



Wildmoor Heath School

Minutes of a meeting of the FGB held at 6.08pm on Monday 2nd June 2014

Present:

Mrs Carole Blunden-Lee
Mr Jason Cooper
Mr Ed Essery
Mrs Janice Hart
Mrs Sophie Leadbeatter
Mr Stewart Mackie
Mrs Karen Roche (Chair)
Mr Christopher Salt
Mr Grant Strudley (Headteacher)
Mr Tony Waite

Absent:

Mr Tony Donoghue
Mrs Nicola Thurgood

Apologies:

Mr Paul Brandist
Mr Andrew Johnson
Mr Cliff Thompson
Mrs Helen Smith (Deputy Headteacher)

In attendance

Mrs Celeste Moruzzi – Clerk to the Governors

Welcome – the Chair welcomed everyone to the meeting.

1. **Apologies for absence** had been received from AJ, CT, PB and HS.
2. **Declarations of Interest (financial and personal):** None
3. **Minutes of the previous meeting** held on 26th March 2014 had been circulated. There were no amendments and the minutes were signed as an accurate record by the Chair.
4. **Matters arising**

Minute 5: Central record of recruitment checks

TW informed Governors that he had sent the online link to GS. GS has spoken to BFC and they have advised that this can be used for initial training.

Minute 9: Governor Links: Useful for each curriculum team to have one Governor linked with it

KR has sent the suggestion of links to GS and they will discuss.

Action: KR/GS to inform Governors of links

Minute 9: Governors Virtual Office (GVO)

KR advised that she had spoken to a school which has recently purchased this and they were extremely impressed with it. She also advised that she had spoken to another school that were planning to create their own GVO using Sharepoint. Governors engaged in a debate as to what the Governors wanted to use this for and whether the school server with the restricted area would suffice.

Action: KR and GS to discuss

Minute 9: Constitution of Governing Bodies and Skills audit

It was agreed that this would be added to the next agenda. KR asked the Clerk whether there was any preferred skills audit that was being used. The Clerk advised that the NGA skills audit had been recommended by BFC. KR offered to look into the NGA skills audit. It was also agreed that if there were any Governors terms of office expiring soon then they would not be reappointed until the reconstitution procedure had taken place.

Action: Clerk to add to next agenda
Action: KR to look into NGA skills audit

Minute 9: Governor day

GS advised that he was looking at the revised Governor meeting dates calendar.

Action: GS to advise Governor day dates

Minute 10: WHS make a formal request for funding for increasing of role

GS stated that he had spoken to Janette Karklins who had advised that the money that had been left over was now being allocated elsewhere. There was however some discussions about schools that had gone over the clawback limit of 8% and that would have this excess clawed back thus resulting in possible redistribution.

EE advised that he still had the 'excess funding for 20 pupils disadvantaging single form entry schools' on his agenda and would make sure that it was raised at the next School's Forum.

Minute 15: Approval of Standing Agenda items

The Clerk advised that no comments had been received.

Action: Clerk to finalise standing items

Minute 18: Lest we forget: It was agreed that CT would ask at the Council whether the banners from each of the schools could be displayed all together at one venue for people to see

GS advised that CT had done this and that all the banners were to be displayed together in Princess Square in Bracknell. He also advised that WHS will be working with Crowthorne C of E and the Royal British Legion in Crowthorne to commemorate World War I. This event will be in October and the two schools banners will be displayed in St John's church. WHS has also been asked to lay a wreath at the Lichgate on Remembrance Day.

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

5. Correspondence

None to report

6. Headteacher's report

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

Data

GS referred to the May 2014 data, reporting that the Year 2 data had been moderated by the Local Authority (LA). Current indications are that the results will be as good as last year's.

With regards to Year 6, the predictions are that the school will be close to the targets although the final results will not be known until early July. The SAT papers were in a different format this year in that the questions got progressively harder through the paper

rather than 'easier' and 'harder' questions being randomised throughout. The current predictions are:

	Percentages
Reading	90% to 92%
Maths	High 80's
Writing	90's

GS invited questions:

Question	GS response
What percentages are predicted to achieve level 5?	Reading – over 40% Writing – circa 20% Maths – circa 30%
How many are predicted to achieve level 6?	Two pupils took the Spelling Punctuation and Grammar test, level 6.
What is the predicted Writing, Reading and Maths combined percentage (In year 6)?	Approximately 73%; this is up on last year. It is another solid year. It is solid across the school.
Is this the last year of SATs?	There will continue to be SATs but Year 5 will be the last year in the format that they are in now.
Is the current Year 5 expected to achieve good results in next year's tests?	Yes, we are looking at 100% when they are in Year 6.
Your analysis of data is documented well. With regards to the Pupil Premium Children are there any changes in the numbers?	The school will lose 1/3 of the PPG children at the end of the current academic year.
Are we ensuring that those pupils eligible for Free School Meals (FSM) have registered for them?	A letter was sent out to the parents of children in Reception and Year One which detailed the criteria. At the presentation to new 'Reception' parents it will be brought up again.
Under the Quality of teaching section of the report it states that 'the teaching of maths is lightly stronger than that of literacy and particularly writing'. What training are you offering to strengthen the teaching of writing? Will the new curriculum help with this?	Writing moderation is carried out. A lot of the training is very targeted support for some teachers and Teaching Assistants (TAs) rather than a global CPD training. It's more about fine tuning and learning how to push the high attainers on. Abacus helps with the maths planning but writing is much harder. There is a framework (Suffolk grid) for writing which has targets and assists with what can be done to meet individual needs.

Question	GS response
<p>What is the progress with the replacement of the Reception teacher?</p> <p>As a teacher has not yet been appointed will this cause a problem with resignation times for existing teachers who apply?</p>	<p>An advert has been posted and we have received one application. We have also had one person look round the school.</p> <p>We are potentially looking at Newly Qualified Teachers (NQTs) or people who are currently on short term contracts. A teacher can also ask their Governing Body to excuse their notice period.</p> <p>We are not recruiting unless they are good/outstanding or have the potential to be outstanding.</p> <p>SLT has discussed a contingency plan if the appointment is not made prior to the end of term.</p>
<p>What would our commitment be to NQTs?</p>	<p>They would be entitled to PPA time for one day a week. In Reception this can be easily covered with our current staffing structure. Mr Gater and Mrs Smith will be the NQT mentors.</p> <p>The school will buy into the BFC SLA.</p> <p>The Year one NQT that has been appointed has been booked onto a course and is scheduled to come into school two days a weeks to get to know the children and surroundings.</p>
<p>We need to recognise the significant contribution that those teachers that have resigned have made in terms of improving this school.</p>	<p>Action: KR and GS to discuss reward from Governors</p> <p>Action: GS to consider the announcement to parents regarding the resignations</p>
<p>The one racist incident since our last meeting, was it the same child?</p>	<p>It was the same victim but a different child using inappropriate language.</p>

7. Chair's report

The Chair raised the following items:

i) Reconstitution

KR informed Governors that following the recent guidance, all Governing Bodies would be required to reconstitute prior to 1st September 2015. It was agreed that this should be added to the agenda for the next meeting.

Action: Clerk to add to next agenda

ii) Management of Performance Related Pay (PRP) for staff

KR informed Governors that a Governor pay committee needed to be formed in order to listen to and approve/disapprove the Head teachers pay recommendations. If there are appeals then another pay committee would need to be formed. It was suggested that the three Governors who currently carry out the Head teachers pay review form the PRP pay committee, this being KR, SM and TW. The appeals pay committee could be formed out of other members of the staffing committee. It was suggested that EE also join the appeals pay committee as a representative of the FaB committee. A Governor referred to a recent pay committee that had been set up and it was agreed that the Clerk should look into the reasons as to why that committee had been created.

Action: Clerk to look into previous minutes for details of pay committee

A discussion took place as to the timings of the discussions relating to PRP (July or September). KR informed the Governors that she had attended the BFC training on PRP which had discussed timings. She offered to circulate the slides.

Action: KR to circulate BFC PRP training slides

iii) Written report by Governors to parents

KR referred to the decision that had been made at a previous FGB meeting whereby Governors agreed to provide parents with a report from each of the committees. It was agreed that the Chairs of each committee should provide text to be included in this report. This report will be sent with the school reports.

Action: KR to email Chairs of committees

Action: GS to check the date school reports are sent

8. Budget

i) Approve Budget Plan for next academic year

KR provided the background; that the Finance and Buildings (FaB) committee at their meeting on 12th May 2014 had recommended a budget for approval by the Full Governing Body. In order to meet the deadline of the 31st May 2014, Governors provided KR with their agreement of the budget which was then submitted to the LA on the last day prior to half term (23rd May 2014). The following balanced budget was what was agreed:

	£
Gross Income (excluding delegated school budget)	87,857.18
Delegated school budget	768,965.00
Gross expenditure	(856,822.18)
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	Nil

ii) Budget approval should FGB delegate approval of the budget to the FaB? (FaB 12-05-14 Min 4)

Governors unanimously approved to delegate the approval of future budgets to the Finance and Buildings committee.

Action: KR to update the Terms of Reference of FaB committee

9. Projects/specific issues reports

GS provided the Governors with an overview of three projects that are currently being undertaken within the school:

i) Wellington College Outreach project

Year 11 and 12 boys from Wellington College will be working with Wildmoor Heath School (WHS) boys to inspire them to be writers.

ii) Forest Schools Programme (FSP)

Children from Years three and four are on the FSP where they are taken into woodland environments for outdoor play and learning. This has helped with social skills.

iii) Learning Through Landscapes (LTL)

Mary Jackson from LTL has been to the school, carried out a survey and written a report on the outdoor space the school has with suggestions on how it can be improved.

Suggestions include:

- Transforming the courtyard into a performing area
- Growing fruit
- Making an outdoor stage between trees

The next steps are to plan the phases for the implementation of these suggestions and to formulate ideas for fundraising. This is a long term project.

10. Reports on school visits

Governors were referred to the list of school visits carried out by Governors, which had been circulated in advance of the meeting. The contents of which were noted.

11. Reports on training

Governors were referred to the list of training undertaken by Governors, which had been circulated in advance of the meeting. It was suggested that in the new academic year, the courses offered by BFC are looked at in conjunction with the skills audit that will need to be undertaken on reconstitution.

12. Focus visit reports

There were no reports made. JH informed the Governors that she would be attending the BFC Link Governor meeting on 11th June 2014.

13. International Primary Curriculum (IPC) – transition plans

GS advised the following:

- the school now has electronic access to the IPC and that the hard copy materials are due to arrive soon
- there are two training days planned in early July (inset days) where the annual plan will be formulated and the first unit for the first half term will also be planned
- the school champion is attending an IPC course
- TA sessions have been booked in

A Governor asked when the school was planning to introduce parents to the new curriculum. GS responded that once the school champion has attended the course the school will have

more information and so will run a curriculum workshop for parents. IPC can also send a representative to carry out a parent presentation.

14. Policies and procedures

There were no policies for review. GS took the opportunity to inform Governors that all policies were now up to date.

15. After school club – Request to Governors to approve strategy

GS informed Governors that there were two issues related to the after school club:

- i) The school had stopped running the in-house after school club last year and took advice from the LA regarding the procurement procedures for contracting an after school club provider. It was agreed at that time that the school would review the situation from September 2014 to ensure that it is compliant with the procurement rules. Currently Energy Kidz rents the school hall from WHS and provides their own after school provision. The hall rental is the only agreement with Energy Kidz.
- ii) During the Easter holiday Ofsted visited Energy Kidz at WHS and they were judged as inadequate. This was due to, inter alia, the interaction of staff, the quality of toys and something that was requested and put in place by the LA but with which Ofsted did not agree. SM and GS met with Andrew Norton the owner of Energy Kidz following this report. Andrew Norton took immediate decisive action and made changes. These changes have had an immediate improvement to the club and have been commented on by parents.

GS stated that the Governing Body (GB) needs to decide on the long term future of the after school provision. The four options being:

- a) WHS running the provision
- b) New company start up (although no expressions of interest have been received)
- c) SLA with existing or alternative provider
- d) Hall rental

Governors engaged in a full debate discussing the options of looking for other providers, how the GB is fulfilling its responsibilities of providing best extended services to stakeholders and what the GB wants in an after school club.

It was concluded that the GB wants an after school club with which it does not have a duty of care but which it wants to provide a good service in order to foster best relations with parents. GS advised that the contract with Energy Kidz is based on the Lettings policy with the school having a right to monitor. Meetings are held once a half term with Energy Kidz and any concerns are raised.

7.59pm SL left the room at this point

It was proposed that WHS continues to rent the hall to Energy Kidz on a one year basis but with a three month notice period. Governors unanimously agreed to this.

8.01pm SL returned to the room at this point

16. Other business

i) Clerk

KR informed Governors that the Clerk would be taking maternity leave from September 2014 and that the Clerk was currently in the process of liaising with BFC regarding cover for this.

ii) PTA

KR asked whether there could be updates from the PTA included at the FGB meetings and whether Governors could be informed of events. JH offered to be the link between the PTA and the Governors.

Action: Clerk to update standing items to include PTA

iii) Date of next meeting

CBL informed the Governors that the date of the next meeting (7th July 2014) clashes with the Choir event being held at Wellington College. GS also stated that the SATs information would not be available until 8th July 2014. It was therefore agreed to reschedule the meeting to Thursday 10th July 2014. TW and CBL provided their apologies for this meeting.

It was also agreed that the start times of meetings should be reviewed from September.

Action: Clerk to add to next agenda

iv) New parent evening

GS invited Governors to the new parent evening being held on Wednesday 25th June 2014

v) Opening Morning

GS informed Governors that an open morning will be planned prior to the Summer holidays.

vi) Post September 2014 Assessment and Tracking

KR stated that the document circulated by GS prior to the meeting was excellent and that this would be discussed at the next SIC meeting.

Action: Clerk to add to next SIC agenda

vii) Staff Governor Committees

It was agreed that SL and NT could attend any Governor meetings from now until the end of term and then should select which committees they would join from September 2014.

There being no further business the meeting closed at 8.13pm and moved to a Part II meeting.

Date of next meeting: Thursday 10th July 2014

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