

Minutes of a meeting of the Governing Body of Wheatcroft C P School
Thursday 19th January 2023 at 6pm

Present:

Mr C Baxter
 Mr G Dyer
 Mr R Hirst
 Mr O Levett
 Mrs T Petrie

Mrs M Parkins
 Mr G Moore
 Mr M Parkins
 Miss V Lewis (Clerk)

Mrs A Kirby – Deputy Headteacher
 Miss M Glass - SENCo

GB20/22	Welcome from the Chair: Welcome to the first meeting of the new year. Thank you for the papers for this meeting.
GB21/22	Apologies Catherine Webster – attending Parents’ Evening. Absence considered and accepted. Vacancies & Membership: Mrs Long has unfortunately decided she is no longer in a position to join the Governing Body as a co-opted member. There has been a change in circumstances and a possible change of provision for her child, both of which mean she feels she would not be able to offer the role the attention she feels it deserves. She has thanked the Chair and Clerk for their time and energies in relation to induction etc. Therefore, the GB is currently operating with vacancies for 2 x co-opted governors and a Local Authority representative governor. The governor support section does not yet have a suitable candidate for our school. The Headteacher from Lindhead School has offered to come on board as a co-opted member but members are unsure if this appropriate due to previous history with the school and staff. It was suggested that there be a recruitment drive / stand at upcoming school events to try to get some interested parties / parents. Additionally Mr Moore said that perhaps he could complete the paperwork to stand as an LA governor and then we could run a Parent Governor Election. Clerk will send details to GM.
	Action: Send LA Governor nomination forms to GM By Clerk
GB22/22	To invite governors to declare confidentiality or any interest in items of business on the agenda – None declared. NB. Staffing item to be discussed at end of meeting when staff governors retire from the meeting.
GB23/22	Minutes of the previous meeting – 27.9.22 Mr Baxter proposed as a true record, seconded by Mrs Parkins. All agreed. 03/22 Liz Noble – Thank you gift delayed due to her being on an extended holiday. Mr Baxter will sort out as soon as possible. 13/22 Headteacher’s Report was circulated following Mr Dyer’s absence. 15/22 Governors’ Aims & Objectives – members discussed and all agreed it was appropriate to keep the same Aims & Objectives as for 21/22 as they remain relevant.
	Action: File and publish agreed Minutes as per procedure By Clerk
GB24/22	To receive Minutes of Finance Committee (23.11.22) and School Performance & Monitoring Committee (1.12.22) Meetings

	Governors were asked for any questions or comments regarding these draft Minutes. Nothing to note.
GB25/22	Matters Arising No matters arising not covered by this agenda.
GB26/22	Correspondence Message from Mrs Long advising of her unfortunately not being able to continue joining the governing body. Mr Baxter and Clerk have already both replied. Local Authority Special Education Adviser (SEA) inspection report only received today. Once Mr Dyer, other senior staff and Mr Baxter have agreed the content a summary will be circulated to the rest of the governing body. The meeting itself was very positive. Lisa Jones spent time with Mr Dyer, Mrs Kirby and Miss Andrews looking at curriculum design and intent and then also with Mr Levett and Miss Clapham regarding leadership development and monitoring. Mr Baxter and Mr Dyer discussed Headteacher performance management, which is now completed. The report summarises the content of the visit and an action plan to be shared and followed up within school with staff. Action: Send SEA report summary to governors By Mr Dyer
GB27/22	Safeguarding / SEND Updates All staff and governors should recognise that there is a corporate responsibility for safeguarding. Safeguarding: <ul style="list-style-type: none"> • No pupils on Child Protection Plans (CP) • 8 x Child in Need (CIN) with a potential 2 more • 8 x Early Help (EH) stage • 1 x Looked After Child (LAC) The situation is quite settled overall. SEND: Current percentage of pupils on roll who are receiving SEND support and / or are on the SEND Register is around 24%, we do feel the impact of the local deprivation climate and effects of Covid. Speech Language and Communication Needs (SLCN) is an area where we have a high degree of need. We have various ongoing support programmes and interventions in place including Language Links, Seaside SALT (external speech and language therapists) and internal support from Mrs Sweeney-Chisholm. We have just extended her hours to a further day to supplement Early Years support, with a focus on speech development. Mrs Sweeney-Chisholm is also very involved in researching additional support and funding. Seaside SALT is working effectively and whilst we are prioritizing our referrals, there are a significant number. The number of pupils requiring support for Social, Emotional and Mental Health (SEMH) reasons is also very high. We have rolled out the Thrive tool, led by Mrs Petrie. Sessions are going well but it isn't feeding out into the wider school just yet. Spending time building the foundation and relationships. Mr Dyer reported that the recent Headteachers' Briefing meeting showed other schools' numbers are on par with ours and the issue(s) are being felt across the region. The number of referrals is up but the available support is incredibly stretched and getting more and more difficult to secure. There are a significant number of referrals being refused due to the limitations of resources within the system. Mrs Parkins agreed that her school are also finding the same issues regarding support limitations and restrictions. The LA Early Help Consultant has now changed but unsure if there will be any change to the organization and deployment of support and resources.

	<p>Mr Moore also added that the PRU is seeing the same issues, in a different way. Normally their intake is one or two pupils at a time and they are filtered in. At present, those arriving for support are in larger groups, all coming for the same reason or following the same issue/incident and this is posing increasing pressure and difficulty on already stretched resources.</p> <p>Mr Parkins confirmed that from a community and police perspective there are increasing issues of problems with youths in the community and some extreme situations.</p> <p>Miss Glass added that the bar for accessing support just keeps getting higher, and additionally Child in Need support is now parental consent based which is having an effect.</p>
GB28/22	<p>Headteacher's Report & Update on School Improvement Plan</p> <p>Mr Dyer has provided a detailed report circulated in advance of the meeting. Governors were asked for comments and questions. Mr Dyer also advised he is also very happy to take questions outside of meetings via email / phone etc.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> • Attendance affected at the end of the Autumn term due to poor weather and cases of scarlet fever etc. Increasing now which is good. • Late arrivals are improving due to implementation of a new system where parents must bring the children to sign in and give an appropriate reason for their late arrival. • Mr Robinson, our new TA, has settled in well and is increasing capacity across a variety of different roles. • As previously mentioned the LA SEA visit was positive. • SDP - all actions underway. Some to drive forward such as curriculum monitoring and link governor input / roles. • Subject Leaders being given specific time and opportunity to build their subject. Link governors will work with the SLs to quality assure and then feed back to the governing body. • CPOMS (Child Protection Online Monitoring System) has now been rolled out to staff and is becoming embedded really well. Previous records of safeguarding and behavior issues now imported from Bromcom and records for pupils who have previously transferred from other schools have also been downloaded from the CPOMS server (it links automatically with pupils' Unique Pupil Numbers). The system is very robust and is the industry standard used by almost all schools in the country so it ensure a complete record and allows a greater degree of recording and analysis. During a recent visit from the Safeguarding SEA we were also given some tips on how to monitor CPOMS so we can demonstrate our use and how it feeds into safeguarding. <p>Mrs Petrie advised that the alerts which are sent about events relevant to you are really useful and ensure nothing gets missed or overlooked when sharing information.</p> <p>Mr Levett agreed and said that it is easier to see patterns of behaviour and clearly track the timeline of an incident.</p> <p><u>Mr Levett was invited to share staff voice with the meeting:</u></p> <ul style="list-style-type: none"> • Found the SEA visit useful and appreciate the specifically allocated curriculum time to undertake action planning and monitoring. • Staff very appreciative of the reading programme rolled out by Mrs Kirby. It is having an extremely positive impact. • The new PSHE curriculum is working really well and teachers are enjoying the plan and teaching. • PTA have voiced they are happy and appreciative of their role and increased visibility in school with their new fundraising accumulator board in the foyer and the advertising of events on Dojo, the website and school's social media. They would like to look at having an annual project to fundraise towards. Miss Harper is working with them on this and all events. • Behaviour continues to be an ongoing challenge but we feel supported with it and we see the ongoing actions. New behavior policy working well. <p>We have received 131 applications for Early Years admission in September 2023. 37 of these are first choice. This is wonderful news and continues to show the excellent reputation of the school.</p>

	<p>Pretty much at our maximum admission number across school with 208 out of 210 following an admission this week.</p> <p>Q: how many of these first and second choice applications are within our catchment? A: SBM will provide this data to governors, but school receives regular calls requesting places across all year groups and is actually over PAN in Year 3 following an in catchment directed admission.</p> <p>Q: budgetary impact – do we have spaces for children over and above class PAN? A: yes, even when we are at PAN, this isn't sufficient reason to refuse applications. There is a certain expectation of taking additional pupils as appropriate.</p> <p>Q: need to be consistent and have relevant and appropriate reasoning. A: yes, we do need to be able to evidence our reasons for agreeing or declining applications. Each in year application is considered individually as they are received with consideration for the existing cohort needs, number and also logistical things such as classroom space.</p> <p>Action: Provide statistics to GB re the percentage of applications in catchment By SBM</p>
GB29/22	<p>Attainment / Data Summary – Mrs Kirby Data is included in the Headteacher's Report but Mrs Kirby has prepared a verbal update to inform regarding context and other details.</p> <p>Mrs Kirby, Mr Dyer and Miss Glass met recently to discuss pupil data and to drill down into cohorts and underlying / contributory factors. This was a productive meeting and focused on pupil attainment of Reading, Writing and Maths combined, which is the government's standard mark for identified improvement.</p> <p>Each classteacher has a Venn diagram and children are placed within the appropriate areas to easily identify any weaknesses as early as possible. We are taking a longer term view so as to start the journey toward attainment goals as soon as possible for pupils. We are feeding in progress goals, barriers to learning and actions to boost progress as well as identifying additional support needed. Any children who are not being identified via the Venn diagrams but whom teachers have concerns about are also being included in the support plans.</p> <p>However, as much as we are identifying issues and barriers to achievement we are also celebrating the things that are working well and other areas of positivity.</p> <p>For context, as we are a single form entry school, every pupil equates to approximately 3%. This year's cohort includes 3 x Ukrainian EAL pupils and this will significantly impact our data set. We can't mitigate their outcomes so need to be clear about what we are doing to support them. They are very settled and parents are very supportive.</p> <p>Q: is there DFE guidance on how to manage data relating to refugee pupils with EAL needs? A: it's the same as any child moving into school from another setting. We can apply context but in terms of quantifiable data there isn't anything we can do.</p> <p>Q: is there a cut off for their impact on our data if they leave school? A: comes down to when they come off roll. The Fischer Family Trust (FFT) tool allows filtering for later arrivals etc but that isn't what the government base our data on. We know the children inside out and we can talk about individual cases and context.</p> <p>Q: what would Ofsted's view be? A: they would look to see if we can identify the segmentation of later arrivals and contextualize case by case.</p> <p>Teachers have submitted their Autumn term teacher assessments, and we have looked at cross school percentages. Four classes are showing increases to RWM targets, which is an encouraging start. Writing remains the weakest area of attainment, which is apparent nationally and is felt to be due to the impact of Covid – it is difficult to teach writing remotely, via computer lessons. Writing involves many very complex skills and we are putting lots in place to support.</p> <p>The National Tutoring Grant funding is being used to run small group tutoring sessions with Y2 and Y6 children focusing on writing, grammar and phonics by an external bought in tutor. Mr Levett and</p>

	<p>Mrs Kirby have ensured that the correct children are being targeted for this support, to pinpoint those who have the most potential of reaching the goal. Additionally, Mr Levett is running a Maths booster club after school.</p> <p>Planning cross school moderation with St Martins and also online moderation.</p> <p>At the next data collection point Mrs Kirby will also undertake judgements regarding progress. Any year groups with a dip in progress will have additional monitoring and support to unpick the reasons why.</p> <p>Book Looks planned for this term alongside pupil voice meetings. Children aren't as used to being questioned on their learning as in previous cohorts due to extended periods away from school during Covid.</p> <p>Using the new revised Framework from Ofsted to inform us how to undertake our monitoring to ensure it matches their versions and styles. Mrs Kirby and Mr Dyer are triangulating their monitoring with book looks, quantifiable data sets and pupil voice to follow the threads and essentially conduct ongoing deep dives.</p> <p>AK: what was really clear in the recent Pupil Progress Meetings was that staff know their children inside out and can talk in depth about their own class, context and data.</p>																				
GB30/22	<p>Governor Statutory Training & Link Governor Visits</p> <p>One of the actions identified during our Safeguarding SEA visit is to ensure all governor safeguarding training up to date. The Clerk will be circulating appropriate links – please complete these as soon as possible. If you already hold the appropriate certificate for any of the required training this is adequate and a copy should be sent to the Clerk asap. Any queries please contact Clerk to clarify.</p> <p>Required Training:</p> <ol style="list-style-type: none"> 1. Safer Recruitment – Mr Baxter + 1 TBC (as a minimum) 2. PREVENT Duty (Course 1) – all governors (NB. Staff already completed) 3. NSPCC Child Protection for school governors (2.0) – all governors (including staff without DSL qualification) <p>Governor Links:</p> <p>In order to support the SDP and to support the curriculum offer we are looking for named non staff governors to be matched with subject leader staff to then undertake a link visit(s) to quality and quantity assure. This is a supportive process to recognize and challenge staff on their subject area. Any findings will then be fed back to the whole governing body by the link member.</p> <p>Governors discussed and the following was agreed:</p> <table> <tr> <td>EYFS:</td><td>Mrs Webster – <i>Clerk to check this is agreeable.</i></td></tr> <tr> <td>English:</td><td>Mrs Parkins</td></tr> <tr> <td>Maths:</td><td>Mr Hirst</td></tr> <tr> <td>Science:</td><td>Mr Moore</td></tr> <tr> <td>Humanities:</td><td>Mr Hirst</td></tr> <tr> <td>PSHE:</td><td>Mrs Parkins</td></tr> <tr> <td>Curriculum Overview:</td><td>Mr Baxter</td></tr> </table> <p>Mr Dyer will facilitate these links by informing staff of their new partner governor and then invite staff to arrange an appropriate meeting.</p> <table> <tr> <td>Action: Send training links to all governors</td><td>By Clerk</td></tr> <tr> <td>Action: Contact Catherine to check willing to be EYFS Link Governor</td><td>By: Clerk</td></tr> <tr> <td>Action: Arrange liaison between Link Governors and Relevant Staff</td><td>By: Mr Dyer</td></tr> </table>	EYFS:	Mrs Webster – <i>Clerk to check this is agreeable.</i>	English:	Mrs Parkins	Maths:	Mr Hirst	Science:	Mr Moore	Humanities:	Mr Hirst	PSHE:	Mrs Parkins	Curriculum Overview:	Mr Baxter	Action: Send training links to all governors	By Clerk	Action: Contact Catherine to check willing to be EYFS Link Governor	By: Clerk	Action: Arrange liaison between Link Governors and Relevant Staff	By: Mr Dyer
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GB31/22	<p>Health & Safety / Premises / Finance Updates – Miss Lewis</p> <p>The SBM referred governors to her updated Report and highlighted some of the updates identified on the front page:</p> <ul style="list-style-type: none"> • Additional capital funding has been allocated and SBM would like to ask governors to agree this can be directed towards improving the condition of the Year 2 classroom (portacabin). This will involve work to improve lighting (for efficiency), the toilets/cloakroom area and new furniture to replace the existing, which is in poor condition. Governors agreed. • We are having super quiet hand driers installed in the pupil toilets during February half term, which will save approximately £1600 per year on paper towels. • Various works completed to improve the running and appearance of the building – for example the lockers in the Y5 cloakroom area were an issue regarding behaviour and accidents so these have been replaced by new coat hooks. • Recruitment for two new MSAs has started to replace Mrs Benson who is retiring in February. The roles are for less hours each and will only mean a nominal increase to staffing costs but will provide for much greater and more flexible lunchtime supervision cover. • Revised Budget as agreed by the Finance Committee was submitted prior to the 31.12.22 deadline. <p>Any questions?</p> <p>Q: can the sports funding be used to support swimming costs?</p> <p>A: unfortunately not, as swimming is a curriculum requirement. However, we are using the funding to ensure school is resourced well for all PE and playtime requirements.</p> <p>Q: take up for London visit?</p> <p>A: all but two pupils have signed up to go on the visit. Preparations are in full swing.</p>														
GB32/22	<p>Review Schools Financial Value Standard</p> <p>The Schools Financial Value Standard provides schools with assurance that they are meeting the required standards necessary to achieve a good level of financial health and resource management. It includes a checklist of 6 key areas to ensure that schools are using resources in the most effective way to support high quality teaching and the best outcomes for pupils.</p> <p>The document has been prepared by the Business Manager and quality assured by Mr Hirst, who confirmed he is happy for governors to consider the document for formal ratification. Governors deemed the comments a true record of the financial management of the school and agreed that they are satisfied financial protocols are transparent and effective and approved the SFVS for submission.</p> <p>Action: Submit SFVS in advance of the 31.3.23 deadline By SBM</p>														
GB33/22	<p>Policy Review</p> <p>ICT</p> <table border="1" data-bbox="296 1641 1281 1798"> <tr> <td>ICT001</td><td>Veritau Acceptable Use & Personal Commitment Policy</td></tr> <tr> <td>ICT002</td><td>Pupil Acceptable Use Policy</td></tr> <tr> <td>ICT011</td><td>Website Privacy Policy</td></tr> <tr> <td>ICT014</td><td>Online Safety Policy</td></tr> </table> <p>Safeguarding</p> <table border="1" data-bbox="296 1872 1281 1951"> <tr> <td>SW002</td><td>Anti Bullying Policy</td></tr> <tr> <td>SW006</td><td>Policy for School Visits</td></tr> </table> <p>Curriculum</p> <table border="1" data-bbox="296 2022 1281 2063"> <tr> <td>CUR007</td><td>Sex Education Policy</td></tr> </table> <p>General and Governance</p>	ICT001	Veritau Acceptable Use & Personal Commitment Policy	ICT002	Pupil Acceptable Use Policy	ICT011	Website Privacy Policy	ICT014	Online Safety Policy	SW002	Anti Bullying Policy	SW006	Policy for School Visits	CUR007	Sex Education Policy
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	GEN001	Collective Worship Policy
	GEN002	Admissions Policy & Policy into Practice
	GEN003	In-Year Fair Access Protocol
	GEN005	Single Equality Scheme Policy 2014-2017
	GEN006	EYFS Policy
	GEN016	Whole School Food Policy
	GEN019	Uniform & Appearance Policy
	GEN023	Attendance Policy (Pupils)
	GEN025	Pupil Leave in Term Time
	GOV003	Complaints Policy
	Information Governance	
	INF001	School Publication Scheme
	INF002	Privacy Notice (Parents)
	INF002	Privacy Notice (Staff)
	INF002	Privacy Notice (Governors & Volunteers)
	INF003	School Information Policy (FOI & Data Protection)
	INF003B	Information Security Policy
	INF006	NYCC Acceptable Use Policy
	SEND	
	SEN001A	(Accessibility Plan) PRIMARY SCHOOLS - Access to Education for Children & Young People with Medical Needs
	SEN001B	Policy for Pupils with Health Care Needs
	NB. Yellow highlight = Statutory Policy	
	All policies are either personalised versions of or are based on local authority agreed model policies. The new Attendance Policy is a variation of a version Mr Dyer has used in his previous school. It is very transparent and clear in terms of expectations, sanctions and procedures.	
	<i>Governors agreed to adopt all policies in line with the recommendation of the Headteacher and SBM / Clerk.</i>	
	Action: File and publish Policies as per procedure By Clerk	
GB34/22	Dates of next meetings: Date of next FGB Meeting – Changed to 25th May at 6pm Date of next Finance Meeting – Changed to 29th March at 4pm Date of next SPAM Meeting – 11.5.23 at 4pm The SPG Group has been renamed to the SPAM (School Performance and Monitoring) Committee as per the Minutes received in this meeting. It is felt these meetings should take place more regularly. Dates for additional meetings will be circulated in due course following Mr Baxter's liaison with Mrs Webster. Meetings will have 4pm starts to allow staff to attend, depending on meeting focus.	
	Action: Circulate additional SPAM Meeting dates By Mr Baxter	
GB35/22	A.O.B. Industrial Action: staff have willingly advised Mr Dyer they do not intend to take action and all classes will remain open as normal. Parents have been informed. Staffing: Mrs Woodall has applied for and been appointed to a new post at Scarborough College. They would like her to start as soon as possible and have asked if Wheatcroft are willing to release her at the end of January. Having taken advice from Employment Support who have confirmed there	

	<p>is no reason we cannot waive Mrs Woodall's normal notice period, it is felt that in recognition of Mrs Woodall's extensive service at Wheatcroft, this request should be approved. We do not wish to jeopardise Mrs Woodall's appointment, though we will most definitely miss her! Governors were asked to consider and ratify this recommendation.</p> <p>In the short term, whilst recruitment is ongoing, Mrs Woodall's 0.44 contract will be covered by high quality, experienced supply teacher Mrs Matson.</p> <p>Mr Baxter advised that in recognition of Mrs Woodall's dedication to the school for the past 16 years, this request should be honoured. All governors agreed. Mr Dyer thanked governors.</p> <p>There was an additional staffing matter discussed following departure of staff governors within Confidential Minutes.</p>
	<p>Action: Letter of thanks to Mrs Woodall</p> <p style="text-align: right;">By Mr Baxter</p>

Meeting closed at: 7.10pm

Signed (Chair):

Date:20.6.23.....

Actions:

Agenda Item	Action	Responsible	Completed
GB03/22	Send Dr Noble Thank you gift	Mr Baxter	
GB21/22	Send LA Governor nomination forms to GM	Clerk	✓
GB23/22	File and publish agreed Minutes as per procedure	Clerk	✓
GB26/22	Send SEA report summary to governors	Mr Dyer	
GB28/22	Provide statistics to GB re the percentage of applications in catchment	SBM	✓
GB30/22	Send training links to all governors	Clerk	✓
GB30/22	Contact Catherine to check willing to be EYFS Link Governor	Clerk	✓
GB30/22	Arrange liaison between Link Governors and Relevant Staff	Mr Dyer	
GB32/22	Submit SFVS in advance of the 31.3.23 deadline	SBM	✓
GB34/22	Circulate additional SPAM meeting dates	Mr Baxter	
GB35/22	Letter of Thanks to Mrs Woodall	Mr Baxter	