

Wildmoor Heath School

Minutes of a meeting of the Full Governing Body held at 3.30pm on Thursday 9th June 2016

Present:

Mrs Carole Blunden-Lee
Mr Jason Cooper
Mrs Sophie Leadbeatter
Mr Stewart Mackie
Mrs Karen Roche (Chair)
Mr Christopher Salt
Mr Grant Strudley (Headteacher)

Apologies:

Mrs Alison Rolls Mr Cliff Thompson Mrs Nicola Thurgood Mr Martin Gater (Deputy Head)

In attendance

Mrs Debbie Lofthagen Mr Alex Peaple Mrs Celeste Moruzzi – Clerk to the Governors

By Invitation:

Mrs Chloe Mietle

Welcome – the Chair welcomed everyone to the meeting.

- 1. Apologies for absence had been received from AR, NT, and CT.
- 2. Declarations of Interest (financial and personal): None
- 3. Overview of the Governor day

Governors had earlier spent the day in the school observing lessons and break times and interacting with the children. The following points were raised by those Governors who had attended the day:

- SENCO: Everything is compliant and in place. There are new interventions which are being put into place. Miss Leadbeater is going to train to become the new SENCO to take over from September 2017.
- Lunchtime behaviour on the field: It looked well supervised and all was under control.
- 3.44pm CM joined the meeting at this point
 - Health and Safety walk: Minor items were picked up and will be sent to GS.
 - Single Central Record: This has been checked and is all legal however there were a few suggestions made to the school secretary in order to enhance it.

Signed:	
Date:	

- School Council: There were positive reports from the school council. Their main concern is in the playground where the core attendant appears to be bombarded. GS responded that there are six lunchtime staff which cover the hall and the playground. Mrs Lofthagen stated that the peer mediators have tailed off somewhat this term but there will be a new group trained and they will sort out the smaller problems. Another concern raised by the school council was the state of the Year 2 toilets which are used at lunchtime and as such become muddy and slippery.
- Handwriting: Very impressed with the quality of handwriting.
- Physical Education: Watched a lesson and was impressed at the planning and the methods used by the Teaching Assistant to encourage those who were resistant to take part. The children got changed for PE without any fuss.

A Governor asked whether ticks are a problem on the school field. GS responded that the grass is cut regularly but the ticks can be found on the edges where the long grass is. There have been three cases of ticks recently. The children are told to keep away from the edges of the field. GS also stated that there is the possibility of the school purchasing a strimmer to cut the edges

Governors requested that their thanks be passed on to the school staff.

Numeracy Review

DL spoke to the Governors about the new 'Test Base' software which the school has been using. She advised that it compares each child to the mean of the class and to the national figures. It also shows question level analysis and where the specific weaknesses lie. The sum dog programme has also been a success. She stated that the use of reasoning/problem solving needs to be looked at in more detail. GS advised that the internal tests that are taken using Test Base are for internal use only and will not be fed back to parents.

Literacy Review

Mr Peaple advised that the Reading Target Card system used by the school is three years old and needs to be updated to bring in line with the new National Curriculum. He informed Governors that going forward, the current system will be maintained in Years one and two, so to take children up to Lime Green which is the expected standard at the end of Year two. For Years three to six there will be target card which has most of the expected standards on it, there will also be a second card and a Mastery card.

GS informed Governors that the new RTC system will be introduced to parents at a reading information evening.

Governors asked whether this system is used in other schools. AP responded that a similar scheme had been used at GS's previous schools but that the one that WHS use has been tailored for this school.

Governors discussed the intellectual property rights of the new RTC that is being developed and GS stated that the scheme will be made available for other schools to adopt however they will need to sign a disclaimer that they will not make it commercially available.

Governors thanked DL and AP for their presentations.

Signed:	
Date:	

4.13pm DL and AP left the meeting at this point

4. Review of Governors' terms of office

Governors reviewed the terms of office, noting that there are three vacancies and that no terms of office were due to expire in the next year.

KR introduced CM as a parent interested in becoming a Governor. CM provided Governors with a verbal resume, following which she was asked to leave the room.

4.16pm CM left the meet at this point

Governors discussed the skills that CM could bring to the Governing Body and agreed unanimously that she could fill some of the skill gaps in the Governing Body.

4.18pm CM re-joined the meeting at this point

Governors congratulated CM on her appointment as a Co-opted Governor.

Action one: Clerk to send CM the new Governor paperwork and inform BFC once received

5. Minutes of the previous meetings held on 11th February & 23rd May 2016 had been circulated. There were no amendments and the minutes were signed as an accurate record by the Chair. A Governor requested that thanks be given to the Clerk for the way the minutes had been prepared regarding a sensitive subject. GS also stated that the Local Authority had commented that the feedback and minutes provided to them in relation to the Nursery Consultations had been exemplary and thanked the Clerk again.

6. Matters arising

Action one: KR to circulate GMP and Impact Statement

KR confirmed that the GMP had been shared at the last SIC meeting and that there was no longer any need for an Impact Statement

Action two: KR to create Governing Body document

KR confirmed that this had been prepared and that the Clerk would maintain this.

Action three: KR to look into the NAHT training and let Governors know of suitable courses

KR confirmed that she had looked into this but the courses were very expensive. It was agreed that training should be looked at at the Annual Planning Meeting next term

Action two: Clerk to add training review to APM agenda

Action four: CBL to contact Mr Peaple regarding the writing competition

CBL advised that she had spoken to Mr Peaple. She informed Governors that the writing competition this year would be on the topic of 'What's best about this school' and that the more able pupils had been asked to participate. CBL suggested that this competition is also run for the Pupil Premium children.

Action five: KR to organise meeting to discuss self-evaluation

It was agreed to carry this item forward to the next meeting.

Action three: Clerk to add discuss self-evaluation to APM agenda

Signed:	
Date:	

Action six: Clerk to contact one Governor reference COC

The Clerk advised that the Code of Conduct is still outstanding.

Action four: Clerk to contact one Governor reference COC

Action nine: KR to circulate the skills audit for Governors to complete

KR advised that this should be carried out in conjunction with the Self-evaluation

Action five: Clerk to add skills audit to APM agenda

Action ten: Clerk and KR to discuss timing of parent Governor Election

KR confirmed that the date for the Parent Governor election had been agreed for the next term however the details needed to be arranged.

Action six: Clerk and KR to discuss timing of parent Governor Election

Action twelve: KR to arrange meeting for headteacher's mid-year review

KR advised that this had not yet been done but that Ali Rolls was attending the BFC course on this this evening so would be able to join the panel.

Action seven: KR to arrange meeting for headteacher's mid-year review

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

7. Correspondence

There had not been any correspondence received.

8. Headteacher's report

Governors were referred to the Headteacher's report which had been circulated during the preceding week. The following areas were highlighted:

- The PixL subscription has been renewed and is excellent value for what is received
- The INSET day is on the 8th July and Governors are welcome to attend
- The school is fully staffed for September
- Number on roll is 198 due to three children moving out of the area
- There are 28 children due to attend Reception in September 2016
- Attendance is at 97.1% and the FSA is working with the families who have difficulties with attendance
- Behaviour: Mr Gater carried out a behaviour review which highlighted that the significant behaviour issues were predominantly in the SEN children. GS stated that he believed that there was challenging behaviour in the school and that it was being managed well however it is putting pressure on teachers.
- There were 18 restraints in total. A Governor asked whether these were recorded in a specific book. GS confirmed that they are.
- There was one Fixed Term Exclusion for one day for physical violence against a teacher.

GS requested Governor approval for future intake numbers to be slightly more flexible i.e. Can the school accept 31 children rather than limit it at 30? Governors were concerned how staff would feel about this and referred the question to SL. SL responded that 31 would be manageable but any more than that could give rise to difficulties.

Signed:	
Date:	

There were no further questions from Governors and KR thanked GS for the quality and detail of his written report.

9. Chair's report

i) Governors Monitoring Plan (GMP)

KR tabled and circulated the above plan advising that it will be placed on the Governors Shared Drive and updated.

ii) Monitoring Feedback form for Governors

KR tabled the above form that she had created along with an example of a completed form. She advised that the purpose of feedback is to be descriptive rather than evaluative. Governor were requested to feedback any comments on the form to KR.

Action eight: Governors to feedback any comments on the monitoring feedback form to KR

10. Academisation

GS reminded Governors of the recent announcements regarding academisation i.e. That it was no longer mandatory for all schools to academise and listed the reasons where it would be forced.

He advised that there were lots of conversations between local schools being carried out and that broadly the four options available would be:

- i) The Local Authority is keen to set up a Multi Academy Trust (MAT)
- ii) Find an existing MAT
- iii) Join with other local schools to set up a MAT
- iv) Find like-minded schools on our own

GS stated that the main factors for deciding which of the options the school should take are:

- · What is best for our children, staff and parents?
- What's important to the school?
- Form must follow function

Governors discussed this at length and the following points were added to the main factors:

- The school wants to retain and improve staff
- The school wants to innovate and lead on learning
- The values of the school drive what the school wants, which form best protects the values

5.30pm SM left the meeting at this point

It was agreed that there should be a one hour meeting set up next term for Governors to discuss academisation and what is fundamental to the school if it does become an academy.

Action nine: Clerk to add Academisation meeting to meetings calendar

11. Reports on school visits

There were none to report.

Signed:	
Date:	

12. Reports on training

JC confirmed that he had carried out the NSPCC safeguarding training and KR stated that she had carried out the Safer Recruitment training.

13. Focus visit reports if applicable

There was nothing to report.

14. Update on PTA activities

SL reported that the Talent Evening was being held the following evening and the Festival in the Field tickets organisation was in progress.

15. Nominate Pay Appeals Lead (Minute 21 – 11-02-16)

It was agreed to carry this item forward.

Action ten: Clerk to add Nominate Pay Appeals Lead to APM agenda

16. School Uniform (SIC 25-04-16 minute 21 ii) - update on Survey

GS provided Governors with an update on the survey results:

- 53% were happy with the way the uniform policy currently operates
- 9% requested that there be no requirement for a tie to be worn

Governors discussed the school uniform and agreed that the choice as to when children wear the winter or summer uniform should be given to the children/parents. The main requirement is that they should always look smart in appearance.

17. Staff questionnaire (Staffing 18-04-16 minute 7 iii) - Governors to be asked for their input at the next FGB

It was agreed to carry this item forward.

Action eleven: Clerk to add Staff questionnaire to APM agenda

18. TOIL for support staff (Staffing 18-04-16 minute 14 vii) – To discuss how this is added to the policy

It was agreed to carry this item forward to the Staffing Committee.

Action twelve: Clerk to add TOIL for support staff – policy wording to Staffing agenda

19. Strategic Plan (FaB 11-05-16 minute 17)

It was agreed to carry this item forward.

Action thirteen: Clerk to add Strategic Plan to APM agenda

20. Policies and procedures

There were no policies for review.

Signed:	
Date:	

21. Any Other business

i) Governor's Annual report

KR advised that she would be preparing this soon and would be contacting Committee chairs for their input.

PART II

1. To approve the minutes of last meeting held on 11th February 2016

There were no amendments and the minutes were signed as an accurate record by the Chair.

There being no further business the meeting closed at 5.54pm

Date of next meeting: To be advised

Signed	Date

Karen Roche - Chair

Action points from meeting:

Minute	Action	Who	When?
4	Action one: Clerk to send CM the new Governor paperwork and inform BFC once received	Clerk	
6	Action two: Clerk to add training review to APM agenda	Clerk	
	Action three: Clerk to add discuss self-evaluation to APM agenda	Clerk	
	Action four: Clerk to contact one Governor reference COC	Clerk	
	Action five: Clerk to add skills audit to APM agenda	Clerk	
	Action six: Clerk and KR to discuss timing of parent Governor election	Clerk/ KR	
6	Action seven: KR to arrange meeting for headteacher's mid- year review	KR	
9	Action eight: Governors to feedback any comments on the monitoring feedback form to KR	All	
10	Action nine: Clerk to add Academisation meeting to meetings calendar	Clerk	

Signed:	
Date:	

Minute	Action	Who	When?
15	Action ten: Clerk to add Nominate Pay Appeals Lead to APM agenda	Clerk	
17	Action eleven: Clerk to add Staff questionnaire to APM agenda	Clerk	
18	Action twelve: Clerk to add TOIL for support staff – policy wording to Staffing agenda	Clerk	
19	Action thirteen: Clerk to add Strategic Plan to APM agenda	Clerk	

Signed:	
Date:	