



Wildmoor Heath School

Minutes of a meeting of the FGB held at 6.04 pm on Monday 10th February 2014

Present:

Mrs Carole Blunden-Lee
Mr Ed Essery
Mrs Janice Hart
Mr Andrew Johnson
Mrs Sophie Leadbeatter
Mrs Karen Roche (Chair)
Mr Christopher Salt
Mr Grant Strudley (Headteacher)
Mr Cliff Thompson
Mrs Nicola Thurgood

Absent:

Mr Paul Brandist
Mr Jason Cooper
Mr Tony Donoghue
Mr Stewart Mackie
Mr Tony Waite

In attendance

Mrs Helen Smith – Deputy Head
Mrs Celeste Moruzzi – Clerk to the Governors

Welcome – the Chair welcomed everyone to the meeting and introduced the two new Staff Governors, SL and NT.

- 1. Apologies for absence** had been received from SM, TW, PB, JC. Apologies for late arrival were received from JH and AJ. TD was absent.
- 2. Declarations of Interest (financial and personal):** None
- 3. Minutes of the previous meeting** held on 18th November 2013 had been circulated. There was one amendment requested:
 - The action on minute six “KR to contact Danny Towl”. It was requested that the action be amended to “GS to contact Danny Towl” as this would be more appropriate.

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

4. Matters arising

Minute 4 – 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
KR offered to contact TW to get an update.

Action: KR to contact TW for an update

Minute 5 – Strategy group to look at Standards information from GS following Standards Committee meeting

GS clarified that this was in relation to the format of the Headteacher’s report.

Minute 6 – Committee Restructuring

KR confirmed that the restructuring document had been circulated and that she had not received any negative comments. KR advised that she needed to meet with SL and NT to discuss which committees they would like to join.

Action: KR to meet with SL and NT

Minute 6 – Governor Focus Visits: Governors to be divided up over the Teaching and Curriculum teams

KR stated that this would be discussed when she and GS met this week.

Action: KR and GS to discuss Governors being divided up over the Teaching and Curriculum teams

Minute 6 – Governor Day

This had taken place on 6th February 2014.

Minute 6 – Governors carrying out monitoring visits

GS confirmed that he had contacted Danny Towl and was waiting for a response.

Minute 11 – Residential trips approval: GS and KR to review the trips policy and bring recommendations to the Governing Body prior to the next FGB meeting

GS confirmed that the document was ready for discussion and that it is on the agenda for the meeting between KR and GS this week.

Action: KR and GS to discuss trips policy

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 correlating with the SDP. The following updates were provided:

- The budget update had been reported to the FaB at the last meeting
- The SFVS had been completed, signed and returned
- The SDP is interlinked with the Self Evaluation Record (SER)
- As at the end of December the school was probably still in the 'Requires Improvement' category. The picture this term however is starting to look very different and if by the end of this term the percentage of observations judged as good or better is at 80% then there is a good case for the school to be judged as 'Good'

GS invited questions:

Question	GS response
How many children make up the SEN group?	{GS provided the number}
When you break down their specific needs is it a specified need that is making the numbers lower?	The two significant groups are ASD and Speech and Language. The biggest issue is the level that some pupils are on the school action register; which are making the least progress. There are Individual Education Plans (IEP) for all children. SEN training is

Question	GS response
	being addressed via CPD; there has recently been ASD training carried out and there is intervention strategy training due to be carried out next term.
How are the SEN pupils split up across year groups?	{GS provided the breakdown}
What number of these pupils are also pupil premium?	{GS provided the number} GS stated that the school uses similar interventions for both Pupil Premium Children and SEN Children.
How many teaching assistants (TAs) are there?	There are ten. This includes one TA that supports one SEN child and one TA who works as the Early Years intervention TA.
How many children are at the school?	181
What is the maximum number of children the school can take?	210
What are the September intake numbers looking like?	Early indications show that overall the school will see an increase of about five pupils. (There will be 25 leaving in July and 30 joining in September)
Do you have pupils that join in the year and then move out again for example if they are on a waiting list elsewhere?	We have had several children joining this year. Generally once pupils are here they tend to be quite happy and stay.
What was the one racist incident?	It had been a low level incident which had been dealt with appropriately and recorded as required.
Have there been any updates made to the SDP?	SLT reviewed the SDP at the start of term; there have been no changes to the objectives. There is a School Development Day this week and so changes might arise from that.

6.26 pm JH arrived during the Headteachers report.

Governors thanked GS for his responses.

6. Chair's report

i) Standards Monitoring Board

KR informed the Governors that at the last meeting Linda Baily had carried out some observations of teaching and had reported that the quality of teaching has improved.

ii) Committee Restructuring

KR informed the Governors that the OPS Committee is now known as the Finance and Buildings Committee (FaB). She also advised that Safeguarding which previously fell

under the remit of the OPS Committee was now going to be split across all Committees as appropriate.

iii) Changes in membership to the Governing Body

KR advised that HOC and GR had resigned from the Governing Body and SL and NT had been appointed. She also advised that Governor Services had requested that her own appointment as an additional Governor inserted by BFC be changed into an Authority Governor appointment. There were no objections.

iv) Governor day agenda

KR stated that there were nine Governors that participated in the Governor day and provided an overview of the day. A Governor commented that it had been a valuable and enjoyable day, the children were fantastic and the behaviour was good. Another Governor stated that the pupils had been keen to talk about their work. It was agreed that the children should be thanked at assembly and that teachers should be thanked along with the Governors putting money towards the staff outing.

A Governor asked whether having Governors in the lessons had disrupted the children. GS advised that the pupils are used to having lessons observed and there did not appear to be any disruption as a result. It was agreed that there should be one or two Governor days per annum and the next day should have a specific focus.

All Governors that attended the day were requested to forward their crib sheets and comments to KR for collation and addition to the Governor notice board.

Action: All Governors to forward comments and crib sheets from Governor day to KR

Action: KR to collate responses and post on Governor notice board

v) The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

KR advised Governors of the non-statutory advice that had been issued on the statutory regulations, highlighting the three key functions. It was agreed that it would be beneficial for the Governing Body to publish an annual review statement and that this should be something that the Strategy group should look at.

Action: KR to take to Strategy group
Action: KR to email link to new advice

vi) To note the Governing Body Constitution

The constitution was noted and the three terms of office that expire this year were highlighted. The Clerk advised how Community and Authority Governors can seek reappointment.

KR advised that there is a consultation being carried out by the DfE regarding the Constitution of Governing Bodies, this consultation ends on 14th March 2014. She offered to circulate the link if Governors wished to contribute.

Action: KR to email link to consultation

vii) To note the Governor Meeting Dates Calendar

The future dates were discussed. GS highlighted that the 26th March 2014 had been selected for staff Industrial action but the school would be open for the Governors meeting to take place. The meeting on 2nd June was agreed as acceptable being that it was the first day back after half term.

The start time of the Staffing meeting on 10th March 2014 was agreed as 6pm.

Action: Clerk to send email to Staffing Committee to confirm start time

viii) Monitoring of the School Development Plan

KR stated that the Governors should be in a position to tick off some of the items on this prior to the next Ofsted visit. It was agreed that KR, CBL and CS should arrange a date for the next monitoring of writing session.

Action: KR, CBL and CS to arrange a date for the next monitoring of writing session

7. Approval of Term and Holiday Dates

The Governors referred to the documents that had previously been circulated. A Governor asked why the inset days had been selected as Fridays. GS responded that Fridays are when the most of amount of staff are in the school and as such operationally works better for the school. It was also advised that having inset days mid-week can have an impact on the attendance for that week.

Governors approved the dates.

8. Approval of Standing Agenda items and Committees' Terms of Reference

It was advised that the rewriting of the TOR and standing items was in hand with the individual Committees and that this item should be carried forward to the next agenda.

Action: Clerk to add to next agenda

9. Reports on school visits

The Governors referred to the schedule that had been circulated previously. KR stated that there have been lots of visits but not necessarily lots of feedback provided. It was agreed that the schedule should be updated to include two more columns:

- i) 'Verbal report to Governor meetings'
- ii) 'Minute and date' of the meeting that the verbal feedback was provided

Action: Clerk to update spreadsheet

10. Reports on training

Governors were referred to the list of training undertaken by Governors, which had been circulated in advance of the meeting. KR drew the attention of the Governors to the BFC training programme and requested that if Governors attend training that they inform the Clerk so the schedule can be updated.

11. Policies and procedures

Governors were referred to the draft Governor Involvement policy which had been circulated prior to the meeting. There were some minor amendments requested.

Action: KR to update policy and send to GS for posting
Action: GS to post policy in necessary places

12. Appointment of new Link Governor

KR provided an overview of the role of Link Governor. JH offered to speak to HOC (the previous Link Governor) to get an idea of the role and potentially take this role on.

Action: JH to inform KR and Clerk of decision

13. Other business

i) ICT Strategy

GS requested a meeting with CS and EE to set a plan for ICT replacement. CS and EE agreed.

Action: GS to arrange meeting with CS and EE

ii) Private Fund Refurbishment of Staff Room

GS informed the Governors of the poor status of the furniture and fittings in the staff room. Governors who attended the Governor day agreed that it was not a good advert to potential employees or parents. A Governor therefore proposed that a budget of £2.5k from the private fund should be allocated to the refurbishment of the staff room, this was seconded and agreed.

There being no further business the meeting closed at 7.28pm and moved to a Part II meeting.

Dates of next meetings: Wednesday 26th March 2014 6pm & Monday 2nd June 2014 6pm

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

Karen Roche - Chair