

**Minutes of a meeting of the Governing Body of Wheatcroft C P School**  
**Tuesday 20<sup>th</sup> June 2023 at 5pm**

**Present:**

Mr C Baxter  
 Mr G Dyer  
 Mr R Hirst  
 Mr O Levett  
 Mrs M Parkins

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

Mrs A Kirby – Deputy Headteacher  
 Miss M Glass - SENCo

<b>GB36/22</b>	<b>Welcome from the Chair:</b> Welcome to the meeting. Thank you for the papers for this meeting.
<b>GB37/22</b>	<b>Apologies</b> Mrs Petrie – has another appointment.  Governors considered and accepted Mrs Petrie’s absence.  <b>Action:</b>
<b>GB38/22</b>	<b>To invite governors to declare confidentiality or any interest in items of business on the agenda</b> – None declared.
<b>GB39/22</b>	<b>Minutes of the previous meeting – 19.1.23</b> Mr Baxter proposed as a true record, seconded by Mr Parkins. All agreed.  All actions completed except for: GB03/22 – Send thank you gift to Dr Noble – Mr Baxter GB35/22 – Send thank you letter to Mrs Woodall – Mr Baxter  These are deferred to these actions for this meeting.  <b>Action: File and publish agreed Minutes as per procedure</b> <span style="float: right;"><b>By: Clerk</b></span>  <b>Action: Deferred actions from 19.1.23</b> <span style="float: right;"><b>By: Mr Baxter</b></span>
<b>GB40/22</b>	<b>To receive Minutes of Finance Committee (29.3.23) and School Performance &amp; Monitoring Committee (11.5.23) Meetings</b> Minutes from previous committee meetings were received with thanks by governors. No questions or further comments.
<b>GB41/22</b>	<b>Matters Arising</b> No matters arising not covered by this agenda.
<b>GB42/22</b>	<b>Correspondence</b> None received. Visit by SEA Lisa Jones will be included in GB44/22 and record of visit to follow.
<b>GB43/22</b>	<b>Safeguarding / SEND Updates</b> All staff and governors should recognise that there is a corporate responsibility for safeguarding.  57 pupils (27%) in school SEND. Staff meetings held 10.5.23 and 7.6.23 – dissemination of information from SENCO network and staff discussion about the size of the SEND register. Identification and differentiation between SEND pupils and low achievers. Discussion of pupils on the SEND register and possible amendments to be made (have a separate register for vulnerable pupils who have e.g. ASD diagnosis, but who are making progress in line with peers). Introduction of SEND documents to support staff to write SMART targets for the children’s ILPs.

	<p>1 child currently being assessed for Child Protection 4 at Child in Need 6 have Early Help involvement 2 Looked After Children</p> <p>Attended DSL Network meeting 5.5.23. New Low Level Concern form developed in conjunction with new policy for reporting on Low Level Concerns. Form is now in place, disseminated with teachers and TAs and copies are outside the office for staff to complete if and when needed. All reports will be handed to Mr Dyer and will be stored centrally in one file following any actions taken.</p>
<b>GB44/22</b>	<p><b>Head teacher's Report &amp; School Improvement Plan</b></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>Overview key highlights for the Minutes:</p> <p><b>Assessment &amp; progress:</b></p> <ul style="list-style-type: none"> <li>Statutory tests completed for KS1, KS2 (results expected 11 July and data shared then), Y4 multiplication check and Y1 Phonics.</li> <li>The Phonics passing score will be released later this month – has been 32 since the tests started and would be very surprised if this changed. This year Y1 we have achieved an 87% pass rate, an increase of 26% which is fantastic. This can be attributed to the embedded practice across EYFS and KS1, as well as this cohort being the first to undertake and complete the Little Wandle programme. Additionally, we had an LA monitoring Visit which came back with no recommendations and therefore quality assures our results as well as adding extra value to them. The teaching and learning which has taken place in EYFS, Year 1 and 2 to support this outcome has been exceptional. More funding available next year from the English Hub for further development of embedding our systems into KS2.</li> <li>Spring data provided with December and September comparison to give idea of internal tracking of data. Used this to inform priority planning for 23/24. Dip in data in Spring across Y4, 5, 6 Reading which has meant we need to make this a consistent and robust focus. Writing across school below 70% and below 60% in Y1, 2 and 6. Immediate actions were the application of Literacy Tree Writing approach which will benefit the way writing and reading is taught. Being rolled out to staff now.</li> <li>Maths reasoning already identified as a priority.</li> <li>Data shows an increase in Greater Depth RWM but needs to improve more broadly post COVID.</li> <li>SEND groups not achieving as well as hoped so various schemes introduced such as PIVATS-5 as a planning, tracking and reporting system.</li> </ul> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>Following a formal recruitment process Mr Levett has been appointed as Acting Deputy Head whilst Mrs Kirby is on maternity leave next school year. Congratulations from governors.</li> <li>Mrs Roberts is retiring and Miss Hillion is moving on to complete teacher training at the end of the Summer term so we have spent a lot of time working out the staffing complement and plan for September. This has included appointment of a fixed term Year 5 teacher for 1 year; Mrs L Cattle will be joining us subject to pre start checks and references. We are also scheduled to interview for a GTA SEN fixed term post to replace departing staff and alleviate staffing issues.</li> <li>During Mrs Kirby's maternity leave Miss Harper will be taking over as subject leader for early reading and Miss Clapham will be the KS2 lead with a focus on writing. Confident both will do excellent job.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mrs Hayes will be deployed for this school year as a specialist cover teacher to provide consistency across the school for staff curriculum, PPA and leadership time.</li> <li>• Mrs Stuart, an EYFS specialist with over 30 years' experience, will be joining us on a one year fixed term 0.3 contract to further enhance our provision.</li> </ul> <p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• Spring attendance is in line with national figures, which are low nationally generally. Illness remains a factor nationally. Compared our Spring figures to July 2022 which show absences and late arrivals as lower. They also show unauthorized absence as higher but this is due to following a far more robust monitoring and recording system.</li> <li>• Regarding the pupil who is classed as persistent absentee in Y6 PA in Y6 – thanks to Mrs Parkins, Mr Dyer contacted the LA Attendance and Enforcement Officer who suggested a 10 and then 20 day review process which is now underway. Has improved but not significantly enough 37.5% for the period 8<sup>th</sup> June to today. The pupil will leave us and then a PACE meeting will likely be held on arrival at secondary likely.</li> </ul> <p><b>SDP update:</b></p> <ul style="list-style-type: none"> <li>• SPAM meetings are now specifically focused on SDP priorities and actions. Staff invited to contribute and provide reports.</li> <li>• Monitoring undertaken and reported on for Maths, Science, Governance, DT, PSHE, Reading Hub Audit, SCR and HR Audit, SEA and SEND Visit. There has been feedback from Miss Andrews re the curriculum overview and Miss Harper re Jigsaw and PSHE, feedback from recent parental survey (also now published on website) has drawn actions out and will form part of development work next year.</li> <li>• School had significant SEA input of 33 hours this year which has quality assured our school offer and work. LA actively holding us to account. Safeguarding, SDP monitoring, attendance, governance, SCR, progress against key actions from previous visits. The most recent meeting covered the support received so far, progress made and next steps. Impressed with work so far.</li> <li>• Governor monitoring is underway and developing – will further develop next year and how feeds into school.</li> </ul> <p><b>Behaviour:</b></p> <ul style="list-style-type: none"> <li>• 9 exclusions this year. We feel that although not a positive figure, this is positive in that the new relationship and behaviour policy is more robust and we rigorously follow the policy through. Made changes to the infrastructure of playtimes and other provision.</li> <li>• The policy is also about rewarding good behaviour. Really promoting character traits and school houses to promote positive behavior. Obviously want to see the number of exclusions reduced but the context is explainable and SEA Visit also covered it.</li> </ul> <p>The Head teacher's report is a thorough and substantial document, if any governors need further clarification or would like to discuss they are more than welcome to get in touch.</p> <p>CB: excellent, thorough report. Thank you</p>
GB45/22	<p><b>Attainment / Data Summary – Mrs Kirby</b></p> <p>Monitoring: really proactive in seeking monitoring from external sources to support our offer, provision and progress. For example, the Reading Hub audit process wasn't forced on us we sought it out. We secured extra specialist support in Literacy, from the Maths Hub and have arranged an EYFS specialist adviser visit. We were very much aiming to be a 'self-improving' school.</p> <p>As part of a pre maternity leave handover Mr Dyer, Miss Glass, Mr Levett and Mrs Kirby have spent time interrogating the data on the FFT data dashboard to explore trends</p> <p>The phonics data and outcomes were brilliant and it is fantastic to see the work of rolling out the process and scheme coming through now. The current Y2 were a low previous attaining cohort on</p>

	<p>entry but their progress has been excellent. The monitoring visit has just been even better to validate and give additional weight to our successes.</p> <p>Staff now compiling their end of summer assessment</p> <p>We can't prioritise every group all the time. We need to look at who is the closest to the borderline and focus on those for longer so that these pupils can secure their skillset and abilities. Every child's progress is important but we need to prioritise one aspect.</p> <p><b>Q: how did Y6 pupils find the tests?</b></p> <p>A: annoying the test content became public quite quickly which is against guidelines, and we were very careful to ensure we adhered precisely by not looking at the tests before the children had undertaken them. Children did suggest that some were harder than others. Some of the texts were very high level and there is analysis planned nationally as to the content. Timings were an issue due to the complicated level and longer than usual length of texts. However, saying all that, children came out of the tests broadly happy and they engaged well throughout. There were, as can be expected, a few wobbles but got all of the papers done. Generally as a class they were ok.</p>																		
<b>GB46/22</b>	<p><b>Governor Training &amp; Link Governor Visits</b></p> <p><b>Link governor info:</b></p> <table> <tr> <td>EYFS:</td><td>Mrs Webster</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>We will formulate a plan of dates in September and all visits should be recorded on the visit proforma to evidence governor involvement and awareness.</p> <p>If governors are able to fit a visit in before the end of the school year this would be welcomed - please contact to arrange.</p> <table> <tr> <td><b>Action: recirculate governor visit record pro forma</b></td><td><b>By: Clerk</b></td></tr> <tr> <td><b>Action: ask IT to install Word onto governor iPads</b></td><td><b>By: Clerk</b></td></tr> </table>	EYFS:	Mrs Webster	English:	Mrs Parkins	Maths:	Mr Hirst	Science:	Mr Moore	Humanities:	Mr Hirst	PSHE:	Mrs Parkins	Curriculum Overview:	Mr Baxter	<b>Action: recirculate governor visit record pro forma</b>	<b>By: Clerk</b>	<b>Action: ask IT to install Word onto governor iPads</b>	<b>By: Clerk</b>
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<b>GB47/22</b>	<p><b>Health &amp; Safety / Premises / Finance Updates – Miss Lewis</b></p> <p><b>To include formal ratification of Start Budget 2023/24</b></p> <p>The SBM referred governors to her Report and highlighted some of the key areas to note:</p> <ul style="list-style-type: none"> <li>The year end picture is slightly more positive than first anticipated due to adjustments for pupil premium, UIFSM and additional funding for refugee pupils. The carry forward figure is slightly more favourable than previously anticipated with a predicted balance to bring forward into 2024/25 of £45k. This will cushion the deficit expected by the end of 24/25 and with some careful budgeting may hopefully mean we can balance the budget into 2025/26.</li> <li>We have been contacted by the financial governance team to discuss our recovery from deficit plan which is standard when a Start Budget includes a deficit c/f in years 2 or 3 of the budget. We will be asked to consider and create a Financial Recovery Plan. It is important to remember that almost all schools will be in this same position due to absorbing the last 2/3 years of unfunded pay awards.</li> <li>Mr Dyer and Miss Lewis attended the Summer Term Finance Conference which confirmed the current budgetary situation in schools is a county / nationwide issue.</li> <li>Unfortunately, we have had a long term absence from within our teaching assistant staff since early January. We have been following the long term absence procedure with HR support but are now essentially at the stage of organising a Governor Panel. SBM will be in touch re dates etc. in September.</li> </ul>																		

	<ul style="list-style-type: none"> <li>• Staff have all completed Cyber Security training to comply with insurance regulations.</li> <li>• Mr Robinson is currently undertaking Thrive Childhood Licensed Practitioner Training and Mr Dyer is completing Thrive: Leading Emotionally Healthy Primary Schools. Both of these courses complement our existing Thrive provision and support its delivery but have had a cost implication of £1600.</li> <li>• School has bought into The Literacy Tree scheme and training is currently being rolled out across the staff at a cost of £1200. This scheme will support writing and literacy in school during Mrs Kirby's absence and bring consistency to the curriculum/delivery.</li> <li>• The recent Emergency lighting and Fire Equipment survey went very smoothly and due to works completed last year did not offer up any requirements or faults.</li> </ul> <p><b>Q: report states that we receive additional funding for 2 x LAC pupils in Y1 and Y4 but there is also a pupil in Y6?</b></p> <p><b>A: the pupil in Y6 is not funded at the full rate due to the type of care order he currently has. We receive a reduced amount for him at present.</b></p> <p><b>Start Budget 2023/24</b> In order to comply with FMS guidelines the Start Budget had to be submitted prior to the end of May. In order to meet this requirement governors were asked to return their considered consent by Microsoft Forms response prior to formal ratification at this meeting. Therefore governors were asked to formally approve by a show of hands the Start Budget as previously circulated for 2023/24. <b>All governors approved.</b></p>
<b>GB48/22</b>	<p><b>Policy Review</b></p> <p><b>GEN019</b>      <b>School Uniform, Equipment and Appearance Policy</b> – <i>this was noted as absent from the school website and drawn up using model templates.</i></p> <p><b>GEN027</b>      <b>Wheaties Care Club Policy</b> – <i>previously Wheaties did not have a specific policy, and instead relied upon school policies for behaviour and charging etc. It is best practice to have an all-encompassing policy which covers all aspects of a wrap around care club.</i></p> <p><b>HR005</b>      <b>Leave Policy &amp; Summary Charts (updated April 2023)</b> – <i>updated in line with union approval and LA norms. We have added a section pertaining to the additional Special Leave day which school offers once per year for extraordinary absences not covered within the policy. Changes are all highlighted in yellow.</i></p> <p><b>SW004A</b>      <b>Safeguarding in Education – Low-level Concerns Policy</b> – <i>new policy introduced on recommendation from DSL Network meeting. Staff have been sent the policy and reporting forms.</i></p> <p><b>SW015</b>      <b>Code of Conduct for Pupils</b> – <i>annual review, no changes required.</i></p> <p><b>Governors agreed to adopt all policies in line with the recommendation of the Headteacher and SBM / Clerk.</b></p> <p><b>Action: File and publish Policies as per procedure</b> <span style="float: right;"><b>By Clerk</b></span></p>
<b>GB49/22</b>	<p><b>Dates of next meetings:</b> Due to the condensed timescale of remaining meetings it was proposed as a one off to cancel the final FGB meeting of the year (13.7.23) and instead circulate any remaining documents and information via email with an associated Forms confirmation link. Governors agreed, following an intensive year, that this would be agreeable. Therefore remaining meetings for the year are:</p> <p>Date of next Finance Meeting – 28.6.23 at 4pm Date of next SPAM Meeting – 4.7.23 at 4pm</p> <p><b>Action: Confirm remaining dates by email to all governors</b> <span style="float: right;"><b>By: Clerk</b></span></p>

<b>GB50/22</b>	<p><b>A.O.B.</b></p> <p><u>Parent Questionnaire:</u> Mr Moore commented that he would just like to put on record how pleased with the responses he is and how positive to see. Testament to the smooth transition of staff across the year. Value added to the replies as used the Ofsted template.</p> <p><u>End of Year thanks:</u></p> <p>Mr Baxter offered sincere thanks on behalf of the full governing body to Mr Dyer and Miss Lewis, for their hard work following a successful first year. On behalf of the Governing Body Mr Baxter wished Mrs Kirby all the very best wishes for her maternity leave.</p> <p>Mr Dyer offered his thanks to Mr Baxter and the rest of the governing body for their support over the year. It has been a pleasure and we look forward to the next school year. Miss Lewis agreed, and thanked governors.</p>
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Meeting closed at: 6pm

Signed (Chair): .....  ..... Date: ...26.9.23....

**Actions:**

Agenda Item	Action	Responsible	Completed
GB39/22	File and publish agreed Minutes as per procedure	Clerk	✓
GB39/22	Outstanding action: Send Dr Noble Thank you gift	Mr Baxter	✓
GB39/22	Outstanding action: Letter of thanks to Mrs Woodall	Mr Baxter	✓
GB46/22	Recirculate governor visit record pro forma	Clerk	✓
GB46/22	Ask IT to install Word onto governor iPads	Clerk	✓
GB48/22	File and publish policies as per procedure	Clerk	✓