



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 20TH APRIL 2023**

At the school.

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

<p>Present: Governors: - Andy Moffat (Co-Chair AM); Paul Prosser (PPr); Lisa Ling (Co-Chair LL); Nicola Tabb (NT); Melica Cutbush (MC)</p> <p>Associate Members: - Emma Verney-Davies (DHT – EVD); Gemma Edwards (AHT/SENCo- GE).</p> <p>Apologies: - Theresa Thornton (Head Teacher – TT); Emma Smith (ES); Jennifer Adams (JA).</p> <p>In Attendance: -Mike Behnke – Clerk (Syzygy Clerking Services); Clare Moffat (CM); Stuart Gilham (SG) for Item 1.</p>		
No.	Minutes	Action Point
1.	<p>Present</p> <ul style="list-style-type: none"> • AM welcomed governors to the meeting, and in particular MC to her first meeting as the newly elected staff governor. • Prior to the business meeting starting, a presentation was made to SG in recognition of his time as a governor and Vice-Chair to the governing body. • NT joined the meeting at 6.18pm. • The Clerk stated he would send MC a Governor Hub (GH) registration email. 	Clerk
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>Declarations of Interest:</u></p> <ul style="list-style-type: none"> • AM, and CM, declared their interests which have previously been recorded. <p>2.3. <u>Quorum</u></p> <ul style="list-style-type: none"> • The meeting was deemed to be quorate – 5-7. <p>2.4. <u>Minutes of the last meeting: 08.03.23</u></p> <ul style="list-style-type: none"> • These were agreed to be a true record of the last meeting and were signed by the Chair. 	

	<p>2.5. <u>Matters Arising: 08.03.23</u></p> <ul style="list-style-type: none"> • Discussions have taken place between PPR, EVD and CM regarding grant application. • CM to place details of the supply cover costs and insurance claims on GH for all to view. • SDP with revisions to be looked at in next meeting. A simplified version to be explored. • GE to resend template on safeguarding visits to PPr. • CD slides have been posted on GH by EVD. Any questions from these, to be sent to EVD. • PPr to liaise with CM re organisation of parent governor elections. Failing any interest in the May election round, a 2nd round to be organised around the EY new intake day in June. • Schools calendar to be placed on GH. • Safeguarding (SCR) visit was carried out in February. JA awaiting response from staff member re Maths visit. 	<p>CM</p> <p>GE</p> <p>ALL</p> <p>PPr/CM</p> <p>EVD/CM</p>
<p>3.</p>	<p>3.1. <u>Resources Update (CM)</u></p> <ul style="list-style-type: none"> • End of Year report posted to GH. • CM provided a summary of the key points: <ul style="list-style-type: none"> ○ Meeting to be held with JG on 05/05/23 (AM to attend if possible). ○ Budget needs to be submitted before 12/05/23. ○ To look at the budget, governors agreed to have an extra meeting on 10/05/23 to ratify the budget. • LL reminded governors that when reviewing and agreeing the budget, they kept in mind the need to ensure that the focus remained on the education of the children, as opposed to having a healthy c/f and balanced budget. • CM reported that the c/f is £96,507 which includes the staffing pay increases. <p>3.1.1 <u>Preschool</u></p> <ul style="list-style-type: none"> • NT/CM had met to discuss the Pre-School situation and provide some ideas for the way forward. • There is currently a £37,000 shortfall which includes the £8,700 short from the previous year. • There are 30 children already registered for September spread across the am/pm sessions. • The funding from County is based on children only claiming 15 hours. A need was therefore identified to 'educate' parents on how to claim (free) the 30 hours which would provide more funding for the preschool. • CM stated that: <ul style="list-style-type: none"> ○ If 30 children claim 15 hours for the whole year (£4.63 per child), the income would be £79,173. ○ It was known that 6 of the above 30, would be claiming 15 hours. ○ If 24 claim 15 hours and 6 claim 30 hours, the income would be £95,007. ○ The budget income set was for £80,000 for funding and £3,000 for additional fees etc. ○ Expenditure for preschool was £94,554, with staffing being under budget. • CM proposed adding school meals which would further increase the income by £5,168. • The above figures in total would equate to about £100,000 income of which staffing would be around £85,000. 	<p>ALL</p>

	<ul style="list-style-type: none"> • LL expressed concern/caution about having a preschool, the leadership capacity, finances, and numbers. This was discussed in more detail by the governors. • The staffing situation was outlined and options reviewed around reducing their working hours. • Any potential closure of the preschool was discussed, with the issue of any redundancies, notification, and consultation needing to take time and start as soon as possible. <p>Q: What are the benefits of us having a preschool?</p> <p>A: The preschool was opened on a community basis, a Section 27 under Ofsted which means that it was seen to be providing something for the community where otherwise there would be nothing. That's one of the reasons why we're getting the building as well which would be difficult to accept, knowing we could be closing in the autumn.</p> <ul style="list-style-type: none"> • EVD added that it has also proved invaluable to get to the children and families before they get in the building for a primary registration, ensuring there is a consistent approach, improving communication, and building relationships. • The risks associated with keeping the preschool open were highlighted by LL including insecurity around the income predictions and the number of children joining. • NT stated that additional work can be done to streamline the process and responsibilities. • It was clarified that the deficit of £37,493.61, did not take into account the £35,000 still being held in the bank account. When that money became accessible, there would only then be a shortfall of around £2,000. The overall c/f of the school budget would then be around £130,000. • CM agreed to clarify the figures with JG and let the governors know the exact numbers involved. This would enable the governors to determine the best way forward. CM and EVD/GE were asked to also include their time, capital spend, maintenance, site manager time etc. in the calculations as part of the overall business model. <p>3.1.2 Kids Club</p> <ul style="list-style-type: none"> • Kids Club has a current shortfall, their income being short by £9,038. There was also an underspend of £7,848, leaving an overall shortfall of £1,190. • A detailed proposal around future Kids club costs was provided, outlining the current cost base and 2 proposals based on a 30% and 50% increase in costs. These were broken down into am/pm sessions. This was discussed in detail. • The proposal states that a 30% increase in fees would bring in additional income of £8,436, whilst a 50% increase would bring in £16,207. A detailed breakdown of the proposed costings was outlined in the report. Price comparisons were also provided with other local schools. • A 50% rise was deemed too large whilst an immediate rise of 30% might also have a detrimental effect on current and future numbers attending. • <u>It was therefore agreed by the governors that a small incremental rise of 15% across the board was more acceptable.</u> This would be reviewed on an annual basis to take into account the cost of living and other possible cost increases each year. • CM would communicate the above decision to Tracey and Michelle to enable them to get the booking forms out as soon as possible. • CM was thanked for her reports and input and left the meeting at 7.36pm. <p>3.2. Headteacher's Report</p> <p>Points to note:</p> <ul style="list-style-type: none"> • Whole school attendance is at 94%. 	<p>CM</p>
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	<ul style="list-style-type: none"> • A PAWS Grounds Day was held on 25.03.23 which had proved to be very successful, with plans for it to be repeated. It was also mentioned in the local newspaper. • Governors extended their thanks to all of the staff and PAWS volunteers who had participated in the day. • AM conducted a H&S visit on 31.03.23. The school's H&S policy was also reviewed and will require updating. A further visit to be scheduled this term. • The state of the field was noted as a concern, part of it remaining closed, and deemed unsafe until funds from the budget are released to address the issues. • Tree felling in the car park took place over the holidays, including 2 trees that were mistakenly cut down. A response is awaited from the Senior Tree and Landscaping Officer. • Preschool building site visit took place on 20.04.23, with decisions made on the demolition, removal and placement of the new mobile. It may require the preschool to shut for the last 3 days of the summer term due to a full calendar month required for the preparation and work to take place. EVD has a meeting with Donna and Michelle to talk through the implications of the above. • MC was welcomed as the new staff governor. • Whole School Grid was circulated prior to this meeting. • Assessment update: <ul style="list-style-type: none"> ○ Phonics for Year 1 was on track at 87%. ○ Phonics Year 2 retake (11 children) was at 59%. ○ Writing continues to be an area of improvement and early Reading is a priority. ○ SPAG for Year 6 requires work with targeted support going in to address the issues, using some of the Tuition funding. Maths remains strong. • EVD confirmed that confidence building was key for the tutors. • CD has been in to meet with the Subject Leads to look at curriculum mapping, to ensure that the school was Ofsted ready for next year. Part of this involved Deep Dive preparation and what it might look like for individual subjects. Feedback from staff has been positive, wanting to repeat it as well as devote some staff meeting time to it. • CD had added that on the data side, the average combined data is around the 50/60% across all schools and not the 60/70/80% seen previously. • EVD was thanked for her update and reports provided. 	
4.	<p><u>Governor Visits</u></p> <ul style="list-style-type: none"> • Covered earlier on the agenda. • AM will place the Template on GH for all to access. <p><u>Policies for Ratification</u></p> <ul style="list-style-type: none"> • There were no policies for ratification. • EVD will be sending through some preschool policies for governors to approve. 	EVD
5.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • This item regarding school leadership was discussed by the governors, outside of the formal meeting recorded above. 	
6.	FGB Dates for 2022/23: All at 6.00pm	

	Wednesday 3 rd May 2023 (not clerked)	Wednesday 10 th May 2023 (not clerked) – budget ratification meeting.		
	Wednesday 12 th July 2023			

With the business completed, the Chair closed the meeting at 7.58pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Actions from Previous Meetings	Who	Timescale
3	To provide a breakdown for governors on supply cover costs and insurance claimed.	CM	21/04/23
3	To revise the SDP to include an assessment/starting point for each area and RAG rate the document.	EVD	c/f
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	ALL/ Tracey	c/f
3	To provide 1 joint document on PP/SEND funding and its impact.	EVD/GE	c/f
3	To post governor visit template to GH	AM	c/f
Actions – 08.03.23			
3	To identify safeguarding courses for all governors to attend.	LL	c/f
4	To look at the contents of the Behaviour Principles statement.	ES	c/f
Actions 20.04.23			
2	GE to resend safeguarding visits template to PPr.	GE	asap
2	Questions on CD slides to be sent to EVD for sending to CD.	ALL	
2	CM to liaise with PPr re parent governor elections.	PPr/CM	May
2	Schools calendar to be placed on GH.	EVD/CM	asap
3	Extra (non-clerked) meeting to be held on 10.05.23	ALL	10.05.23
3	CM to clarify the nursery figures with JG and inform governors.	CM	asap
4	To send governors the preschool policies when available.	EVD	

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

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