

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

For the Full Governors Meeting held on 22<sup>nd</sup> November 2017 at 7.30 pm  
in the School Staff Room at Wedmore First School Academy, Wedmore

<b>Present:</b> Myra Ellis Sue Ham Derek Logan	Tim Moreman Val Jones Sue James Sarah Rant	Bethan Parsley Tom Gascoyne Rasmus Kolind Linda Leavey (Clerk)	<b>By Invitation:</b> Gavin Ball Denise Maudsley	<b>Apologies:</b> Mark Fearbunce Sarah Maddock	<b>Absent:</b> Stephen Willis
<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; thanked all for attending and welcomed GB (CEO of WLT), DM (HT Weare Academy School and WFSA's new interim HT) and RK (Associate Governor).				
2. Pecuniary Interests	No interests declared at meeting. Standing Item - Building and Playground projects (Orme Architecture) TG				
3. Headteacher	<p>GB introduced himself. He praised WFSA and its staff and gave thanks to SH for stepping up to hold the fort. GB confirmed DM was to take the role of interim HT as from 27/11/17 for remainder of academic year in addition to current HT role at Weare First School Academy. GB referred to SIP report which identified areas for development and confirmed support would be in place to motivate and train staff to rise to the challenge to become an outstanding school for the good of the pupils and their needs. WLT to help and support WFSA with SIP engaged to provide further expertise; core group meetings half termly to review progress and to implement training for staff. GB confirmed DM as an outstanding leader who would develop SH's skills and great strategic leadership to WFSA to help grow to next stage.</p> <p>Q1: Querying finances. GB: In short term priority to set pupil outcomes to where they need to be. Low cost actions to make huge difference.</p> <p>Q2: Raising communication with parents. Discussing best approach and timing for both first schools. Draft letter to parents was discussed (attached). Agreeing to add final sentence to letter. DM to be at WFSA next week with SH. Discussing parent perception and trust in detail and acknowledged need to ensure good communication. DM to write separate letter offering informal meeting sessions for parents (GB attending where possible). Separate press article from Governors regarding JDH's retirement.</p> <p>Q3. Budget for governor training. GB in discussions with HTs re. potential training opportunities. Self evaluation framework in line with WLT's key element of accountability. LGBs require training re. holding school leaders to account, assessment/Raise online, etc. HTs require external body raising questions. DM to suggest models in place at Weare (eg. crib sheet, data dashboard, performance of SEN etc) and will lead governors.</p> <p>GB thanked SH for holding fort, DM for next steps and the Governors. SH thanked GB and DM for support through a challenging time. GB left 8.20 pm</p>				

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4. Safeguarding	<p>1. DL advising of recent parent allegation against member of staff. Full investigation by GB and DLS at KoW, with report to LADO. Conclusion - allegation unfounded. GB's intervention had resolved case and hopeful pupil would return to WFSA.</p> <p>2. Safeguarding to appear at top of agenda of all LGB meetings. SH emphasising on-going importance of pupil safeguarding for governors and staff. SH/SJ to continue working together. Crucial to children; need to keep on top of changing environment. Querying role/training. SH designated safeguard lead with ME and BR trained also and ME taken on EY SEND as deputy safeguarding lead.</p> <p>3. Statutory safeguarding annual audit. The deadline to LA had been extended to January due to IT problems with supplier. Out of our hands. Still within legal timeframe.</p> <p>4. Acknowledging children important but also noting staff wellbeing as some felt vulnerable. Considering how to manage aggressive parents. Discussing notices. SH to request policy from WLT. SH had carried out risk assessment.</p> <p>5. Recent health and safety walk around premises (SH/TM). Nursery required action (uneven surfaces, dirty toys, etc). Groundwork in hand. Querying protocol on dirty toys – hopeful of PTA purchasing a power washer.</p> <p>6. Fencing : Intercom delayed.</p>	<p>Safeguarding – Agenda item</p> <p>Query WLT Policy</p>	<p>All LGB Mtgs</p> <p>SH</p>
5. Mins of Mtg 12/09/2017	<p>Minutes of meeting distributed ahead of meeting.</p> <p>BP queried minutes of wrap around care meeting. VJ to circulate and arrange date of next meeting (BP, VJ, SH and SC).</p> <p>TM signed as true reflection of meeting.</p>	<p>Minutes and meeting in hand</p>	<p>VJ</p>
6. Matters Arising	<p>Matters arising are covered throughout meeting.</p>		
7. Acting Headteacher's Report	<p>SH read through notes attached, circulated ahead of meeting.</p> <p>Querying audit. VJ confirmed still taking place.</p> <p>There were no further questions.</p>		
8. Admissions	<p>Nursery numbers positive. Querying extension, discussing premises and space.</p>		
9. Wedmore PC	<p>DL/SH met with Steve George of Wedmore PC regarding neighbourhood development plans and 6 sites for building developments in Wedmore, including land adjoining school. Potential levy to share with WFSA. Considering affordable housing/admissions. Resolve to work with PC, keeping them aware of pupil numbers. Room to grow to 8 classes currently and to review in future. Discussing timescale – PC plans to LA by mid-summer (12-60 months).</p>		
10. Fund Raising	<p>Nursery parents have met to research grants.</p>		
11. Reports from Sub Committees	<p><b>Finance &amp; HR</b> TG ran through minutes, attached and distributed prior to meeting.</p> <p>(1) TG requesting more information following SIP report. SH to circulate.</p> <p>(2) Querying HT finances. VJ: Not off budget with WLT supporting additional costs of HT with savings at year end. Increase in nursery numbers (not subsidised) and lunch meals positive. DM/SH to create action plan with itemised costs for governors.</p>	<p>Circulate SIP Report</p> <p>Action Plan with Itemised costs</p>	<p>LL</p> <p>SH/DM</p>

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	<p>(3) Considering playground design and funding plus AW's plan for 5 aside football. Governors considering needs and terms of affiliated sport funding. Querying funds and use of PE grant. SH/AW/SR meeting to discuss. TM to talk to HSMS re. PTA sponsorship of new MUGA.</p> <p>(4) Plan to prepare fundraising brochure with images of playground, MUGA, canopy.</p> <p>(5) Discussing canopy and agreeing the urgency for it. Considering 2 similar quotes. Agreed to proceed with £3,600 polycarbonate top with wooden struts 4.2m x 7m. VJ meeting builder to discuss on Monday, TG to attend if possible. Funds available.</p> <p>(6) Discussing possibility of using PE grant to fund resurfacing Nursery's active play area.</p> <p><b>Standards &amp; School Improvements</b> TM ran through minutes, attached and distributed.</p> <p>(1) Proposed to move sub committee reporting higher up agenda.</p> <p>(2) Discussed detailed mock Ofsted inspection and how inclement changes needed. Overseeing change as critical governors; challenging and demonstrating critical faculty.</p> <p>(3) Checked Pupil premium with SR agreeing to become PP and sports grant monitor, reporting back to sub committee.</p> <p>(4) Committee agreed to meet ½ termly.</p> <p>(5) Governor visits. Discussed importance for governors to monitor/visit school regularly. TM suggesting individual governors take responsibility for subjects. Part of governor role to come in and spend time to be informed/gain knowledge. DM proposing ideas in place at Weare to discuss further with TM. Governor visit forms to Clerk.</p>	Governor Visits	TM/DM
12. Policies	Attendance and Charges & Remissions Policy. Approved by governors and signed by DL. Querying what happens once policies are updated/ratified by Governors. Discussing notifying parents when certain policies are updated on website via newsletter.	Policy amendments	Parents via Newsletter
13. AOB	<ul style="list-style-type: none"> <li>• Term time leave leaflet circulated to reception parents; letter regarding attendance to whole school in hand.</li> <li>• Noting late circulation of agenda and supporting papers. DL explained reasons.</li> <li>• TG and RK agreed to become alarm key holders.</li> <li>• Training to appear on agenda item at every meeting.</li> <li>• WLT hosting Ofsted course 17/01/18 - BP, SR, TM, TG, DL and RK expressed interest.</li> <li>• Governors encouraged to help serve pupils at Christmas lunch on 19/12/17</li> <li>• Flowers were presented to SH by DL with thanks and Happy Birthday.</li> </ul>	Alarm Key Holder Training	TG & RK Agenda
	Meeting closed at 9.30 pm		

Signed ..... Dated .....