

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD ONLINE
ON WEDNESDAY 26 JANUARY 2022 AT 1800**

PRESENT: P Reddish (Chair), H James, R Sibthorpe, Jo Williams and P Hyland (Head)

In attendance: M Hillman (Temporary Clerk), C Murphy (New Clerk) and L Boersma (Prospective Foundation Governor)

R Aitken and A Miller were absent.

The Temporary Clerk indicated that A Miller had not attended a meeting or offered apologies for over 6 months. It was agreed to terminate his appointment.

Welcomes were extended to Charlotte Murphy, the new Clerk and Lotty Boersma who had been nominated by the PCC as the new Foundation Governor

1 APOLOGIES

Apologies were received and accepted from N White and Rev C Simpson. In his email giving his apologies, Rev C Simpson had indicated a wish to withdraw into a background Chaplaincy type role. The Temporary Clerk had suggested that he sought a Substitute Ex-Officio Governor from within the Parish to replace him as a Governor.

2. DECLARATIONS OF INTEREST AND NOTICE OF CONFIDENTIAL ITEMS

There were no declarations and no confidential items were raised.

3 MATTERS OF URGENCY

No items were raised.

4 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 1 December 2021 were agreed to be an accurate record and were signed by the chair.

5 MATTERS ARISING

3. Declarations of Interests Forms. Many of these were still outstanding. The Clerk would send out new forms which should be completed and returned to the Clerk asap.

ACTION: ALL

5.2 Pen Portraits and small photos were still outstanding from most Governors. They should be sent to the Clerk as soon as possible.

ACTION: ALL

5.3 Conditioning Survey. The Headteacher confirmed that this was up-to-date.

5.4 Arson Policy. The Headteacher would follow-up on this.

ACTION: P HYLAND

All other actions had been completed.

6. SCHOOL DEVELOPMENT PLAN

An up-to-date version had been circulated prior to the meeting. The Headteacher indicated that the colour coding of the sections indicated the following:

Red – had been completed but was waiting for appropriate reflection.

Purple – was completed and working

Green – was working very well but with caution.

The Headteacher added that the school was constantly reviewing the document to take account of developments and issues. This included the current absences of pupils due to COVID 19. There were 5 children missing from Discovery Class and 2 from Voyager Class. 'Bubbles' had been reintroduced, except

within the school hall for meals. The practicalities of keeping delivered food warm meant that there could only be one sitting. The small numbers made this possible.

The recovery actions plans had worked well. Interventions were effective and children were beyond catch-up work and dealing with what was happening on the day.

Accurate monitoring assessments had been completed at the end of the previous term. There had been internal moderation of work. The outcomes had been recorded on SIMS.

The evidence of the impact of the Cornerstone Curriculum was developing. The Headteacher had been in contact with his mentor and the Diocese to check and ensure that the school was delivering this properly. The mentor was still to make contact. The timetables were still in progress but with only two classes in the school, everyone had a good idea of delivery. More and more support was being provided as available.

The Numeracy implementation had gone beyond just use of books and involved work on display. This had developed considerably since the start of term. The English scrutiny would begin in the following week.

Work on Phonics had gone into more depth and all Year 2 children behind in Year 1 had caught up.

The Data to the end of the Autumn Term had been circulated prior to the meeting and the individual year group performances noted. The meeting was reminded that as the pupil numbers were so low, percentages could not be applied. Pupil Premium children were all at ARE except two on the SEND Register. They both had made good progress but are not yet at ARE.

School Monitoring has proceeded and was good. The Headteacher had met with new staff and all had been happy in their roles and felt supported. Monitoring and moderation of teacher assessments had been accurate. It was hoped that an external moderation exercise could be completed at the end of the term. Some other schools had been contacted and were keen to be involved. This would depend on the situation in regard to COVID19. Staff training had been completed on the Pupil Tracking System and work on the Cornerstone Curriculum recorded. The 'Great Steps' project had not been reported.

The performance management process had been completed for staff.

Daily assessments were being undertaken on the curriculum and reports being made available to parents. Some resources were still to arrive from the supplier. The school had to use the books and resources from one supplier. Reading progress had been good.

The School Council was running again and proving positive.

The school was trying to respond to all requests from staff for appropriate training. This needed to be balanced against cover arrangements. Ideally all staff would be trained in Phonics to provide such cover internally. All monitoring was working well with weekly planning meetings. This had made a difference and the calendar ensured everyone was aware of what was happening including visitors expected. There was a whole school approach with support in class to work towards whole school targets as well as personal ones.

Improving the status of the school in the community was proving difficult but ongoing. A Facebook page was being developed and improved. Services in the church were being held once a month. The Carol Concert had been poorly attended by pupils (only 9) but well attended by the community. A lesson had been learnt not to hold the concert on the evening of the last day of term. Those 9 pupils had performed wonderfully and gained many compliments from the members of the community present.

The update report was noted.

8. i. HEADTEACHER'S REPORT

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

One Year 1 and One Year 4 pupil from the same family had left for personal reasons.

Another Year 1 pupil had left due to a change in parental work location and hours

A new TAs child had joined in Year 3

A family have moved to Odcombe and their son has joined Year 1

SEND details had remained the same. The school had appointed a new 1:1 support worked earlier in the day.

It was confirmed that there had been no pupil exclusions.

Attendance was lower than desired but the low numbers made the percentage figures large. Nudge letters had been prepared for two families to deal with absence and continual lateness. In answer to a question from a Governor, it was confirmed that the pupil with continual lateness was still making expected progress.

There had been one Safeguarding concern recorded.

The Thrive programme was working well with 8 pupils involved. The Headteacher was waiting for a meeting with the LLE lead to follow up. Lauren Cottle had completed the DDSL training.

The Month 9 Budget Report had been completed with the LA Finance Officer. The budget was in a good place although low pupils numbers remained a concern for the future. This would require further discussion including possible Academisation. The role of the LA was changing and future support unclear. A copy of the Report had been circulated prior to the meeting and was signed off.

The current staffing arrangements and changes were noted. Details around the crossing patrol were noted.

There were concerns about numbers in the Breakfast Club and Nursery but it was felt these sessions offered parents a choice.

The Toddler Group was due to start on 28 February 2022 but not on the school site. The worker had decided to stand down and discussions were being held with the Diocese on a replacement.

There were no concerns about the premises. There had been an unannounced visit by the Environmental Health Officer and the school had retained its 5-star hygiene rating.

The forthcoming list of events was noted.

The Headteacher was thanked for his comprehensive report.

ii. CURRICULUM UPDATE

A Monitoring report had been circulated prior to the meeting. It was noted that all items had been covered within the Headteacher's Report.

iii. FINANCE REPORT. The Month 9 Budget Report had been completed with the LA Finance Officer. The budget was in a good place although low pupils numbers remained a concern for the future. This would require further discussion including possible Academisation. A copy had been circulated prior to the meeting and was signed off.

iv. HEALTH & SAFETY UPDATE. A briefing paper had been circulated prior to the meeting. All items had been covered in the Headteacher's Report.

v. VISITS INTO SCHOOL. There had been no Governor visits into school due to Covid restrictions. It was hoped these could restart after half-term and arrangements should be made through the Headteacher.

9. POLICY REVIEWS

The Complaints Policy was in need of updating. A new Model Policy had been circulated prior to the meeting. It was agreed that individual names should not be used – only the name of posts. The complaint form did need clarification as to who the form should be sent to. With these amendments, the Policy was APPROVED.

10. CLERKS' BRIEFING

The Clerk reported that he had joined in the online session held on 19 January 2022. The presentation slides and other notes had been circulated to Governors. The Clerk added that the following items had been emphasised:

The consultation period for comments on the September 2022 update on Keeping Children Safe in Education was now open with the DfE. Governors should understand and be monitoring the use and impact of the Teachers' Standards requirements.

The withdrawal of the @educ.gov.uk email address was confirmed as the 1 April 2022. The Headteacher confirmed that alternative arrangements were in place.

11. DATES OF FUTURE MEETINGS

For practical reasons the March meeting was changed to 23rd March and the July meeting to 13th July. All remained on Wednesdays and it was hoped they would be at the school from 18.00.

The meeting closed at 7.10pm

Action Sheet

Actions from meeting dated 26 January 2022

| Minute | Action | By Whom |
|---------------|--|----------------|
| 5 | Completed Declarations of Interests forms to be returned to the Clerk as soon as possible. | ALL |
| 5.2 | Pen Portraits to be sent to the Clerk for uploading to the website | ALL |
| 5.4 | Arson Policy to be checked and circulated | Headteacher |

