



## Wildmoor Heath School

### Minutes of a meeting of the Full Governing Body held at 6.01pm on 18<sup>th</sup> November 2013

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**Present:**

Mrs Karen Roche (Chair)  
Mr Paul Brandist  
Mr Tony Waite  
Mrs Janice Hart  
Mr Stewart Mackie  
Mrs Helen O'Connor  
Mr Christopher Salt  
Mr Grant Strudley (Headteacher)  
Mr Cliff Thompson  
Mr Andrew Johnson  
Mr Ed Essery

**Absent:**

Mrs Carole Blunden-Lee  
Mr Jason Cooper (Chair)  
Mrs Gail Robertson  
Mr Tony Donoghue

**By invitation:** Mrs Helen Smith – Deputy Head Teacher

**In attendance:** Mrs Celeste Moruzzi – Clerk to the Governors

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**Welcome** – KR welcomed everyone to the meeting.

1. **Apologies for absence** had been received from CBL, JC. GR. TD was absent. CS had given apologies in advance for late arrival. CT advised that he would need to leave the meeting at 7.30pm.
2. **Declarations of Interest (financial and personal):** None.
3. **Minutes of the previous meeting** held on Monday 23<sup>rd</sup> September 2013 had been circulated. The minutes were signed as an accurate record by the Chair.

**4. Matters arising**

**Minute 7 iv):** KR advised that her appointment to the Governing Body (GB) by the LA would be whilst the school remains in 'Requires Improvement' status. She also stated that there is still a vacancy for a staff Governor and asked the staff present whether there was any interest. GS advised that there could possibly be two staff members that were interested.

**Minute 15 i): Central record of recruitment and vetting checks - Lead Governor to confirm that correct process being followed and report to be made to first FGB of year.** There was no reported action. TW to provide this report.

**Action: TW**

**Minute 17 b):** KR requested that Governor appreciation is passed on to the members of staff who assisted in keeping the school open during the day of industrial action. She stated that Governors recognise that staff have a right to strike but for those that selected not to strike their coming in was appreciated, as was the additional responsibilities taken by the teaching assistants.

**Action: GS to pass on thanks**

The remaining action points from the previous meeting were confirmed as having been carried out.

## 5. Headteacher's report

Governors were referred to the Headteacher's report which had been circulated during the preceding week. GS provided verbal updates to the report:

### Standards

The first assessment point had taken place in October; across the school the numbers were looking healthy. He advised that the next assessment point in December would provide more meaningful results as pupils will be more settled with their new teachers and there will have been a larger time period to assess.

### Progress on SDP

- i) The school will be teaching the new Maths curriculum from January and are currently in the process of preparing the implementation plan.
- ii) The quality of teaching is at the same level as at the end of last term. The school has taken on board the comments from the Ofsted letter. JH and HOC stated that the October inset day had been very good, specifically commenting on how they can make their learning walls more effective and encouraging pupils to ask questions to assist with their learning. GS advised that input from the Teaching Assistant (TAs) was great and that Mrs Smith (HS) has just completed the Teaching Assistant training programme.
- iii) There are new behaviour logs in operation which assist in identifying the pupils involved and therefore assists in how putting interventions in place. Attendance can be tracked by group which results in the FSA knowing who these pupils are and working with the pupil and the family if necessary.

6.21pm HS arrived at this point

### Other information

- i) There are no staffing issues at the moment.
- ii) The school council has been elected and meet regularly. They were also invited to (and attended) the Mayor's chamber for a meeting.
- iii) The school council and the school recognised that they would like to donate to the Philippines appeal (Typhoon Haiyan). Following this, three Filipino parents have approached GS, shaking his hand and thanking him.
- iv) There had been one piece of Correspondence which was the letter from Ofsted stating that the school was taking effective action.

A discussion took place on the school moving away from 'what Ofsted want to see' to developing techniques to become an 'Outstanding school'.

GS invited questions:

Question	GS response
When you carry out the observations this week, will you be looking to see if the techniques taught to staff at inset days are being used?	We will be looking for the green shoots now but in the new year will be looking for a deeper key impact.
Does it help staff that the school is out of Special measures?	The pressure is still there, the next steps for the school are for practitioners to have a deeper understanding of what works in the classroom and the fine tuning.

Question	GS response
When was the content of the Head teachers report reviewed?	KR advised that the report contains exactly the information that the school should be reporting to Governors.
What are the specific activities that link to the Standards?	KR advised that the quality of teaching and how GS deploys the teaching staff will have an impact on learning. GS advised that he provides Standards information in much more detail at the Standards Committee meeting. It was agreed that the Strategy group should look at this. <b>Action: Strategy group</b>
In the Standards table for Year 6, the Maths figure has decreased from the end of Year 5 to this assessment point.	There has been an increase in the class number which has skewed the figures, there has not been a decrease in real terms.

6.34pm AJ arrived at this point

## 6. Chair's report

### School Management Board (SMB)

KR advised that the school is now linked to the SMB which replaces the Management Intervention Board (MIB). The school will be linked with the SMB until it becomes 'Good' or better. The LA congratulated the school on coming out of special measures and congratulated GS as it was his first Section 5 inspection. The LA has agreed to a £15k loan to the school to be paid back over the next three years. The school has also requested an additional amount of £5k to be used for CPD.

Question	KR response
How often does the SMB meet?	Once a half term.
Is Paul Clark aware of the additional £5k?	Yes.
Would there be any benefit of having a non-educational background on this Committee?	The LA appoints the board. It is a way for the LA to feed back to the Councillors.

### Committee Restructuring

KR advised that she had received positive responses to her communication regarding restructuring of the Committees. The following Committees would therefore be put in place:

- School Improvement Committee
- Operation and Buildings Committee
- Staffing Committee
- Strategy Group

KR stated that she would send out a communication asking Governors to select which Committees they would like to join. Terms of Reference will be drawn up for each of the new Committees.

**Action: KR to send email to all Governors**

AJ asked what the timings of these meetings would be. KR responded that the SIC meeting would continue to meet at 1pm however the other Committees would meet in the evening. It is envisaged that there will be one Staffing meeting per term and one Operations Committee per term. The meetings will be less frequent but more targeted.

## **Governor Focus Visits**

KR advised that focus visits to the school should have a very clear purpose and that should be agreed with GS prior to the visit. KR stated that she will discuss with GS how the Governors will be divided up over the Teaching and Curriculum teams and will send out a communication asking for Governors to indicate preferences.

**Action: KR to send email to all Governors**

## **Governor Day 23rd January 2014**

KR reminded Governors that this is a day for Governors to see the school in action and carry out some monitoring work. PB requested that the pupils set the agenda for the day.

**Action: GS to organise pupils to set Governor day agenda**

A discussion took place as to how Governors without an educational background could effectively carry out monitoring visits. The following was agreed:

- The purpose for the monitoring visits is to check what GS has told Governors is happening is actually happening
- The members of the SLT would use the Governor day as a training opportunity and carry out monitoring visits with the Governors
- KR suggested that the Governors take the monitoring HMI (Danny Towl) up on his offer to run a session for Governors when he next visits. It was agreed that Governors should ask for his guidance on the Governors' role in monitoring/how to monitor the school development plan.

**Action: GS to organise SLT to assist in monitoring training**

**Action: KR to contact Danny Towl**

7.01pm TW arrived at this point

## **Governor Attendance**

KR referred to the previously circulated Governor Attendance record for 2012/2013. She stated that the expectation that Wildmoor Heath Governors should set themselves is for 70% attendance. Where attendance is below 40% then the commitment to the GB should be reviewed by the Governor.

## **7. Reports from Committees**

The Clerk was asked to send minutes of all Committee meetings to all Governors not just to the Committee members. HS should also be copied in on all emails sending Agendas and minutes.

**Action: Clerk**

### **i) Report from the School Improvement Committee**

JH provided the Governors with a summary of the last meetings. There were no questions.

### **ii) Report from the Operations Committee**

KR provided the Governors with a summary of the last meetings. There were no questions.

### **iii) Report from the Strategy Group**

PB provided the Governors with a summary of the recent training session (How strategic are we?) that he attended, commenting that it was a very good session.

PB and KR informed the Governors of the two meetings the Strategy Group had had to date, where the following had been discussed:

- What do local stakeholders want from Wildmoor Heath School?
- The perspective over the next three years; how the vision and values of the school will be put into place
- Where are we now? Starting a measurement and engagement exercise.

7.21pm CS arrived at this point

PB tabled the document 'Developing our School's Strategy'. This contained, inter alia, the results of the survey that had been circulated to Governors on what is important to Governors. There had been nine responses and there were differences in what Governors thought were important. KR advised that she had carried out this survey on some prospective parents at the open morning, their responses were different to the Governor responses which highlighted the importance of involving all stakeholders. PB stated that the aim is gather data on what all stakeholders want, to have evidence of this and then base the plan on this data.

PB invited all Governors to contact him should they wish to discuss this further.

CT requested that the spiritual and caring side of the school be added to the questions. PB advised that this will be included in future versions.

7.34pm CT left the meeting at this point

EE commented that during the life of the plan there might be significant changes to the school which would need to be encapsulated in the plan.

KR stated that this plan would need all Governors to be involved. There was commitment from all members.

## **8. Approval of standing items and Committee TOR**

It was agreed that this should be carried forward until the new structure is in place. KR advised that she and the Clerk had discussed meeting to set the standing items for all Committees.

## **9. Published Admission Number**

This has remained unchanged at 210.

## **10. Policies and procedures from the master list**

### **i) Admissions Policy**

GS advised that this has been updated to include that the school follows the LA policy.

**Action: GS to update the review date and post on web**  
**Action: Clerk to update Policy schedule**

## **11. Residential trips approval**

A discussion took place as to the reasons why Governors needed to approve residential trips, concerns were raised over when this information should be presented to Governors and whether Governors actually needed to approve the trip. It was agreed that GS and KR would review the trips policy and bring recommendations to the Governing Body prior to the next FGB meeting.

**Action: KR and GS to meet to discuss trips policy**

The two following trips were discussed:

i) **Ufton Court**

HOC asked what the pupil to staff ratio was, GS responded that it was 1 to 10. There were no Governor objections to this trip and it was agreed.

ii) **Rhos –Y-Gwaliau Outdoor Education Centre**

GS advised that this is a new trip for Wildmoor Heath School he however had been before with a previous school. The following questions were asked:

<b>Question</b>	<b>GS response</b>
What is the pupil to staff ratio?	1 to 4
The timing of the trip is end of February when the weather can be snowy and cold, how appropriate is this?	The education centre provides all equipment including fleeces, walking boots etc. They monitor the weather and will take decisions to change the plans for the day if there are any concerns over the activities and the weather.

The Governors agreed this trip.

KR requested that Governor appreciation and thanks that the school carries out residential trips is passed to all trip leaders, EE seconded this.

**Action: GS to pass on thanks**

It was agreed that residential trip information should be added to the FGB Summer meeting standing items.

**Action: Clerk to update standing items**

## 12. Other business

(a) The PTA fair will be on 7<sup>th</sup> December 2013, Governor help would be appreciated. Any Governors able to help can contact GS or Mrs Attfield.

(b) **Approval of Certifying officers**

The following was approved:

- **Payroll register of certifying officers**

Mrs Smith, Mr Strudley, Mrs Roche

- **Register of certifying officers – Capital**

Mr Strudley and Mrs Smith. In situations of unavoidable absence of Mr Strudley and Mrs Smith then Mr Gater and Mrs Attfield (both with reduced limits)

- **Register of certifying officers –Revenue**

Mr Strudley and Mrs Smith. In situations of unavoidable absence of Mr Strudley and Mrs Smith then Mr Gater and Mrs Attfield (both with reduced limits) and Mrs Johnson (petty cash float, limit £5).

A Governor questioned whether Mrs Johnson should be a certifying officer however it was noted that the limit was £5 and therefore acceptable.

- (c) A Governor asked about the recent internal audit that had been carried out. GS advised that it had gone exceptionally well. There are minor issues that need to be addressed which are all in hand. The full report should be received soon. KR requested that Governor thanks are passed on to Mrs Johnson for all her work to provide the information for the audit.

**Action: GS to pass thanks on**

- (d) GS thanked the Governors who had assisted at the recent Parent open morning, there had been nine sets of prospective parents, all had been positive about the school. GS thanked the PTA for supplying teas and cakes and thanked JH for all her work in promoting the morning.
- (e) GS advised that he will be attending a scrutiny committee of the council to respond to questions on the Ofsted report. He noted that he will be joined by CBL.

There being no further business the meeting closed at 8.20pm

**Date of next meeting:** Monday 10<sup>th</sup> February 2014 at **6pm**

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

**Karen Roche - Chair**