three issues – Q6, Q7 and Q10 – where there were 3 disagree responses and wanted to understand what drove these. He added that it would be good to see some trend data. JC replied that KR was producing this and it would be charted.</p> <p>SM/EE noted that staff internal communication was raised in the comments. PB felt this needed probing further. NT felt this was probably mainly from TA's who tended to find out information by osmosis as they did not access the email/school IT system. EE asked if the data could be analysed by staff type and JC thought that it could. GS felt the issue of communication was problematic for both TA's and Lunchtime Controllers.</p> <p>Action 23: KR to analyse the data by different staff types – teacher vs TA vs support if possible to understand if any issues are more prevalent in a particular group.</p>	<p style="text-align: right;">KR 31/12/14</p>
24	<p>Policies to be reviewed and approved:</p> <ul style="list-style-type: none"> ▪ Safeguarding policy (revised) GS had circulated this previously and it was approved by all. ▪ Data Protection Policy (review) This had not changed and was approved by all. ▪ Supporting pupils with medical conditions (draft) Governors had received the DRAFT policy ahead of the meeting and it was approved by all. <p>Safeguarding audit: GS and TW had gone through the safeguarding audit documentation and checklist together. GS thanked TW for his work on this. TW reported that there were only 2 actions outstanding: the LA link (Debbie Smith) had been away so they had not received a response to a query previously but this was now resolved; off-site visits and the single central record were all up to date and satisfactory. All the information had been cascaded to staff by GS and Helen Smith (HS).</p>	
25	<p>School Council SL reported on her recent meeting with the School Council:</p> <ul style="list-style-type: none"> ▪ Issues raised included the courtyard space being wasted (GS has plans that are not yet released!); the football rota – the pupils wanted to write their own rota; a buddy system being introduced in the playground. ▪ Voting took place for a Chair for the School Council.. ▪ The School Council would be running an anti-bullying assembly. ▪ The charity for Xmas was nominated and how funds would be raised. ▪ An anti-bullying charter would be discussed at the next meeting. <p>PB asked if the awareness of online bullying had been raised. He was keen to be consistent with the school approach in his management of this at home. GS said that he was exploring this with an external trainer for a future parent event.</p>	
26	<p>DBS for Governors See earlier agreement from the Staffing Committee.</p>	
27	<p>Any other business Website audit: GS reported that PHAB (Primary Heads Around Bracknell) had agreed to do a mystery shop of each others' school websites against the list of essential information and how easy this was to locate. Sue Atfield had already</p>	

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27 cont'd	checked the school website and reported that everything was present. GS noted that some Governor information was out of date. Action 24: GS to update information on the Governor section of the school website.	GS 12/2/14
28	Date of next meeting: Thursday 12 February 2015 at 4pm PW highlighted that KR could not be present to Chair the FGB meeting on 23/3/15. KR had suggested moving the date but if it were earlier it would come before the Committee meetings and if it were later it would clash with the Easter holidays and then be very soon before the next planned FGB on 19/5/15. Given the decision to reformat the summer term Committee meetings, it was agreed that this was best discussed. Action 25: KR, JC and GS to discuss the timing and format of the Spring term FGB meetings and the timing of all meetings in the Summer Term and agree these with the Clerks (PW and CM) prior to communicating with all Governors. <i>The Staff Governors (NT and SL) and AJ left the meeting at 8.15pm as Part II business was to be discussed that affected Staff.</i>	KR / GS / JC 31/12/14
29	PART II BUSINESS This was covered in separate Part II minutes.	

The meeting ended at 8.35pm

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

Governors must respect the confidence of those items of business which a governing body decides 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 7: PB and GS to complete their amendments/input to the Strategic Plan and then circulate to all Governors.</p> <p>Action 8: All Governors to read the Governor section of the new Ofsted Inspection Framework.</p> <p>Action 9: KR to prepare a briefing sheet for all Governors to help them prepare for an Ofsted inspection.</p> <p>Action 10: The SEF report to be updated in December by GS and circulated with the RAISEonline data to all Governors.</p>	<p>PB / GS 31/12/14</p> <p>All Govs 31/12/14</p> <p>KR 12/2/15</p> <p>GS 31/12/14</p>
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14	Action 17: KR / PW to include Strategic Plan review on the next FGB agenda.	KR / PW 12/2/15
17	Action 18: KR to update the Governor's Monitoring Plan.	KR 12/2/15
20	Action 19: JC to check when Abby and Sarah are leaving the PTA and KR to send them a thankyou on behalf of the Governing Body.	JC / KR 31/12/14
21 cont'd	<p>Action 20: GS to brief all Governors at the next FGB meeting on the new data and recalibrated levels using the new Target Tracker software (that would replace Pupil Tracker) and show them how to access the software themselves for their own analysis.</p> <p>Action 21: GS to check the Year 5 reading progress reported and verify the data provided was correct.</p>	<p>GS 12/2/15</p> <p>GS 31/12/14</p>
23	Action 22: PW to revise the Governor Committee membership list and circulation list to include PB in the Finance & Buildings Committee and remove AJ.	PW 1/12/14
23	Action 23: KR to analyse the data by different staff types – teacher vs TA vs support if possible to understand if any issues are more prevalent in a particular group.	KR 31/12/14

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27	Action 24: GS to update information on the Governor section of the school website.	GS 12/2/14
28	Action 25: KR, JC and GS to discuss the timing and format of the Spring term FGB meetings and the timing of all meetings in the Summer Term and agree these with the Clerks (PW and CM) prior to communicating with all Governors.	KR / GS / JC 31/12/14