



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 20TH SEPTEMBER 2023
At the school.**

The meeting being Quorate was opened at 6.10pm by the Chair

<p>Present: Governors: Andy Moffat (Co-Chair AM); Paul Prosser (PPr); Nicola Tabb (NT); Emma Verney-Davies (Acting HT-EVD); Melica Cutbush (MC). Associate Members: Gemma Edwards (AHT/SENCo- GE). Apologies: Jennifer Adams (JA); Clare Moffat (CM). Absent:- Emma Smith (ES). In Attendance: -Mike Behnke – Clerk (Syzygy Clerking Services).</p>		
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No.	Minutes	Action Point
1.	<p>Present</p> <ul style="list-style-type: none"> AM welcomed governors to the first meeting of this academic year. 	
2.	<p>Administrative items</p> <p>2.1 <u>Apologies:</u></p> <ul style="list-style-type: none"> Apologies were noted and accepted as above. <p>2.2. <u>Election of Chair(s) / Vice-Chair</u></p> <ul style="list-style-type: none"> AM agreed to continue as a Co-Chair for another term. The roles and commitment required for the remaining Co-Chair and Vice-Chair posts were discussed, it being agreed that AM would discuss these with PP/NT/ES and confirm the appointments. AM agreed to clarify LL’s position on the governing body. JA had notified AM and the Clerk that due to other commitments, she did not wish to be considered for those roles. Two outstanding parent governor vacancies were noted, it being agreed to advertise these now to the new parent body. 	<p>AM</p> <p>AM</p> <p>EVD</p>

	<ul style="list-style-type: none"> In addition, the LA governor post was still vacant. GE agreed to find out where her governing body had advertised for an LA governor. EVD agreed to draft an advert for the parent governors vacancies and send it to AM for agreement. <p>2.3 Confirmation of Roles/Responsibilities</p> <ul style="list-style-type: none"> The following link governor roles were confirmed: <ul style="list-style-type: none"> Safeguarding – AM (interim) – to confirm with governors. ES was currently deputy for this role. Health & Safety -AM. SEND/PP – NT. HT Performance Management – AM/NT (scheduled for 03/10/23). Other Committees eg. Pay Review/Disciplinary will be staffed depending on governor availability and eligibility. AM agreed to hold discussions with all governor and confirm all link roles, to enable governor visits to take place over the autumn. <p>2.4 Declarations of Interest:</p> <ul style="list-style-type: none"> Governors were reminded to update/complete their Declarations on their Personal Page on GH. <p>2.5 Code of Conduct</p> <ul style="list-style-type: none"> As above. Governors to sign the Code of Conduct for this year. <p>2.6 KCSIE</p> <ul style="list-style-type: none"> As above. Governors to sign that they have read the updated version of KCSIE. <p>2.7 Minutes of the last meetings: 12.07.23</p> <ul style="list-style-type: none"> Both sets of minutes were agreed to be a true record of the proceedings and were signed by the Chair. <p>2.8. Matters Arising: 12.07.23</p> <ul style="list-style-type: none"> SDP has been overhauled going back to a 1 year plan. Still to be formalised in that format. As the document is a joint plan with the governors, it was agreed to meet as a working group on 19/10/23 at 5.30pm to discuss and finalise the plan. Current website is being updated to ensure information can be moved to the new site. Photos and governor profiles were required and ex-governor details to be deleted from the website. The annual governance statement needs updating – AM to send EVD the draft version prepared last year. A Pupil Premium strategy document is updated annually and provided to governors in the autumn term. SEND updates are also provided as part of the HTs report. To be included on December FGB agenda for report and discussion. Preschool policies will be included on FGB agendas as part of the policy ratification schedule. No governor is currently safer recruitment trained, a necessary requirement. Training is available online via the Key Knowledge section on GH. Training may also be available from Cambridgeshire (Christine Miller) via the SLA Governor training. The Clerk agreed to add 'Prevent' training to the annual governor declarations. The link to the training is on GH. A date has been arranged for the critical incidents training in school. EVD informed governors that there were now 2 new H&S and School Site Security policies which when completed will be circulated to governors. 	<p>GE</p> <p>EVD</p> <p>AM</p> <p>}</p> <p>} ALL</p> <p>}</p> <p>ALL</p> <p>Tracy</p> <p>AM</p> <p>Clerk</p> <p>Clerk</p> <p>EVD</p>
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	<ul style="list-style-type: none"> AM agreed to undertake the autumn SCR visit check on 03/10/23 after EVDs PM meeting. 	AM
3.	<p>3.1. <u>Resources Update</u> (EVD/AM)</p> <ul style="list-style-type: none"> New financial system is not yet up and running in most schools. As a result, the school is 5 months into the financial year but is not able to provide detailed information regarding the budget ie. the final figure. CM has reported that the school is in a reasonably good position. SEND – Not as much funding as originally envisaged as not all EHCPs have been granted. GE reported that the pupil applied for was rejected, despite being a Year 5 child working towards the Year 1 curriculum, but not entitled to an assessment. The school is going through the appeals process, GE supporting the family. She further informed governors about the pressures being faced by the Panel in terms of volume of applications. The school continues to fund the support for that child putting further pressure on the budget. Funding for two other EHCPs has been successful, the exact levels of funding being awaited. Preschool – income is being closely monitored. Out of the forecast 12-15 children receiving meals in the main building, over the 3 days there have been 4. This is likely to rise as more families take up the option. Snacks are being invoiced and being paid by the families. The preschool is at its highest ratio for the number of adults at 24. There is space for more children but a balance between more children and paying for another staff member. Once the budget is clarified, the situation will be reviewed at Christmas. Dona has a waiting list of families interested. The new building has doubled the size of the previous accommodation. Kids Club fees are being monitored. EVD stated that with the new system, the money received back from the phonics scheme can't be put back into general curriculum, hence showing an overspend which was inaccurate. The same applies to the Maths Hub, going into another cost centre. <p>3.2 <u>Head Teacher's report</u></p> <p>Key points to note:</p> <p><u>Curriculum</u></p> <ul style="list-style-type: none"> SDP has been discussed with CD Ensuring the new phonics scheme is successfully implemented Focus on early reading skills and how reading is taught Combined data to be a focus of Pupil Progress meetings, with individual subjects doing ok at KS2 but combined being brought down by reading and lowering the combined percentage, being lower than expected. Continued work on designing the progressive curriculum and building on prior knowledge ensuring it runs through all subjects. <p><u>Staffing</u></p> <ul style="list-style-type: none"> A number of changes since July were listed in the report and new appointments outlined by EVD. Parents will be notified of all of the changes. Phase Leaders were now in post, the appointments outlined in the HTs report. There is now an experienced team with fortnightly team meetings to be reinstated. One admin staff member is moving into teaching, being given 1 afternoon a week, covering the ECTs release time. The admin team has been flexible in supporting her to do that. 	

	<p><u>Premises</u></p> <ul style="list-style-type: none"> • New Preschool mobile is in place. • Risk assessments are taking place shared out between GE and EVD. The process is being formalised with a procedure in place. • Site security and H&S are being tightened up. • Quotes on repairing the field have ranged from £750 to £9,000. The LA Capital team will be coming out to have a look and assess the situation. The issues have been highlighted in the safeguarding audit and remain a major concern. Governors discussed the situation, noting that Sports Premium funding cannot be used for capital projects. <p><u>Policies</u></p> <ul style="list-style-type: none"> • Safeguarding audit has noted a number of policies requiring review, spreadsheet shared on GH, which will continue to be updated. • Two folders on GH split into policies for information and those requiring ratification. • It was agreed that the Clerk would inform the admin team when policies have been ratified. <p><u>Assessment</u></p> <ul style="list-style-type: none"> • EVD to check the disparity between the data provided to governors at the end of last term for KS1 and what Nexus say they have. • Baseline assessments for all pupils have been taking place, with EYFS having to do these in the first 6 weeks. This will now be the only progress measure until Year 6 as KS1 SATs are no longer statutory. Year 1 will still have their phonics screening and Year 4 their multiplication tables. EVD explained that the school will do assessments at some level but in a way and at a time to suit the school. • KS2 SATs will take place between 13-16 May 2024. Governors were encouraged to come in and monitor the process and procedures. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Audit actions to be reviewed with AM. • The annual safeguarding monitoring report is on GH which is sent to the LA. • Safeguarding to remain as a standing item at all FGB meetings. <p><u>KCSIE</u></p> <ul style="list-style-type: none"> • Updated in September and logged on GH. Main new items are: <ul style="list-style-type: none"> ○ Logging concerns around conducts of adults ○ Some wording changed around peer on peer abuse to child on child abuse ○ Updated information on online filtering and monitoring ○ Huge focus on online safety. • EVD is now the DSL for the school, GE is the Prevent lead, MC is the Domestic Abuse lead and Katie Hammond is the Online Safety lead. 	Clerk
4.	<p>4.1 <u>Governor Visits</u></p> <ul style="list-style-type: none"> • Covered earlier – to be carried forward until roles have been clarified. <p><u>Policies for Ratification</u></p> <ul style="list-style-type: none"> • Four policies were presented for ratification: <ul style="list-style-type: none"> ○ <u>Safeguarding and Child Protection Policy</u> (taken from the LA model) ○ <u>Debt Recovery Policy</u> (non-statutory) – wording amended around legal action to say ‘ may take further action’. 	

	<ul style="list-style-type: none"> ○ <u>Behaviour Policy</u> – Current policy 2019 amended by EVD with some references joined. The whole school will undertake training around the therapeutic approach. ○ <u>Model Appraisal and Capability Policy</u> (EPM document) – refs KCSIE and capability. ○ <u>Review and Performance</u> – teachers have been given specific dates. ● The above policies were ratified by the FGB. ● The use of mobile phones and other devices is as a result of the safeguarding audit. 							
5.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> ● A Pay Committee meeting will need to be convened before 12th December, once the appraisals have been completed (deadline 31/10/23). ● There was no other business. 	AM/EVD						
6.	<p>FGB Dates for 2023/24: All at 6.00pm</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Tuesday 12th December '23</td> <td>Monday 12th February '24</td> </tr> <tr> <td>Thursday 28th March '24</td> <td>Wednesday 1st May '24</td> </tr> <tr> <td>Wednesday 17th July '24</td> <td></td> </tr> </table>	Tuesday 12 th December '23	Monday 12 th February '24	Thursday 28 th March '24	Wednesday 1 st May '24	Wednesday 17 th July '24		
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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 7.42pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Previous Actions	Who	Timescale
4	To look at the contents of the Behaviour Principles statement.	ES	c/f
2	Schools calendar to be placed on GH.	CM	September c/f
2	To chase up ES/LL outstanding safeguarding certificates.	AM	c/f
4	To check SCR visit check with ES.	EVD	c/f
4	To discuss governor visits for the year at the September training session with CD.	ALL	c/f
Actions 20.09.23			
2	To confirm the remaining Co-Chair and Vice-Chair posts after discussions with PP/NT/ES. .	AM	asap
2	To clarify LL's governor position and future status.	AM	asap
2	To advertise the 2 parent governor vacancies to the parent body.	EVD	asap
2	To identify where to advertise for the vacant LA governor position.	GE	asap
2	To draft advert for the parent governors vacancies and send it to AM for agreement.	EVD	asap
2	To confirm all link roles with governors within the next 2 weeks.	AM	2 weeks
2	To complete Declarations of Interest, Sign Code of Conduct and confirm reading of KCSIE.	ALL	asap
2	Working group to meet to discuss and finalise the SDP.	ALL	19/10/23
2	Ex-governor details to be deleted from website.	Tracy	asap
2	To send EVD a draft annual governance statement for the website.	AM	asap
2	Include PP report and SEND on December FGB agenda.	Clerk	12/12/23
2	To add Prevent training under the annual Declarations on GH.	Clerk	Completed
2	H&S and School Site Security policies to be circulated to governors when completed.	EVD	
2	To undertake SCR check on 03/10/23.	AM	03/10/23
3	Safeguarding to be a standing item on all FGB agendas.	Clerk	Ongoing
5	Convene a Pay Committee.	AM/EVD	Oct/November