

WEDMORE FIRST SCHOOL ACADEMY
FULL GOVERNING BODY
MINUTES

For the Full Governors Meeting held on 24th January 2018 at 7.30 pm
in Skylark Class at Wedmore First School Academy, Wedmore

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| Present: Denise Mawdsley Sue Ham Derek Logan | Tim Moreman Susan James Myra Ellis | Bethan Parsley Tom Gascoyne Rasmus Kolind | Sarah Rant Sarah Maddock Linda Leavey (Clerk) | Apologies: Val Jones | Absent: Stephen Willis |
| Item of Business | Points Discussed | | | Decisions Taken | Action Points |
| 1. Welcome and Apologies | DL opened meeting at 7.30 pm with a Happy New Year and thanked all for attending. Apologies offered from VJ. MF had resigned due to lack of time. No contact from SW. | | | | |
| 2. Pecuniary Interests | No interests declared at meeting. Standing Item – TG - Building and Playground projects (Orme Architecture) and SM no direct legal advice to be sought. | | | | |
| 3. Mins of Mtg 22/11/2017 | Minutes of meeting distributed ahead of meeting. Governors agreed true reflection of meeting. DL signed. | | | | |
| 4. Matters Arising | Matters arising are covered throughout meeting. | | | | |
| 5. Headteacher's Report | <p>Circulated ahead of meeting and governors confirmed they had read HT report (attached). Attendance PP & SEN % figures dropped from term 1 to 2 due to ongoing absence of 1 child (exceptional circumstances). Pupil Premium Governors monitoring AIP. SR agreed to take on PP Champion role and to report regularly in support of PP, key aims and PP plan. <i>Querying if there was a budget for additional resources for children?</i> Yes for children from disadvantaged circumstances. DM explained who qualified for PP funding. <i>Requesting examples of where PP is currently being spent.</i> DM provided examples - helping pupils attend breakfast/after school club, bridging gaps in learning, boosting reading, one to one support to aid phonics and staff training. <i>Querying whether all pupils in class benefit?</i> Investment in staff training and extra one to one time benefits a class as a whole. Current PP information on web; requesting crib sheet. <i>Querying PE sports grant and what it is spent on.</i> Confirming website up to date with details of PE grant. <i>Querying whether WFSA is narrowing the gap between PP attainment and non PP attainment?</i> DM confirmed there was a definite gap. PP children make good progress, but because their starting point is lower in first place, there is work required to lower the gap. Interventions in place. Standards and School Improvement DM circulated Action Plan ahead of meeting and displayed and explained on screen (attached). Working through actions with staff and governors (eg. PP governor). <i>Q: Are staff now on board? Why were staff feeling unhappy?</i> DM explaining SIP report was not initially viewed as a true reflection of the work staff felt they were putting in. SIP criticised creative curriculum and too many exercise books. WFSA is strong on topic work but it was not clear to see how topic work was progressing. Staff needed time to adjust and DM felt</p> | | | <p>SR to be PP Champion</p> <p>PP Cribsheet</p> <p>PP and PE sports info on website</p> | <p>Meet with DM</p> <p>DM</p> <p>LL to send link</p> |

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| | <p>today's staff meeting showed a turning point where morale was good, new strengths in place and staff broadening talks and sharing work. Aim to work smarter not harder. <i>Querying why/how action plan created.</i> DM explained key points taken from SIF report to create action plan to deal with immediate improvements required. This was in addition to the AIP which governors will also review over the year in order to monitor and challenge key developments. Q: <i>The Action Plan clearly relies on observations. How are governors to gather this evidence?</i> DM: Item 9 - new Governor Monitoring Plan. <i>Core Group Meetings</i>, ongoing support from SIP, lesson observations and feedback/accountability to WLT are also in place. <i>Querying feedback given following lesson observations.</i> DM: Staff had taken points on board and conversations had opened and concerns/conflicts brought up to the surface. Lesson observations take place 3 times p.a. by SLT which link to performance management. Ideal for DM & SH to both be present but currently too pressured for time. <i>Querying Ofsted inspections, duration and on what basis they draw conclusions.</i> DM thought 10 mins per class looking for signs of children making progress in lessons. Supporting evidence in file is key to supporting teachers' evidence over time. Q <i>How is it recorded and can governors access?</i> Performance management document records lesson observations which are private. Q: <i>Do we need to have monitoring and performance management reviews?</i> Yes as part of Finance/HR committee. Self evaluation of WFSA in hand. Governors to hold to account SLT.</p> | | |
| 6. Pupil Tracker | PT and progress shared with S&SI Committee. Minutes and supporting papers to be distributed. See item 12. | | |
| 7. SEN | <p>SH currently focusing on SEN; main topic in AIP. Need to move forwards teachers and staff, having a better understanding of core standards and quality first teaching. Cathy Smith supporting with more work in hand to improve staff's understanding. SH attended moderation re. high needs funding and SENCOs moderate applications and explained to governors the funding categories and recent changes. Applications in hand – unsure of success as harsh process with limited pot. SH starting to see progress of SEN children, having now spent time supporting them. SEN support timetable just released to staff. SH liaising with SM. <i>Questioning parent volunteer help in SEN sessions or others.</i> SH confirmed many volunteers help regularly (eg. listening to children and specific support in classrooms) but very open to interested people with skills. <i>Querying whether information about relevant skills is requested of parents.</i> RK coming in to talk about rainforest in Owl class. <u>Action</u> next parent survey in summer term to add box: "Have you any experience/skills to offer school".</p> | Promote Volunteer Helpers - gather Parent Skills | Parent Survey - Summer |
| 8. WLT | Headteacher visits to all schools. Maths coordinators meeting. Good dialogs and great to see CPD strengthening and maths leaders feeling empowered. WLT acted quickly to find common theme across schools with aim to improve/develop children's education. WLT had been very supportive to WFSA. Expertise and help was really positive. <i>Querying whether governors could take part in school visits?</i> Discussing and suggesting WLT organise a <i>safeguarding governors</i> | WLT Governor | |

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| | <i>meeting</i> – DM to take to next WLT meeting. Brent Knoll school had visited WFSA and governors discussed this in detail and possible implications. | meetings useful eg. safeguarding | DM/WLT |
| 9. Governors Monitoring Calendar | DM tabled and introduced proposal for governors to improve links within WFSA and based upon the key points of the AIP. Governors discussed and <i>agreed</i> the governor links to subjects/staff. Aim to spread visits over 3 terms in a normal year. Governors to provide brief report at LGB meetings (regular agenda item). DM tabled template for reporting. Governors discussing and comparing to existing one and then <i>agreed</i> to adopt the new form for all visits together with the Calendar. DM/SH to discuss with staff next week and then circulate final Calendar to governors. Considering how best to arrange visits. DM confirming full support of SLT would be provided so to allow staff to engage/be absent from class to meet governors. Suggesting 3pm good time to cover. <i>Q: Is there budget for release time in place?</i> Facilitate as part of CPD working with middle leadership. Provides clear direction and raises profile of governors coming in to school. Reports to LL to circulate reports to LGB for questions at meetings; standard item on agenda. | Once presented to staff LL to circulate with questions at meeting Governor Monitoring Calendar agreed | LL to copy to all. Standard item on LGB Agenda |
| 10. Safeguarding | SH completed Annual Audit via Word due to Virtual College's technical problems - action plan not available yet. Main concern was ICT E-safety knowledge; weak in terms of safeguarding and important part of IT curriculum. Discussed at recent staff meetings ways to address from September. SJ recommending E-safety training for governors. Short term address through MAT and IT support. <i>Q Would there be merit in holding a parents evening to include online awareness and knowing how to spot a child having problems at school or at home?</i> NSPCC attending WFSA, SH to book parent workshops. School website to link to useful associated sites - SH in hand. SH: Safeguarding <i>display board</i> in learning zone linking to NSCC visits for children, parents and staff to view. SJ to carry out <i>safeguarding visits</i> in school again this term. Cheddar Valley meetings useful for updates. SJ spoke with pupils last summer term; agreeing to add safeguarding question onto governor visits for staff. <i>Q: Did website audit take place?</i> Yes and it is compliant. Will require repeat in due course. SJ completing half termly <i>Single Central Register audits</i> on behalf of governors; next one 26/1/18. <i>Q: Is safeguarding on school action plan?</i> Yes, the audit generates an action plan – governors to receive a copy. Bring safeguarding before HT report on agenda <i>Q Has progress been made since health and safety walk?</i> VJ currently working through list. TM, as <i>health and safety governor</i> to carry out another walk after half term with SLT. | E-Safety course for governors NSPCC Parent workshops Safeguarding question on visits form. Safeguarding Audit/Action Plan Safeguarding above HT report | LL to circulate dates SH SH/DM SH/LL to circulate to all LL |
| 11. General Data Protection Regulations | General discussion regarding the implication of new GDPR. Governors recommended to use school secure email system. This was agreed. VJ to attend training offered via WLT. Changes in effect from May. Await guidance from WLT; expect GDPR audits and suggest a <i>governor champion</i> with link to Data Processing Officer to oversee on behalf of governing body. | School email addresses. WLT guidance/training re GDPR | LL to action |
| 12. Reports from Sub Committees | Standards & School Improvements TM ran through minutes. SH to approve and then LL distribute. Thanks to DM and SH for detailed data; very interesting and helped to raise governor awareness of worrying dips, end of year predictions, etc. Glossary in hand for acronyms. | SH to approve | LL to circulate |

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| | Querying Y3/4 data and to unpick reason for dip; more work to do. Governors need to further understand the data. To look at FFT data and school performance. | | |
| 13. Fund Raising | Nothing to report | | |
| 14. Training | <ul style="list-style-type: none"> Ofsted training at KoW 17/01/18 DL, TM, SR, DM attended - handout to follow for governors to read through/raise questions. Cribsheet and information folder to be prepared. New Governor Induction Course : RK found very useful with clear idea of governance. LL to circulate SGS and diocese courses. WLT Data protection course for governors – LL to make enquiries. E-safety course - SR | WLT Ofsted notes SGS/Diocesan training GDPR training | To circulate To circulate To enquire |
| 15. AOB | <ul style="list-style-type: none"> Governors to complete <i>self evaluation and skills audit</i> via email plus <i>review of training</i>. Governor recruitment. Discussing: agreed not to recruit currently as good number. RK to sit on Finance/HR committee. AMIE Course on 8 March; SR agreed to attend with ME. Ensure governors are challenging and following through with minutes to reflect. Good practice to email questions ahead of meeting. Review of Nursery very positive with numbers increased to 36 plus 5 in pipeline. BR hopeful of encouraging better attendance during holidays. Figures show Nursery fully viable and turning into surplus for year. <i>Querying canopy</i>. Delayed by weather but about to be completed with flooring in ½ term. Tarmac agreed as part of PE premium. TG to visit. Pictures to be taken for PE grant file. Wrap around care review meeting tomorrow. | Self Evaluation re. Skills, Training AMIE Canopy Check | All, asap Gov to attend with ME – SR to confirm. TG |
| 16. Date of next meeting | 11 th March 2018 Meeting closed at 9.30 pm | | |

Signed Dated