



UNAPPROVED

**Full Governing Body
Wildmoor Heath School**

Wildmoor Heath School

**Minutes of a meeting of the Full Governing Body
held at 3.20pm pm on Thursday 11th February 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)
Mr Cliff Thompson

Apologies:

Mrs Nicola Thurgood
Mrs Alison Rolls

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 NT and AR.
2. **Declarations of Interest (financial and personal):** None
3. **Review of Governors' terms of office:** There are no vacancies arising in the next 12 months.
4. **Minutes of the previous meeting** held on 12th November 2015 had been circulated. The minutes were agreed as an accurate record and signed by the Chair.
5. **Matters arising**

Action one: Clerk to follow up Safeguarding training and DBS checks with TW and JC
JC confirmed that he was mid-way through completing the NSPCC training.

Action two: MG to undertake Safer Recruitment training via the NSPCC website
GS confirmed that MG had been registered on the NSPCC website.

Action three: KR to update and circulate GMP once a term
KR confirmed that she was in the process of updating this document and creating an Impact Statement from it. She advised that she would circulate both once complete.

Action one: KR to circulate GMP and Impact Statement

Signed: _____
Date: _____

Action five: KR to compile a register of all policies and procedures and which Committee are responsible

KR suggested that a document which contains all the information regarding Committees and FGBs is created.

Action two: KR to create a new Governing Body document

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

KR advised that this had not yet been done but it would be.

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

Action nine: KR to contact Edgbarrow and Brakenhale reference printing for writing competition

GS advised that Mr People had contacted a publishing house and this was now in hand. CBL volunteered to be part of the current year writing competition.

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

Action thirteen: KR to send to Governors details of what needs to be done regarding the GB self-evaluation

It was agreed that the self-evaluation for the past year needed to be carried out and that the Committee Chairs should meet to discuss.

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

Action seventeen: Clerk to circulate the COC to all Governors and Governors to sign and return as soon as possible

The Governors who had not signed the Code of Conduct signed it at the meeting. The Clerk still has one outstanding.

Action six: Clerk to contact one Governors reference COC

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

6. Correspondence

The Clerk confirmed that she had received two Governor resignations; from Tony Waite and Jan Hart. This leaves vacancies for two co-opted Governors and one parent Governor.

7. Headteacher's report

School Development Plan

Governors had attended the staff inset day which centred around the School Development Plan (SDP). Governors were involved in the reviewing of the previous SDP and the creation of the new SDP. Governors felt that it had been a very worthwhile process and thanked GS for including them in the process.

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Date: _____

GS confirmed that he would send out a draft of the SDP to Governors

Action seven: GS to send out a draft of the SDP to Governors

Register of Pupil's attendance

GS stated that the current figure is 97.4%

8. Chair's report

i) Proposal to close nursery

KR and GS reminded Governors of the consultation process:

- The proposal is sent to the Local Authority (LA)
- A Public Meeting is held
- Comments from the public are received
- 12th February 2016 – The consultation is closed
- Governors review the comments received and check whether the proposal needs to be amended in light of these and the meeting comments
- The paperwork with the final Governor proposal is sent to the LA
- The LA hold a meeting on 8th March 2016 to discuss the proposal and make a decision (there are two meetings – Departmental Manager Team and the Political Team). There is no right of appeal in either direction.

CT and CS were asked whether they would be involved in either of the LA meetings. Both said it would be unlikely but they would declare an interest if it occurred.

KR opened the discussion regarding the proposal up to the meeting asking for opinions on the comments received and raised at the public meeting (the comments schedule and public meeting minutes had been circulated in the preceding week). The following points were raised:

- When I reflect on the comments made, I do not think that we promoted the Nursery enough and that we should have seen signals/warning signs that it was becoming a loss making entity earlier
- As a business we did not do enough marketing but I do not believe it would have made any material interest if we had
- The Nursery opening hours (9am to 1pm and for 39 weeks of the year) are probably not enough for some families.

GS responded that he had looked back at the Nursery numbers in the last decade and the Nursery has only ever been, on average, 50% full. The previous Head had also had a conversation about closing the Nursery and it does not appear that there had been any marketing done prior to 2013. In 2013 new school brochures were prepared which had the Nursery in them for the first time. The website was also updated to include 'Nursery' in the school title and the meta-tabs had been updated so that the Nursery appeared on

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Date: _____

a Google search. Governors reflected that there had probably been more advertising done in the past three years than prior to that.

GS also stated that when he joined the school in 2013 that the Nursery was the only part of the school branded as 'Good' with great teachers and staff. The proposal regarding the Nursery started as 'how can we keep the Nursery and get more people attending' rather than 'how do we close it'. We are among a number of schools in BFC facing this problem, it is a model that does not appear to be working.

Additional comments were made as follows:

- I think that as Governing Body we lacked in proactivity with regards to the Nursery as we had a different set of priorities i.e. moving the school from 'Requires Improvement' to 'Good'. I think however even if we had put new measures in place the outcome would have been the same.
- The recent funding issues affecting the whole school i.e. flat budgets with budget cuts to come has compounded on this issue and it became more obvious that we could not carry on with this model.
- The school and Governors will need to start to build some bridge with parents. We need to say how sorry we are to parents.
- Comments at the meeting were that some parents needed more time to have come up with a plan to save the Nursery. We need to carry out an evaluation so those people can see it is not a viable business.
- If the Nursery is to close then the classroom space will need to be utilised and a positive plan for this created. There should also be a formal marking of its closure if it happens.

[A Governor asked whether as a Governing Body it supports the idea of having an on-site Nursery.](#) Governors agreed that they do however with the current building as it is having an independent provider would cause some safeguarding problems with regards to shared facilities, outside space, same entrance to school grounds. Looking towards the future when the residential building works are completed, there might be a need for Nursery provision again.

In conclusion, Governors agreed (seven agreed, one abstention) that if there are no further substantive material communications to propose a viable alternative action then the school would not amend its proposal to the LA.

Governors were reminded that there is an FGB meeting on 7th March 2016, if required to discuss any further information/comments received.

The minutes of the public consultation meeting were agreed as an accurate record and signed accordingly by the Chair.

Action eight: Clerk to send approved minutes and finalised comments schedule to GS and KR once the consultation has closed

Signed: _____
Date: _____

ii) Review Governor Skills Audit

It was agreed that KR should circulate the skills audit for Governors to complete so that any areas that the Governing Body (GB) could be stronger in can be identified.

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

iii) Election for new parent Governor

It was suggested and agreed that the parent Governor election could be held over until the start of the new academic year in order to provide new parents with the opportunity to become a parent Governor

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

iv) Process for filling the two co-opted Governor vacancies

GS advised that he had received an enquiry from a parent about becoming a Governor. This person had some of the skills that the GB were looking for. It was agreed that KR should make contact with the parent.

Action eleven: KR to contact interested parent regarding becoming a Co-opted Governor

v) Policies and committees review

KR advised that she would build these into the new FGB document.

vi) Arrangements for headteacher's mid-year review

CBL offered to join this group following the resignation of TW.

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

9. Finance and Buildings Committee to report

SM advised that he had met with the School Business Manager (SBM) to go through the budget and indicative budget. It is a functional budget but a tight one. There have been areas identified where cost savings can be made. It had however been agreed to ring fence staffing (as much as possible). There will possibly be a need for the Private Fund to support the school.

[A Governor asked whether GS was aware of any primary schools making redundancies.](#) GS responded that he was not aware of any but could see it being an issue in coming years.

The Clerk advised that she had contacted the SBM regarding setting a date for the Finance and Buildings (FaB) meeting in which the proposed budget is analysed and reviewed. Once the date has been confirmed the Clerk will circulate.

Action thirteen: Clerk to circulate FaB meeting date once confirmed

10. School Improvement Committee to report

CBL provided Governors with a verbal update of the last meeting.

Signed: _____
Date: _____

11. Staffing Committee to report

As the Staffing Committee have not yet met this academic year there was nothing to report. The date of the next meeting however was amended to Thursday 14th April 2016 at 4pm.

Action fourteen: Clerk to update meetings schedule and circulate

12. Strategy Group to report

As this group no longer meets, there was nothing to discuss.

13. Reports on school visits

CBL advised that she had attended the SEND meeting and that the report is now on the school website.

JC advised that he had delivered a session on airplane to Year 5.

14. Reports on training

KR discussed the recent Governor Conference which four Governors from WHS had attended. She advised that the Governing Body of WHS had been praised and congratulated for their significant impact on the school.

15. Update on PTA activities

GS advised that the PTA had had their AGM yesterday and that a lot of money had been raised in the previous year. The school will be requesting support from the PTA with the renewal of the adventure playground.

SL offered to take on the role as PTA link.

Action fifteen: Clerk to update Governor schedules for PTA link

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

The Clerk offered to contact BFC to find out when the next session would be delivered.

Action sixteen: Clerk to contact BFC regarding next Safer Recruitment session

17. Approval of Committee Standing Agenda items

It was agreed to incorporate these into the new FGB document.

18. Approval of Committee Terms of Reference

It was agreed to incorporate these into the new FGB document.

Action seventeen: KR to incorporate Committee Standing Items and TOR into new FGB document

19. Code of Conduct – those who have not signed

This had been discussed under item 5.

Signed: _____
Date: _____

20. Policies and procedures

There were no policies due for review.

21. Any other business:

i) Nominate an "Inventory" Governor

SM offered to take on this role.

Action eighteen: Clerk to update Governor schedules for Inventory Governor link and inform the SBM

ii) Nominate Safeguarding, Child Protection Governor, E-Safety

CBL offered to take on this role.

Action nineteen: Clerk to update Governor schedules and inform BFC for Safeguarding, Child Protection Governor, E-Safety

iii) Nominate Development Governor (training)

CS offered to take on this role.

Action twenty: Clerk to update Governor schedules and inform BFC for Safeguarding, Child Protection Governor, E-Safety

iv) Nominate EYFS Governor

It was agreed to carry this over.

Action twenty-one: Clerk to add to Annual Planning meeting agenda

v) Nominate Pay Appeals Lead

It was agreed to carry this over.

Action twenty-two: Clerk to add to next agenda

vi) Date of next FGB meeting

The Clerk advised that the FGB meeting set for June would be outside the deadline for Governor approval of the budget. It was therefore agreed to have a one topic meeting on Monday 23rd May 2016 at 5.35pm.

Action twenty-three: Clerk to update meetings list

There being no further business the meeting closed at 5.15pm and moved to Part II business.

Date of next meeting: Monday 23rd May 2016 at 5.35pm

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

Karen Roche - Chair

Signed: _____
Date: _____

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Minute	Action	Who	When
5	Action one: KR to circulate GMP and Impact Statement	KR	
5	Action two: KR to create Governing Body document	KR	
5	Action three: KR to look into the NAHT training and let Governors know of suitable courses	KR	
5	Action four: CBL to contact Mr People regarding the writing competition	CBL	
5	Action five: KR to organise meeting to discuss self-evaluation	KR	
5	Action six: Clerk to contact one Governors reference COC	Clerk	
7	Action seven: GS to send out a draft of the SDP to Governors	GS	
8	Action eight: Clerk to send approved minutes and finalised comments schedule to GS and KR once the consultation has closed	Clerk	
8	Action nine: KR to circulate the skills audit for Governors to complete	KR	
8	Action ten: Clerk and KR to discuss timing of parent Governor election	KR and Clerk	
8	Action eleven: KR to contact interested parent regarding becoming a Co-opted Governor	KR	
8	Action twelve: KR to arrange meeting for headteacher's mid-year review	KR	
9	Action thirteen: Clerk to circulate FaB meeting date once confirmed	Clerk	
11	Action fourteen: Clerk to update meetings schedule and circulate	Clerk	
15	Action fifteen: Clerk to update Governor schedules for PTA link	Clerk	
	Action sixteen: Clerk to contact BFC regarding next Safer Recruitment session	Clerk	

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21	Action eighteen: Clerk to update Governor schedules for Inventory Governor link and inform the SBM	Clerk	
21	Action nineteen: Clerk to update Governor schedules and inform BFC for Safeguarding, Child Protection Governor, E-Safety	Clerk	
21	Action twenty: Clerk to update Governor schedules and inform BFC for Safeguarding, Child Protection Governor, E-Safety	Clerk	
21	Action twenty-one: Clerk to add to Annual Planning meeting agenda	Clerk	
21	Action twenty-two: Clerk to add to next agenda	Clerk	
21	Action twenty-three: Clerk to update meetings list	Clerk	

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Date: _____