



Wildmoor Heath School

Minutes of a meeting of the FGB held at 7.03pm on 23rd September 2013

Present:

Mrs Carole Blunden-Lee
Mr Paul Brandist
Mr Jason Cooper (Chair)
Mr Tony Donoghue
Mrs Janice Hart
Mr Stewart Mackie
Mrs Helen O'Connor
Mrs Gail Robertson
Mr Christopher Salt
Mr Grant Strudley (Headteacher)
Mr Cliff Thompson

Absent:

Mr Ed Essery
Mr Andrew Johnson
Mrs Karen Roche
Mr Tony Waite

In attendance

Mrs Celeste Moruzzi – Clerk to the Governors

Welcome – JC welcomed everyone to the meeting.

1. **Apologies for absence** had been received from Mr Ed Essery, Mr Andrew Johnson, Mr Tony Waite and Mrs Karen Roche. Mrs Hart sent apologies in advance for late arrival.
2. **Declarations of Interest (financial and personal):** None.
3. **Election of Chair and Vice chair**

JC reminded Governors that at the last meeting of the FGB, succession planning of the Chair had been discussed. He informed the Governing Body that KR had expressed an interest in becoming Chair. JC proposed KR as Chair; this was seconded by CBL and agreed unanimously by the FGB.

7.09pm CS arrived at this point

JC then informed the Governing Body of his expression of interest in becoming Vice-Chair. This was proposed by SM, seconded by CS and agreed unanimously by the FGB.

Action: Clerk to inform BFC and DfE of change in Chair, update website

4. **Minutes of the previous meeting** held on Monday 15th July 2013 had been circulated. There were two amendments:
 - 'Mr Tony Donoghue' was showing as both Present and Absent. His name should be removed from the 'Present' list.
 - Item 4 – the previous meeting had been held on 'Wednesday 23rd May' and not 'Monday 20th May' as shown.

With this amendment the minutes were signed as an accurate record by the Chair.

5. Matters arising

Minute 5: GS had passed congratulations to the staff following the Ofsted inspection.

Minute 11: Finance reports had been forwarded to OPS members.

Minute 14: The diary of meetings was on the agenda for this meeting.

Minute 15: The creation of an induction pack was on the agenda for this meeting.

Minute 17a): Governors social event; it was confirmed that this should be a Christmas event.

Minute 18b): Staff event, it was confirmed that this should be a Christmas event.

6. Correspondence

- i) JC provided the Governing Body with a summary of the salient information he had received at the recent Chairs' briefing. He highlighted that in order to qualify to apply for a basic need fund the school needs to be classified as 'good' or better.

He also noted that at the briefing (and Head teachers' briefing) it was mentioned that Wildmoor was now out of special measures.

JC informed the Governing Body that he had received correspondence in connection with the new schools being built locally. BFC are asking schools in the area if they would be interested in running these new schools.

- ii) There was some Part II correspondence received. This has been recorded on the Part II minutes.

7.37pm JH arrived at this point

7. Start of Year Matters:

i) **Register of Business Interests**

It was confirmed that these had been sent out to all Governors; only three have been returned to date.

ii) **Membership of Governing Body committees**

There were no requests to change committee membership.

iii) **Review of governors attached to school functions**

A discussion took place as to how the Governor links could be amended to provide the biggest benefit to the school. GS referred to the 'teaching' and 'curriculum' teams that were in existence with staff. He suggested that members of SIC could be split over the teaching team. This was met with agreement.

Action: Clerk to add to SIC agenda

JC suggested that members of the OPS team could use their visits to the school to focus, for example, on monitoring CPD and looking at performance management.

Action: SM to add to OPS agenda

JC informed the Governing Body that the Head's performance management review had taken place last Monday. The recommendations of the Performance review panel would normally be referred to the FGB JC recommended that this task and subsequent awards or decisions on Headteacher pay be devolved to the Pay committee, this was agreed by all.

GS confirmed that the performance management reviews of all teachers and teaching assistants had been carried out. The deadline for this is 31st October 2013.

JC confirmed that he would shortly call a meeting of the Pay Committee to discuss the Head's pay scales in order to meet the deadline. The decision would be reported to the FGB.

Action: JC to call meeting
Action: Clerk to add to next FGB agenda

iv) **Constitution**

JC highlighted that the make-up of the Governing Body was currently out of sync with the Instrument of Government (this is as a result of KR being appointed by BFC when the school was in special measures).

JC referred to a conversation he had had with KR who had posed the question whether there was sufficient staff participation. He confirmed that KR had agreed to look into these two matters.

Action: KR to look at Governing Body make-up

v) **Review of governors' terms of office (On Constitution document)**

JC stated that KR would look at this in conjunction with the constitution.

8. Reports on School Visits

The report on school visits schedule had been circulated prior to the meeting. There were no further additions. JC encouraged governors to make visits to the school.

9. Reports on training

Governors were referred to the list of training undertaken by Governors, which had been circulated in advance of the meeting.

JC referred to the list of relevant training sessions on the agenda. PB informed the Governing Body that he had booked on the 'How strategic are we?' course.

JC questioned when the RAISEonline report would be available. GS responded that this is usually in October.

10. School Development Plan

GS informed the Governing Body that the current SDP was very top down and had been prepared to address the issues raised in the Ofsted report. Future SDP's would not be prepared in this manner. He stated that in February the staff will attend a school development conference at which data is looked at and priorities identified. The information from this conference will then be used to write the SDP. This will then be effective from April in order that it can tie in with the budget and the two work concomitantly.

JC stated that the SDP would be looked at at every FGB meeting. Aspects of the SDP would also be looked at at both the SIC and the OPS meetings.

The following questions were raised:

Question	GS response
The focus is on quality of teaching however there is only one mention of getting staff out to observe outstanding teaching	This is exactly what we need to be doing however there is no money in the supply budget to fund this. At the next inspection, we will ask HMI how they can help to broker some external visits with other schools - this

Question	GS response
	is one of the ways Ofsted say they are able to support and is in addition to what the LA can do. With regards to supply budget being tight - this will be resolved to an extent by the new budget in April, but it was suggested that we also ask the SIB for support towards funding this in the short term.
What was the sports money received spent on?	25% was spent on the BFC sports provision. A small amount was spent on upgrading small sports equipment. The major part was spent on a CPD programme which involves and half day per week of staff training.

JC noted that Governors are not mentioned a great deal in the SDP. It was suggested that a Governor plan needs to be created and for this to sit alongside the SDP. It was thought that the FGB need to focus on some key objectives in the period leading up to the next Ofsted inspection.

CT questioned whether more needed to be included in the SDP, for example, information related to the buildings and premises.

It was agreed that an effective way of monitoring the SDP needs to be created. Members of the SIC were requested to come up with ideas on how to monitor the SDP for discussion at the next SIC meeting.

Action: Members of SIC

11. Headteacher's report

Governors were referred to the Headteacher's report which had been circulated during the preceding week. GS invited questions:

Question	GS response
There is no reference to the phonics scheme. What is being done about it?	Year two are receiving additional support and a much better phonics scheme in place
How is the behaviour at lunchtimes?	This is better. The queue for lunches has been reorganised. There is a full complement of staff. The new adventure playground is working well. There is an aim to get the play leaders up and running too. With the expected addition of another 30 children in April, it is probable that another lunchtime controller will be needed.
How are the early morning breakfast sessions going? Has there been any need to use Pupil premium?	There are 11 children registered. The pupil premium has not been used but other funding has.

CBL asked whether most of the behaviour problems occurred at lunchtimes. GS informed the Governing Body that behaviour of pupils is in the SDP, Mrs Smith is working with a new method of recording incidents where interventions can be identified if needed. The Governors requested that a report is brought to the next FGB meeting.

Action: GS to bring report
Action: Clerk to add to next agenda

JC noted that the report referred to the FSA being able to report on the overall attendance figures by group. He requested this information be presented at the next FGB meeting.

Action: GS to bring report
Action: Clerk to add to next agenda

GS was asked how the new adventure playground had been introduced to the children. GS informed the Governing Body that in the first week each class used it with a teacher who explained how to use it safely. The lunchtime controllers also received training. Once all classes and lunchtime controllers had received their training then all were permitted to use it. GS has written to the parish council thanking them.

The Governors were impressed with the method of introduction of the playground and expressed their thanks to GS for this.

JC raised the question as to whether more parent involvement was required at the start of the school year, another local school for example has held a curriculum meeting for parents. GS responded that the Parents evening had been moved to be a week earlier than previously however he did not believe that moving it any earlier in the term would be advantageous as the teachers needed time to get to know the children first.

JH asked whether a group meeting for parents to speak about curriculum i.e. what the expectations are, would be beneficial. GS responded that whilst he was not against the notion, events have been held in the past and the attendance had not been high. He also highlighted the various workshops that are being held and the information available on the website.

12. Approve scheme of delegation for policies and procedures

There were no proposed changes to this. It was agreed to maintain the current system.

13. Meetings calendar

The start time of the next SIC meeting on 14th October 2013 was agreed at 1pm.

It was stated that the Strategy group meeting needs to take place within the next month.

Action: GS and KR to discuss date

14. Clerk's report on statutory procedures and to confirm procedures - all minutes signed off

Governors' noted the contents of the Clerk's report which confirmed the Governing Body and the Clerk had met their statutory responsibilities with regard to meetings and minutes during the preceding year. The attendance register will be circulated at the next FGB meeting.

Action: Clerk to add to agenda

15. Policies and procedures from the master list

- 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**
In TW's absence it was agreed that JC would contact him to discuss.

Action: JC to contact TW

ii) **Governor Induction Pack and Code of Conduct – due Sept 13**

PB informed the Governing Body that he had created a policy for new governor onboarding. JC praised the work PB had done and the policy itself. It was agreed that PB would circulate the policy to all Governors.

Action: PB to circulate

PB asked whether the Governors had a Code of Conduct. JC agreed to look into this.

Action: JC to look into Code of Conduct

CBL circulated a two page magazine extract entitled 'Tools for Governors' which she thought would be useful to the Governing Body.

iii) **Governors' Allowances Policy – due Sept 13**

There were no proposed changes to the policy.

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

iv) **Statutory Requirements for School Websites: Information that schools are required to provide on their websites. FGB to receive a report that this is up-to-date**

It was reported that the website was up to date.

16. After school provision

GS informed the Governing Body that the staff for the current in-house after school provision have expressed their intentions to resign. This has therefore led to two choices:

- i) Outsourcing or
- ii) Replacement of staff

The biggest provider of after school provision in this area is EnergyKidz. Andrew Norton from the EnergyKidz has met with GS and JC and has responded to queries and questions satisfactorily i.e. is it good, safe, robust, long term commitment, financial security to fit the school.

The proposal is therefore to give the contract to EnergyKidz until July 2014. The following legal advice has been received; The Governing Body have to formally propose and agree to waive the competition requirements until July 2014 to ensure a continuation of service. At July 2014 the school will need to run a proper tender process, this will consist of a team of GS, the business manager and one or two governors.

The alternative option is to recruit new staff for after half term.

The costings were discussed and GS suggested that the lettings charge to EnergyKidz could be lowered in order to pass on a lower cost to the children.

All Governors agreed that the outsourcing would be the preferable option and the following agreed:

- The governing body resolve to 'waive the competition requirements of the Contract Standing Orders' to ensure continuity of the after school provision. The contract is worth less than £35,000 and the tight timescales would make it impossible to carry out a market assessment before November 2013.

- That EnergyKidz are appointed to provide the service from Monday 4th November 2013 until Tuesday 22nd July 2014 (the last day of the academic year).
- That a sub-committee consisting of the headteacher, school business manager and two governors (Stewart Mackie and Chris Salt volunteered) be appointed to undertake a market assessment and recommend to the FGB a provider for September 2014.

It was agreed that the lettings policy would be reviewed at the next OPS meeting.

17. Other business

QA

- (a) It was asked if the Fire brigade strike planned for 24th September 2013 had been taken into consideration. GS responded that vigilance had been urged.
- (b) It was asked if GS knew of any staff members were involved in the trade union action due on 17th October 2013. GS responded that they do not have to let him know in advance. His intention is to keep the school open. There are three members of staff who are not part of this union so they will be in school. He stated that any announcements will be communicated in the usual channels (school comms, local radio).
- (c) CBL praised the weekly newsletter received from the school and thanked GS.
- (d) GR reminded Governors that additional funding may be available for the Rhos-y-gwaliau trip from the Crowthorne Educational Trust.
- (e) SM expressed his thanks to JC for all his work as Chair. All Governors joined in this thanks.
- (f) GS requested the Governors take copies of the new school brochures and expressed his thanks to JH and the business manager for their input and assistance in the creation of these.
- (g) JC suggested that future FGB meetings start at 6pm to enable more staff to be able to attend. It was agreed to trial it.

There being no further business the meeting closed at 9.05pm

Date of next meeting: Monday 2nd December 2013 at **6pm**

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

Karen Roche - Chair