



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 31ST JANUARY 2023
At the school.**

The meeting being Quorate was opened at 6.00pm by the Chair

Present:
Governors: - Andy Moffat (Co-Chair AM); Paul Prosser (PP); Emma Smith (ES); Jennifer Adams (JA);
Associate Members: - Emma Verney-Davies (DHT – EVD); Gemma Edwards (AHT/SENCo- GE).
Apologies: - Lisa Ling (Co-Chair LL); Theresa Thornton (Head Teacher – TT); Nicola Tabb (NT).
In Attendance: -Mike Behnke – Clerk (Syzygy Clerking Services – via Zoom link); Clare Moffat (CM); Afshan Khan (AK - Maths SL); Donna (Pre-School Manager).

No.	Minutes	Action Point
1.	Present <ul style="list-style-type: none"> • The Chair welcomed governors to the first meeting of 2023. 	
2.	Presentations <u>Pre-School</u> <ul style="list-style-type: none"> • The Pre-School Manager (Donna) gave a short update on the Pre-School, being in post since September 2022. • To aid Donna, AM gave a short explanation of the FGB and governors’ roles. • Introductions were made. • She shared the successes and challenges: <ul style="list-style-type: none"> ○ Getting all staff on board with the new set up, some of whom had been there a long time and were needing to adapt to the changes. ○ There have been positive changes with the children, in relation to building their independence and making their own choices. ○ Development of the outdoor environment. ○ Use of the Forest School. ○ Plans for home visits before the next summer, to get to know the parents and children. 	

- Developing more parent mornings to bring parents into the pre-school
- Numbers are high and building for September with 22 booked in and 22 moving on, with a high number (23) still remaining in September.
- A new mobile is arriving.
- TT wants to get 2-year-olds involved in the future.
- Biggest impact for the children is the links with EYFS.
- Donna was invited to attend future FGB meetings to provide an update.
- She was thanked for her attendance and left the meeting at 6.21pm.

Maths Update

- A report has been provided for governors and is on GH.
- AK focused on the journey - 'embedding teaching for mastery, visualise the journey of a lesson and also across a unit', the research behind this taken from Shulman's 'Knowledge Growth in Teaching'.
- AK outlined her planning and work around Practices, Pupils and systems, planning 1 objective for each of those key areas.
- From teachers, she would like to see the teaching for mastery approach being used consciously and carefully, and from the pupils, she'd like to hear in-depth responses that tell her their conceptual understanding and not just telling her of procedures.
- AK further explained her work around the medium and long term plans, planning staff meetings.
- AK outlined the content and use of the Maths questionnaire as qualitative data, with O Track supplying the numerical data. From this, she can gauge what further training may be required, and how the medium/long term plans were working.
- Learning Walk with TT, focused on Year 3 and became a teacher observation.

Q: Why did you decide to use that particular approach (Shulman's)?

A: In the Maths Hub work groups, there is the Developing Mastery approach with a 4 year programme. As I started to bring change in the school, I applied to become a Maths Mastery specialist.

- She further explained the changes in maths that have taken place and under Shulman, content and pedagogical knowledge went hand in hand.
- Mastery of Learning was further explained and how it was implemented, adapting teaching and bringing in the variations in the way that the question is posed, makes the gap smaller.
- Governors were encouraged to observe Maths lessons and ask students what they were doing.
- With no further questions, AK was thanked for her report and left the meeting at 6.43pm.

Resources Update (CM):

- Orovia is the platform used for budgeting and has slightly changed its formatting of how it is viewed on a screen.
- Year end is now the last week of March.
- CM reminded governors about the staff pay awards, with the support staff pay included in the December pay slips, backdated to 1st April. As a result of the Harpur Trust hearing, those on casual hours, also received the backdated pay. This equated to about £50,000 to support staff, which hadn't been budgeted for.
- Teachers' pay has gone onto January's pay, being awarded 5%, the school having budgeted 2.75%.

	<ul style="list-style-type: none"> • The above includes someone who has been paid since September but hasn't been in school, this having now finished. • The cost centre for supply teaching currently shows an overspend but will change as the school receives insurance for teachers on long term sickness, much of that sum having been recouped. • The Chair has signed off for a roofing bill for Year 6, the cost included in the carry forward from last year as has the cost of emergency electrical works which have also been carried out. • There has been no indication of who is paying for the preschool buildings, indications are that the school will have to contribute a small amount, but the bulk will be paid by the LA. • Governors were reminded that the uplift in teacher and support staff pay was unfunded by the government. • CM stated that she would be meeting with Jane Green from the LA to look at year end and will keep governors updated once things have been finalised. • Next year's budget will be set at the beginning of April, after Easter. There has been no indication from the LA regarding GAG. <p>Q: Do we have any indication as to how many Reception children we'll have next year? A: It's too early. I have looked on Admissions to see how many people have indicated their choices and currently, there is a low number of 22 down as 1st choice. The offer date is 16th April and we get notified by Admissions a few days before, after which we'll have a better idea of numbers. Last year's number was 38.</p> <p>Q: Can you tell us which budget we're looking at? A: I go with the FMS budget as I don't like the Orovia platform. Orovia is not liked as a reporting/inputting of information platform. The FMS budget is what I actually physically put in the system. Jane puts it in Orovia and I use FMS and the 2 never match up and I don't know why. When I see the minus figure, I go into it and look at each transaction in detail. We are hoping that it will change. The County have looked at other systems but hasn't confirmed as yet.</p> <p>Q: How confident are we at this year-end that we'll be balanced or are we looking at a deficit due to the pay awards? A: I don't think we're looking at a deficit, but I want to pick to bits, the teaching first. We also had an amount for a finder's fee for a teacher who started with us in Year 4 as we had to go through an agency.</p> <ul style="list-style-type: none"> • CM concluded by saying that whilst she thought it would be ok this time, she felt it would be tight next year. • With no further questions, CM left the meeting at 6.58pm. 	
3.	<p>Administrative items</p> <p>3.1 <u>Apologies:</u></p> <ul style="list-style-type: none"> • Apologies were noted and accepted as above. <p>3.2. <u>Declarations of Interest:</u></p> <ul style="list-style-type: none"> • AM, EVD, CM, and ES declared their interests which have previously been recorded. <p>3.3 <u>Governor Re-Appointment:</u></p> <ul style="list-style-type: none"> • AM was unanimously re-appointed as a governor for another term. <p>3.4. <u>Minutes of the last meeting: 13.12.22</u></p>	

	<ul style="list-style-type: none"> These were agreed to be a true record of the last meeting and would be signed by the Chair electronically on GH. <p>3.5. <u>Matters Arising: 13.12.22</u></p> <ul style="list-style-type: none"> JA provided positive feedback on a recent visit. EVD agreed to contact CD regarding some governor training dates on data that would be more pertinent to the school as opposed to the FFT. Tracey to update the website with the governor photos/profiles, chase up those missing and amend profile of governor who is no longer on the board. Governor roles and designations required a review. The last meeting proposed that PP and NT could be moved to co-opted and partnership governor roles and elections held for 2 new parent governors. After discussion, this was agreed and PP formally resigned as a parent governor, and was appointed as a co-opted governor on a new 4 year term of office. In her absence, but with her prior agreement, NT resigned her post as a parent governor, and was unanimously elected as a Partnership governor on a new 4 year term of office. Parent and staff governor elections to be organised and actioned asap. A local authority governor vacancy remained to be filled. The Clerk agreed to send links to 2 website platforms where governor vacancies can be advertised. The 3rd reading of the Education White Paper has been dropped and the need for all schools to academise removed. Governors agreed that should any opportunities appear, then these would be investigated. It was agreed to provide 1 document on PP/SEND funding and its impact. AM to post governor visit template to GH. Eight (8) actions were carried forward with the remainder completed or on this agenda for discussion. 	<p>EVD</p> <p>Tracey</p> <p>EVD</p> <p>Clerk</p> <p>EVD/GE AM</p>
4.	<p>Headteacher's Report:</p> <ul style="list-style-type: none"> In TT's absence, A HT's report had been posted to GH by EVD. Points to note: <p><u>Premises</u></p> <ul style="list-style-type: none"> Steve Carter has settled into the role of the Premises Manager and is going to oversee some of the preschool works, including the removal of 6 trees in February which would be replanted elsewhere. Plans for the new mobile have been shared and commented on by TT. The new building will be an excellent resource in terms of 2+ with more toilet provision. The bulk of the work will take place during the summer holidays. Planning permission is being applied for by the LA who are also the commissioning body. <p><u>Staffing</u></p> <ul style="list-style-type: none"> Adam Rhodes has started in Year 4 on maternity cover and has settled in well. EVD reported on further staffing with another maternity cover starting in March who has previously provided supply cover at the school. She is also a qualified music teacher. <p><u>MHWP</u></p> <ul style="list-style-type: none"> Survey went out to parents with positive feedback received. 	

	<ul style="list-style-type: none"> • The SEMH lead appointed in November has been an excellent appointment and well received by parents, staff and children, undertaking a lot of work on mental health. • MH Week is next week with a whole school assembly on Monday to launch that. • An advisor from the LA will be asked to come in and do some work with staff on mental health in the workplace and strategies required to support each other. <p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> • Currently have 59 pupils registered, 9 being lost over the last half term due to families moving on. • Due to the October census, the funding for the original 68 remains. However, the reduction in numbers will have a knock on effect in the following year with reduced funding. • EYFS still only has 4 registered, perhaps reflective of the low EYFS numbers overall. It was also felt that there was still some misunderstanding amongst families about PP eligibility. It was also felt that the LA's move to online applications as opposed to paper, had affected the take up with some families as well as juggling the benefits to ensure they did not lose out on other entitlements. • It was planned to invite some of the vulnerable families into school and help them complete applications online. • Year 4 has the largest number of PP children at 17. Maths is their biggest area for improvement with interventions in place. • Year 6 has 14 PP children with English tuition having been in the autumn term, which will now switch to Maths tuition, VD providing more detail on this. <p><u>Assessment Update</u></p> <ul style="list-style-type: none"> • Writing is a priority area, reflected nationally. Good reading doesn't always transfer into good writing skills, staff training taking place around spellings with the Jane Considine spelling programme introduced and further support sought from the local authority. • PP funding is being used to fund accelerated reader and phonics books. • Due to poor phonics results last year, changes are being made to whole class phonics as opposed to group phonics. • EVD to update the HTs report to include her assessment information and repost to GH. • Governors noted that the disadvantaged in KS 2 were doing better than their peers. Maths was particularly strong with 87% being on track for ARE by the end of the year. • Pupil Progress meetings have been held with every year group, looking at individual targets. • EVD outlined the data around KSI with RWM at 51% which was not high, but needing to take into account their EYFS data which was 26%, and being a cohort hard hit by Covid. 	EVD
5.	<p>Discussion/Decision:</p> <p><u>SDP</u></p> <ul style="list-style-type: none"> • Carried forward to the next meeting. <p><u>Policies</u></p> <p><u>Pay Policy</u></p>	Clerk

	<ul style="list-style-type: none"> An EPM policy with only the uplift of pay scales and amended dates amended/changed. <u>Governors ratified the policy.</u> <p><u>LA Model Schools Complaints Policy</u></p> <ul style="list-style-type: none"> The LA has confirmed that the school did not have the latest version. However, it will be revised over Easter and a new updated version circulated. The advice, therefore, was to continue to use this version until the new one came out. The LA to be consulted if any complex cases occurred, where the policy didn't fit in with the latest DfE guidance. It was agreed that EVD would circulate the 2019 version by email to governors for agreement by the end of next week. <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> Spring 2: Visits/dates to be organised: <ul style="list-style-type: none"> JA – Maths visit AM to take on the H&S role as an interim. LL - Safeguarding visit. It was agreed to include governor roles and responsibilities (wider roles) on the next agenda for discussion. PP fed back on his recent positive visit with NT to the school on 23.01.23, information shared with TT and a tour of the school, observing some of the activities/lessons taking place. 	<p>EVD</p> <p>JA AM LL</p> <p>Clerk for agenda</p>				
6.	<p>Any Other Business</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> EVD outlined the work being undertaken by Claire on policies to identify what was statutory and not. A list had been posted to the meeting folder on GH which was colour coded, red being out of date. Approval could be delegated for some of the policies to the HT or a single governor . Another column would be added on to signify it is an EPM policy. Some policies still needed to be located eg. Exclusion, which may be included in other policies. The management of policies in the future was discussed eg storage platforms reminders and approvals etc. The Clerk agreed to check out whether GH could fulfill these functions. <p><u>Strike Action</u></p> <ul style="list-style-type: none"> A risk assessment has been carried out and it has been agreed that the school would be closed on Strike Day – 01.02.23. EVD outlined the details of the above. <u>Governors fully supported the above decision made by the school.</u> 	<p>EVD/Claire</p> <p>Clerk</p>				
7.	<p>FGB Dates for 2022/23: All at 6.00pm</p> <table border="1" data-bbox="236 1756 1259 1832"> <tr> <td>Wednesday 8th March 2023</td> <td>Thursday 20th April 2023</td> </tr> <tr> <td>Wednesday 3rd May 2023 (not clerked)</td> <td>Wednesday 12th July 2023</td> </tr> </table>	Wednesday 8 th March 2023	Thursday 20 th April 2023	Wednesday 3 rd May 2023 (not clerked)	Wednesday 12 th July 2023	
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With the business completed, the Chair closed the meeting at 8.17pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Actions from Previous Meetings	Who	Timescale
4	Governors to view diverse ed and Kite Trust websites.	ALL	c/f
4	Governors to consider a 'Sex and Relationships Education' governor link person	ALL	c/f
4	TT to identify specific needs to PP to access company grant.	TT	Ongoing
Actions – 13.12.22			
3	To provide a breakdown for governors on supply cover costs and insurance claimed.	CM	c/f
3	To circulate CD's visit report to governors.	TT	c/f
3	To revise the SDP to include an assessment/starting point for each area and RAG rate the document.	TT	c/f
3	To put together a guidance template around safeguarding visits for governors.	PP	c/f
3	To provide a responsibility list plus questions and prompts for a H&S governor on their walk.	TT	c/f
4	To amend the Anti-Bullying and Attendance Policies as per the comments in the minutes and circulate to governors for agreement.	TT	c/f
Actions - 31.01.23			
3	To contact CD regarding some governor training dates on data	EVD	
3	To update the website with the governor photos/profiles, chase up those missing and amend profile of governor who is no longer on the board	Tracey	
3	Parent and staff governor elections to be organised and actioned asap	EVD	
3	Clerk to send links to 2 website platforms where governor vacancies can be advertised	Clerk	Completed
3	To provide 1 joint document on PP/SEND funding and its impact.	EVD/GE	
3	To post governor visit template to GH	AM	
4	To update the HTs report to include her assessment information and repost to GH.	EVD	Completed
5	Carry forward SDP item to next meeting agenda.	Clerk	
5	To circulate the 2019 version of the LA Model Schools Complaints Policy for agreement.	EVD	
5	To organise visits for Maths, Safeguarding and H&S.	JA/LL/AM	
5	Include Governor roles and responsibilities on March agenda.	Clerk	March FGB
6	To locate missing policies	EVD/Claire	
6	Clerk to check whether GH can facilitate policy reminders .	Clerk	Completed

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

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