

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON WEDNESDAY 6th July 2022 AT 18:00**

IN ATTENDANCE: P. Hyland (Headteacher), P. Reddish (Chair), J. Williams, N. White, L. Boersma, C. Murphy (Clerk), H. James (Online)

ABSENT: R. Sibthorpe, R. Aitken

1. NEW GOVERNORS

- No new governors attended the meeting.

2. APOLOGIES

- No apologies received from R. Aitken
- R. Sibthorpe contacted Hyland & C. Murphy ahead of the meeting. Apologies for absence accepted.

3. DECLARATIONS OF INTEREST AND NOTICE OF CONFIDENTIAL ITEMS

- No Declarations of Interests or Confidential Items were raised.

4. MATTERS OF URGENCY

- **Election of new Chair –**

HJ joined meeting via Microsoft Teams for the Election process.

Current Chair of Governors (PR) explained how he had initially stepped in to help until able to step back once the Governing Board was in a better position and running more effectively. PR added how he doesn't live locally and feels it is important for the Chair to be local and of local knowledge. JW had reservations to step in as Chair initially as was concerned that the work of the board was going to fall onto 2-3 people. The size of the current governing body is small, recruitment needed in order to help share workload of the board. PR suggested contacting 'feeder schools' to help with recruitment.

PH going to advertise for Parent Governors and is aware of the struggle to recruit new governors within the local community. He suggested advertising in the 'Rope Walker'. He also confirmed an Ex-Officio governor is to be recruited. HJ asked if it was possible to recruit from elsewhere – online forums for example. An avenue to be explored.

A mutual decision was made for JW to become Chair providing workload is shared amongst the governing board. HJ & LB to become Deputy Chairs. Everyone present agreed.

It was agreed going forward governors would champion the following:

JW – Safeguarding/GDPR

HJ – QUOTAL (Quality of Teaching and Learning)/H&S

RS – SEND

LB – SIAMS

PR – Finance/Pupil Premium

- **SATs Results**

Whilst HJ was present, PH notified the board of the recent Year 6 SATs results. 6 of the 7 Year 6 pupils who participated in the examinations – they received:

Maths – 85% ARE

Grammar – 85% ARE – 3 x Greater Depth

Reading – 85% ARE – 2 x Greater Depth

Writing – 85% ARE – 1 x Greater Depth

Reading, Writing and Maths – 85% ARE.

The entire board congratulated all pupils and staff on their fantastic results. PR suggested using results in recruiting new pupils to the school – small school having individualised teaching is a USP for the school. HJ left the meeting at 18:30.

5. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on Wednesday 18th May 2022 were agreed to be an accurate record and were forwarded to the chair to be signed.

6. MATTERS ARISING

- It was noted that RA has been absent from previous meetings and non-respondent to any contact attempts. Clerk to investigate next steps in having RA removed from the governing board.

7. SCHOOL DEVELOPMENT PLAN

- PH to add Year 6 data.

8. MONITORING AND EVALUATION/ HEADTEACHERS REPORT

This had been circulated to Governors prior to the meeting. The following points were made:

8.1 School Roll

- No leavers and a few new starters since the last meeting.
- 1 new starter in Year 2.
- 1 new starter expected in September into Year 3.
- 1 new starter expected in September into Year 5.
- 2 more Ukrainian children into Year 1 and Year 3 – JW asked if the school is receiving any support from the council regarding Ukrainian children. PH stated they were not and that their main priority within the school is helping to ensure the children do not suffer any trauma. RS is working closely with them.
- 1 new Reception pupil projected to start in September 2022 which gives the school a projected roll of 30 pupils.

SEN Figures

KS2

- 4 children at SEN Support Level in KS2 and 1 EHCP (MSB3). It is anticipated that 1 child will move from SEN to EHCP at some point in the future. This child is now on the ASD (Autistic Spectrum Disorder) pathway.

KS1

- 1 new starter is undergoing a SALT (Speech and Language Therapy) assessment that was begun at their previous school and there is 1 EHCP (MSB4).

Exclusions

- There have been no fixed term or permanent exclusions this term.

Attendance

- HT confirmed statistics are above the Government published national figure of 92% at this time.
- Child with poor attendance due to gastric problems, referral has begun for OCD and investigations for the gastric problem are ongoing.

- Late Book continues to have positive impact.

8.2 SAFEGUARDING

- There are currently 8 children involved with Thrive and 1 other in Pastoral Support. 2 families are receiving support from the PFSA (Parent and Family Support Advisor).
- MyConcern comments have been added to 1 child's existing file.
- Safeguarding Governor (JW) has checked the SCR and met with John Jeffries during the SEP visit.

8.3 CURRICULUM

- Numeracy Book Scrutiny completed, and Numeracy Lead Report submitted for Governors.
- Numeracy Lead and PH have been discussing the strengths and weaknesses of the current Maths scheme 'Maths No Problem'. A decision has been made to transfer to 'White Rose Maths' after reviewing costs of subscriptions. The exercise books are of a comparable cost, but the online subscription and manipulatives are approx. 10% of the cost. JW queried as to whether the school has purchased the books yet, PH confirmed they had and were already in school.
- The End of Year Performance is 'Pirates of the Curry Bean'. Rehearsals are underway and the stage has been prepared. Due to numbers, only one performance is being scheduled.
- Year 3/4 won the first round of the Somerset Schools Tennis competition.
- Years 4/5/6 took part in the Yeovil Schools Rounders competition and came third.
- The number of children staying for the second part of After School Club and attending Breakfast Club continue to be small. PH confirmed there will be a menu push for next year.
- The House Point competition will shortly be decided and a trip to the Beach is being organised. PH said this is a great way to help motivate the pupils.
- The Church/School Toddler Group (Acorns) continues to do well.
- Two trips to the Church have taken place with children learning about Bishop's mitres and Christian Aid.
- A visit to three of the Richard Huish Academy Schools took place. PR and PH had the chance to meet with the CEO of the Trust, John Abbott and also with the Headteachers of the three schools. The overwhelming response was positive, and John Abbott has offered to come to school and speak to both staff and governors.

PR spoke of how all of the other Head teachers who had joined the trust were positive, reassuring that no one had been forced into anything.

LB queried why so much interest was being shown in the Richard Huish Trust – she was concerned there was only one other C of E schools within the Trust. PH assured LB that that is not the case anymore, more church schools have since joined the Trust and that they are very supportive of all schools being the best they can be. (Both Church/Non-Church Schools). PR suggested that joining a Diocese Trust would result in the school finding itself still lacking in the much-desired wider support joining a Trust could bring as the Diocese Trust is so sparse/spread out.

JW asked whether Diocese should be informed of intentions to join Trust. PH said not yet, however, Pauline Dodds had been made aware.

PR/PH to contact John Abbott to arrange an online meeting with staff & governors, hopefully before the end of the summer term, to discuss all they have to offer the school.

JW suggests it would be a good idea to let their unions know of proposed plans to ensure all procedures are followed correctly.

8.4 QUOTAL (QUALITY OF TEACHING AND LEARNING)

- Years 2 and 6 inter-school writing moderation has taken place. PH requested through SAPH, any schools that would like to join in moderation of writing with a view to LA moderation taking place. This was a very successful event and have left with plans to take this into the new year and new subjects.
- Year 6 writing moderation. Of the 5 pupils judged, 4 were at age related expectations and 1 was judged to be writing at greater depth. This was in line with PH's expectations. During the professional dialogue that

followed, the moderator was very impressed. The moderator was surprised how much the children were writing in comparison to other schools she had moderated.

8.5 FINANCE

- N/A – No reports to sign off.

8.6 STAFFING

- One applicant for Maternity Cover, looks like a possible candidate – PH confirmed they were going to be offering her the job. JW and PR raised concern over 'Safer Recruitment' as no Governor was present during applicant interview. Clerk to find out from Governor Services about training available to governors.
- Mr Clapp has been a great addition to the school. He has transformed PE teaching, making it inclusive and fun for everyone. He has also proven capable at teaching, covering Voyager Class in PH's absence. He is keen to start his ECT (Early Career Teacher) induction and the school is aware they risk losing him if they cannot support this. PH proposes to offer him part-time teaching hours to get this underway. RS to mentor him. JW mentioned worth looking into time commitments/training involved in mentoring. PH to look into. It is important to PH that the school supports the future career of staff at West Coker C of E VC Primary School.
- Mrs Clarke expressed a wish to train as an HLTA in Performance Management. She will begin the course shortly. PH supports staffs right to train. LB supports any encouragement of staff. All governors agreed.

8.7 HEALTH & SAFETY PREMISES

- The indoor PE Equipment has been inspected. The report has not yet been received, but the inspector raised no concerns.

8.8 VISITS INTO SCHOOL

- JW as Safeguarding Governor – Website and SCR
- RS as SEND Governor
- Headteacher Performance Management Review – attended by PH, HJ & LB. A report was circulated prior to the meeting.

8.9 MENTAL HEALTH AND WELL-BEING

- Well-Being Action Group has met. An action plan to complete the audit has been established, although there is still no parent involvement.
- Training has been booked for Inset in September re. Zones of Regulation.

8.10 SEND

- Report to be attached for the next meeting.

8.11 SIAMS

- Pauline Dodds has been booked for a staff meeting – 14/09/22 – to support assembly delivery and help us develop whole school spirituality. LB to attend also.

8.12 Dates

- A list of upcoming dates/events was attached to the HT Report and presented to Governors.

9. POLICY REVIEW

- It was agreed that the Policy Review Schedule needs to be revised by PH.
LB said there was no consistency with policies – too many on the school's website. PH confirmed there is a number of statutory policies that had to remain on the website.
PR – benefit to being part of a Trust is that policies are reviewed 'Trust wide' and passed down resulting in less work for PH and the governing board.
JW enquired as to whether governors can sign into and use 'The Key'. Clerk to investigate this and costs involved.

10. ANY OTHER BUSINESS

- NW resigning as governor, effective immediately, due to moving house. He wanted to express how phenomenal the changes within the school have been since PH became Headteacher, reflecting on the depth and detail in the HT Report, for example. All agreed great progress has been made in a short amount of time. Proud of the growth and development witnessed since September 2021.
NW was thanked for three years of commitment.
PR to email Ann Addams to inform.
- JW – SEP Meeting Report – John Jeffries really complimentary of school and PH as a leader. All present concluded that the recent success in SATs results and wonderful compliments of PH and the schools hard work paying off was a wonderful way to end the year.
- NW left meeting at 19:39

11. DATES OF FUTURE MEETINGS

- Tuesday 19th July – John Abbott introductory Zoom meeting. (Will change to early September if unavailable).
- Wednesday 12th October 2022 at 18:00
- Monday 5th December 2022 at 18:00

The meeting closed at 20:00

Action Sheet**Actions from meeting dated 6th July 2022**

Number	Action	By Whom	Status
1.	Completed Declarations of Interests forms must be returned to the Clerk as soon as possible.	MOST	Outstanding
2.	Pen Portraits must be sent to the Clerk for uploading to the website.	MOST	Outstanding
3.	Check with Governor Services re. access to 'The Key' & Safer Recruitment Training for all.	Clerk	Outstanding
4.	Inform Ann Addams of Governor resignation	PR	Outstanding
5.	Look into process of removing Governor from the board. (RA)	Clerk	Outstanding
6.	Policy Review Schedule to be revised.	PH	Outstanding

