



Wildmoor Heath School

Minutes of a meeting of the Full Governing Body held at 4pm on Thursday 12th November 2015

Present:

Mrs Carole Blunden-Lee
Mr Stewart Mackie
Mrs Karen Roche (Chair)
Mr Grant Strudley (Headteacher)
Mrs Nicola Thurgood
Mrs Alison Rolls

Absent:

Mr Tony Waite

Apologies:

Mr Jason Cooper
Mr Cliff Thompson
Mr Christopher Salt
Mrs Janice Hart
Mrs Sophie Leadbeater

In attendance

Mrs Celeste Moruzzi – Clerk to the Governors

Welcome – KR welcomed everyone to the meeting and noted that the meeting was not yet quorate. She introduced Ali Rolls as the new parent governor and took the opportunity to discuss the 'Governor Day'; that had been held at school prior to the meeting.

Governor Day

KR stated that Governors had visited every year with the exception of F1 and F2. The following points were raised by those Governors who had attended the day:

- They had been astounded but not surprised with the quality of writing in Year two, the amount of writing that had been done since September and the fact that the children could speak about their writing.
- They had been impressed with the increase in standard of writing between Years one and two
- The level of engagement from the children and how focused they were was very impressive
- The children knew what they were doing and were happy doing it
- The Year four and Year six classrooms are affected by noise from the building work
- There was an overall impression of happy children and happy staff

Governor asked Mr Strudley to pass on their thanks and feedback to staff.

1. **Apologies for absence** had been received from CS, CT, JC, SL, JH. TW was absent.
2. **Declarations of Interest (financial and personal):** None

Signed: _____
Date: _____

3. **Review of Governors' terms of office:** It was noted that the next term of office coming to an end would be that of Tony Waite in October 2016.

4.18pm CBL joined the meeting at this point and the meeting became quorate.

4. **Minutes of the previous meetings** held on 15th July 2015 and 10th September 2015 had been circulated. There were no amendments and the minutes were signed as an accurate record by the Chair.

5. **Matters arising**

July 2015

Action one: Clerk to contact the school office to confirm whether all Governors had sent the school office their DBS certificate: The Clerk informed Governors that the school office had responded and required information for two Governors. It was agreed that the Clerk would follow this up with the two Governors. Governors engaged in a discussion regarding the removal of three year DBS checks by BFC from their Safer Recruitment Guide. It was noted that the school is following this guidance for Governors too.

Action one: Clerk to follow up Safeguarding training and DBS checks with TW and JC

Action three: MG to undertake Safer Recruitment training via the NSPCC website: GS confirmed that MG had not yet done this but was scheduled to do so. CB-L stated that she would also like to complete Safer Recruitment training.

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

Action eight: KR to circulate GMP once a term: KR advised that this had not been updated recently but that she would do and circulate.

Action three: KR to update and circulate GMP once a term

Annual Planning meeting

Action seven: Clerk to collate Register of Business Interests forms: The Clerk is still outstanding one form from TW.

Action four: Clerk to chase TW for form so website can be updated

Action eight: Approve scheme of delegation for policies & procedures - KR to compile a register of all policies and procedures and which Committee are responsible. KR advised that this was still to be done.

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

Minute 16: Appoint Governors to specific responsibilities as required: KR Informed Governors that an e-Safety Governor should be appointed and this was not done at the Annual Planning Meeting. GS suggested that this be incorporated with the Safeguarding Governor role.

Action six: Clerk to update schedules for e-Safety Governor and add to the APM standing items

Signed: _____
Date: _____

Action sixteen: GS to contact TW reference continuing as safeguarding Governor.

GS advised that this is still to be done

Action seven: GS to contact TW reference continuing as safeguarding Governor

Action nineteen: KR stated that she would look into the NAHT training and let Governors know of suitable courses. KR advised that this was outstanding.

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

Action twenty two: GS to confirm dates of School open days and inform Governors:

This had been done and the first of the open mornings had been held and had been successful. The next open afternoon is scheduled for 3rd December 2015.

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

Writing Competition

KR asked whether CBL still had her contact at Wellington who would print and bind copies of the winning writing pieces. CBL advised that the contact no longer worked for Wellington. KR offered to contact Edgbarrow and Brakenhale to enquire if they could carry this out.

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

All other items were either confirmed as having been carried out or were on the agenda for the meeting.

6. Correspondence

It was noted that Paul Brandist had resigned as a Parent Governor.

7. Appointment of Associate Governor

Governors unanimously agreed to appoint Paul Brandist as an Associate Governor with no voting rights at this time.

Action ten: Clerk to inform BFC and update schedules

8. Headteacher's report

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

GS highlighted some of the salient points, being:

- The Published Admission Number is 30, making the maximum number of pupils in the school 210 (this excludes F1). There are currently 199 pupils in F2 to Year 6 and 11 in F1.
- Attendance is currently 97.8% (the previous year finished at 97.1% which was above the national average)

Signed: _____
Date: _____

School Development Plan

- The gap between Pupil Premium children (PP) and non-Pupil Premium children narrowed in reading and writing but remained the same in maths. The proportion of PP achieving expected levels at the end of KS1 (L2b+) and KS2 (L4+) was in-line or better than national in reading, writing and maths.
- A greater proportion of children achieved Level 3+ at the end of KS1 in all areas. At the end of KS2, the %-age of L5+ was better in maths and the same in reading and writing. Across the school, the %-age working above ARE is down compared to July 2014; this is most likely due to the higher expectations of the new curriculum. GS discussed the new 'Mastery' level and it was agreed that this should be discussed in more detail at the next SIC meeting.

Action eleven: Clerk to add 'Mastery' to the next SIC agenda

- The gap between boys and girls in reading has widened, but narrowed in writing and maths. The %-age of boys at ARE in reading is better than in July 2014 and the %-age making expected or better progress is better, however, girls have done even better. At the end of KS1 and KS2, boys perform in line with or better than their peers nationally.
- The gap between SEN and non-SEN children has narrowed in all subjects since July 2014. More children are making expected or better progress than in previous years. However, the gap is still significant in comparison with national averages. At the end of KS1 and KS2, SEN children performed as well as or better than their peers nationally

Inspection dashboard

Governors were pleased to learn that the school had received 'no weaknesses identified for 2015' in the most recent dashboard.

Quality of teaching

GS discussed the introduction of the new curriculum stating that that fewer pupils are working at ARE and above in writing across the school when compared to July 2014 but that significant gains have been made when compared to October 2014 (the first assessment under the new assessment criteria).

He advised that the new handwriting scheme had been introduced in September and it was very user friendly and had successful outcomes. Governors reiterated this, commenting on the excellent hand writing they had seen earlier in the day.

Governors commented on the marking and feedback process they had seen in the day and praising the fact that children are encouraged to reply to the teacher's feedback.

International Primary Curriculum

GS advised that this was now embedded and that staff and children were engaging and enjoying using it.

CPD

Governors noted the list of CPD since September 2015 and were pleased to see that a number of sessions had been led by teachers themselves.

Signed: _____
Date: _____

Reportable incidents, bullying and exclusions

- GS stated that there had been one incident of a racist nature (name calling). The child and their parents had been spoken to about this
- There is currently a situation being monitored with regards to bullying
- There have been two fixed term exclusions given (one for one day and another for three days) for the same child. Additional support has been sought from the LA for assistance with this

GS invited questions:

Question	GS response
Are your late arrivals Pupil Premium children?	Some of them are. Mrs Talbot has been working with the families and some of the late arrivals in the prior year have now left the school (to move to secondary).
Is the literature in school better for girls than boys?	The Reading scheme is well gender balanced however boys are less likely to read fiction which can impact on inference and deduction.
How are you going to address your SEN gap?	The Teaching Assistants (TAs) have been upskilled in Speech and Language training. I, as the SENCO, have been working with all teachers and we have used external support such as Support for Learning and Educational Psychology where appropriate. We need to be more pinpointed and deliver more homed interventions.
Who decides when a child is put on the SEN register?	Children and their attainment are monitored all the time, triggers could be that there is not enough progress, behavioural issues, parental concern. {GS provided further details of the next steps in the process} Children will generally go on and off the register unless they have a long-term illness which means that they will be on it for the duration of the time at the school e.g. hearing impairment.

9. Chair's report

i) Set objectives of the Governing Body for the year, linked to School Development Plan

The governors' objectives for the 2015-16 SDP were written and reviewed last term. As the school's SDP runs from the start of each summer term, the monitoring plan is aligned with this.

Action twelve: Clerk to update FGB standing items for objective setting

Signed: _____
Date: _____

ii) Review of Governing Body's effectiveness through self-evaluation

KR showed Governors the prior year self-assessment table which highlighted areas which required work. It was agreed that this should be reviewed in the spring term and that KR would send to Governors details of what needs to be done.

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

Action fourteen: Clerk to update Standing items to include the GB self-evaluation review to the spring term

10. Finance and Buildings Committee to report to include budget update

As Chair of that Committee, SM advised that there was no updates at this time however there are two ratifications required which are on the agenda. See item 22. It was also noted that the budget settlements will be tight for next year.

11. Report from School Improvement Committee

As Chair of that Committee, CBL provided Governors with a brief overview of the last meeting. There were no questions.

12. Report from Staffing Committee

KR advised that the Governors had met and approved the Head teacher's recommendations for teachers pay. They had also carried out the Head teacher's performance pay review with a new external adviser. GS has been set objectives for the current year and these will be reviewed in February 2016.

13. Report from Strategy Committee

There was nothing to report.

14. Reports on school visits

KR used the Governor visit log file to detail the following visits:

- JC and KR met with GS regarding the APM
- SM and KR carried out the performance review for GS
- KR and JH attended the open morning
- JH carried out a monitoring visits in F1 and F2
- JC, SM, KR met GS regarding a confidential issue (to be discussed in Part II)

It was suggested that JH should feedback to SIC on the monitoring visit to the Foundation Stage.

Action fifteen: Clerk to add JH feedback to SIC agenda

Signed: _____
Date: _____

15. Items 15 to 18 on Agenda: Reports on training, PTA activities and Action planning after an inspection or audit

It was agreed to carry these items over to the next meeting.

Action sixteen: Clerk to add to next agenda

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

GS advised that his training is still current. KR advised that she needed to update hers.

20. Term dates 2016-2017

GS referred to the schedule which had been circulated advising that the mandatory inset day had been set for a Thursday meaning that the first day return to school would be on a Friday. He therefore proposed that this also be an inset day so that the children returned to school on Monday 5th September 2016.

The remaining inset days were proposed as follows:

- Two in February for the school conference
- One in July to coincide with the Wellington College Festival of Education

It was also proposed that five hours of directed time be used for teachers to do something outside of directed time which would be useful to the school for example, attending a Research Conference, Teacher Meets or extra CPD with the LA. This would give them flexibility and they could relate it to their own objectives or to the SDP.

Governors approved all the proposals.

21. Code of Conduct (COC) update

The Clerk advised Governors that the COC had been updated to include the Governor approval for their information to be added to the school website and for the removal of the three year DBS check.

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

22. Backdated ratification of access to Private Fund for building work

- i) for Year 5 and 6 classrooms - £2,250
- ii) for courtyard refurbishment - £2,204

Governors unanimously ratified these approvals and spends.

23. Annual Admission Arrangements Consultation for Community and Voluntary Controlled Primary and Secondary Schools 2017/18 – Letter from BFC

GS advised that the proposed changes are driven by the new builds of schools in the area which in turn is removing the 'feeder' school status. There would be no impact on Wildmoor Heath School as a result of this.

24. Subject Leaders

This information had been circulated in the Head teachers report.

Signed: _____
Date: _____

25. Approval of Standing Agenda items:

i) Committees

As the Committees had not yet met it was agreed to carry this forward.

Action eighteen: Clerk to add to next FGB agenda

ii) FGB

Governors approved the Standing items.

26. Approval of Committees' Terms of Reference

i) Committees

As the Committees had not yet met it was agreed to carry this forward.

Action nineteen: Clerk to add to next FGB agenda

27. Target Tracker demonstration

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

Action twenty: Clerk to add to next SIC agenda

28. Feedback from GS/MG: Ofsted course

GS provided the following information obtained at the Ofsted course:

- The school is unlikely to be inspected for another three years
- The next inspection would likely be one inspector for one day with a view that the school will continue to be 'good'
- If the inspector feels that the school is no longer 'good' then it will trigger a full section five inspection
- Inspections focus on the pupils currently at the school rather than the previous year's results
- There is a focus on the 'Impact of Leadership and Management' on the teaching etc.

29. Policies and Tasks

i) Freedom of information policy:

This has been amalgamated with Data Protection policy and it was approved in September

ii) Admissions Policy:

There are no proposed changes. Approved.

iii) Governor allowances policy:

There are no proposed changes. Approved.

iv) Pupil Premium Funding Statement

This will be presented to the SIC.

v) PE Funding Statement

This will be presented to the SIC.

vi) Complaints policy

This was approved.

Signed: _____
Date: _____

vii) Register of pupil's admissions to school

See item 8

viii) Register of pupil's attendance

See item 8

ix) Register of Business Interests

This is in progress

x) Risk Assessment

This will be presented to the FaB Committee

30. Other business

There were no items raised.

There being no further business the meeting closed at 6.08pm

Date of next meeting: 11th February 2016 4pm (Staff and Governor Conference)

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

Karen Roche - Chair

Actions arising:

Minute	Action	Who	When
5	Action one: Clerk to follow up Safeguarding training and DBS checks with TW and JC	Clerk	18/12/15
5	Action two: MG to undertake Safer Recruitment training via the NSPCC website	MG/GS	18/12/15
5	Action three: KR to update and circulate GMP once a term	KR	18/12/15
5	Action four: Clerk to chase TW for form so website can be updated	Clerk	30/11/15
5	Action five: KR to compile a register of all policies and procedures and which Committee are responsible	KR	18/12/15
5	Action six: Clerk to update schedules for e-Safety Governor and add to the APM standing items	Clerk	18/12/15

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**Full Governing Body
Wildmoor Heath School**

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5	Action eight: KR to look into the NAHT training and let Governors know of suitable courses	KR	18/12/15
5	Action nine: KR to contact Edgbarrow and Brakenhale reference printing for writing competition	KR	18/12/15
7	Action ten: Clerk to inform BFC and update schedules	Clerk	30/11/15
8	Action eleven: Clerk to add 'Mastery' to the next SIC agenda	Clerk	30/11/15
9	Action twelve: Clerk to update FGB standing items for objective setting	Clerk	18/12/15
9	Action thirteen: KR to send to Governors details of what needs to be done regarding the GB self-evaluation	KR	18/12/15
9	Action fourteen: Clerk to update Standing items to include the GB self-evaluation review to the Spring term	Clerk	18/12/15
14	Action fifteen: Clerk to add JH feedback to SIC agenda	Clerk	30/11/15
15-18	Action sixteen: Clerk to add these items to next agenda	Clerk	30/11/15
21	Action seventeen: Clerk to circulate the COC to all Governors and Governors to sign and return as soon as possible	Clerk	30/11/15
25	Action eighteen: Clerk to add to next FGB agenda	Clerk	18/12/15
26	Action nineteen: Clerk to add to next FGB agenda	Clerk	18/12/15
27	Action twenty: Clerk to add to next SIC agenda	Clerk	30/11/15

Signed: _____
Date: _____