



## Wildmoor Heath School

### Minutes of a meeting of the FGB held at 6.02pm on Wednesday 26<sup>th</sup> March 2014

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**Present:**

Mrs Carole Blunden-Lee  
Mr Paul Brandist  
Mr Jason Cooper  
Mr Ed Essery  
Mr Andrew Johnson  
Mrs Sophie Leadbeatter  
Mr Stewart Mackie  
Mrs Karen Roche (Chair)  
Mr Christopher Salt  
Mr Grant Strudley (Headteacher)  
Mr Cliff Thompson  
Mr Tony Waite

**Absent:**

Mr Tony Donoghue  
Mrs Janice Hart  
Mrs Nicola Thurgood  
  
Mrs Helen Smith

**In attendance**

Mrs Celeste Moruzzi – Clerk to the Governors

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**Welcome** – the Chair welcomed everyone to the meeting.

- 1. Apologies for absence** had been received from HS. Apologies for late arrival had been received from JH and AJ. TD and NT were absent.
- 2. Declarations of Interest (financial and personal):** KR stated that AJ would declare that that his wife works as the School Business Manager (SBM).
- 3. Reappointment of CBL:** Governors were informed that CBL's term of office as a Community Governor expired prior to the next FGB meeting. CBL left the meeting room. Governors agreed unanimously to reappoint CBL as a Community Governor for four years from the date of expiry (23<sup>rd</sup> May 2014).

**Action: Clerk to inform BFC**

- 4. Minutes of the previous meeting** held on 10<sup>th</sup> February 2014 had been circulated. There were no amendments and the minutes were signed as an accurate record by the Chair.
- 5. Matters arising**

**Minute 4: Central record of recruitment checks**

TW advised that he had ensured that the process had been started for the two new lunchtime relief posts. He stated that it would be beneficial for the school to have evidence on file that the process had been started in case Ofsted wanted to see it. GS responded that as these two new staff members had not carried out any work yet this was probably the reason why there was no documentation.

TW stated that there also appeared to be a gap between people's start date and when the first available safeguarding course was. GS responded that as part of the induction he delivers a section on safeguarding.

TW advised that there are online courses such as Crango which are used by BFC social care services.

**Action: TW to send GS link**  
**Action: GS to check this training is acceptable for education staff**

#### **Minute 13 ii): Staff room refurbishment**

GS advised that this would take place over the Easter holidays and that staff wished to express their thanks to Governors for this.

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

#### **6. Correspondence**

There had been no correspondence received.

#### **7. Strategic Plan**

It was agreed that this should be removed from the agenda as it sits with the Strategy group.

**Action: Clerk to update standing items**

#### **8. Headteacher's report**

GS provided Governors with a verbal update on items that had not been included in the written report.

#### **Universal infant school meals**

GS had met with Chris Taylor and Caterhouse following his email explaining that the school would be unable to meet the requirements. They had provided some suggestions some of which were impractical and so it was agreed that the solution would be to make a slight adjustment to the kitchen hatch area thereby providing a larger storage area where food can be kept hotter for longer. There will be a bigger van used to deliver the food, the food will come from a bigger kitchen and there will be a third person serving food. This will be funded from the Government money that the Local Authority (LA) receives. BFC have also advised that any funds left over from this Government money will be used to carry out work in the kitchen. The long term plan is to rebuild a kitchen that food can be cooked in and that any amendments made/equipment provided now, will fit into a new facility.

He advised that it will be a struggle to get all the children in the hall for the hot meals and so it is likely that the Creativity room will be used for pack lunches.

Governors asked the following questions:

<b>Question</b>	<b>GS response</b>
Is it possible to stagger lunchtimes?	This would wipe out significant periods of PE time. Additionally, the hall is a walk through and the noise would carry to the classrooms. It would also mean paying lunchtime staff for longer.
How many pupils have packed lunch?	Approximately 38% take school meals.

Question	GS response
How many can you sit at once?	96. A lot of the children eating packed lunches do so in the courtyard, in all weathers!
Have you received any comments from parents regarding the universal infant school meals?	No.

### Staff Conference

GS reported that this had been very successful; it had given staff the opportunity to feedback on their subjects. At the conference there were discussions surrounding what the school has achieved and the new curriculum. SL commented that it had been very useful as staff were able to see the bigger picture i.e. all data not just their own classes'.

Governors were then referred to the Headteacher's report which had been circulated during the preceding week.

### Data

GS highlighted that comparing the Age Related Expectation (ARE) from December to February looks as though it has dropped in some years/subjects e.g. Year two has gone from 76% to 67%. This is due to the February data being mid-term data. There is an assessment point next week and the school is confident that the data will be back at the December levels.

Year 6 mock SATs were carried out this week with little revision or exam technique having been given at this stage. The results were as follows:

	Level 4 + Result	Level 4+ Target	Level 5 Result	Level 5 Target	Level 6 Result	Level 6 Target
Reading	84%	96%	24%	54%	-	-
Maths	84%	92%	28%	33%	4%	4%

A Governor stated that the data dashboard information had been published and commented that the 2013 data shows a dip compared to the 2012 data. GS responded that the 2012 data is actually the 'blip year' in that the cohort was very small and at some points even had two teachers. He stated that over time the school has been on an upward conjecture. Governors asked that on the next data presentation that they be reminded about the 2012 'blip year'.

GS stated that the SEN group continues to be a concern and that it is a heavy focus in the new development plan. He commented that the gap is largely due to the other groups making very good progress.

### Quality of teaching

The last round of performance management observations are being carried out. The results so far are:

No.	Result
Two	Outstanding

No.	Result
Four	Good
Two	Requires Improvement
Two	To be seen

GS informed the Governors that 66% to 70% of teaching is consistently good across the school.

### **Behaviour and Safety**

Behaviour continues to be good. Attendance is currently at 97.3% which is a massive improvement on the last two years. The Family Support Adviser should be congratulated on her supportive work with families. KR asked GS to extend thanks from the governors.

GS advised that the LA has issued its first fixed penalty notice for a pupil at Wildmoor.

GS informed the Governors that at the recent 'Lest we forget' event that he had been very proud of the pupils in that they cleared up after themselves, putting rubbish in the bins provided etc without having to be asked. This was not the case across the board.

A Governor commented that the behaviour at Wildmoor is noticeably better than at other schools he has visited and that thanks should be given to staff for this.

**Action: GS to pass on thanks to staff**

### **Leadership and management**

GS stated that Leadership and management are better because leaders are having an increasing impact on the quality of teaching, which is improving, particularly in maths. He is pleased the way the team meetings work and teachers are responding. Midyear reviews have been completed for all staff and it was commented that it has been very effective to touch base to see where they are in terms of their objectives.

GS advised that the Teaching Assistant (TA) and full-time KS1 teacher posts had been advertised. There has been a great response to the TA post and a good response to the teacher post.

There are currently 182 pupils on roll (PAN 210).

### **New Curriculum**

GS advised that this was discussed at the recent staff conference. There were three options available:

- i) Tweak what is currently in place
- ii) Look for a framework approach or do it ourselves
- iii) Buy in a more 'bulky' document where some of the work has already been done

The view of the leadership is that option i) is not acceptable and that for option ii) there is not enough time. They have therefore been looking at option iii) and more specifically at the International Primary Curriculum (IPC). GS informed Governors that he had been to schools and seen it running and had been impressed. He particularly liked the values focus and globalness of it.

**Action: GS to circulate link to IPC to Governors**

GS invited questions:

Question	GS response
What other schools are running this as I would like to visit them to see it.	{GS provided the names of the schools}
There is another school within the BFC that I know of that will almost definitely use this programme, perhaps you could work together?	Yes, I met the Headteacher of that school and we have agreed that it would be a good idea to work in conjunction.
What is the cost?	£10,800, payable over a three year period. The subscription is £800 pa
To what extent does this curriculum evolve to be relevant during its life cycle?	The programme originally developed units to meet the national curriculum. It is continuously adapting and adding key things, as it is reviewed some units drop off and others are added.
Does it include CPD?	Some training is included but there are various optional training sessions that can be purchased.
Does it cover everything?	It doesn't cover Maths, English or RE.
What is the timescale to make this decision on this?	SLT think a decision needs to be made by the end of next ½ term in order for there to be enough time for it to be implemented.
Can Governors have feedback from Curriculum teams on their thoughts on this?	I will be investigating this and am happy to share my information.
What's the decision making process on this?	Further explanations of this will be provided at the SIC meeting next week. If it's going to work it will need teacher buy in.

Following further discussions it was agreed that at the next FGB meeting on 2<sup>nd</sup> June 2014 that GS should present the favoured programme and why along with what other programmes were considered and why they were rejected. It was requested that the transition plans also be presented at the FGB meeting.

**Action: GS to prepare reports to present at next FGB**  
**Action: Clerk to add to agenda**

## 9. Chair's report

### i) Governor Links

KR referred to a recent meeting that she had had with GS. They had agreed that it is useful for each curriculum team to have one Governor linked with it. The role of that Governor would not be to attend every meeting but when it is sensible to and in a planned and purposeful way.

**Action: KR to send email to all Governors asking what their preferences regarding Curriculum teams are**

## ii) School Visits

KR advised that the decision had been made to report back on school visits to the most appropriate committee. The minutes will therefore be evidence of the visit.

A Governor spoke about the possibility of the school buying into the 'Governors Virtual Office'. Following a discussion it was agreed that KR should speak to Edgbarrow to see what they are doing and to look into the Virtual office information.

**Action: KR to speak to Edgbarrow to see what they are doing and to look into the Virtual office information**

## iii) Constitution of Governing Bodies

KR advised that the size and requirements of Governing Bodies had been relaxed. KR also advised that it was likely to mean that a skills audit would be necessary. It was agreed that the Strategy group should look at this.

**Action: Strategy group to look into Constitution of Governing Bodies and Skills audit**

## iv) Governor Day

KR advised that the comments made by Governors would be posted on the notice board in the staff room once it had been refurbished. GS was requested to add two Governor days to the 2014/2015 school calendar, one in the Autumn term and one in the Summer term.

**Action: GS to include in 2014/2015 calendar**

## v) Trips policy

KR informed Governors that the trips policy had been agreed and that Governors had agreed to delegate responsibility to the Headteacher who will then keep Governors informed about decisions. Information will be shared at the SIC meetings and questions can then be raised as necessary.

## 10. Report from Finance and Buildings Committee

As Chair of that Committee, SM informed Governors that he, EE and GS had recently met with the SBM regarding the budget. He was happy to report that compared to the previous year, the budget was more honed and they had more confidence in it. He expressed his thanks to the SBM.

EE advised that he had received follow up information from the schools forum where he had raised the query regarding additional funding for extra pupils. He explained that single entry form schools were disadvantaged by the formula used to calculate whether the school qualifies i.e. the school had to take in a minimum of 20 additional pupils in the year to qualify. Wildmoor Heath took in 18 additional pupils but did not receive any additional funding. He advised that Education Finance were going to review this formula.

EE suggested that KR and GS make a formal request for funding for increasing of role.

**Action: KR and GS to make a formal request**

#### **11. Report from School Improvement Committee**

As Chair of that Committee, CBL reported that she and KR had had a brilliant meeting with teachers of the more senior years in the school. She also advised that there was a lot of work being carried out on work scrutiny and that they were coming in tomorrow to carry out more.

#### **12. Report from Strategy Group**

As Chair of that Committee, PB reminded Governors of the three main objectives of this group:

- i) Review of strategy
- ii) How does the school develop routine strategy processes
- iii) How do Governors measure the effectiveness of the Governing Body

He advised that he was in the process of putting a report together and had received lots of responses back from the parents' survey.

#### **13. Report from Staffing Committee**

As Chair of that Committee, JC reported that the first meeting of this committee had taken place earlier this month. The main discussion had been on the staffing structure for next year which had been a very constructive discussion.

#### **14. Report from Link Governor**

In the absence of the Link Governor there was nothing to report.

#### **15. Approval of Standing Agenda items**

Governors confirmed receipt of the standing items document. It was agreed that if there were any comments on this they should be sent to the Clerk.

**Action: Any comments on Standing items document to be sent to Clerk**

#### **16. Reports on training**

Governors confirmed receipt of the schedule. It was agreed that Governors who have attended training sessions should provide feedback to the relevant committee.

#### **17. Policies and procedures**

- i) Complaints policy
- ii) Equality Duty Plan

GS stated that according to his schedule these policies were not due for review. It was agreed that the Clerk should update the Clerk's policy spreadsheet with the correct renewal dates.

**Action: Clerk to update policies spreadsheet**

18. **Any other business**
- QA i) **Snowdonia trip**  
Governors congratulated GS and the staff on the Snowdonia trip stating that they had followed the progress on Twitter. GS was also thanked for the excellent assembly that parents received on the Snowdonia trip.
- ii) **Lest we forget**  
GS informed the Governors of the role of the children from Wildmoor Heath at the 'Lest we forget' production at Bracknell Sports Centre. The choir and dances from the pupils were fantastic as was the narrating by two Year 6 pupils. He thanked the staff who voluntarily gave up their personal time to assist with this. 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. The banners were very powerful.

**Action: CT to speak to council**

There being no further business the meeting closed at 8.01pm

**Date of next meeting: Monday 2<sup>nd</sup> June 2014 6pm**

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

**Karen Roche - Chair**