

**WEST COKER C OF E VC PRIMARY SCHOOL  
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD  
ON WEDNESDAY 18<sup>th</sup> May 2022 AT 18:00  
(Online via Teams)**

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

**ABSENT:** R. Sibthorpe, R. Aitken, H. James

**1. NEW GOVERNORS**

- No new governors attended the meeting.

**2. APOLOGIES**

- No apologies were received.

**3. DECLARATIONS OF INTEREST AND NOTICE OF CONFIDENTIAL ITEMS**

- NW – ‘Whispering Willows’ visited the school to deliver a performance and workshop.
- No other Declarations of Interests or Confidential Items were raised.

**4. MATTERS OF URGENCY**

- No items were raised.

**5. MINUTES OF THE PREVIOUS MEETING**

- The minutes of the previous meeting held on Wednesday 23<sup>rd</sup> March 2022 were agreed to be an accurate record and were forwarded to the chair to be signed.

**6. MATTERS ARISING**

- 6.1** Declarations of Interests Forms. Some were still outstanding. The Clerk would send out an e-mail reminding Governors to complete and return to the clerk ASAP, if not done so already.
- 6.2** Pen Portraits were still outstanding from most Governors. They should be sent to the Clerk as soon as possible.
- 6.3** It was noted that RA has been absent from previous meetings and non-respondent to any contact attempts. To be monitored and future action to be discussed at next meeting if required.

**7. SCHOOL DEVELOPMENT PLAN**

- SDP hasn't updated since the previous meeting. HT to circulate current statistics to Governors.

**8. MONITORING AND EVALUATION**

**8.1 HEADTEACHERS REPORT**

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

**1. School Roll**

- No leavers and 3 new starters since the previous meeting (2 in Yr2 and 1 in Yr6)

- 2 Ukrainian children are due to start in June 2022 – PR raised concerns of possible language barrier – PH knows little English is known by children but will not be included as part of SEN. PR & JW asked what support school was receiving (if any), both language help and pastoral – HT confirmed receiving both. RS has changed working hours and is available to work closely with the children as they start school to offer pastoral support. HT has offered a classroom as a ‘hub’ for all Ukrainian children in the surrounding area – to be followed up.
- Currently 1 new reception pupil projected to start in September 2022.

## **2. 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 & Language Therapy) assessment that was begun at their previous school and the school has 1 EHCP (MSB4) in KS1.

## **3. Exclusions**

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

## **4. 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 and investigations for the gastric problem are ongoing.
- Late Book continues to have positive impact. It is now completed by Mrs Blake to address any issues around GDPR as per JW’s suggestion in a previous meeting.

## **5. Curriculum**

- The Cornerstones Maestro Curriculum is becoming embedded across the school as teachers use it more frequently to teach. Teaching Assistant (DC) is teaching Design & Technology using Cornerstones.
- Gaps in the Cornerstones curriculum are being filled by the providers and by September it will be fully in place. This is to account for work missed last year due to the pandemic.
- Classroom and tabletop resources are still awaited from BugClub. These are being chased by the school and the English Hub.
- Year 6 ‘SATs’ have made a promising start.
- NW visited the School during SATs to experience the administration.
- A whole school trip to Carrymoor Environmental Centre was a huge success.

## **Zones of Regulations**

- RS and HT visit to North Curry CE VC Primary School was very informative (24/03/22). The input continues in KS2 and the offer of staff training in September for all staff will be taken up. HT discussed how he had observed Zones of Regulations working well within the school visit and how a ‘brain break’ was a nice way to bring the class’s attention back to their work.
- Two Performing Arts days are timetabled for the week following SATs to give the school a chance to experience theatre and then enjoy workshops – testers were had and the children’s feedback was used and worked into the shows.

## **6. Finance**

- Month 12 has been prepared and sent to PR.
- PR commented that the carry forward was ‘chunky’, and the school is ‘comfortable’. The ongoing concern is low pupil numbers. If there was any money to spend, it was agreed it would be better to be spent before

joining an Academy Trust. The school could use the carry forward to better the image of the school in the hope of increasing pupil numbers. HT raised the concern that the school is no longer part of the village conversation and needs to come up with a plan to make it part of the conversation once more.

## **7. Staffing**

- The staff team is working well. A 'Work Do' of bowling, pizza, cocktails and dancing was enjoyed by all.
- The school is yet to receive any applications for a Crossing Controller.

## **8. School Wide**

- The number of children staying for the second part of Afterschool Club and attending Breakfast Club continue to be small. The school will review the way staff are paid and the fees charged in time for September 2022.
- The Easter Bonnet Parade was very successful. A good number of villages were met en route, and the response was very positive. A letter was received from Burrells Retirement Home thanking the school for their visit.
- Fund raising days for Red Nose Day and Ukraine have been very successful. Approximately £150 raised.
- The Church/School Toddler Group (Acorns) continues to do well.
- The Easter Service, led by Colin Simpson, was enjoyed by all. A small number of community members attended. Children's behaviour and participation was excellent.
- A meeting has taken place with The Richard Huish Trust Academy, HT and PR in attendance, to explore the opportunities available and benefits of academisation. The meeting was very positive. They have been invited to make a return visit to see a couple of the RHTA's schools and meet with the Principal, John Abbott. HT expressed how he has never felt academisation was the right thing for school, however, he would much rather the school was able to have choice in the academisation, rather than it be forced upon them. HT likes the values and ethos of The Richard Huish Academy Trust and referred Governors to their website to read their 'well-being message' as he feels this gels with his way of thinking/feeling for West Coker C of E VC Primary School. HT and PR were keen that the Trust is lead by the Head Teachers and not from the 'top down' like many other Trusts are. That meetings are scheduled monthly and information fed back to senior management before any decisions are made. PR agreed with HT that having centralised policies and HR to fall back on would prove beneficial to the school compared to what support it currently has. JW questioned location choice of proposed Trust, being in Taunton, worried it might be too far away and would therefore lack in local support and high expenses in arranging travel for school visits etc. HT not concerned about the distance, as only approx. 45 minutes away and there are a number of local schools also in talks with The Richard Huish Trust Academy already
- JW also asked whether HT had asked The Diocese of Bath & Wells regarding joining an Academy Trust with themselves. HT stated the size of the Trusts linked with the diocese are to a much larger scale, that he feels is not best suited to West Coker C of E VC Primary School. The Richard Huish Academy Trust consists of a much lesser number of schools and that their values and ethos fit in well within Church Schools similar to West Coker. Many of the schools, already part of the Trust are Church Schools and are all very supportive of the Trust and their decision in joining them.  
Governors agreed to forward any other related queries to HT for answering.
- The Headteacher was thanked for his comprehensive report.

## **9. Health & Safety Premises**

- Since the last meeting, there have been no further inspections.
- Socket blanks have been purchased and all unused sockets are now covered.
- An assessment needs to be made over the coming months as to which, if any, parts of the school need to be redecorated over the summer holidays. HT confirmed this was an 'in-school' decision to be made in the near future.

## **10. Dates**

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

## **8.2 CURRICULUM UPDATE**

- Covered within the Head Teachers Report.

## **8.3 QUOTAL (Quality of Teaching & Learning)**

- Covered within the Head Teachers Report.

## **8.4 SAFEGUARDING**

- A second TAF (Team Around the Family) is anticipated soon to address one family's issues.
- At a request for support from a parent, the PFSA has been engaged to provide help and guidance. The child in question behaves well at school but is having issues around self-regulation at home. Initiatives from school have shown signs of helping, giving the child the opportunity to communicate his feelings visually rather than verbally.
- There are currently 8 children involved in Thrive and 1 in Pastoral Support. RS (Pastoral Lead) has returned to work and together are working to embed Zones of Regulation.
- A MyConcern has been raised regarding one child & expecting another due to parental separation.
- A visit is to be arranged with JW (Safeguarding Governor) to discuss practice etc.

## **8.5 HEALTH & SAFETY**

- Covered within the Head Teachers Report.

## **8.6 VISITS INTO SCHOOL**

- NW visited the School during SATs to experience the administration – he reported that it was re-assuring to see the children were mentally prepared and even encouraged to come into school early and given breakfast. All protocol and procedures were duly followed. It was a great insight into school life. The children were well equipped with all the appropriate tips and tools from HT and the school. The children were able to sit their exams in a relaxed environment. Teaching Assistant (DC) was observed to be present in offering help and support to pupils reiterating the school is very much aware of the additional support that is sometimes needed.
- NW – 'Whispering Willows' visited the school to deliver a performance and workshop.

## **8.7 MENTAL HEALTH & WELL BEING**

- Governors to attend 'Well-being Action Group'. HT to confirm date. LB volunteered to accompany HT.

## **8.8 SEND**

- Covered within the Head Teachers Report.

## **8.9 FINANCE REPORT – to include SFVS updates.**

- Month 12 has been prepared and sent to PR.
- SFVS completed by HT and PR and is on track for return by 20<sup>th</sup> May 2022.

**8.10 PERFORMANCE MANAGEMENT**

- Date to be confirmed with Governor (LB).

**8.11 SIAMS**

- SIAMS updates being discussed in every staff meeting.
- LB to attend SIAMS visit in September.

**8.12 OFSTED**

- A target from the previous inspection - 'Governors use their planned review to develop their role of strategic oversight in order to bring about further school improvement, secure better communication with parents and ensure that the school website is compliant with statutory requirements.'  
HT requested Governors to challenge and send feedback to HT when presented with policy amendments etc.

**8.13 ACADEMISATION**

- HT discussing meeting with PR and The Richard Huish Academy Trust (See HT Report), it was put forward that at some point the school would have to 'take the plunge' and join an Academy Trust and it was much better to have choice and control the schools destiny pairing with a Trust suited to the values and ethos of the school, rather than be forced to join an Academy Trust that perhaps doesn't marry with West Coker C of E VC Primary School's core values and beliefs. Governors all agreed that it was better to have control and choice over the schools potential Academisation.
- NW asked HT how long The Richard Huish Academy Trust had been established and during HT's recent discussions with the Trust, was their journey to becoming a Trust explained? HT confirmed it had been discussed and Richard Huish was approached to set up and head the Trust. HT assured Governors that should interest in becoming part of the Academy Trust, Richard Huish representatives will come into school and present to the Governors.
- HT and PR have been invited to view other MAT Schools (Multi-academy Trust), they extended the invitation to Governors and it was agreed JW would attend.
- JW raised concern over the costs of the process of academisation – legal fees etc. HT confirmed information meeting to be held for Governors on the topic. Dates to be confirmed after Half Term.

**9. POLICY REVIEWS**

- A list of Policies due for updating was circulated to Governors before the meeting with said policies attached. HT currently updating them and confirmed they would be circulated to Governors for review upon completion. HT requested all Governors reply to approve/question the policy and any amendments made.
- The format of the HT Report to change in future to make easier for minuting.

**10. CLERKS' BRIEFING**

- The Clerk reported that she had attended the Half Termly Online Briefing in May 2022 and circulated a report to all Governors before the meeting.

**11. ANY OTHER BUSINESS**

- No other business was discussed.

## **12. DATES OF FUTURE MEETINGS**

- For practical reasons, the July meeting was changed to Wednesday 6<sup>th</sup> July 2022 at 18:00. It was agreed that 'virtual' invitations would be sent out to accommodate those Governors unable to attend the meeting in person due to holidays.
- Commitments needed to ensure meeting is quorate.

**The meeting closed at 7.30pm**

**Action Sheet****Actions from meeting dated 18th May 2022**

<b>Number</b>	<b>Action</b>	<b>By Whom</b>	<b>Status</b>
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.	Complete the Governor Safeguarding Training.	JW	Outstanding
4.	Two Governors to attend Headteachers Mid-Term Performance Review (May/June)	LB, JW, HJ	Outstanding
5.	Create Timetable for Governor visits for 4 Core SDP Priorities by end of April.	JW	Outstanding
6.	Governors to attend 'Well-being Action Group'	LB	Outstanding
7.	Governors to contact Clerk in order to confirm attendance at future FGB Meetings to ensure meetings are quorate.	ALL	Ongoing
8.	Two times Governor Training – Academisation. HT to send link.	Headteacher	Outstanding
9.	Governors to acknowledge and respond upon receipt of policy reviews moving forward.	Governors	Ongoing

