

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON THURSDAY 11th JANUARY 2024 AT 12PM**

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

ABSENT: N/A

1. APOLOGIES

- No one was 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

- No items were raised.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on 19th October 2023 were agreed to be an accurate record and were signed by the Chair.

5. MATTERS ARISING

- There were no matters arising to discuss.

6. FINANCE

- All were pleasantly surprised to hear the schools' finances were within budget.
- HT to attend finance and budget training in February.
- LB to meet with HT and Finance Dept. after above training completed.

7. SCHOOL DEVELOPMENT PLAN

- Updated SDP to be circulated to all Governors by HT.
- It was decided that an advert should be placed in the local 'Ropewalker' and on the school's Facebook page to encourage volunteers to attend school to listen to readers.

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 new starter in Year 4, Year 5 and 1 new starter in Reception. Total pupil number now 31.
- **Attendance**
- Nationally, attendance for this academic year is running at about 4.8% in state-funded primary schools (3.3% authorised and 1.5% unauthorised).
- The school has had a lot of children with ill health, hence the high Authorised figure. Of these, there is currently no concern that children are being kept off for mild illness.
- Attendance letters were handed out at discussion at Parents' evening.
- Two children that were on part-time timetables are now in school full-time, the part-time TT having served its purpose- both children attending happily.
- One child is persistently late. HT has spoken to parents and raised the importance on attending on time. Health difficulties are currently making the mornings difficult for them.
- Governors asked if the attendance book was still being used. HT to confirm this after speaking with the office.
- Governors wondered what support was in place for parents. PFSA etc. RS confirmed training had been done but the focus was on the child rather than parent.

Exclusions

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

8.2 Safeguarding

- All staff up to date re. training.
- The school is monitoring 9 children with identified safeguarding needs which have the potential to escalate.
- MyConcern: 8 Concerns added concerning 6 children.
- The recording of 'low level' concerns is giving the school the opportunity to look for the bigger picture.
- 2 concerns for 'poor behaviour' have been made, parents have been spoken to to make them aware of events and to see if there can be any adjustments or support applied at home.
- Data for the SAR has been gathered and HT is in communication with County to make sure they are fully compliant.
- The Safeguarding Audit is open. Significantly more complex compared to last year.
- JW to arrange dates to go through audit with HT.

8.3 Curriculum

- Knowledge organisers are going to be sent home, giving parents access to the work children have been doing and the opportunity to support their learning.
- HT to contact Middle Chinook re. Cornerstones Curriculum and their curriculum lead model.
- HT to contact Jeremy Handscomb from LA re. curriculum subject leadership and knowledge
- English:
- Mrs Cottle has completed drop-in observations with some good ideas for improving the in-class provision.
- Maths:
- Mr Clapp has begun attending Mathstopia consultant update days.
- PH has completed observations.
- iPads, books and musical instruments have arrived and are ready to be enjoyed by the children.

8.4 Quality of Teaching and Learning (QUOTAL)

- Monitoring timetable – Governor dates to be arranged for this.
- Numeracy observations conducted by HT.
- Performance Management complete.
- Literacy and Numeracy scrutinies complete.

8.5 Finance Report

- Month 7 report distributed by HT.

8.6 Staffing

- Mr Clapp has completed the first term of Year 2 of ECT. Hopeful that they may be able to bring the course to a conclusion at the end of two years.
- Mrs Cottle PM is to complete training- NPQSL (senior leadership).
- Miss Clarke PM is to complete training- Art and DT subject leadership.
- Miss Hannam PM is to complete training- EYFS and Nursery management.
- Mrs Oerenshaw- Complete trial period and Maths training.
- Advertising for a Crossing Controller (mornings only) with a Caretaker role included in an attempt to make the role worthwhile and attract applicants. HT confirmed there had been two applicants so far.
- Governors were keen to ensure RS was receiving correct pay for extra hours spent mentoring Mr. Clapp.

8.7 Health & Safety and Premises

- Monthly Fire safety submissions to Civica up to date.
- Asbestos requirements being brought up to date.
- Michelle Martin, LA Landscape architect has produced a plan of the proposed covered outside area for consideration. Governors asked if the HT was happy with plans received, HT has had to go back to them as plans not what is wanted by school. Adaptations to be made and reviewed once more.
- One staff toilet is sufficient for the school because of the historical context.
- The Wifi around the school has been upgraded.

8.8 Visits into School (Dates in Monitoring Timetable)

- JW and PH have met for a safeguarding update.
- LB discussed vision and values with PH and Lizzie Jeanes from the diocese.
- Governors to arrange dates.
- Governors to meet themselves in March to discuss Ofsted Questions.

8.9 Mental Health and Wellbeing

- Wellbeing group now has 3 parents involved.
- Wellbeing parent surveys were sent out. 4 completed despite raffle ticket for a bottle for each returned survey.
- Governors stressed the need for support and asked HT and RS if they were able to speak/support each other. Both agreed they were happy they were able to do this often if needed.

8.10 Dates

- A list of dates was included within the Headteachers Report for upcoming events.

8.11 SEF Self-Evaluation Form

- SEF Report was circulated to governors prior to the meeting.

9. SIAMs

- **Mick Collins (Church Warden) was present for the majority of the meeting.**
- HT stated not much had changed since the last FGB meeting.
- The School Council is running, and evidence is needed to show the children are being encouraged to see imbalances in the world (without getting too political). An example of this would be for the school to support a global charity such as Water Aid. HT would like this discussion to be had amongst the children in the school council and then in assemblies. The church warden, present for the meeting, gave a small list of charities supported by the Church. Governors also contributed a small list of global charities the school could support. HT intending on presenting a list of suitable charities to the school council and letting the children decide on the charity they'd like to support.
- HT to look at SIAMs IQ's and review with governors.
- HT and LB will look at first IQ after half term and will then review with governors at the next FGB meeting.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data. JW to book date.
- **SEND** – Annual SEND Report was circulated to Governors before the meeting.
- Governors queried why all children had been included within the SEND Attainment and Progress Table. That, it would be more useful to only see only SEND children. Governors concerned that this table didn't clearly show what progress was being

made. JW brought an example of the type of report that should be being sent to governors.

- It was agreed that JW and HJ would meet with ML in order to try and demonstrate what it is they would like to see on the SEND Reports moving forward.
- JW reiterated that governors are strategic, not operational.

11. ACADEMY STATUS

- HT met with John Abbott (Chief Executive Officer of the Richard Huish Trust (RHT)) and other staff within the Trust. All was very positive and encouraging.
- HT also spoke to the Diocese regarding Academisation, concerns still being expressed with regards to the geography of the potential RHT amalgamation.
- HT still strongly in favour of joining the RHT as he feels this is what is in the best interest for West Coker C of E VC Primary School. That, the RHT would allow West Coker to have a voice as is a much smaller Trust than that of the Diocese. He also feels the RHT would want to see West Coker C of E VC Primary School flourish and would be the best in supporting this. **Governors all in favour of this.**

12. MONITORING

- HT sent sign up email for Governors. All to sign up.
- RS to lead SEND Walk in November
- JW to find RS Safeguarding checklist from Governor Key and will discuss with RS and ML when they meet.

13. ANY OTHER BUSINESS

- LB to attend a Core Group meeting in November. Informed other Governors to record progress seen and e-mail to HT. OFSTED like to see this.
- Governors raised concerns over the appearance of the new school website, they felt it was 'dry' and was less informative than the previous. They suggested more pictures and for the content to be more inspirational. Website to be put on the agenda for the next meeting.

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Thursday 7th December at 12pm.

The meeting closed at 13:30.

Action Table

No.	<u>Actions</u>	<u>By Whom</u>
1	Development Plan to be created between Govs and SENDCo.	JW

2	Govs to sign up to monitoring timetable – to phone RB with dates/times.	JW, LB, HJ,
3	Pen Portraits to be sent to RB to upload onto new website.	CM
4	Website to be added to the agenda of the next meeting.	CM

J. Williams
