



Wildmoor Heath School

Minutes of a meeting of the Full Governing Body held at 4pm on 15th July 2015

Present:

Mrs Karen Roche (Chair)
Mr Grant Strudley (Headteacher) (until 4.54pm)
Mrs Janice Hart (from 4.11pm)
Mrs Sophie Leadbeatter
Mr Christopher Salt (from 4.11pm)
Mr Cliff Thompson
Mrs Nicola Thurgood
Mr Tony Waite

Apologies:

Mrs Carole Blunden-Lee
Mr Paul Brandist
Mr Jason Cooper
Mr Stewart Mackie

In attendance

Mrs Celeste Moruzzi – Clerk to the Governors

Governors support and challenges are highlighted in blue

Welcome – the Chair welcomed everyone to the meeting.

1. **Apologies for absence** had been received from CBL, PB, JC and SM.
2. **Declarations of Interest (financial and personal):** GS declared that he had been appointed a trustee of the Berkshire Outdoor Trust which is a charity that the school uses for the Ros-Y-Gwaliau trip. There is no financial gain via this appointment. A declaration form had been completed and countersigned by KR.
3. **Review of Governors' terms of office:** No terms of office are close to expiring.
4. **Minutes of the previous meeting** held on 19th May 2015 had been circulated and were signed as an accurate record by the Chair.
5. **Matters arising**

Minute 9:

Action 1: All Governors to send Sue Atfield their DBS certificate (or complete the online application and bring in their documentary evidence) and submit their Safeguarding training certificate (or ensure that they attend training either at BFC on 2 June 2015 or via the NSPCC online training and claim back the £20 charge).

It was agreed that the Clerk should contact the school office to confirm whether this had been done.

Action one: Clerk to contact the school office to confirm whether all Governors had sent the school office their DBS certificate

Action 2: SM, JC, GS, LJ and Aimee Joseph (AJ) (Foundation Teacher) to form a Working Group and hold an initial meeting on Nursery Admissions and full time Nursery provision / split-funding by parents.

GS stated that the Government plans for 30 hours care would be effective from September 2017. The working group needs to plan for this.

Action two: To be carried forward

Action 3: GS to speak with LJ so that she can set up a Just Giving site for the school.

GS confirmed that this had been done and it was concluded that it was not appropriate for the school to do. The PTA (as a charity) had also looked into it but had decided against it.

Action 4: MG to undertake Safer Recruitment training via the NSPCC website.

GS advised that this had not been done but would be next year.

Action three: MG to undertake Safer Recruitment training via the NSPCC website by 30th September 2015

Minute 10:

Action 5: PW to inform BF Governor Services of the revised Governor types so they can update their constitution contact information.

This has been done.

Action 6: PW to send MG a copy of the Code of Conduct and MG / SM to return their signed Code of Practice document to the Clerk.

The Clerk confirmed that MG had returned the signed version and that SM was still outstanding.

Action four: Clerk to contact SM

Minute 11:

Action 7: GS and KR to write a thank you letter to Wellington College Bursar for the match-funding payments received.

This has been done.

Minute 14:

Action 8: KR to coordinate the Governors' report to parents for 2014-2015 for publication in early July.

Action 9: KR to send PW the latest version of the Strategic Plan for her to circulate to all Governors.

Action 10: KR to revise the Governor meeting schedule for 2015-2016 and circulate to all Governors for review and approval by the next FGB.

These items are on the agenda, item 8.

Minute 16:

Action 11: PW to update the training log.

This has been done.

Minute 18:

Action 12: KR to sign the Emergency Plan – GS to provide her with a copy.

This has been done.

Minute 19:

Action 13: CBL to ask the Wellington College librarian if she would consider being a judge in the Writing competition.

This has been done.

Action 14: CBL to get the Writing competition book bound when it is completed.

Action 15: KR to send an email to all Governors outlining the nature and timing of the Writing competition.

These items are on the agenda item 8.

Action 16: GS to send a Twitter message to recruit for a new Co-opted Governor.

This has not yet been done.

Action five: GS to send a Twitter message to recruit for a new Co-opted Governor

Action 17: JC to ascertain publication dates for the Crowthorne Eye for KR to advertise for a new Co-opted Governor.

CT advised that the date had passed but if the school were able to provide the information in the next few days it might be possible for it to be included.

Action six: KR to contact Bob Wade with advertisement for Co-opted Governor to be put in the Crowthorne Eye

Action 18: JC to draw up a list of Curriculum Team Governors and circulate this prior to the next FGB

This is on the agenda, item 11.

Action 19: GS / KR to check out the date of the Parents' induction evening at Edgbarrow to avert the clash with the Theatre trip to London.

There had been a clash which could not be averted. The dates for next year would be planned taking this into consideration.

Action 20: NT to arrange for the children to write thank you letters to the Librarians at Wellington College

This has been done.

4.11pm JH and CS joined the meeting at this point

6. Correspondence

GS stated that the school had received a letter from Janette Karklins and Rachel Morgan congratulating it on the recent SAT results.

7. Headteacher's report

GS provided a verbal report which covered the following:

i) Report on any racist incidents and the response, at least annually

There had been no racist incidents in the past term. There had been one fixed term exclusion (not racial motive) which had been reported to the SIC at the meeting of 8th July 2015. The child who was excluded was in Year 2 and has SEN/D. Parents were supportive of the school's action.

ii) Register of Pupil's attendance

The attendance figure for the year is 97.1% which is above average and the same as the previous year. There are no significant groups that are low; it is certain children. Pupil premium children, SEN and LAC attendance is as good as the "non-grouped" children and national figures. (This was reported to SIC 08/07/15)

iii) Schedule of trips and visits

GS reported that there were 29 trips in the last academic year, compared to 33 in the previous year. GS provided a summary listing of the trips that had taken place and stated that the two residential trips to Hook Court and Ros-Y-Gwaliau had been successful and are going to be repeated. He thanked the PTA for their continued financial support which meant the school could deliver a very good enrichment programme. [Governors requested their thanks be passed on to the staff for their time and effort and level of responsibility given to trips.](#)

GS requested Governor approval for the residential trips for the coming academic year. Governors unanimously approved this.

Action seven: GS to pass on Governors thanks

iv) Pupils' performance at the end of EYFS, KS1 and KS2

GS referred to the schedules that had been provided to Governors in the preceding week and which had been reported on at the SIC meeting on 8th July 2015. He provided the following overview:

EYFS

- 77% achieved a good level of development;

He advised that more work was required on reading and the school is aware of what they need to do.

GS stated that the assessments had been moderated and that the moderator was very complimentary about how secure they were.

KS1

- the best Level 3 results the school has ever had at KS1

[A Governor asked what the level the cohort had been on entry to KS1.](#) GS advised that their levels had been average. The progress made is as follows:

- Reading 11 points
- Writing 9.8 points
- Maths 9.3 points

KS2

- 79% combined for reading, writing and maths;
- 100% Level 4+ and 50% Level 5+ in reading; 96% 2LP

GS advised that these were a solid set of results; reading continues to be strong but maths needs to be looked at further and this is on the SDP.

GS invited questions:

Question	GS response
When Lyn Bailey visited did she mention the work required on maths? {Maths across the borough is an issue. There is the possibility that there will be a maths strategy for the whole borough implemented}	Yes, it was agreed that the results were solid but the school needs to make a 'push' on maths if the school wishes to move in to the Outstanding status.
When pupils leave in Year 6 do they know their times tables?	When they leave here they have a solid grounding in maths including times tables. We have the times tables challenge.

Governors congratulated all members of the school on the great results.

v) School Development Plan

GS reported that this had been covered at the SIC meeting of 8th July 2015.

8. Chair's report

i) Governor monitoring Plan (GMP)

KR confirmed that she was updating this after every meeting. She advised that she would circulate to all Governors once a term.

Action eight: KR to circulate GMP once a term

ii) Governors' Report to Parents

KR tabled a draft report. Governors were asked to read through the report and send any comments to KR as soon as possible. The report will be circulated on the last day of term by GS.

Action nine: All Governors to read report and send comments to KR

iii) Writing Competition

KR provided some background information to the Governors; all pupils had been asked to prepare a piece of writing based on the music that was used for the art competition. The writing was then shortlisted in school and the anonymous shortlist provided to KR and CBL, who in conjunction with Lucy Atherton, the Wellington College Librarian (and judge on the BBC 500 words competition) read and selected winners and runners up (one of each in each year group). KR provided the names of the winners and runners up which will be announced at the assembly on Wednesday and prizes awarded. A Governor asked whether the writing will be on the website. GS responded that it will be, along with them being put on a notice board in school. Additionally a book will be created with the work that parents will be able to buy. Going forward this competition will be carried out under the house banners.

iv) Calendar of meetings 2015-16

KR tabled a revised draft version which contained fewer meetings than in previous years. She requested Governors review the meeting calendar structure and the full three day meetings that had been scheduled and advise of convenience.

She highlighted that there is now only one Finance and Buildings meeting which is the budget setting meeting. This will mean that the Chair of this Committee should continue to have monthly meetings with the School Business Manager to monitor the budget but rather than report at a meeting to report on email to other committee.

Action ten: Governors to provide thoughts on meeting structure

9. Finance and Buildings Committee to report

There was nothing to report.

10. School Improvement Committee to report

There was nothing to report.

11. Staffing Committee to report

KR advised that JC had sent her a proposed plan for Governors to be linked with curriculum teams, this was as follows:

- Arts and Humanities: CBL, CT, KR
- Science and Technology: JC, SM, CS
- SMSC and PE: TW, JH, PB

KR advised that she will circulate this list and asked Governors to comment whether they are happy with the assigned team or if they would prefer to change.

Action 11: KR to circulate Governors curriculum link teams

12. Strategy Group to report

There was nothing to report.

4.54 pm GS left the meeting (prior to leaving, the meeting moved to item 20 to allow GS to provide the Governors with updates on the building work). The meeting then reverted to item 13.

13. Reports on school visits

KR stated that the log (blue folder, kept in main office) which had been in place since March 2015 was an excellent addition and record of Governor involvement at the school. The following updates were provided by Governors:

i) TW visit:

SCR and Safeguarding check

TW informed the meeting that he had looked at the records and advised that all necessary checks were either in place or in progress.

Pupil discussion

He advised that he had spoken to two young people and was pleased to hear that they had learnt (at school) about e-safety, cyber-bullying, keeping safe online and also knew who they should talk to if they had any concerns/problems about any of these things.

Teacher discussion

He advised that he had spoken to Mr Peale and Miss Whiteside and was happy regarding their awareness of the safeguarding information and where it could be located if required.

A brief discussion took place as to the use of online safeguarding training and whether it was acceptable to Ofsted.

ii) SM meeting with GS

In SM and GS absence it was agreed to carry this forward.

Action 12: SM to discuss at next FGB

iii) JC to visit IPC in Year 4

This had been reported back the SIC meeting on 8th July 2015.

iv) JC and KR meeting with GS to discuss staff pay structures

KR advised that due to the changes in teachers' pay they had considered a plan which is appropriate for this school. It needs to be checked with BFC to ensure that it will satisfy the Teaching Unions.

Action 13: KR to send proposal to Governors in September

v) Year 6 performance: The Tempest: KR and JC

KR advised that she had attended the above performance and it had been excellent.

14. Reports on training

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

Action 14: Clerk to update electronic log

15. Focus visit reports

It was agreed that this was covered in item 13 and should be removed from standing items.

Action 15: Clerk to remove from standing items

16. Update on PTA activities

JH stated that the main activity had been the organisation of the Festival in the Field which was taking place at the weekend. There had been a few changes made from the previous year such as the introduction of a programme which local businesses have been asked to advertise in thus creating more funding for the PTA.

There had also been a clothing collection (via New bag charity) which had raised £140.

17. Action planning after an inspection or audit

It was agreed that this was not required at this meeting.

18. Ensure Headteacher and appropriate Governors have undertaken Safer Recruitment Training

GS advised that he had carried out this training in March 2014.

19. Complaints procedure

KR advised that she is looking at this policy to check it reflects the latest BFC policy.

20. Other business (this item was discussed following item 12)

i) Kitchen Building Work

GS advised that the kitchen design had been approved today but there was no official start date as yet. It is thought that the building will start after the school holidays and will continue until Christmas. He stated that hot meals will continue to be served via a temporary serving hatch and using disposable plates etc. The school is waiting to be informed of the date that the F1 kitchen will be upgraded as the major work cannot be carried out until this has happened (this kitchen will need to be used by the PTA, EnergyKidz, Curriculum).

ii) Courtyard

The work is near completion and it is hoped that it will be completed during the summer holidays.

iii) Breakout room Year 5/6

The existing Year 5 room will be modified and shortened to make a “break out room” that can be accessed from Year 6 and Year 5.

iv) Other building information

There will be re-carpeting in the Year 3 room, a new projector in the Year 6 room and the bike sheds are being installed.

(The meeting then reverted to item 13)

v) Remote desktop

Governors advised that they were having difficulties using the remote desktop including problems logging on and then problems once logged on. The possibility of buying the Governors Virtual Office was raised. It was agreed that the Clerk should contact the company and ask for prices.

Action 16: Clerk to contact School Leadership Systems

There being no further business the meeting closed at 5.11pm

Date of next meeting: 10th September 2015 6pm

Signed..... Date.....
Karen Roche - Chair

Action points are on the following page.

Action points from last meeting

ITEM	ACTION	WHO	WHEN
5	Action one: Clerk to contact the school office to confirm whether all Governors had sent the school office their DBS certificate	Clerk	Done
	Action 2: SM, JC, GS, LJ and Aimee Joseph (AJ) (Foundation Teacher) to form a Working Group and hold an initial meeting on Nursery Admissions and full time Nursery provision / split-funding by parents	GS	01/12/15
	Action three: MG to undertake Safer Recruitment training via the NSPCC website.	MG	30/09/15
	Action four: SM to return their signed Code of Practice document to the Clerk. Post meeting note: SM had already returned this to maternity cover clerk on 2nd June 2015. The files have now been updated.	Clerk	Already done by SM 02/06/15
	Action five: GS to send a Twitter message to recruit for a new Co-opted Governor	GS	10/09/15
	Action six: KR to contact Bob Wade with advertisement for Co-opted Governor to be put in the Crowthorne Eye	KR	17/07/15
7	Action seven: GS to pass on Governors thanks	GS	22/07/15
8	Action eight: KR to circulate GMP once a term	KR	Ongoing
	Action nine: All Governors to read Governors report and send comments to KR	KR	20/07/15
	Action ten: Governors to provide thoughts on meeting structure	All	15/08/15
11	Action 11: KR to circulate Governors curriculum link teams	KR	31/07/15
13	Action 12: SM to discuss his recent visit with GS at next FGB	SM	12/11/15
	Action 13: JC and KR meeting with GS to discuss staff pay structures. KR to send proposal to Governors in September	KR	30/09/15
14	Action 14: Clerk to update electronic training log	Clerk	Done
15	Action 15: Clerk to remove 'Focus visits' from standing items	Clerk	Done
20	Action 16: Clerk to contact School Leadership Systems	Clerk	Done