



**MINUTES OF THE FULL GOVERNORS MEETING OF  
WHEATFIELDS PRIMARY SCHOOL HELD ON 12<sup>TH</sup> JULY 2023  
At the school.**

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

<p><b>Present:</b>  <b>Governors:</b> - Andy Moffat (Co-Chair AM); Paul Prosser (PPr); Nicola Tabb (NT); Emma Verney-Davies (Acting HT-EVD);</p> <p><b>Associate Members:</b> - Gemma Edwards (AHT/SENCo- GE).</p> <p><b>Apologies:</b> - Emma Smith (ES); Jennifer Adams (JA); Lisa Ling ( Co-Chair LL); Melica Cutbush (MC).</p> <p><b>In Attendance:</b> -Mike Behnke – Clerk (Syzygy Clerking Services); Clare Moffat (CM).</p>		
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No.	Minutes	Action Point
1.	<p><b>Present</b></p> <ul style="list-style-type: none"> <li>AM welcomed governors to the final meeting of this academic year.</li> </ul>	
2.	<p><b>Administrative items</b></p> <p>2.1 <u>Apologies:</u></p> <ul style="list-style-type: none"> <li>Apologies were noted and accepted as above.</li> </ul> <p>2.2. <u>Declarations of Interest:</u></p> <ul style="list-style-type: none"> <li>AM, EVD and CM, declared their interests which have previously been recorded.</li> </ul> <p>2.3. <u>Quorum</u></p> <ul style="list-style-type: none"> <li>The meeting was deemed to be quorate 4-4.</li> </ul> <p>2.4. <u>Minutes of the last meetings: 20.04.23 and 10.05.23</u>(Budget meeting).</p> <ul style="list-style-type: none"> <li>Both sets of minutes were agreed to be a true record of the proceedings and were signed by the Chair.</li> </ul> <p>2.5. <u>Matters Arising: 20.04.23</u></p> <ul style="list-style-type: none"> <li>The website is currently not up to date with regard to FGB matters, governor details etc. It was noted that a new website was being constructed over the summer which would allow all of the above information to be updated and included.</li> <li>GE confirmed that the majority of governors had provided their safeguarding training certificates which would be used to update the SCR. All certificates would also be kept</li> </ul>	Tracey

	<p>in a separate folder as evidence. ES and LL's were still outstanding. The Chair agreed to chase.</p> <ul style="list-style-type: none"> <li>• The Chair was asked to confirm with governors those who have had safer recruitment training.</li> <li>• EVD confirmed she would provide a link to the DfE Prevent training for all governors.</li> <li>• On NT's suggestion, it was agreed to organise critical incidents training for the school in the autumn.</li> <li>• Parent governor vacancies were advertised but without success. It was agreed to explore PAWS members as well as reissue the vacancies in September to try and catch the new parent intake. Presence at the parents' evening was also suggested.</li> <li>• NT suggested inviting parents to an 'open' FGB meeting to observe the proceedings, perhaps as part of launching the new SDP.</li> <li>• September calendar of events will be posted to GH in September. GH outlined the remaining events this year.</li> <li>• The Chair confirmed he would attend school on Monday to undertake a H&amp;S walk.</li> </ul>	<p>AM</p> <p>AM</p> <p>EVD EVD/GE</p> <p>CM</p> <p>AM</p>
<p>3.</p>	<p>3.1. <u>Resources Update</u> (CM)</p> <ul style="list-style-type: none"> <li>• In between changing over budget systems moving from Orovia to SBS. Cambs CC has still not transferred everything over to the new system, plus no month end report was available.</li> <li>• Preschool is being monitored closely; Money has been received from the bank accounts and the nursery accounts closed off.</li> <li>• Budgeted £6,600 for fees and snack money to come in, with £3,354.25 received so far from April-June. The system for receiving snack money was changed to an invoicing system which has worked.</li> <li>• Numbers remain the same as in May.</li> <li>• Lunches with the kitchen need to be finalised.</li> <li>• The figures do not include June's staff pay as they weren't in the system at time of this report.</li> <li>• CM confirmed there were no concerns with the budget currently. She also explained some of the new ledger codes that would be available under the new system.</li> </ul> <p><b>Q: We've now had the income from the nursery. In the last meeting, we talked about lots of cost saving initiatives. Has the preschool put any of those into practice?</b></p> <p><b>A: They do 2 shops at the beginning of each term. From September they are going completely fruit and veg. We made money on the snacks, about £30-40. I've also helped them to identify where they make their orders from. They are moving in the right direction.</b></p> <ul style="list-style-type: none"> <li>• CM added that the electricity had been overbudgeted but costs for the new mobile were unknown as yet. She stated that all of the expenditure would continue to be monitored.</li> </ul> <p><b>Q: When in the new academic year will we get our first report?</b></p> <p><b>A: County are saying that they will get everything transferred to the new system by the end of July. This is the first month that I will have to do a month end report and that is then loaded onto the system.</b></p> <ul style="list-style-type: none"> <li>• CM reported on the new sessions in the preschool and details of the hours to be undertaken. Letters have gone out to parents about the fee increases, with no comeback as yet. New session times are from September. Around 14-15 lunches a day were envisaged.</li> </ul>	

- PAN numbers in neighbouring schools, catchments and the falling roll across the town were discussed. Six new children were to start in September with a family of 2 and 3 further ones due to come in.
- Governors recognised the need to publicise the school more, a full preschool being key to future admissions.
- EVD reported that there would be some premises work premises over the summer, around the hall lights and further assessment of the trip circuits.
- CM was thanked for her update and left the meeting at 6.54pm.

### 3.2. Headteacher's Report

- Attendance was at 94%.
- Persistent lateness has been reduced quite a lot, staff working hard with those families who were serial offenders.
- Safeguarding audit was held last week, EVD to provide the Prevent training link on GH for all to access.
- Meeting scheduled with the Cambs H&S Hub, the school now signed up to their Hub support package. Apart from templates and risk assessments, support and advice was also provided over the phone. AM confirmed that he was the H&S link governor.
- EVD reported that part of the above package also includes accessing their governor training package, which provides induction and governance training, as well as bespoke training -eg. CD course scheduled for September to talk about governance and looking at a governance audit.
- New mobile is due this weekend, soft stripping of the mobile with further work scheduled for the following week and completion by 1<sup>st</sup> September.
- Preschool will not open until the following Thursday to allow time for a full clean and furniture installation. Governors volunteered to support in this process. Volunteers would be sought to help via the class Dojo.
- Whilst work on the School field is deemed a priority, access would not be possible over the summer due to the preschool work. The local authority would be approached to determine what remedial work was required on the field as well as enquire about funding available to address the needs.

#### Staffing

- ECT Teacher starting in Year 4 will be mentored by another teacher in Year 4.
- Five staff (3 teachers and 2 LSAs) are leaving, 2 of whom are retiring.
- Advert placed for an HLTA to support with the release of teachers for their CPD.
- Parental response to the staffing changes was in the main positive.

#### Complaints

- Two parental complaints since April, 1 related to SEND support which has been investigated and responded to. The other relates to an accident which EVD is currently investigating. A further one was received today but felt that it can be dealt with quickly on an informal level.

#### Assessment Results -Headline figures:

- KSI – Reading – 71% for ARE; Writing – 69%; Maths – 79% and Combined – 67%.
- KS2 – Two sets of data are included:
  - Teacher assessed Reading - 66% and SAT – 68%;
  - Teacher assessed Writing - 69%;
  - Teacher assessed Maths – 80% and SAT – 71%
  - Teacher assessed Combined – 61% - SAT - 49% which is low.
- EVD outlined the difficulties children faced with the reading paper.

	<ul style="list-style-type: none"> <li>• In line with last year’s national data for Writing and expecting the Reading to fall (last year 74%). Maths was in line with national.</li> <li>• SPAG was very low at 38%. Last year’s national was 72%.</li> <li>• The Chair raised the issues around Progress, noting the disruption caused by Covid.</li> <li>• EVD highlighted the trajectory in KS 1 Writing which whilst teacher assessed, was looking positive.</li> <li>• EYFS was in a strong position: <ul style="list-style-type: none"> <li>○ 79% comprehension</li> <li>○ 82% word reading</li> <li>○ 71% writing</li> <li>○ 95% of children met ELG in maths.</li> </ul> </li> <li>• Staff felt this was due to the Mastery in Numbers course, teachers using the principles in working with the children.</li> <li>• GLD was 61% overall.</li> <li>• The Chair stated that with good stories emanating from EYFS and Year 2, any promotion with parents should centre on these areas.</li> <li>• A full report would be provided to governors in September with the background story around mobility, home grown (5 new children in Year 6 this year) etc.</li> <li>• EVD was thanked for her report.</li> </ul> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> <li>• Audit to be circulated and shared. EVD stated that there would be an action plan which will be shared with governors.</li> <li>• To remain as a standing item.</li> </ul>	
4.	<p><u>Governor Visits</u></p> <ul style="list-style-type: none"> <li>• AM – visit notes are on GH.</li> <li>• ES – SCR visit check for the summer term was unknown. EVD agreed to check.</li> <li>• To discuss governor visits off the back of CDs training in September.</li> </ul> <p><u>Policies for Ratification</u></p> <ul style="list-style-type: none"> <li>• Three policies were presented for ratification: <ul style="list-style-type: none"> <li>○ <u>Complaints policy</u> (New LA document)- <u>Governors agreed</u> to adopt the 1<sup>st</sup> paragraph (choice of 2 provided in the document) – when a complaint is heard by a governor, the next step is to have written representation as opposed to face to face.</li> <li>○ <u>Attendance policy</u> – Standard LA policy, minimal wording changes, the main one being the letter sent out to parents which is more supportive of schools when being held to account.</li> <li>○ <u>Debt Recovery policy</u> – a new policy. Governors discussed some issues around family lunch debts. NT suggested looking at other ways of invoicing with monthly payments to make it easier. Online has been explored.</li> <li>○ It was agreed to review the invoicing process.</li> <li>○ The reference to legal action was discussed, reclaiming any debts through these means likely not to be cost effective. EVD agreed to feed back the above to CM for further action.</li> <li>○ References to the Finance Committee should be removed -now only FGB. Debt recovery approval of sum should only be FGB.</li> </ul> </li> </ul> <p><b>Q: Is there capacity in this policy to stop admittance?</b>  <b>A: Yes – It does say that if arrears aren’t paid within a week then a place can be suspended.</b></p>	<p>EVD ALL</p> <p>EVD</p>

	<ul style="list-style-type: none"> <li>EVD stressed that no child without an alternative, would be turned away from a lunch queue. It was hoped that everyone who needed to know, had something in place for a family before it came to that situation eg phone calls, packed lunches, taken home for lunch etc.</li> <li>It was agreed to place the policy on GH with governors asked to provide comments back within 7 days.</li> <li><u>The 3 policies were approved</u> subject to any comments/amendments received within 7 days.</li> </ul>	EVD						
5.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>The Chair reported that LL had resigned as a Co-Chair from next year, it being hoped she would continue as a governor.</li> <li>The Chair thanked everyone present for their support and hard work over the last year. He also asked that the governors' thanks and appreciation be extended to all staff.</li> <li>This was reiterated by EVD who thanked governors for their support to her and GE over this past period.</li> </ul>							
6.	<p><b>FGB Dates for 2023/24: All at 6.00pm</b></p> <table border="1"> <tr> <td>Wednesday 20<sup>th</sup> September '23</td> <td>Tuesday 12<sup>th</sup> December '23</td> </tr> <tr> <td>Monday 12<sup>th</sup> February '24</td> <td>Thursday 28<sup>th</sup> March '24</td> </tr> <tr> <td>Wednesday 1<sup>st</sup> May '24</td> <td>Wednesday 17<sup>th</sup> July '24</td> </tr> </table>	Wednesday 20 <sup>th</sup> September '23	Tuesday 12 <sup>th</sup> December '23	Monday 12 <sup>th</sup> February '24	Thursday 28 <sup>th</sup> March '24	Wednesday 1 <sup>st</sup> May '24	Wednesday 17 <sup>th</sup> July '24	
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With the business completed, the Chair closed the meeting at 7.41pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Actions from Previous Meetings	Who	Timescale
3	To revise the SDP to include an assessment/starting point for each area and RAG rate the document.	EVD	c/f
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	To provide 1 joint document on PP/SEND funding and its impact.	EVD/GE	c/f
4	To look at the contents of the Behaviour Principles statement.	ES	c/f
2	Schools calendar to be placed on GH.	CM	September
4	To send governors the preschool policies when available.	EVD	ongoing
<b>Actions 12.07.23</b>			
2	To chase up ES/LL outstanding safeguarding certificates.	AM	asap
2	To clarify which governor had undertaken safer recruitment training.	AM	asap
2	To provide link to Prevent training for governors to access.	EVD	asap
2	To organise critical incidents training for the school.	EVD/GE	Autumn term
2	Re-issue parent governor notices in September to all parents.	CM	September
2	Chair to undertake a H&S walk on Monday 17 <sup>th</sup> July.	AM	
4	To check SCR visit check with ES.	EVD	asap
4	To discuss governor visits for the year at the September training session with CD.	ALL	September
4	To fed back governor comments to CM on the debt recovery policy.	EVD	asap

4	Governors to provide comments on the debt recovery policy back to EVD within 7 days.	EVD	<b>7 days</b>
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Initials.....Date.....

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