



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 17TH APRIL 2024**

At the school.

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

<p>Present: Governors: Andy Moffat (Co-Chair AM); Nicola Tabb (NT); Emma Verney-Davies (Acting HT-EVD); Melica Cutbush (MC); Hannah Ambler (HA); Derrick Pope (DP). Apologies: Robert Harrington (RH); Jennifer Adams (JA); Paul Prosser (PPr). In Attendance: -Mike Behnke – Clerk (Syzygy Clerking Services); Gemma Edwards (AHT/SENCo- GE); Clare Moffat (CM); Amber Parkinson (AP).</p>		
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No.	Minutes	Action Point
1.	<p>Present</p> <ul style="list-style-type: none"> AM welcomed governors to the meeting. <p><u>New Governor Ratification</u></p> <ul style="list-style-type: none"> Both HA and DP were confirmed as new parent governors. Inductions and safeguarding training for both would be organised by EVD. Introductions were made, with AM outlining the principle roles of the FGB. 	EVD
2.	<p>PE Presentation (Amber Parkinson (AP))</p> <ul style="list-style-type: none"> AP outlined that she was currently undertaking her Level 6 PE course with Cambs CC. Part of that requires her to do a presentation to the governing body showing what she would be implementing in the school that would impact on good/better teaching practice. AP explained the process she used which included asking staff about what was having the biggest impact on teaching which was the actual directed teaching time for children, primarily in KS1. She chose the route of ‘Wearing PE Kit to school on PE days’. Target is to have 2 hours of PE a week, whereas in reality, due to time required for children to change, it was around 1 hour 20mins. AP outlined her work around PE lead responsibilities, which included: 	

	<ul style="list-style-type: none"> ○ Meetings with the LA PE advisors and EVD on how to progress PE as a subject, taking account of the move next year to have staff delivering PE as opposed to outside agencies (PSS). ○ Positive H&S audit was completed ○ Acting as line manager to PSS and upskilling staff. The coaches have this year undertaken a mentoring role. <ul style="list-style-type: none"> ● Intention is to use Maria (Level 5 HLTA) to undertake short observations (BLINK) and build a picture of what PE teaching looks like. This would then link to the CPD required. ● Lessons learnt from Covid showed teaching time was saved where children were allowed to come into school in their PE kit, which positively impacted on behaviour. ● AP explained the concept further taking on board positive feedback from staff. ● She further explained issues around body consciousness and potential safeguarding issues in the upper school. ● Pupil Voice was conducted with a positive response. ● A Google form was sent to parents with 2 questions: <ul style="list-style-type: none"> ○ Which year was their child in ○ Would you prefer your child came to school in their PE kit – YES/NO. ● From 131 responses, 72.5% favoured the idea. ● AP further explained some of the EYFS responses . ● Issues around additional PE kit costs were highlighted and alternative solutions proposed for low cost items. <p>Q: (NT): What would you do if they came in football tops?</p> <p>A: We do have spare clothes.</p> <ul style="list-style-type: none"> ● NT highlighted her experiences from the Ivo where children have come in various different kits. ● The logistics behind the scheme were further discussed around timetabling, change of kit, muddy clothes/shoes and hygiene issues with options proposed. ● It was agreed that this concept would be a phased approach in 2024/25, utilising existing kit. ● With EYFS new starter discussions taking place in June, where uniform requirements are outlined and purchased over the summer, any changes around the PE kit would need to be determined soon. ● Once implemented, a review of the concept would include: <ul style="list-style-type: none"> ○ Discussions with parents/staff on how it is working and whether any further support is required ○ Discussions with the children on how they feel about it ○ What progress is being made across PE and whether the children were receiving the full time allocation. ○ Identify any issues around bullying relating to branded items ● With no further questions, AP was thanked for her presentation and left the meeting at 6.40pm. 	
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"> ● Standard declarations as previously declared and recorded by AM/EVD and MC. 	

	<p>3.3 <u>Minutes of the last meetings: 12.02.24 and 06.03.24</u></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 Co-Chair. <p>3.4. <u>Matters Arising:</u></p> <ul style="list-style-type: none"> Site Security policy hasn't yet been updated as Phil Hill only visited on Friday. This will be circulated when completed. Provisional dates for SEND monitoring visit being arranged (NT/GE). GH to be used to insert diary dates for governor monitoring visits. All other actions had been completed or were on the agenda for discussion. 	
4.	<p>4.1 <u>Resources update (CM)</u></p> <ul style="list-style-type: none"> Overall c/f of <u>£43,635.28</u>. The majority of this is made up of capital which has not been spent and will need to be, otherwise may be clawed back. Pre-school have their own separate account. With the Kitchen and Kids Club, the school overall, had a shortfall of <u>£3,406.54</u>. Kids Club separately, had a deficit of <u>£7,978.68</u>. Kitchen had a deficit of <u>£26,880.77</u>. The schools financial advisor advised that the school receives £32,118 for FSM Pupil's meals. That is not included in the Kitchen income figures but is in the PP funding of £100, 395 and needs to be reassigned to the correct budget area. This results in the Kitchen having a small c/f of £5,237. With overtime claims/hours being reassessed, there should be a change from April onwards. <u>Kids Club</u>, in 2022/23 showed a shortfall of <u>£21,838</u>. Prices and fees have been increased but VFM will need to be reviewed around uptake, staffing ratios, utility costs and further price increases. Whilst the Club is open during the holidays to other schools, the possibility of doing this in term time was unlikely due to other schools also having wraparound care. EVD stated that the current ratio was 1:8 staff/children but could move to a 1:10 model. The cost of Kids club provision would also be looked at against the cost of other after school clubs, needing to be competitive in price and not underselling. <u>Kitchen</u> – Looking at other food sourcing places for best costs as well as reviewing the wastage. Pre-orders were suggested, only cooking to the amount. After further discussion, increasing cost from £2.50 to £2.60 from September for a hot meal was proposed and would be looked at as an option. <u>Pre-School</u> – has a c/f of <u>£4,481,95</u>. All accounts have been closed off and all money received. Additional staffing was being looked at for the am or pm sessions. Income for school meals was originally based on all 14 children staying for lunch from April. They didn't start until the 2nd week in September. As a result, the income has been £994.35, short of what was hoped for. Over the 13 weeks, the children have received 452 meals which cost £2.20, utilising the same but tweaked menu (smaller portions). The kitchen charge £1, the pre-school making £1.20 profit which gets transferred over at the end of the financial year. Refuse collection now comes under the school. <p>Q: (AM): Have we used the c/f?</p>	

A: (CM): The £36,000 that we thought was the shortfall, was budgeted as an income for 2023/24 and because we had the money in, that's included in our income.

- CM reported that the pre-school numbers are much higher, being at the capacity for am/pm sessions, so the funding will pick up the slack of the £35,000 predicted in, having already had half of that in.
- Capacity is currently 24, with 32 wanting to register from September, which will require an additional staff member. As the majority of these children then move to Wheatfields, this also secures the future of the school.
- One pupil should also have additional EHCP funding as they have been agreed for an assessment.

Q: (AM): As we've used all of our previous c/f, which we thought we'd do, how close are we to closing the gap between the expected revenue and expected expenditure?

A: (EVD): Not yet. We are meeting tomorrow to pull it apart again and put in some numbers.

- CM explained the census figure, funding being based on the October numbers. Since October, 24/25 children have started but their funding won't appear until the following financial year.
- The fluctuating numbers were discussed further and mobility funding sought, with 24 not meeting the required threshold.
- Class structures for September can't be finalised until the final numbers have been confirmed.
- The admissions/appeals process was further explained.

Q: (AM): Is anything you're going to present to Jane Green, going to come as a surprise to her?

A: (EVD): No. We have to apply for a licence and there's no guarantee that the LA will agree with that we want to set as our deficit budget. Jane is aware as are Cambs.

- EVD agreed to circulate Annex D to governors via Governor Hub, prior to the next meeting. This features a payment plan where schools have to agree to pay back the deficit within 3 years.

Action: EVD

- CM was thanked for work on the year end and left the meeting at 7.22pm.

4.2 Head Teacher's report

Key points to note:

- Attendance – More training taking place with regular meetings planned with MC and GE plus the admin team, to talk about how parents are being managed.
- Additional meetings have been held with MC looking at those children with specific medical conditions and their absence was being managed.
- Overall attendance was still good at 94.69%.
- Regular weekly notes are now received from the Attendance admin lead who is monitoring persistent absenteeism/lateness, to help identify patterns and ensure those families are contacted and offered support/advice. Cut off dates are provided around improvement targets, after which absence letters and more formal avenues are used.
- Staffing changes were outlined and explained by EVD.
- Premises – Some work was done over Easter, the remainder needing to be moved to May half term.
- The field situation was discussed with John Clayton (LA Capital Works), resulting in EVD submitting a capital support form stating the provisional costs and details of works. The LA have agreed the scope of works and requested a purchase order number. They

	<p>have been informed that the school has no funds to contribute to the work, EVD now awaiting a response from the LA.</p> <p>Q: (AM): Do we know when that work might be done?</p> <p>A: (EVD): Because it will take 3-4 days minimum, Easter would have been ideal. We are probably looking at May half term if the work can be fitted in by the company concerned. Failing that it's likely to be over the summer. I don't want to commence work until we've got agreement from the LA that they are willing to pay for it all, because we haven't budgeted for it and don't have the funds available.</p> <ul style="list-style-type: none"> • EVD further outlined the scope of the works involved and stated that the quote received, included a year's worth of maintenance for the site. • Security audit has been carried out by Phil. The internal security of the building was fine, the focus being on the external security, in particular the low fencing at the front and doors that open out onto the car park which are Fire doors. Options were discussed. • Public using the pathway as a short cut through, technically being a no right of way, will be logged, as well as abusive parents on site, which will support having CCTV and being able to lock the school gates. • Fire Safety audit carried out, providing some concerns around the doors, being fire doors or not. Discussions ongoing with the H&S team about the requirements. Funding is likely to come out of the Capital c/f. • <u>Safeguarding/Behaviour</u> – Looking at a suspension for 1 child which happened this week, no decision yet made, with currently 1, but possibly 2 fixed term suspensions. • New therapeutic thinking behaviour policy is in place, with staff meeting held and feeling positive about it. • <u>Complaints</u> – One complaint received which is being dealt with. • <u>SEND (GE)</u> – Some of the EHC assessments have now been agreed, meaning that some children will be progressing to the next stage of assessment and getting a plan with additional funding. Currently the school will be funding provision for those children with High Needs. • GE further explained the notional SEND budget funding and LA funding and how this was allocated. She further outlined the LA cut backs around EHCP funding awards, much of GE's time being taken up with Tribunals, appeals, mediation meetings and trying to secure funding for those children, providing examples. • The additional support being provided by the Assistant SENCo was noted by the governors. • <u>Website</u> – The new mock up has been done, colour chosen by the children (blue). Once all of the SL needs is inputted, the new site will be launched – governor photos requested with short cv. • EVD was thanked for her report. 	ALL
5.	<p>5.1 <u>Ofsted Parent view</u></p> <ul style="list-style-type: none"> • Report is on GH. • 95 responses received which overall, were positive. • EVD highlighted the positive responses – 92% child is happy at the school and 95% - child feels safe at the school. • Q3 – 84% said they agreed that <i>the school makes sure its pupils are well behaved</i> (80 out of 95 respondents). To address this, EVD stated that this would be discussed more at assembly. Staff meetings have discussed CCT and what needs to be changed, ironing 	

	<p>out the misconceptions and reiterating that consistency is key in terms of how poor choices are managed in school. This will also be shared with parents.</p> <ul style="list-style-type: none"> Q4 around <i>my child has been bullied and the school dealt with the bullying quickly and effectively</i> had a 71% positive response whilst 14% disagreed/strongly disagreed. It was felt this was down to perceptions around what bullying is, with more work required in the classrooms around what it is/isn't, more work with parents and what was being done about it. It was felt that the interpretation of the wording in Q6 was misleading which would be further unpicked. Key response was in Q14 – where 89% said they'd <i>recommend this school to another parent</i>. <p><u>5.2 Governor training and visits</u></p> <ul style="list-style-type: none"> AM stressed the need for governors to book in monitoring visits. Agreed to include governor visits on the July meeting agenda to apportion areas of interest. <p><u>5.3 Policies for Ratification</u></p> <p>The following policies were <u>ratified by the governing body</u>:</p> <ul style="list-style-type: none"> Health and Safety in PE policy Volunteering policy Data Protection policy Administration of Medicines policy Relationship Education policy The Pay and ECT Model policies would be circulated via GH and agreed by governors online. 	<p>Clerk-agenda</p> <p>PP/GE ALL</p>		
6.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> May meeting will be an operational and budget meeting, focusing on class structures for next year. 			
7.	<p>FGB Dates for 2023/24: All at 6.00pm</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Wednesday 1st May '24</td> <td style="width: 50%; text-align: center;">Wednesday 17th July '24</td> </tr> </table>	Wednesday 1 st May '24	Wednesday 17 th July '24	
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With the business completed, the Chair closed the meeting at 7.58pm.

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
2	H&S and School Site Security policies to be circulated to governors when completed.	EVD	c/f
3	To arrange SEND monitoring visit with GE.	NT	c/f
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 previous meeting 12.02.24	Who	Status
3	To arrange a time to review facility hire costs	ALL	c/f to budget

			meeting
3	To arrange wellbeing and maths visits with MC/AK.	JA	c/f
3	To liaise with EVD regarding all outstanding monitoring visits.	ALL	c/f
5	To provide a document on GH for governors to complete re monitoring visit dates.	EVD/ALL	c/f – via GH
5	To provide a grid for governors with subject leads and governor responsibilities.	MC	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	c/f
Item	Actions from this meeting 17.04.24	Who	Status
1	To organise induction and safeguarding training for the new governors.	EVD	Active
4	To post Annex D on Governor Hub for governors to view.	EVD	Active
4	New governor photos requested for the new website.	RH/DP/HA	Active
5	To include governor visits/responsibilities on July meeting agenda.	Clerk	Active
5	ECT and pay policies to be posted to GH by PP/GE and comments requested by a specified date.	PP/GE/ALL	Active

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

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