



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 12TH FEBRUARY 2024
At the school.**

The meeting being Quorate was opened at 6.03pm by the Chair.

<p>Present: Governors: Jennifer Adams (JA); Paul Prosser (PPr); Nicola Tabb (NT); Emma Verney-Davies (Acting HT-EVD); Melica Cutbush (MC). Apologies: Andy Moffat (Co-Chair AM); Gemma Edwards (AHT/SENCo- GE). In Attendance: -Mike Behnke – Clerk (Syzygy Clerking Services); Clare Moffat (CM); Robert Harrington (RH); Debbie Pope (DP – For Item 2 only); Afshan Khan (AK – For item 2 only).</p>		
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No.	Minutes	Action Point
1.	<p>Present</p> <ul style="list-style-type: none"> • PP welcomed governors to the meeting. <p><u>New Governor Ratification</u></p> <ul style="list-style-type: none"> • Following discussion by the governors, RH was officially appointed as the new LA governor for the school. 	
2.	<p>EYFS Presentation (Debbie Pope)</p> <ul style="list-style-type: none"> • Works with Donna in the Pre-School. • Pre-School numbers – 28 children of which 26 will be joining Reception in September. • There are 6 on the waiting list for Easter, 2 of which are 30 hours and 4 are 15 hours. • One SEN child will remain in pre-school next year and one will be joining Reception. • High intake of EAL at 5. • Reception is nearly full with 29 of which 7% are PP. • High SEN needs of which EAL are 28%. • The data will change once the summer term is reached with those not ontrack, after interventions will improve. <p><u>Celebrating Success</u></p> <ul style="list-style-type: none"> • DP provided a summary of the work taking place around: <ul style="list-style-type: none"> ○ Developing an effective learning environment -use of zones, outdoor area development and building of physical development. 	

	<ul style="list-style-type: none"> ○ Development of the Forest School – DP completing course to become a qualified forest school trainer. <ul style="list-style-type: none"> ▪ Two grounds days were held with parental involvement to improve and develop the site. ▪ EYFS have a session every week throughout the year, and Year 2-6 interventions introduced 1 a week. ○ Upskilling of staff – work on autism with staff <ul style="list-style-type: none"> ▪ Intro of sensory circuits in the morning and shared attention ▪ Social stories to help with friendship/attendance issues ▪ EYFS Leadership training ▪ Upcoming training for all staff eg ‘Importance of play’ ○ Encouraging enjoyment of reading <ul style="list-style-type: none"> ▪ Weekly shared reading books. ▪ Class library from which children can take home books. ▪ Library visit undertaken with parents, further explained by DP. ● Supporting Subject leads – further outlined by DP, enabling the thread of learning to be followed from pre-school to Year 6. ● Introduction of ELS phonics scheme where progress is clearly being seen. ● Positive partnership is being created with the pre-school., making use of the resources and space. ● Support from EYFS Specialist Teacher Services – Platinum membership. <p><u>Future</u></p> <ul style="list-style-type: none"> ● Focus on SDP – upskilling of staff is a key priority with new LSAs and teachers, new to EYFS. ● Cluster network meetings every half term/term. ● Using the EYFS Framework – working on a progression of skills document for reception looking at every single area of learning. ● Pre-school long term plan to have a progression of skills through the events and seasons covered in the year. ● Transition from Reception to Year 1 – quotes provided from the Early Excellence centre about ensuring that KS1 curriculum is being met, but continuous provision resources are being offered which is being worked on. <p><i>Q: (JC): I know that the school is focused on reading and having reading coming home, I was just wondering whether with the advent of spring and summer, whether we can get more activities built into challenges you can do at home eg how many steps, an activity that could spark something around children enjoying physical activities more?</i></p> <p><i>A: (MC): I came across something that was delivered pre-Covid, which is a little out of date, but we have hundreds of ‘healthy passports’ which we could send out for the holidays. It will appeal to the younger children.</i></p> <ul style="list-style-type: none"> ● With no further questions, DP was thanked for her presentation. <p>Maths Presentation (Afshan Khan)</p> <ul style="list-style-type: none"> ● AK reminded governors about her vision regarding Maths which was presented to them last year. ● She outlined the key areas for her: <ul style="list-style-type: none"> ○ To maintain the practices ○ To ensure that the understanding of maths skills is deepened ○ Systems – What systems are in place re assessment and planning in terms of teaching. 	
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	<p><u>Data</u></p> <ul style="list-style-type: none"> Data for the last 3 years has been accumulated. Overall the data has improved at both KS1 and KS2 – the data figures shown to governors. EVD reminded that each cohort is different and on an annual basis, the percentages will vary dependent on the class size and groupings – EAL, PP/disadvantaged, boys, girls etc.eg. 25% is 1 child out of 4 in a group. In terms of GD, last year the figure was low at 8%, work taking place to narrow the gap. The prediction is that if a child has achieved ‘AT’ in EYFS and KS1, then it is expected that they will achieve ‘AT’ at Year 6. <p><u>Multiplication Tables Check (Year 4)</u></p> <ul style="list-style-type: none"> The last 3 years have shown 33% (51 children), 34% (47 children), 51% (41 children) achieved 20 marks. <p><u>Way Forward</u></p> <ul style="list-style-type: none"> Aim is to maintain and sustain progress through high quality teaching and learning; To continue with interventions, planning and CPD; An SDP priority is to extend higher priority attainers in the lessons to stretch them and enable them to achieve their full potential. Subject knowledge via support from the Maths Hub. Governors were encouraged to view a maths lesson with AK. With no questions, DP and AK were thanked for their presentations and left the meeting at 6.47pm. CM joined the meeting at 6.49pm. 	
3.	<p>Administrative items</p> <p>3.1 <u>Apologies:</u></p> <ul style="list-style-type: none"> Introductions were made. RH to arrange a time with CM regarding his DBS. Apologies were noted and accepted as above. <p>3.2. <u>Declarations of interest</u></p> <ul style="list-style-type: none"> Standard declarations as previously declared and recorded. <p>3.3 <u>Minutes of the last meetings: 12.12.23</u></p> <ul style="list-style-type: none"> The minutes were agreed to be a true record of the proceedings and were signed by the Co-Chair. <p>3.4. <u>Matters Arising: 12.12.23</u></p> <ul style="list-style-type: none"> PP to chase up AM regarding draft annual governance statement for the website. H&S policy is on website, still awaiting response from Phil re the site security. Agreed that PP would take responsibility for H&S and AM for English. EVD to feed back to JA regarding the behaviour principles. Safer recruitment training to be completed by PP/AM. Other governors involved in panel meetings were encouraged to also undertake the training. A new lettings policy is on GH, but it was felt that the hire costs should be reviewed, Wheatfields outpricing itself. NT undertook a safeguarding visit. JA to arrange a wellbeing and maths visit with the relevant staff members. PP to email governors regarding feedback on and acceptance of, the pay policy. Question to be included at parent consultation regarding use of platforms/apps. 	<p>RH</p> <p>PP EVD</p> <p>EVD</p> <p>ALL</p> <p>JC</p> <p>PP</p>

	<ul style="list-style-type: none"> All other actions had been completed. 	
4.	<p>4.1 <u>Resources update</u> (CM)</p> <ul style="list-style-type: none"> CM/EVD met with Jane Green (Cambs CC) regarding catch up on the end of the financial year. Governors have been provided with a spreadsheet on the budget. Following revisions, currently looking at a c/f of <u>£390,44</u> (original estimate was £23,000). Budget has been reviewed in detail, staffing being the major concern, where there are more LSAs than required for the classrooms. Currently there were too many teachers plus 35.5 hours of TA time per class. Looking forward to 2024/25, if the status quo is maintained with all areas of the budget, it will start with a £180,000 deficit. 2024/25 figures are based on the October pupil numbers (301 at the October Census). Since then 25 new pupils have been taken on (£4,000 per pupil) but are not included in the financial figures. JG has said that the schools can apply for Cambs CC Mobility Funding due to this being a rare case. The September numbers for Reception are 35 children, the rules requiring 2 teachers for any number over 30. To pay for another teacher, the school requires a minimum of 10 more children beyond the 30. Any late applications (after 15th April) are offered in May which might address the above. CM further explained how she could view the choices for Wheatfields via a portal. CM requested an EGM with governors to look at the budget/funding scenarios in greater detail and agree a way forward. She agreed to send out a form with suggested dates via Doodle. Further discussions took place around staffing at the Pre-School and Kids club, the latter running at a slight deficit. Currently, 26 out of the 35 children joining Reception in September are from the Pre-School. CM provided a number of scenarios with regard to the above with all options being considered and discussed. Aim is to get more children registered on SIMS for eg, dinner money. EVD stated that as people have left they've not been replaced. At least £125,000 of costs relate to the support staff pay increases. If the school provides a deficit budget, Cambs CC will need to be involved in the decision making and will require a repayment plan. Funding applications for some EHCPs have been refused, which impacts on the classes. A further 6 are in the pipeline. More children and subsequent staffing in the Pre-School will enable the school to have a more secure future. However, projected numbers for the local area are dipping annually. CM stated that on a positive side, the Pre-School children coming in for lunches were settling well, enabling them to become familiar with the school set up which will aid them on transition. CM was thanked for her update and left the meeting at 7.32pm. <p>4.2 <u>Head Teacher's report</u></p> <p>Key points to note:</p> <ul style="list-style-type: none"> 25 new starters, 15 of whom are EAL. Currently there are 26 languages in the school. 	CM

	<ul style="list-style-type: none"> Discussion followed around any additional support required for the EAL children via support networks, no support being available from Cambs CC. Communication starter packs have been suggested and requested. The School Council have also been asked to come up with ideas about how best to provide user friendly and welcoming resources/signage etc for all children to understand. Agreed PAN for Years 1 and 2 is 45 children per year group. SDP is a working document and constantly evolving. <p><u>Completed audits</u></p> <ul style="list-style-type: none"> PE audit has been successfully completed with sound practice across the school recorded. A full H&S audit has been completed, with the school being 81% compliant. Trying to get a security audit with Phil Hill. <p><u>Playing Field</u></p> <ul style="list-style-type: none"> EVD reminded governors about the playing field situation. There has been no progress, although Richard Rice has confirmed that the LA has a duty to provide the school with a usable field. This has not as yet been confirmed in writing. A response is being chased by EVD. Governors discussed the lack of progress, and agreed that should there still be no progress, PP would look at the next steps to escalate the matter, including contact with the local media and MP. RH suggested that the impact on the children and school be documented and provided to the above, should it be required. <p><u>Safeguarding & Behaviour</u></p> <ul style="list-style-type: none"> Staff have been trained in the Cambridgeshire Therapeutic Approach. Governors have reviewed the policy and provided feedback to EVD. JA/EVD agreed the wording changes in the principles document around 'exclusions'. <p><u>SEND</u></p> <ul style="list-style-type: none"> Update provided was noted by the governors. 	<p>PP</p> <p>EVD</p>
5.	<p>5.1 <u>Governor Training and Visits</u></p> <ul style="list-style-type: none"> Visit schedule was discussed and agreed that EVD would provide a form for completion by governors around dates. MC agreed to provide a grid showing school subject leads and working out which governor was responsible for which area. <p>5.2 <u>Policies for Ratification</u></p> <ul style="list-style-type: none"> A number of policies have been posted to GH for governors to review. They were asked to submit comments to EVD by <u>26th February</u> at the latest. Comments were provided by JA on the Lettings and SEND policies. For the future, it was agreed that all policies requiring ratification, should be posted to the meeting folder, after which they would be transferred to the Policies – Statutory/Non-statutory folder. <p>5.3 <u>SFVS</u></p> <ul style="list-style-type: none"> AM reported via GH that as the SFVS has to be submitted by the end of March, he will prepare a draft for discussion and agreement at the March FGB meeting. 	<p>EVD/ALL</p> <p>MC</p> <p>ALL</p> <p>COH</p> <p>AM</p>
6.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> EVD reported that she has had an application from a potential parent governor and would invite them to the next FGB meeting. 	<p>EVD</p>

7.	FGB Dates for 2023/24: All at 6.00pm		
	Thursday 28 th March '24	Wednesday 1 st May '24	
	Wednesday 17 th July '24		

With the business completed, the Chair closed the meeting at 8.11pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

	Previous Actions	Who	Status
2	To send EVD a draft annual governance statement for the website.	AM	c/f PP to chase
2	H&S and School Site Security policies to be circulated to governors when completed.	EVD	c/f
Item	Actions from previous meeting 12.12.23	Who	Status
2	To discuss need for safer recruitment training with AM.	PPr/AM	c/f
3	Kitchen cost centre report to be posted to GH.	CM	c/f
3	To arrange SEND monitoring visit with GE.	NT	c/f
3	To circulate SATs/Phonics assessment dates to NT/JA when confirmed.	EVD	c/f
3	Governors to record all visits using the visits template and save these to GH.	ALL	Ongoing
4	To discuss the pay policy with AM and governors to confirm acceptance via email.	PPr/AM/ALL	c/f
5	To review the volume and use of platforms/apps and provide feedback to the governors.	EVD/GE	Ongoing
Item	Actions from this meeting 12.02.24	Who	Status
3.	To arrange a meeting with CM regarding DBS.	RH	Active
3.	To provide feedback to JC on Behaviour Principles.	EVD	Active
3	To arrange a time to review facility hire costs	ALL	Active
3	To arrange wellbeing and maths visits with MC/AK.	JC	Active
3	To liaise with EVD regarding all outstanding monitoring visits.	ALL	Active
4	To send Doodle request for an EGM to discuss the budget and financial situation in more detail.	CM/ALL	Active
4	To escalate the playing field situation via MP/local media, should no adequate response be received from the L	PP	Active
4	To document the impact a lack of playing field space has had on the children and the school as a whole.	EVD	Active
5	To provide a document on GH for governors to complete re monitoring visit dates.	EVD/ALL	Active
5	To provide a grid for governors with subject leads and governor responsibilities.	MC	Active
5	To provide comments back on all policies by 26.02.24	ALL	Active
5	To ensure all policies requiring ratification, are posted to the specific meeting folder.	COH	Active
5	To prepare a draft SFVS submission for governors to approve at the March FGB Meeting.	AM	Active
6	To invite new parent governor to the March meeting.	EVD	Active

Initials.....Date.....

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