



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 8TH MARCH 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 (PP); Emma Smith (ES); Jennifer Adams (JA); Lisa Ling (Co-Chair LL); Nicola Tabb (NT). Associate Members: - Emma Verney-Davies (DHT – EVD); Gemma Edwards (AHT/SENCo- GE). Apologies: - Theresa Thornton (Head Teacher – TT). In Attendance: -Mike Behnke – Clerk (Syzygy Clerking Services); Clare Moffat (CM).</p>		
No.	Minutes	Action Point
1.	<p>Present</p> <ul style="list-style-type: none"> The Co-Chair (LL) welcomed governors to the second meeting of 2023. 	
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, CM, and ES declared their interests which have previously been recorded. <p>2.3. <u>Minutes of the last meeting: 31.01.23</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>2.4. <u>Matters Arising: 31.01.23</u></p> <ul style="list-style-type: none"> EVD informed governors that CD will send out slides from training to governors. If governors felt more training was required, he would organise it. Any questions to CD should be routed via the Clerk for collation and sending on. Any outstanding Governor details for website to be submitted to Tracey asap. Staff election in progress; Parent elections to be organised asap. 	<p>ALL ALL EVD</p>

	<ul style="list-style-type: none"> • Comments were received and actioned on the LA Model Schools Complaints Policy. This will be displayed on the school website. • To advise governors of the teacher link for governor visits. • ES has completed an SCR check – report on GH. • Chair (AM) to undertake H&S visit on Friday 31.03.23 am. 	<p>EVD</p> <p>AM</p>
<p>3.</p>	<p>3.1. <u>Resources Update</u> (CM)</p> <ul style="list-style-type: none"> • Report posted to GH. • Meeting held with Jane Green (CCC) – all up to date with budgeting and staffing. • The Cost Centre report shows: • Kids Club – An expected shortfall of about £12,000, due to falling numbers. Capacity is 60 but 45-46 currently, and not hitting target during school holidays. • Increased fees are being discussed. • Less demand for the Kids Club after-school sessions. Over half term sports companies who had let part of the school facilities, had impacted on the Kids club numbers. The lettings didn't cover the cost of any Kids Club losses, hence no Kids club was held over February half term. • The Kids Club sessions were discussed in detail, including the number of staff deployed, the required ratio, and whether these could be rationalised. • Tracey has broken down the costs to every 15 minutes, contacted other schools to provide comparisons, and invited other schools to send children to Wheatfields during the half-term sessions. • A document with the price differences was on GH. • <i>ES joined the meeting at 6.27pm.</i> • It was agreed to discuss this in more detail at the April FGB meeting. Clerk to add to agenda. <u>It was also agreed</u> not to increase any prices until September 2023. • EVD also confirmed that low-income families' attendance was already supported by the school. • Preschool – Will have a slight shortfall. Currently has spent £86,410 and received income of £64,750. • Money of just over £35,000 was still in the bank that can't currently be accessed. A further shortfall from last financial year of £8,370 will also need to be covered by any income. • It was noted that the staffing was very high and the appointment of a fully qualified preschool manager had to match other preschool settings to enable the right person to be recruited. Overall, there are 3 F/T staff and 1 who works 17.8 hours. • Currently, the preschool numbers 25 children, aiming for 30 from April. An additional staff member has also been requested. • CM has done costings for various scenarios (hours), which do not match the expected income. • An audit of preschool staff hours was suggested as well as stopping snacks, asking parents to provide those. • There were still two outstanding invoices for additional hours, parents spoken to and ½ expected, totalling just under £800. • The staffing costs were discussed by governors in detail, CM being asked to provide a more detailed breakdown of hours for the April FGB Meeting. 	<p>Clerk</p> <p>CM</p>

- Page 13 of the Cost Centre report shows an expected turnout, with a c/f of £168,481. Some c/f has been lost from the previous year (£143,000). This is likely because of the support staff increases which hadn't been budgeted for.
- The Scenario cost centre balance compares this year to the next and shows that if all staff are retained, there will be a shortfall of £164,000. A staffing decision will therefore be required for September, the process starting shortly.
- Taking the above into account, governors agreed that the c/f should therefore be regarded as being committed in order to try and keep the status quo. It was however noted that without the c/f, the deficit would be £260,000.
- EYFS numbers for next year only show 22 as being 1st choice with only 80 having put Wheatfields as 1st/2nd or 3rd choice.
- EVD/GE have begun looking at the staffing structures for September, encompassing a number of different scenarios and factors to be included.
- It was noted that the April FGB meeting will need to focus on finance and resources, including the staffing models as discussed above as well as information on children with additional resources who are leaving in Year 6.
- The budget for 2022/23 includes the £35,000 currently locked in the bank.
- CM was thanked for her update and left the meeting at 6.53pm.

3.2. Headteacher's Report

Points to note:

- Whole school attendance is at 94%, late gate now in operation (8.45am close). Attendances are being monitored by CM with late letters sent out where required, with further letters sent where no improvement made and the local authority EWO notified.
- EVD/GE also receive information on the PP/SEND pupils, vulnerable families being monitored.
- Tree works have taken place over half term to prepare for the new preschool building. A Grounds Day is scheduled for 25.03.23 – 9.00- 12 non to try and improve the school's outdoor environment. Information is going out to parents on this.
- A quote has been received for filling in the old sunken drains on the playing field. This will be done after May in time for the summer activities.
- Craig Duncan (CD) undertook a monitoring visit on Monday and catch up around school priorities and the SDP.
- EVD/GE to refine the SDP with governor involvement as part of the process. The strategic priorities for the rest of the year are around English – reading and raising KS1 attainment.
- A new phonics scheme needs to be purchased and implemented by September, the existing one having been denied accreditation. Whilst an accredited scheme does not need to be used, as the school's data was low, questions may be asked as to why an accredited scheme was not being used.
- Children currently using the existing scheme will continue to do so, until the end of the summer term.
- The school phonics lead will provide support together with Anna Walker from the local authority who will be conducting a phonics audit.
- The leadership of English is being considered across the school, having been previously with a staff member who has not been in the school since March of last

	<p>year. An experienced staff member (Year 3 teacher) has been asked and has agreed to take on this role. CD will be coming in to support the Subject lead.</p> <ul style="list-style-type: none"> • CD next in on a whole day visit on 19.04.23. • EVD attended the Ofsted briefing and will circulate the info from that to governors. • Currently unable to advertise for the English lead and Phase leader roles. An interim English lead has been appointed (covered above) and there are now named people in the Phases, for staff to go to for support if required, • EVD has taken on discussion with the Wellbeing Team to ensure that the action plan in place is realistic and supportive of all staff. • Sessions for wellbeing in the workplace are booked in with Juliet from the local authority. • EVD has met with the PAWS Chair to discuss future events at the school. • Governors were encouraged to attend any of the events listed to ensure there was a governor presence. • Governor safeguarding training was raised, LL agreeing to ensure that all governors had by 20.04.23 details of courses and where/how to access them. • GE confirmed that the local authority was being supportive in TT's absence. • EVD was thanked for update and report. 	<p>EVD</p> <p>ALL</p> <p>LL</p>														
<p>4.</p>	<p><u>Governor Roles & Responsibilities</u></p> <ul style="list-style-type: none"> • The following governor roles were confirmed: <table border="1" data-bbox="197 996 1299 1256"> <thead> <tr> <th>Governor</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Jennifer Adams</td> <td>Wellbeing and Maths</td> </tr> <tr> <td>Lisa Ling</td> <td>Safeguarding and English</td> </tr> <tr> <td>Paul Prosser</td> <td>Governor recruitment</td> </tr> <tr> <td>Andy Moffat</td> <td>Health & Safety</td> </tr> <tr> <td>Emma Smith</td> <td>EYFS and SEND/Pupil Premium</td> </tr> <tr> <td>Nicola Tabb</td> <td>Preschool</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • EVD to provide staff contact details for each of the above (action under agenda item 2). <p><u>Governor Vacancies</u></p> <ul style="list-style-type: none"> • It was confirmed that: <ul style="list-style-type: none"> ○ PP had resigned from his parent governor post and had been appointed as a Co-opted governor. ○ NT had resigned from her parent governor role and had been appointed as a Partnership governor. • PP agreed to liaise with the school in preparing the advert for the 2 parent governor vacancies. CM had the paperwork which can also be advertised on Class Dojo. <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> • EVD reported that there had been a Subject Leaders' Ofsted update, SLs being asked to ensure that they were up to date with their action plans etc. They have requested that a governor come in and meet with them and do some practice work on Ofsted questions. It was agreed that when governors undertake their monitoring visits, they dip into the EYFS subjects as well and talk to the teachers. • Priority visits were confirmed as Maths, English, H&S, Safeguarding, EYFS, SEND/PP. Visits to be undertaken over the next 3 /4 months. 	Governor	Role	Jennifer Adams	Wellbeing and Maths	Lisa Ling	Safeguarding and English	Paul Prosser	Governor recruitment	Andy Moffat	Health & Safety	Emma Smith	EYFS and SEND/Pupil Premium	Nicola Tabb	Preschool	<p>EVD</p> <p>PP</p> <p>ALL</p>
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	<p><u>Policies for Ratification</u></p> <ul style="list-style-type: none"> • GE provided the background to the work around policies and the need to review specific ones to ensure that the website was compliant. • Template policies on the Key were used to supplement those not available from EPM. • The following policies and processes were ratified by the governing body: <ul style="list-style-type: none"> ○ Accessibility Plan ○ Admissions policy ○ Admission arrangements ○ Children with health needs who cannot attend school policy ○ SEND policy ○ Relationships education policy ○ Supporting children with medical conditions policy ○ Charges policy ○ Data Protection policy • It was noted that whilst policies required governing body ratification, plans and statements did not, and were delegated to the HT. • Model policies by EPM should also be automatically adopted. • The Behaviour Principles statement has not yet been written, needing to be written by the governors and then built into the Behaviour policy. GE read out the requirements. ES agreed to look at this. • The Kids Club document was not a policy and did not require governor ratification. • Other policies still needed to come to the FGB for future ratification. 	ES				
5.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • LL raised the issue of a formal goodbye to SG. It was agreed to invite him to a pre-session before the FGB meeting on 20.04.23 for a formal thank you. 	JA				
6.	<p>FGB Dates for 2022/23: All at 6.00pm</p> <table border="1"> <tr> <td>Thursday 20th April 2023</td> <td>Wednesday 3rd May 2023 (not clerked)</td> </tr> <tr> <td>Wednesday 12th July 2023</td> <td></td> </tr> </table>	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 7.48pm.

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

Wheatfields FGBmins held on 8th March 2023

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

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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	ALL/ Tracey	c/f
3	Parent elections to be organised and actioned asap	EVD	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
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	Partly c/f
Actions – 08.03.23			
2	Questions to CD to be routed via the Clerk for collation.	ALL	
2	To provide teacher links/contacts for specific subject	EVD	
2	Co-Chair to undertake H&S visit on Friday 31.03.23 – am.	AM	
3	To include Kids Club for discussion at April FGB meeting.	Clerk	April agenda
3	To provide a more detailed breakdown of Preschool staffing costs for discussion at the next FGB meeting.	CM	April agenda
3	To circulate the Ofsted briefing information to governors.	EVD	
3	Governors to attend events where possible.	ALL	Ongoing
3	To identify safeguarding courses for all governors to attend.	LL	20.04.23
4	To liaise with the school about the parent governor vacancies.	PP	asap
4	To look at the contents of the Behaviour Principles statement.	ES	
5	To invite SG to the FGB meeting on 20.04.23 for a formal thank you.	JA	

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