



**MINUTES OF THE FULL GOVERNORS MEETING OF
WHEATFIELDS PRIMARY SCHOOL HELD ON 12TH DECEMBER 2023
At the school.**

The meeting being Quorate was opened at 6.25pm by the Vice-Chair

<p>Present: Governors: Jennifer Adams (JA); Paul Prosser (PPr); Nicola Tabb (NT); Emma Verney-Davies (Acting HT-EVD). Associate Member: Gemma Edwards (AHT/SENCo- GE); Apologies: Andy Moffat (Co-Chair AM); Melica Cutbush (MC). 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"> • In AM’s absence, PP as Vice-Chair took the meeting. 	
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. • It was formally announced that LL had resigned from the governing body with immediate effect. <p>2.2. <u>Confirmation of roles and responsibilities</u></p> <ul style="list-style-type: none"> • Roles relating to the SDP were confirmed as: <ul style="list-style-type: none"> ○ H&S - - PPr to liaise with AM about the H&S and English role. ○ PP/Safeguarding – NT ○ Maths – JA ○ English – PPr ○ Early Reading/Phonics – JA to help PPr. ○ Wellbeing – JA • PPr has recently completed the LA H&S course for governors. • Online safety area to be agreed. • Roles to be reconsidered once the FGB had recruited more members. 	PPr/AM

	<ul style="list-style-type: none"> • GH/Key has training courses available to support the governors in their roles <p>2.3 <u>Minutes of the last meetings: 20.09.23 and 15.11.23</u></p> <ul style="list-style-type: none"> • Both sets of minutes were agreed to be a true record of the proceedings and were signed by the Vice-Chair. <p>2.3.2. <u>Matters Arising: 15.11.23</u></p> <ul style="list-style-type: none"> • All actions had been completed. <p>2.3.3 <u>Matters Arising: 20.09.23</u></p> <ul style="list-style-type: none"> • EVD/GE sourced a Behaviour Principle statement as an example. This has been placed on GH for governors to view and comment on. This is a governor responsibility, from which EVD/GE write the behaviour policy which reflects the governors vision for the school. JA agreed to review the above and draft a document. • EVD reported that the school was also moving to the Cambridgeshire Therapeutic approach, previously known as Steps. To be included in the Staff training in January. GE summarised the content. • SCR visit and check was completed by NT. • Governor visit templates are stored on GH in the 'Governor Visits' folder. • September training session with CD was cancelled. Emma Fuller is covering that role currently and has pointed the governing body to Tina Hubbard from Governor services regarding future liaison. • Clerk to check and confirm which declarations still needed to be completed and by whom. Full list to be sent to EVD/GE/AM. • Safer Recruitment training was identified as a requirement with the HT recruitment process pending in the Spring Term. Next available courses were in February and March '24. Agreed that PPr would discuss this with AM. • H&S audit to be conducted on 24th January '24 by the local authority. Agreed that the H&S governor (PPr or AM) would attempt to attend this. • Phil Hill to conduct a security's audit, date to be confirmed. • All other actions had been completed. 	<p>JA</p> <p>Clerk</p> <p>PPr/AM</p>
<p>3.</p>	<p>3.1. <u>Resources Update (CM)</u></p> <p><u>CFR Revenue report</u></p> <ul style="list-style-type: none"> • Report for the end of November. • Currently looking at a c/f of £24,408.38. • September intake likely to be 26 with 1 month left of the deadline for EYFS, together with a 2nd round after that. • Monitor reports for Kids Club and Preschool are on GH. • Kitchen sheet to be posted to GH. Showing a c/f but doesn't include the overtime which is budgeted for but needs to be reduced and is being reviewed. <p><u>Kids Club</u></p> <ul style="list-style-type: none"> • Small c/f shown of £3,252.31. • Total % column shows some areas that are underspent and some over eg. underspending in General Office. • Whilst the figure shows 72.78%, intake numbers are low and the prediction of an additional £25,000 income is unlikely to happen. Originally budgeted £93,000 income. This will need to be reviewed. • Staffing is being reviewed, with number of non-contracted staff (casual) cut. • Ratio numbers also need to be reviewed – currently 1:8 and should be 1:10. 	<p>CM</p>

	<ul style="list-style-type: none"> • CM confirmed that this was general demand as opposed to being price increase driven. Holiday numbers have been low with people working more from home. • Even the HAF Club currently based at the school, catering for PP families to have 2 days of free activities is undersubscribed. • HAF is charged a lettings fee, bringing in just over £500. <p><u>Pre-School</u></p> <ul style="list-style-type: none"> • Likely to have a credit of £3,268.31. This relies on parental contributions for snacks and fees. From the beginning of the financial year, only gained 21% which is low. • School meals down on 5%, only had £292 in, from a budgeted figure of £5,800. • Catering provision was discussed, £323 has already been spent from an original budget figure of £250. With 30 children on roll, only 10 parents have paid for each half term. This is a parental contribution and so the money can't be demanded. As a result, the continuing provision of snacks from April '24 is being reconsidered. • Electricity bill is still awaited which includes the new mobile. • Will be a slight saving on cancelling their refuse collection, the school's being big enough to cope. • Income is a concern. • Whilst more children were doing more than the 30 hours, this was still not enough to cover all costs. • An additional staff member is also required to enable the preschool to cater for the under 2's. Specific higher level training is required for this person. <p>Q: Have we seen the benefits of the preschool children coming through on this enrolment to Reception?</p> <p>A: There were 22 in Reception, who were all from nursery.</p> <ul style="list-style-type: none"> • CM agreed to get the full list from Donna and c/f who had applied. • It was confirmed that staffing ratios were being met. After further discussion, it was agreed CM would discuss the staffing ratios with Donna and report back to the Governors. • Exchange of staff was not considered an option, the need to ensure that preschool was self-funding and viable being a priority. <p><u>School Spending</u></p> <ul style="list-style-type: none"> • If continue to overspend at current levels, will reach about £15,000. This includes paying for the new phonics scheme, reflected in the income of £9,000, the school paying just over £10,000. • Software licenses need to be monitored, and water sewage has been paid up for the year. • Grounds maintenance is slightly up, due to a change in contractor. • Agency staff pay figure will be higher. <p>Q: Is the £15,000 an accumulation of small things rather than 1 major item?</p> <p>A: Yes, but it does include the teachers pay additional grant.</p> <ul style="list-style-type: none"> • This was detailed in the TPAG file. • School receives a grant to cover the 3.5% for this year and whatever is decided for the next. The school received £15,672 with a likely figure of £26,000 in 2025/26. • The cost to the school this financial year was £3,524. • The report doesn't show the support staff pay increases which will feature in the December pay. • The capital budget is £35,000 which includes a £17,000 grant for Eco-funding. This can be c/f. 	<p>CM</p> <p>CM</p>
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	<ul style="list-style-type: none"> The issue of the school field was discussed, as yet unknown who will pay for it, not being a maintenance item. The local authority has been consulted and are due to visit, date and time as yet unknown. PPr agreed to identify some contacts to pursue the above, it being agreed that this was a health and safety issue. Governors noted that whilst the budget looked ok for this year and possibly the next, future years were a concern with falling pupil numbers and difficult decisions to be made. A large c/f was required for next year with 2025/26 looking problematic. <p>Q: Have you looked at additional funding streams eg. lettings?</p> <p>A: Current lettings include HAF and Art Class and Brownies/Cubs have used the facilities before. It was agreed to advertise the hall hire for eg. children's parties in the newsletter and on the website.</p> <ul style="list-style-type: none"> CM was thanked for her report and left the meeting at 7.19pm. <p>3.2 Head Teacher's report</p> <p>Key points to note:</p> <ul style="list-style-type: none"> Attendance a key focus with a closer analysis provided in the report. The way that absence is dealt with in the school has been reviewed, the process being made much clearer with protocols in place. EVD outlined the staff responsibilities in this area. MC is involved as many of those persistently late are school refusers or have SEMH. Attendance has gone down by 2%, although this is early in the term. Attendance stands at 95.5% which is still good, Cambs target being above 98%. Have been cases of children with longer term illnesses. The school now has a letter to send when it thinks there has been a suspected holiday. Guidance has been circulated about '<i>is my child too ill to be in school</i>'. <p>SDP</p> <ul style="list-style-type: none"> GE/EVD have spent a day to work on the SDP, almost completed and has been handed out to staff. SL action plans will feed into the SDP. This will be a working document, governors to be informed of changes/additions. <p>Staffing Update.</p> <ul style="list-style-type: none"> Update provided in the report. <p>Premises</p> <ul style="list-style-type: none"> H&S to be included as a standing item on FGB agendas. Field project covered earlier in the minutes. Number of plumbing issues to be addressed together with replacement of doors and windows (some at 25 year limit). Considering the ECO funding to provide electric ovens in the kitchens. <p>3.3 Safeguarding</p> <ul style="list-style-type: none"> Covered in the HTs report. Training for the Cambridgeshire therapeutic approach. Two suspensions this half term. Majority of behaviours are being seen in EYFS/KS1, children struggling with self-regulation and new children arriving with additional needs. Additional LSA support to be provided to get a child in on a F/T timetable and to help with some regulation of emotions. GE further outlined some of the actions being taken. 	<p>PPr</p> <p>EVD/CM</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> Phil Nash revisited in July and was impressed with how much had been achieved and policies developed. Only 6 statutory policies remain to be updated from an initial list of 62. Minor actions relating to the SR have been addressed by CM. Cambus have purchased a system called Policy Tracker, an online spreadsheet linked to all of the LA model policies and identifying when they were created and provides automatic reminders on renewal dates. The school can purchase something similar. EVD explained the concept, governors having access to it and is linked to the website. The cost is £192 a year. Governor Services have been asked on what this system does that GH doesn't. Pupil Premium numbers are currently down but will rise as more children arrive. GH has the latest PP Strategy, governors asked to look at page 13 onwards which is the review of PP spending last year. There is a c/f. Has been an increase in money allocated to CPD (£15,000). There will be a full review next year, looking at the 3 year impact and possible changes for the future. <p><u>SEND Update</u></p> <ul style="list-style-type: none"> Time has been spent on submitting EHCPs. Two new ones have come through, 1 with an additional £4,000 attached and the other with £6,000. Two assessments have been submitted, a panel decision awaited. Three further ones are lined up, evidence currently being gathered. If all are successful, this will total 11 EHCPs, bringing the school back broadly in line with national. An EHCP application is being considered for a pre-school child so that it is in place for when he transitions to school in September. Reviews of Year 6 transitions are complete, awaiting placement confirmation for those. Assistant SENCo appointment was noted. NT to arrange visit with GE around SEND. <p><u>Assessment</u></p> <ul style="list-style-type: none"> GE taken on assessment lead, working with CD and the LA to review the whole assessment process, to ensure that it is all lined up with the Ofsted vision and is purposeful. Good practice to have a governor come in as an external person and observe the assessment/SATs process and check that everything is in order eg. secure storage of materials. Likely to be May and phonic screening in June. JA/NT agreed to attend, EVD to send out the dates when available. Governors were reminded to record any of their school visits on the visits template and post these to GH when completed. Where possible, observations/comments should be linked to the SDP priorities. Discussion followed around the timing of Ofsted visits, Wheatfields likely to be due in June. <p><i>Q: Regarding the excluded children, what will be the next steps for them? If everything has been tried and now they're excluded?</i></p> <p><i>A: There's no such thing as tried everything. We've tried lots, including a reintegration meeting with the parents which went well, trying hard to build relations with them. MC has been working on the risk reduction plan with some new ways of approaching that pupil</i></p>	<p>ALL</p> <p>NT</p> <p>EVD</p> <p>ALL</p>
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	<p><i>at the moment which we've only starting using in the last week. There are still lots of things to be done. I've also spoken with staff about getting themselves out of certain situations to avoid being hit or kicked.</i></p> <ul style="list-style-type: none"> • GE/EVD further outlined some of the steps being taken to keep staff safe, how to exit a class and using a consistent language with specific children so they understand what is being asked of them. • Staff have also been redeployed to help facilitate a 1:1 with the child in question, hence the need for an EHCP application. Suspensions depend upon the severity of the case and what has happened. <p>3.3 Safeguarding</p> <ul style="list-style-type: none"> • Covered in the HTs report and under SEND discussions. <p>3.4 English Report</p> <ul style="list-style-type: none"> • Report produced by CP and on GH. • No percentage data available at this time. Following the pupil progress meetings in January, will assess how many children are on track for the end of the year and governors be provided with more detailed information for the February FGB meeting. • EVD outlined the work undertaken by CP and progress to date. A more robust approach is being initiated around spelling which is on the SDP priority list, more details provided by EVD. • 	<p>EVD</p>
<p>4.</p>	<p>4.1 Governor Training and Visits</p> <ul style="list-style-type: none"> • Covered earlier on the agenda. • Governors were asked to submit potential visit dates for the Spring term. • PPr visit agreed for Monday at 9.00am to conduct a H&S audit. PPr to liaise with AM on this. • JA to conduct Maths and wellbeing visits – dates and times to be arranged. • Training was discussed, governors advised that courses under the Cambridgeshire Governor Services were free to governors. • Governors were also reminded to record any training undertaken under their personal tab on GH. Discussion followed on the courses available. <p><u>Policies for Ratification</u></p> <p>The following policies were listed on GH for ratification:</p> <p><u>Statutory:</u></p> <ul style="list-style-type: none"> • Whistleblowing policy • Model Code of Conduct • Model Disciplinary Procedure relating to misconduct for all employees • Model Grievance Procedure • Model Pay Policy • Behaviour Principles statement • Statement of allegations of abuse against teachers and other staff and volunteers <p><u>Non-Statutory</u></p> <ul style="list-style-type: none"> • Acceptable Usage policy for pupils • Acceptable usage policy for staff and parents • Computing policy • E-Safety policy • Keeping children safe online • Recruitment and selection policy 	<p>ALL PPr</p> <p>JA</p> <p>ALL</p>

	<ul style="list-style-type: none"> • <u>The Pay Policy</u> was reviewed and discussed, with options provided for the FGB to include. • The number of questions posed was raised and discussed by the governors. • PPr agreed to discuss this with AM and governor agreement reached on the policy via email. • The support staff pay scales are available in a separate document. • All the above policies (with the exception of the pay policy) were ratified by the <u>governors</u>, subject to any additional comments received by EVD. 	PPr/AM/ALL				
5.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Governors discussed the volume of communication being received by parents from different school sources/apps/platforms. • Following discussion, it was agreed to review the volume and use of platforms and to share this in January with governors. 	EVD/GE				
6.	<p>FGB Dates for 2023/24: All at 6.00pm</p> <table border="1"> <tr> <td>Monday 12th February '24</td> <td>Thursday 28th March '24</td> </tr> <tr> <td>Wednesday 1st May '24</td> <td>Wednesday 17th July '24</td> </tr> </table>	Monday 12 th February '24	Thursday 28 th March '24	Wednesday 1 st May '24	Wednesday 17 th July '24	
Monday 12 th February '24	Thursday 28 th March '24					
Wednesday 1 st May '24	Wednesday 17 th July '24					

With the business completed, the Chair closed the meeting at 8.36pm.

Signed as a true record of the meeting:

.....Chair of Governors

.....Date

Agenda Item	Previous Actions	Who	Status
Actions 20.09.23			
2	To send EVD a draft annual governance statement for the website.	AM	c/f
2	H&S and School Site Security policies to be circulated to governors when completed.	EVD	c/f
Actions from this meeting 12.12.23			
2	To liaise and agree the H&S and English governor responsibilities.	PPr/AM	Active
2	To view and draft a Behaviour Principles statement for the school to use to underpin their behaviour policy.	JA	Active
2	To check and confirm outstanding governor declarations.	Clerk	Completed
2	To discuss need for safer recruitment training with AM.	PPr/AM	Active
3	Kitchen cost centre report to be posted to GH.	CM	Active
3	To discuss the staffing ratios with Donna and report back to governors.	CM	Active
3	To c/f list of preschool children with Reception names.	CM	Active
3	To identify contacts regarding the ongoing playing field issue.	PPr	Active
3	To promote hire of hall/facilities in the newsletter and on the website.	CM/EVD	Active
3	Include H&S update on all FGB agendas.	Clerk	Ongoing
3	Governors to look at the PP Strategy (Page 13 onwards) on GH.	ALL	Active
3	To arrange SEND monitoring visit with GE.	NT	Active
3	To circulate SATs/Phonics assessment dates to NT/JA when confirmed.	EVD	Active
3	Governors to record all visits using the visits template and save these to GH.	ALL	Ongoing
3	More detailed pupil assessment data to be provided for the February meeting.	EVD	Active
4	To submit to EVD, potential visit dates for the Spring term.	ALL	Active
4	To conduct a H&S audit next Monday.	PPr	Active

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

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4	To confirm dates and times for Maths and wellbeing visits.	JA	Active
4	To record training undertaken on GH.	ALL	Ongoing
4	To discuss the pay policy with AM and governors to confirm acceptance via email.	PPr/AM/ALL	Active
5	To review the volume and use of platforms/apps and provide feedback to the governors.	EVD/GE	Active

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

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