

**WEDMORE FIRST SCHOOL ACADEMY**  
**MAIN GOVERNING BODY**  
**MINUTES**

For the Main Governors Meeting held on 16<sup>th</sup> May 2017 at 7.30 pm in the School Staff Room at Wedmore First School Academy, Wedmore

<b>Present:</b> Derek Logan Sue Ham Tim Moreman	Pat Benjamin Val Jones Myra Ellis (Associate) Bethan Walster	Tom Gascoyne Andy Reeson Susan James Mark Fearbunce	Stephen Willis Linda Leavey (Clerk)	<b>Apologies:</b> Jackie Hipwell	<b>On Leave:</b> Sarah Rant <b>Absent:</b> Sarah Maddock
<b>Item of Business</b>	<b>Points Discussed</b>			<b>Decisions Taken</b>	<b>Action Points</b>
1. Welcome and Apologies	DL opened meeting at 7.30 pm by welcoming all. Meeting was quorate. DL brought Governors up to date with JDH's absence. Plan of action in place for SLT to help WFSA carry on as normal. WLT had offered help. Governors expressed their best wishes to JDH and also to EW (absent for a couple of weeks).				
2. Pecuniary Interests	PB and TG : Building and Playground projects (b2 Architects and Orme Architecture)				
3. Safeguarding Training	Governors gathered for <b>Child Protection Basic Awareness 2016</b> course – Part 2. SH recapped on Part 1 with question/answer session. Three videos shown re. emotional neglect, sexual exploitation and verbal abuse. SH led through slides on screen talking Governors through issues eg. early help intervention; how staff deal with verbal concerns in school; allegation against staff and best practice for staff. New Governors to read Keeping Children Safe in Education. WLT Code of Conduct and Behaviour Policy in place. Safeguarding handout tabled. Responsibility of Governors to understand this topic and know what to do. Q: Is there any literature for children? SJ putting posters up around school and cards; these aim to be visual and provoke discussion in class. Querying whether child friendly; children may not have access to phone; and do they know who can they speak to in school? A: Yes they know who can help and can speak to any member of staff. Child friendly notice board in school. SJ to talk to children to gauge their understanding. Raise the profile: follow mock Ofsted inspection; ChildLine Assembly to repeat next year and using NPSCC resources in PHSE. DL thanked SH.			Keeping Children Safe in Education.  Safeguard Governor Visit	MF, BW, TG and SM to read (LL)  SJ
4. Minutes of Meeting	The meeting reconvened in staff room. Minutes of meeting dated 22.03.17 circulated ahead of meeting. Approved by Committee and signed by DL.			Minutes approved	
5. Matters Arising	There were none.				
6. Headteacher's Report	SH gave a verbal HT report. <b>Admissions:</b> Presenting pupil numbers for September. Seven class structure. <b>S&amp;SI:</b> Pupil Tracker new electronic system for data analysis. Transition between old/new system underway. Long term benefits. Pupil progress meetings; staff training and inset day for inputting data. Present to SIP after ½ term. Yr2 SATS underway. <b>Website:</b> In hand; training taking place.				

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	<p>To go live after half term. Advertise in Newsletter.</p> <p><b>Nursery:</b> New staff recruited to enable correct ratios. MC attending safeguard training. JDH, SH, ME MC same level. 37 on roll plus 10 reception children feeding into ASC. <b>Canopy</b> – Update from PB to follow. <b>Safeguarding:</b> SJ, SH met, most actions complete for academic year.</p> <p><b>Health and Safety:</b> Await delayed fire inspection report from County. Contract to be renewed in September by WLT. <b>Site Security:</b> Action plan progressing slowly covering gates, fencing, intercom. Finance/HR. Waiting for one more quote for fencing around pool – PB to update.</p> <p><b>Budget:</b> With WLT. Projection for next year balances. Extremely tight and will impact staffing hours, general resources for school, trips, etc. Discussing <b>voluntary contributions</b> in detail. School can no longer subsidise trips. Approximately 80% parents pay. Cancellation clauses cost money if trip is cancelled. Lots of admin time chasing payments. Q: Can price be inflated? A: By law, no, needs to be precise. Q: Can you offer parents opportunity to pay extra to cover short fall? A: Could state a minimum and a suggested contribution. To discuss further at Finance/HR. Resources dropped again this year. AR: If pupil count was 210 further funding in place.</p> <p><b>Staff:</b> BL leaving at end of term and as an excellent teacher will be missed. Acknowledging positive training/support for BL’s teaching career at WFSA. CM retiring after 6 years. CT maternity leave. GJ to become Rec/Yr1 teacher on 1 yr contract. No SENCO next year (budget decision) role to be shared amongst ME, JDH &amp; SH. Discussing and querying training required for SENCO officer and timeframe for SENCO teacher to achieve qualification. DL to seek clarification whilst on course. Concern regarding high profile work with increased workload on SLT. TA appraisals taking place; working on draft timetable for next year. Discussing budget/ interventions. JDH to teach one pm each week. Hope WLT long term plan - share SENCO.</p>	<p>Voluntary Contributions</p> <p>Query SENCO training</p>	<p>Discuss at Finance/HR</p> <p>DL</p>
7. Building Update	<p>a) PB tabled <b>Financial Summary of Build Project</b> costs and led Governors through. Good news. Important for Governors to have understanding. Yet to review with builder - not final figures. Loan reflected in financing over 10 years. Fund raising required in next 10 months. Additional landscaping, painting, security lights included in contract. Final inspection in Spring to cover snagging list. Staff report defects to PB who will inspect.</p> <p>b) <b>Canopy Project</b> Lots of quotes obtained 2 years ago for purpose made canopy at £15,000. Today’s budget for canopy is £3,500. PB tabled 3 drawings and 1 picture. Discussing various options, materials and prices. All above budget. Legal requirement for EYFS for outside covered area for outside learning in all weathers. Short term move as plan is for Nursery to move to join the FS team. PB to investigate AR’s polycarbonate roof.</p> <p>c) <b>Wedmore News</b> £600 grant available. DL to write letter to explain what the money will be spent on – Governors all agreed the Nursery Canopy; deadline 6/7/17. DL thanked SJ</p> <p>d) <b>Gates and Fences</b> Gates at front of school heightened. Entrance to school TG/PB work in progress to produce proposal – there is no budget.</p> <p>e) <b>Intercom system</b> SH stressed need intercom in place for start of next academic year. Plan</p>	<p>Investigate Polycarbonate Option/liaise with Corkish or B Haley</p> <p>Letter</p> <p>Move forward</p>	<p>PB/AR</p> <p>DL</p> <p>Finance/HR</p>

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	required in place to protect pupils. Waiting for last quote to then have full picture for school. Finance/HR agenda to move forward. Obtain quote for intercom. PB speak to playground committee regarding hedge, as discussed previously.	Quote for Intercom Hedge Cut	Agenda VJ PB
8. Playground	<p><b>Playground:</b> TG tabled plans. Meeting with School Council again next Tuesday with 3D plans to discuss main revisions taking into consideration both KS1 and KS2 views. Preferable for activities in perimeter area leaving main playground free to run around. Cover up mud areas. Email to SH to circulate to teachers. Close to design and then for TG to cost. Considering concrete cylinders with seating area inside. Project moving forward.</p> <p><b>Fundraising:</b> DL: Finance/HR debated the difficulties surrounding PTA effectiveness. No capacity in school for fundraising. Propose to pay professional grant raiser with knowledge of where to go and with the right approach. Need to push open doors to the community and associate a project with a professional case. Many grants for schools available but require time to prepare and present. Governors discussing in great detail. Acknowledging great work of PTA assisting with pool, music, French, etc. To attend PTA meeting to go through simplified budget to enhance their understanding and explain limits in funding. DL to research costs of professional grant raiser. Need to connect with local business/make it happen.</p> <p>MB: Would the WLT be able to fundraise for all schools and make more tenable? Discussing in general. Important to hold money for individual areas within schools. Capital Fund Grant would become available if MAT increased numbers to 3,000 pupils. New houses benefit school financially. BW suggesting pupil recruitment drive and the need to understand market. TM explaining choice of WLT schools; outstanding status; CofE; out of catchment appeal and current demographic downturn. AR improvement in publicity/communication required in community; keen to grow school. SH growing from bottom up – nursery doing well. BP felt, as a working mum, more communication was needed; links on current website poor; not enough printed letters. Discussed sharing positive news/managing perception (eg. BL trained from NVQ to qualified teacher at WFSA now moving on with great experience). Agreed to communicate in loW News – DL to send SJ notices. PB: Increased capacity with new classrooms, playground, use of MUGA – felt in great position, compared to competitors. Communication S&amp;SI Agenda item. MB suggested Nursery communication could be improved.</p>	News to loW Communication	DL/SJ SS&I Agenda
9. Breakfast and After School Club	DL provided overview of events surrounding B&ASC. SC had managed as an independent business now decided to move on. Governors discussing in detail parent perception/rumours/information fed by SC. PB: Great opportunity for school to offer staff hours in house, employ more people, join up contracts. Concern regarding loss of business for working parents requiring summer club and also that events being misinterpreted by parents. DL explaining school's confidentiality/damage limitation. Letter to go out next week. B&ASC will run from September. VJ talk to staff re. summer club in staff meeting. Advert in hand; VJ speaking with someone. DL to consider summer club only if professional qualified to run the		

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	same properly with resources. The focus must be to get things right for September.		
10. Admissions	S&SI discussed <b>attendance</b> . TM concern regarding last minute arrival time at school (9.00/9.05 am) where children are missing 15 minutes settling in and accessing beneficial learning resources. Reminder on newsletter arrival. SJ important to track <b>group attendance</b> - LL to send SJ ½ termly report produced to JDH. Governors asked to accept <b>2<sup>nd</sup> round admissions</b> – agreed.	NL item Tracking Group Attendance Rpt Accept 2 <sup>nd</sup> round admissions	LL/TM LL/SJ TM to sign consent form to County
11. Sub committee Reports	Finance – Nothing to add. S&SI Minutes to be distributed. <b>Pupil Tracker</b> discussed. ICT skills gap identified. S&SI to draft proposal to replace 32 netbooks and to remedy staff and hardware issues. Seek grant. Governor Visits required – all to consider coming in to school during summer term.	SS&SI report on netbooks/ICT Governor Visits	Summer term
12. Safeguarding	Safeguarding covered		
13. Ofsted Training Course	Discussing likelihood of Ofsted inspection from September 2017. Suggest specialised Ofsted training course for all governors (with HSMS) approx. £375. Dates to be notified. Q: What has school done to self assess since last inspection? How is it doing? A: Did fairly well; goalpost continually moves and framework changes. SEF covers all areas Ofsted look at; evaluating ourselves and in process of reviewing and updating again. Bring to full governors in September. Needs to be focus for Governors – familiarity with paperwork and school. SH: Aspire to be outstanding but our general ethos is a good solid school with broad range of enriched curriculum and not too narrow or data driven. Always unknown what their agenda is; constantly working on data to improve.	Ofsted Training course : All to attend  SEF to Main Govs	LL notify dates  September (SH)
14. Policies	Staff Induction; PSHE & Citizenship and Sex & Relationship Education Policies. Ratified at sub-committees. Governors approved and DL signed Better practice in WLT Thanks to SH for hard work		
15. Health & Safety	None		
16. Any Other Business	SW check website compliant VJ to send link TG Does the school have a moto? “It’s Fun to Learn” – appears on website and notice boards.	Check website compliance	SW/VJ

Meeting finished at 21.54

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