

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON WEDNESDAY 5TH JULY 2023 AT 12PM**

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

ABSENT: P. Reddish

1. APOLOGIES

- No apologies were received prior to the meeting.

2. DECLARATIONS OF INTEREST AND NOTICES OF CONFIDENTIAL ITEMS

- No Declarations of Interest or Confidential Items were raised.

3. MATTERS OF URGENCY

- **Election of Chair/Vice Chair.**
- It was agreed by all that JW was to remain in the position as Chair of Governors and that HJ & LB would share the role of Vice Chair between them.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on Wednesday 10th May 2023 were agreed to be an accurate record and were signed by the Chair.

5. MATTERS ARISING

- There were no matters arising from the minutes of the meeting held on 10th May 2023.

6. FINANCE

- Due to system errors, there had been no financial report provided. HT hoping to receive month 4/5 report soon.

7. SCHOOL DEVELOPMENT PLAN

- Zoe Crarer met with HT & ML and discussed SEN. Looked at an overhaul but decided to implement what is already in use.

- Somerset Council are producing a second draft of its development plan for SEND that is due out in September 2023. The new list 3 steps, if works, would result in smaller amounts of pupils joining the SEND register.
- RS expressed concerns that she is currently able to do less interventions due to there being so much paperwork involved. That recording 'Chronologies' is time consuming. HT confirmed conversations were to be had with ML to look at this. JW commented that teachers should not be writing to record interventions for the sake of it, all should be conscious of staff workloads. HT suggested scanning forms to help save time and also save transferring/re-typing. HT is confident staff will find a solution.

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:

- There were 4 new starters confirmed for Reception.
- 1 new starter into Year 4 with high level SEMH needs.
- 1 new starter into Year 5.
- 2 families have expressed interest which could result in a possible 3 new starters.
- 2 children left from Year 6.
- 2 Ukrainian children are returning to Ukraine. (1 from Year 2 and 1 from Year 4).
- 1 child leaving Year 2 as a place has become available at their local school where a younger sibling has secured a place in Reception.

- Attendance

- Attendance figures throughout the year have slipped below the national average. JW asked HT if this was a concern to him, HT replied he was concerned that it may flag up due to it falling below the national average and he is interested to see how the next year will go.

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 7 children with identified safeguarding needs which have the same potential to escalate. Gvs thought 7 children was a lot, HT explained this is usually due to it consisting of families.
- Four concerns were added to MyConcern.
- Governors to join 'Keeping Children Safe' training on an inset day in September.

8.3 Curriculum

- Jeremy Handscomb visited the school to meet HT and discuss support for mixed class teaching in foundation subjects. Further conversations will take place in September to arrange training. Videos are available online to support planning and delivery.
- HT visited Somerset Bridge School to discuss the use of knowledge organisers. These will be introduced from September and will provide children with the backbone of knowledge required for each unit taught in every subject.
- HT has contacted the suggested school for conversations around Cornerstones but has yet to receive a reply.

English:

- Wordsmith subscription is running and saving teachers' time. Units will be matched to Topic and Science from September.

Cornerstones Maestro Curriculum:

- Knowledge organisers and vocabulary provided will be crucial in supporting West Coker's knowledge organisers from September.
- JW asked why Cornerstones do not provide knowledge organisers – HT and RS confirmed they do, but they contain too much information, 'information overload'. They intend on using them as a template as they are too text heavy. They are a useful document for teachers, however.
- JW then mentioned Twinkle – HT and RS confirmed they use Twinkle knowledge organisers.

8.4 Quality of Teaching and Learning (QUOTAL)

- Drop-in observations support the evidence of book scrutinies that teaching and learning is good throughout the school.

8.5 Finance Report

- The new FMS introduced by County has had some teething problems, so the month 3 report will hopefully become month 4/possibly 5.

8.6 Staffing

- VP has moved to Voyager Class where she is making a valuable contribution.
- Mrs Cottle is back and working full time.
- Mr Clapp's ECT programme continues well with a very positive review of his performance to date, supported by teaching observations.

8.7 Health & Safety and Premises

- A competitive quote for external decoration works has been received. **Governors approved.**

8.8 Visits into School (Dates in Monitoring Timetable)

- JW and HT have programmed regular fortnightly update meetings to ensure there are clear communication opportunities. These have occurred at least this regularly.

8.9 Mental Health and Wellbeing

- Wellbeing surveys distributed to parents to ascertain their understanding of the school's approach.
- Neurodiversity and LGBTQ+ courses being completed by RS.

8.10 SEND

- Consultation with LA SEND advisors has resulted in an agreed development plan that will inform the SDP from September.

8.11 DATA

- Whole school data will be distributed to governors once its available.

8.12 Dates

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

8.13 SEF Self-Evaluation Form

- N/A

9. SIAMs

- LB queried with HT if West Coker was on the list of schools due to be inspected next year. HT confirmed that at present, the school is not on the list.
- Governors agreed they would meet to discuss the six questions to gain a better understanding of the new criteria needing to be met. HT and staff are to discuss said criteria in staff meetings starting from September. One question per month and will feedback to governors.
- SIAMs and SEND to be removed from HT Report.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data.
- **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.

- It was agreed that within the first half term of the new academic year, 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.

11. ACADEMY STATUS

- There has been no change in the Academisation process.

12. MONITORING

- See HT Report.

13. ANY OTHER BUSINESS

- No other business was discussed.

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Thursday 19th October 2023.
- Wednesday 29th November 2023.

The meeting closed at 13:30.


