

WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON TUESDAY 31st JANUARY 2023 AT 17:00

IN ATTENDANCE: P. Hyland (Headteacher), J. Williams (Chair), H. James, R. Sibthorpe, L. Boersma, C. Murphy (Clerk), P. Reddish (Joined via Microsoft Teams).

ABSENT: N/A

1. APOLOGIES

- N/A - There was nobody absent from the meeting.

2. DECLARATIONS OF INTEREST AND NOTICES OF CONFIDENTIAL ITEMS

- No Declarations of Interest or Confidential Items were raised.

3. MATTERS OF URGENCY

- JW wondered whether CM had changed her status of governor, i.e., associate instead of co-opted, in order to be able to carry out the function of safeguarding governor. CM confirmed this was being looked into with Governor Services.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on Monday 5th December 2022 were agreed to be an accurate record and were signed by the Chair.

5. MATTERS ARISING

- The Policy Review Schedule: PH to check with RB (Office Admin) whether the updated schedule has been circulated.
- The SDP was finalised and sent to Governors.
- The Classroom Certainties were also circulated to Governors.
- Governors have sent a list of their training to JW, and she has made a total overview.
- Monitoring timetable circulated but now need next term's Gov visit dates.

6. SCHOOL DEVELOPMENT PLAN

- a. READING – To improve the quality of the teaching of reading to ensure pupils meet their targets in all year groups.**
- **Action 1.01:** PH is expecting to get assessment data later this week, Year 6's are at particularly high standard (from past SATS papers) and all children in KS2 are above age level expectation. PH mentioned the focus is now on addressing the

gap between doing the exercises/assessments/reading in class and doing the test. He wants the children to do well in tests. This is a target on each teacher's performance management. They practice the skill to look for answers to questions in the text. Somerset Library Service is being used but they are slow to send books.

- Reading to class each day is not effective, but staff are aware and intend to improve this.
- **Action 1.02: Targeted intervention:** from Salford Reading Test, any child needing extra help goes to SENCO & attitude of children going out is good.
- **Action 1.04:** all the children's performance are recorded on a one-page assessment profile which is termly & for reasons of efficiency follows all children on one page which staff like & use effectively.
- **Action 1.05: incentives such as hot chocolates as a reward:** this has a positive impact.

The children's reading books are not always reviewed by the parents – not signing records, etc but we do know that children are doing much more than parents are attesting to because of their proficiency. The volunteer reading assistant has retired, and the school is in the process of finding a replacement.

Reading: the columns need to be RAGGED as this is the impact: PH to send to Governors once there is enough data to evidence scores.

b. CURRICULUM – To continue to build upon the CS curriculum use within WCPS and ensure the offer is broad and balanced and speaks to the development of the whole child – “to flourish & become conscientious, well-equipped citizens of the future.”

- **Action 2.01, 2.03:** the assessment and monitoring system is used effectively; focus is on long term memory and recall of knowledge & skills later on.
- **Action 2.02** Opportunities for routine challenge for more able and older children – staff need to get CPD on questioning and meta-cognition Sendco Mrs Leeson is doing CPD on questioning.
- **Action 2.04:** initiated some work on having a Growth Mindset: start the lesson with reminding the children of resilience, what to do when it gets difficult. This appears to be helpful.

General:

- Cornerstones is not being used for Math, English, RE and Music for which SingUp is being used now but is too time consuming for RS – this term's music is concerts, nativity, carol singing, etc so the music curriculum is taught through voice – our musical instrument bank is very poor but their music skills through voice are very good.
- **The Arts:** RS is doing art but finding it repetitious so is dipping into it.
- **IT:** online safety was addressed, and DC is getting to know the IT curriculum on Cornerstones before beginning to implement it.
- **RE:** Awareness, Mysteries and Values Program is used.
- **PE:** DC is very strong in this, both understanding the curriculum and how to teach it across the age ranges.

- **Maths:** In White Rose Maths there is a system whereby small groups of children can watch videos teaching and practicing a concept/skill while the teacher works with other groups – this is proving very successful if the IT works.
- c. **MONITORING & EVALUATION – To further develop and strengthen a rigorous monitoring and evaluation system that holds everyone accountable:**
- **Action 3.01:** All teachers are doing a training of their choice, set during their PM meetings: (Nicky – HLTA; DC – ECT training; RS – ELSA training; PH – NPQH; LC – not sure but deciding soon; ML – Perf Man tomorrow but doing dyslexia training).
- **Monitoring System Communication:** Monitoring tables - Math and English Scrutiny reports have been produced and sent to Governors. Gobs need to know the impact of this work as what is in the reports is good but too general. JW suggested we would like to see the number of children working below at, and above age-related expectation and how this develops over time. PH does have this information and will provide an anonymous overview. In future PH will include this information in the HT Report.

7. MONITORING AND EVALUATION (HT REPORT)

- **School numbers:** Two new children were expected today but they did not turn up. PH to find out the reason.
- **Attendance** could be better; many children have been ill. Any children who are continuously late, arriving after the register is closed are registered as absent – staff are aware of any of these instances and endeavour to support families appropriately.
- **My concern -**
- **Keeping children safe in education:** PH to send ASAP – done. ‘My Concern’ is used to monitor and track at risk children (the system is having a few issues at the moment, but staff are managing while it’s being sorted out.). PREVENT Training has been completed by Gobs.
- **Safe Recruitment:** JW and LB still have to complete this course.
- **Safeguarding Policies:** JW mentioned that all staff members must sign that they have read all safeguarding policies. This is an OFSTED requirement. PH will check this again.
- **Health & Safety and Premises update:** There is a Condition Survey done in 2021. It appears that some work needs to be carried out on the building, part of which will have to be paid by the school. HJ and LB to look into this in more detail. It was confirmed that HJ is the H&S Governor.
- **Visits into school:** these to be organised with PH.
- **SEND:** some children may need to be on the SEND register; Mrs. Leeson to do assessments for them to ascertain what they need and what focussed support they will need. Gobs have asked for an overview of how well our SEND students are doing with a regular update.
- **Curriculum:** staff did some training with Cornerstones to understand the impact mixed classes have on teaching the CS curriculum. The developers said that the topics are taught in a sequence but will often be covering topics which are more

in depth than ones they haven't done yet rather than in the ideal sequence eg stone age-bronze age- iron age. The guidance is that there is no guidance – only cover what is prescribed in the order prescribed.

- **Quality of Teaching & Learning:** Drop-in observations have been done and reported. JW has asked that Governors know what they are, what is being done, where they are good or could be better. She would like to receive a regular update which is kept confidential but so it tells us that the teaching of any particular subject, skill, practice, etc is as good or better than what would be expected and if not, what is being done about it.
- **New staff members:** staff set performance indicators & goals, have general discussions and mentoring & guidance specific to the staff member.
- **Mental health and wellbeing:** JW asked that Govs receive the results of the staff, children's and parent's surveys when they are ready. would appreciate a regular update on this subject from RS so we have a general idea of how staff are and what is being done should there be problems.
- **Results of Parents Survey:** PH to send this to Governors.

8. PUPIL PREMIUM/SEND PUPILS

- JW did a review and will provide a write-up. Governors have asked for a standing agenda item on generally how our PP and SEND students are doing.

9. FINANCE

- In the absence of PR, LB will monitor finance. PH is organising a meeting with the accountant.

10. ACADEMISATION – GOVS RESOLUTION

- PH had a meeting with John Abbot to get some clarification about the statements made by Amelia Walker.
- PH further had a positive meeting with Tina Wilkes of the Bath & Wells Diocese. His first choice is still the Huish Trust, his second choice would be the Bath & Wells Trust. Distance does not play a role as both Trust 'centres' are at equal distance from West Coker.

11. ACADEMY STATUS

- See above.

12. MONITORING

- Already discussed under item 7.

13. POLICY REVIEW – it was confirmed that there are none to formally review at this time.

14. **ANY OTHER BUSINESS** – PH will send the latest SEF out. JW wanted, on behalf of Governors to pass on a big thank you to all staff for their hard work this term, and especially with the prospect of an OFSTED inspection looming!

15. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Monday 30 January 2023 at 17.00
- Monday 13 March 2023 at 17.00

The meeting closed at 19:55

ACTION SHEET

ACTIONS FROM MEETING DATED 5TH DECEMBER 2022

Number	Action	By whom	Status
1.	JW to email CM regarding her status of governor	JW	
2.	PH to check with RB (Office Admin) whether the updated Policy Review Schedule has been circulated	PH	
3.	Reading-completed RAGGED overview to be circulated to Governors	PH	
4.	Monitoring tables: an overview of the children's progress on an anonymous basis to be circulated to Governors and to be included in HT report	PH	
5.	Two new pupils were expected on 5 December, but they did not turn up. HT to find out why	PH	
6.	Keeping children safe in education: HT to send out ???????	PH	
7.	Ofsted requirement: all staff members have sign that they have read all safeguarding policies. HT to check and inform Governors	PH	
8.	Health & Safety and Premises update 2021: HJ and LB to look into actions to be taken and financial consequences	HJ, LB	
9.	Drop-in observations: regular update of progress to be circulated to governors	PH	
10.	Mental Health and Wellbeing: provide regular update to governors	RS	

11.	Results of Parents Survey to be sent to Governors	PH	
12.	Safer Recruitment Training to be completed by JW and LB	JW, LB	

J. Williams
