



## Wildmoor Heath School

### Minutes of a meeting of the Full Governing Body held at 1.26pm on Thursday 24<sup>th</sup> November 2016

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**Present:**

Mrs Carole Blunden-Lee  
Mr Jason Cooper  
Mrs Sophie Leadbeatter  
Mr Stewart Mackie  
Mrs Karen Roche (Chair)  
Mr Grant Strudley (Headteacher)  
Mr Cliff Thompson  
Mrs Nicola Thurgood  
Mrs Chloe Mietle  
Mrs Karen Budden

**Apologies:**

Mr Christopher Salt  
Mrs Alison Rolls

**In attendance**

Mr Alex Peuple (until 1.39pm)  
Mrs Debbie Lofthagen (until 1.39pm)  
Mrs Celeste Moruzzi – Clerk to the Governors

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**Welcome** – the Chair welcomed everyone to the meeting and introduced KB as the new parent Governor.

#### **Governor Day Feedback**

The Governors had spent the morning at school with staff and pupils. The following points were raised by those Governors who had attended the day:

- It was good to have a Governor day in the morning so Governors could see literacy and numeracy lessons
- The pupils all appeared enthusiastic and eager to learn. There was no disruption
- The level of staff support displayed in the absence of SLT (as they were with the Governors) was great
- In Maths, children were challenging themselves to answer the higher level questions. They were also questioning their answers where they had arrived at an answer but it didn't seem right to them
- Children were very self-motivated, confident and resourceful. There were confident learners in every class
- Children all knew their targets and could explain them
- The Single Central Record (SCR) has been looked at today and requires some work on it. There is no concern regarding Safeguarding at the school however the SCR should be corrected/updated as advised

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- Query raised: Could the Year three group spaces be used more effectively?

1.39pm AP and DL left the meeting at this point. Governors thanked them for their assistance during the day

1. **Apologies for absence** had been received from CS and AR. KR advised that due to personal circumstances AR would not be expected to attend Governor meetings for the next term, this would be reviewed at Easter.
2. **Declarations of Interest (financial and personal):** None
3. **Review of Governors' constitution:**
  - i) **Mrs Budden Parent Governor appointment**  
Mrs Budden's appointment was noted.
  - ii) **Review terms of office**  
The Governors note the terms of office.
4. **Minutes of the previous meeting** held on 14<sup>th</sup> July 2016 and 19<sup>th</sup> September 2016 had been circulated. The minutes were signed as an accurate record by the Chair.
5. **Matters arising**

**Action seven: KR to work on Governor Self-Assessment (SA)**

KR advised that the Governing Body would need to revisit the '20 question' document and requested that any Governors interested in joining a working party to do this should contact her.

**Action one: KR to send email to Governors regarding SA working party**

**Action nine: KR to speak to JC regarding Staffing Questionnaire**

It was agreed that this should be carried forward to the Spring term.

**Action two: Clerk to keep on agenda for next term**

**Action ten: KR to revisit Strategic Plan**

KR advised that she had completed this and there were not very many changes required. It was agreed that this should be finalised for January 2017.

**Action three: KR to finalise Strategic Plan for January 2017**

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

6. **Correspondence**

KR advised that she (and GS) had received one item of correspondence regarding an unauthorised absence fine. She stated that she and GS had both responded separately explaining the requirements that Head teachers have to report these. The author of the letter responded thanking both KR and GS for their letters and explanations.

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**7. Headteacher’s report (written)**

GS referred Governors to the written report which had been circulated in the previous week. He highlighted the following information:

**i) School Development Plan**

Staff had a full day CPD on spelling. The work done with the Year two and six question level analysis along with the optional SATs question level analysis has been very beneficial.

**Assessment:** There has been lots of CPD and moderation being carried out. The school has gained IPC Level one of Rights Respecting School.

**Pixl Edge:** The school is looking to introduce this and combine it into the current Phoenix Award. It is a nationally recognised scheme which starts at Reception and continues through Secondary school. UCAS points are awarded at the end of it.

**ii) Register of Pupil’s attendance**

Overall attendance is 97.8%. SEN is currently 96.8%, while FSM are 95.8%. The attendance of children who are both SEN and Free School Meals (FSM) is currently 94.4%,

**iii) Report on pupil numbers/Published Admission Number (PAN)**

201 children in years R-6 on roll.

Governors asked the following questions:

Question	Response
What impact has your CPD spelling day had on diminishing the difference?	By being more secure in grammar and punctuation it should assist these pupils being more at Age Related Expectations (ARE). The issue is however that it benefits non Pupil Premium Children (PPC) and so they are excelling too and the gap therefore is not get smaller.
How many pupils are ‘Double Disadvantaged’ i.e. SEN and Pupil Premium Child (PPC)?	{GS provided the numbers} Being only a PPC is not a barrier at WHS, these pupils can progress with the assistance however for SEN pupils it is more difficult to progress. The school now has a teacher who is committed to providing three mornings of intervention work with specific pupils or specific groups of pupils.
Do PPC who are high ability make the same progress as other high ability children?	Yes.

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**8. Chair's report to include:**

i) **Governor monitoring Plan**

KR advised that this was on the shared drive and that it would be updated over the Christmas period.

**Action four: KR to update GMP**

ii) **Review of Governing Body's effectiveness through self-evaluation (Governor effectiveness c/f from (FGB APM 19-09-16))**

This had already been discussed.

iii) **Set objectives of the Governing Body for the year, linked to School Development Plan**

The objectives will come out of the update monitoring plan

iv) **Review of School's SEF report**

GS advised that the SEF will be updated for the February 2016 staff conference

**Action five: GS to update SEF**

**Action six: Clerk to add SEF to next agenda**

**9. Finance and Buildings Committee to report**

SM advised that there had been approval made to fell a tree for a cost of approximately £600 which required the FGB to ratify. The FGB ratified this decision. [A Governor asked whether the tree was protected](#) and was advised that the checks had been carried out and it was not a protected tree. GS also advised that there is Japanese Knotweed appearing on the school field which has come over from the Broadmoor estate. He stated that he has contacted Broadmoor regarding them paying for part of the removal cost.

**10. School Improvement Committee to report**

CBL advised that there had not been any pupil presentations at recent meetings. She stated that the fact that the school had been placed in the top four for reading and writing out of the 31 schools in the borough should be celebrated.

**11. Staffing Committee to report**

JS advised that the last meeting was not quorate and if any Governors wished to join this committee they should contact him. As no decisions could be made at that meeting the FGB was asked to approve the following:

i) **Election of Chair:** It was proposed and seconded that JC be appointed for one further year.

ii) **Staff Questionnaire:** Being carried over to the Spring Term

iii) **SCR:** This check had been carried out today and already discussed

iv) **Policies:** JC and GS provided Governors with a summary of the changes to the Staffing policies and Governors approved them

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KR advised that the pay committee had met and agreed with the Head teachers recommendations.

KR also advised that the 2015/2016 Headteacher review had been completed and all the statutory duties are complete.

**12. Strategy plan (FaB 12-10-16)**

This has already been discussed.

**13. Reports on school visits**

Governors were reminded to complete the school visit log which is held in the school office.

**14. Reports on training (Ensure Headteacher and appropriate Governors have undertaken Safer Recruitment Training)**

Governors were directed to the NSPCC training which has been used by the school. The cost is £30 per person. KR requested that if any Governors were interested in doing this training they should contact her.

**Action seven: GS and KR to look into costs of NSPCC training**

**15. Update on PTA activities**

Governors expressed their thanks to the PTA for the £6k donation which was spent on the Library refurbishment and the adventure playground.

**16. Safeguarding updates**

GS advised that there were no updates at this time.

**17. Approval of Committee Standing Agenda items**

The FGB ratified the Committee Standing agenda items.

**18. Approval of Committees' Terms of Reference (TOR) and Schemes of Delegation**

The FGB reviewed the combined TOR and schemes of delegation for the committees. These were approved.

**Action eight: Clerk to add Scheme of delegation to standing items**

**19. To review and approve the following:**

**i) Admissions Policy**

GS advised that this was the BFC policy.  
Governors approved the policy

**ii) Governor allowances policy**

GS advised that there had no changes made to the policy. [A Governor asked](#)

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whether any payments need to be made public. He was advised that Governors should be able to claim the allowance without embarrassment and therefore are not made public. A Governor asked whether there is an annual threshold on how much a Governor can claim. GS responded that there is not, the amount is looked at more for what is being claimed for i.e. two hours of childcare provision for a two hours meeting.

Governors approved the policy.

iii) **Safeguarding children policy (Child protection) –Approved at APM 19-09-16**  
Governors ratified this policy.

iv) **SEN Policy (SIC 10-10-16) to be ratified**  
Governors ratified this policy.

v) **Photography and Mobile phone policy**  
GS explained that the policy had been amended to bring it in line with what the school does having looked at the practice in other schools. The school currently asks permission annually this will change to an approval when the child joins in Reception, this approval will be valid for their whole time at Wildmoor Heath School. Governors approved this policy.

vi) **Bullying Charter**  
Governors reviewed and approved the charter for use. GS advised that it is reviewed every two years.

## **20. Academisation discussion**

GS opened the discussion by providing the meeting with the background on the Governments statements over the past year regarding schools academising. The advice given in October 2016 is that schools will not be forced to become academies unless they are coasting or inadequate. In addition, schools may have to become an Academy if the LA is incapable i.e. a large number of schools in under their authority have academised or they are deemed not good enough at improving inadequate schools.

GS provided some information on where the LA receive their funding from:

- i) Money from local central funds (Council)
- ii) SLAs with schools
- iii) De-delegation back to the Council from schools
- iv) £77 per pupil from the Government (Education Services Grant). This is stopping and the LA will need to make cuts of £2.5m in order to cover this

GS advised of the schools in the borough which have already set up as an Academy, are proposing to set up as an Academy and those that are in special measures which will be forced to become an Academy. He stated that the school has been approached by other schools regarding academisation and to discuss possible joint workings. The choices therefore could be:

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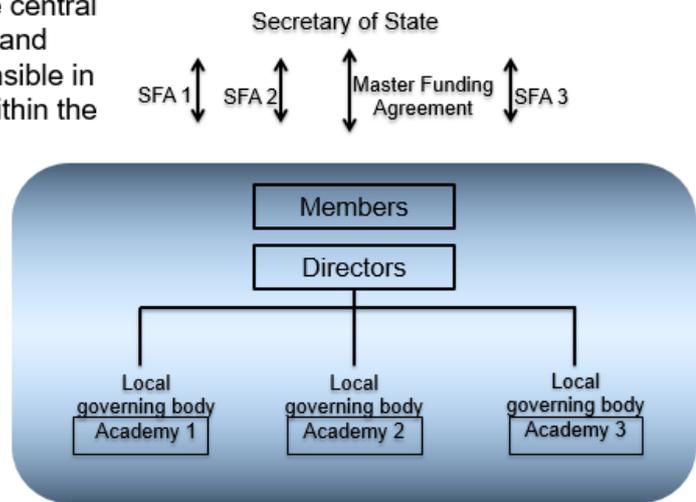
- i) Set up in a Multi Academy Trust with Edgbarrow
- ii) Set up Academies with the schools' cluster neighbours (Sandhurst and Crowthorne Primaries) – Umbrella Trust
- iii) Do not academise and work on making the LA viable

GS provided pictorial representations of the first two options:

**Multi Academy Trust (MAT)**

**Creating groups – multi-academy trust**

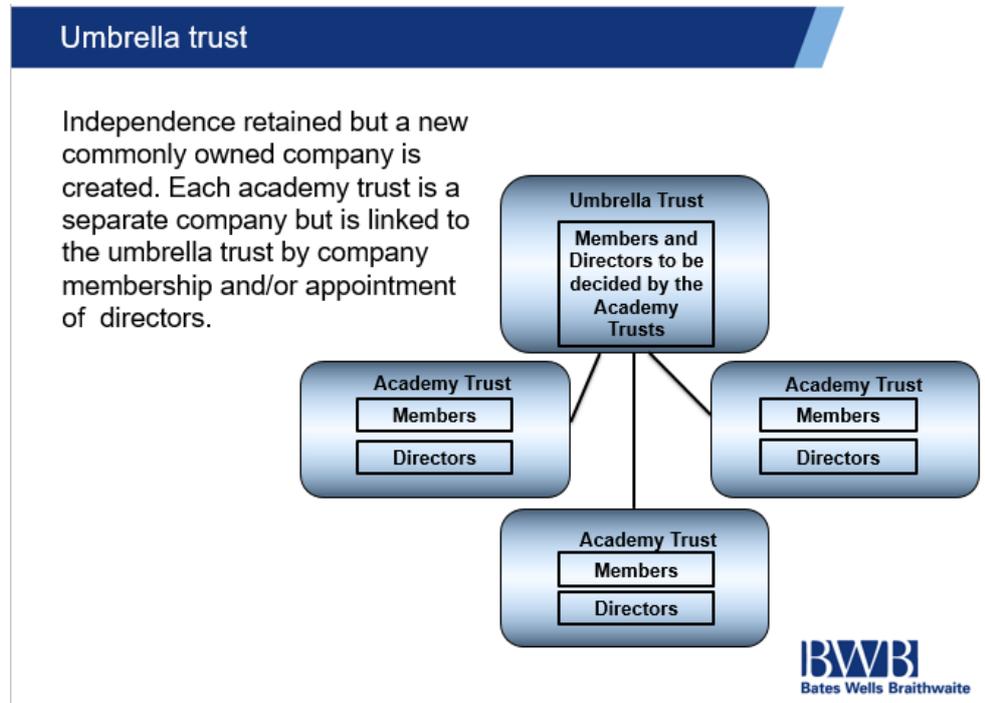
Full integration - one central company financially and educationally responsible in law for all schools within the company



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**Umbrella Trust**

These are separate Academies but associated. They academise individually then set up the Umbrella Trust.



The following points regarding academies were raised by GS:

- i) The school does not have to have a Local Governing Body
- ii) It does not need to teach the national curriculum
- iii) It does not need to recruit qualified teachers
- iv) It is answerable to the Regional Schools Commissioner

Governors asked the following questions/made comments:

Question	Response
Could we 'go it alone?'	We are too small on our own. We need a minimum of 1,200 pupils across a group of schools to make it viable
If we joined with a secondary school it would be advisable to ensure that a primary specialist sits on the Board of Directors as well as a Secondary specialist.	

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Question	Response
Could the LA turn themselves into an Umbrella Trust?	The Government do not want this happening.

GS provided Governors with three schedules to provide them with more information on Academies and a list of questions for Governors to respond to.

It was agreed by all members present that another meeting to discuss academisation should be scheduled for January 2017.

**Action nine: KR to advise of possible meeting dates**

**21. Any other business**

i) **Associate Members**

It was agreed that Paul Brandist and Martin Gater be removed as Associate members as PB had requested this. It was decided that MG could be invited to meetings as an adviser.

**Action ten: Clerk to update schedules and BFC**

There being no further business the meeting closed at 3.43pm and moved to Part II business.

**Date of next meeting:** Thursday 9<sup>th</sup> February 2017 4pm

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

**Karen Roche - Chair**

Minute	Action	Who	When
5	Action one: KR to send email to Governors regarding SA working party	KR	31/12/16
5	Action two: Clerk to keep on agenda for next term	Clerk	31/01/17
5	Action three: KR to finalise Strategic Plan for January 2017	KR	Done

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**Full Governing Body  
Wildmoor Heath School**

<b>Minute</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
8	Action four: KR to update GMP	KR	Done
	Action five: GS to update SEF	GS	31/01/17
	Action six: Clerk to add SEF to next agenda	Clerk	31/01/16
14	Action seven: GS and KR to look into costs of NSPCC training	GS/KR	Pending
18	Action eight: Clerk to add Scheme of delegation to standing items	Clerk	31/12/16
20	Action nine: KR to advise of possible meeting dates	KR	Done
21	Action ten: Clerk to update schedules and BFC	Clerk	31/12/16

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