

WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON MONDAY 2ND DECEMBER 2024 AT 1PM

IN ATTENDANCE: P. Hyland (Headteacher), H. James (Curriculum & HS Link), L. Boersma (Foundation Governor), J.Gunning (Co-Opted Governor & Safeguarding Link), T.Gillingham (Potential new parent governor) and C.Murphy (Clerk)

ABSENT:

1. APOLOGIES

- Apologies were received by Mrs Edwards ahead of the meeting as she was unable to attend.

2. DECLARATIONS OF INTEREST AND NOTICES OF CONFIDENTIAL ITEMS

- N/A – No declarations of interest or notices of confidential items were discussed.

3. MATTERS OF URGENCY

- N/A – There were no matters of urgency.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on 7th October were agreed to be an accurate record and were signed by the Chair.
- HJ asked HT if there was anything she could help with in regard to the COSHH Folder needing updating. HT thanked her for her kind offer but explained he just needed time to complete and was in the process of doing so already.

5. MATTERS ARISING

- There were no matters arising to discuss.

6. FINANCE

- Charlotte Simmons is no longer taking care of the schools' finances, there will be a new person taking over shortly.
- In a recent report, charlotte was confident with the schools' financial position and has reiterated the importance of spending the P.E. budget whilst we still have it.

7. SCHOOL DEVELOPMENT PLAN

- HT confirmed there had been no update with the SDP since the last meeting.

- Phil MaCauley, the new Vicar, is joining the governing body as an Ex-Efficio governor.
- HT stated that the attendance figures are 'trickling along', that children get ill, especially at this time of year.

8. MONITORING AND EVALUATION (HT REPORT)

- The HT Report had been circulated to all governors prior to the meeting. All confirmed they had read it.

8.1 School numbers:

- 1 leaver from Year 5.
 - 1 new starter due to join KS2 next week.
- This currently gives us a roll of 27.**

Attendance

- Penalty notice requested to parent re. family holiday
- 11 letters sent to parents regarding persistent low attendance (<95%).

Exclusions

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

8.2 Safeguarding

- All staff up to date following staff updates and reminders.
- TAF meeting has taken place for 1 family.
- Daniel Clapp trained as Deputy Designated Safeguarding.
- Rebecca Kilburn DDSL – as leadership role develops, triaging and monitoring concerns with PH.
- Concerns regarding 9 children are currently being monitored.
- **JG to book in with HT in the new year.**

8.3 Curriculum

- Literacy and numeracy scrutiny completed. Reports sent.
- Knowledge organisers now uniformed and populating children's folders (KS2). Conversations ongoing about how to best utilise these in KS1 given the reading levels present in the class.
- **HJ pleased to hear organisers are now uniformed.**
- HT and RK begun the first steps towards West Coker Curriculum- drivers and golden threads to be identified with staff.
- Following discussions of BugClub Phonics scheme's capacity to usability, the decision has been made to switch to an alternative phonics provider (SSP). The school has moved to Unlocking Letters and Sounds. Both SSPs follow Letters and Sounds (2007) so the books from BugClub work with the new scheme.

- Governors were happy with the decision to change the phonics scheme. They felt it made much more sense with the small classes full of distractable young children.

8.4 Quality of Teaching and Learning (QUOTAL)

- Drop-in observations have taken place focusing on behaviour management and TA use in the classrooms.
- RK to lead behaviour management strategy on the inset day in December ready for January.

8.5 Finance Report

- HT and RB have sat through a sales pitch by Arbor, a MIS and FMS alternative to the current provider, SIMS. Despite many good features and enhanced usability, SIMS is still the best option for West Coker. Cheaper and a better fit with LA systems and procedures, especially given they still manage the back end of the schools' finances.

8.6 Staffing

- A new pupil, previously excluded, will be starting at West Coker imminently. HT had requested that the required 1 to 1 staff member be in place before he begins, but this has been over-ruled. A very phased transition will be implemented with HT acting as 1 to 1 for the first 2 weeks.
- Advert for this 1 to 1 is in place.
- Tayona Hannam (KS1 1:1) has been offered, and has accepted, a role as a deputy nurse manager at another school.

8.7 Health & Safety and Premises

- COSHH folder needs updating.

8.8 Visits into School (Dates in Monitoring Timetable)

- SIP – WB 04.11.2024. Report distributed.

8.9 Mental Health and Wellbeing

- RS to meet class teachers to discuss any children with SEMH needs, large or small.

8.10 Dates

- A list of dates was included within the Headteachers Report for upcoming events.
- HT reminded all governors that they are all welcome to attend church services.
- LB, HJ & Governors all spoke fondly of attending previous church services and how much they look forward to them.

8.11 SEF Self-Evaluation Form

- N/A

9. SIAMs

- The school council have re-written/simplified the school vision.
- LB conducted a walkthrough and created a report, she took lots of pictures as evidence. All was within the framework. All Governors were happy with this.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data.
- **SEND** – HT circulated SEND report ahead of the meeting. All governors liked the new layout and stated it was clearer to read/understand. JG said it gave a very clear snapshot.
- Catching up with the progress of SEND children as ML has been off.

HJ asked how the Governors see the extra push teachers are making for the children that are not at 'ARE – Age Related Expectations' – HT commented it was a great question to ask, that with West Coker being a small school, one child accounts for a larger percentage and therefore results in a big sway/skew of figures. Governors stated they want reassurance.

11. ACADEMY STATUS

- It was agreed by all present that Academisation was to be removed from the agenda of future meetings as it's not something we are currently considering.

12. MONITORING

- N/A

13. SCHOOL WEBSITE

- HT confirmed more and more was being added to the new website. Governors were happy with the progress and wanted to leave it as an item on the agenda for future meetings.

14. ANY OTHER BUSINESS

- Tom Gillingham (TG) was formally appointed as a Parent Governor. HT & all governors were in agreement. CM to locate governor training for TG to complete.

15. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Monday 20th January 2025 at 1pm
- Monday 17th March 2025 at 1pm
- Monday 19th May 2025 at 1pm
- Monday 14th July 2025 at 1pm

The meeting closed at 2:30pm

Helen James
