

WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON MONDAY 14th JULY 2025

IN ATTENDANCE: P. Hyland (Headteacher), H. James (Curriculum & HS Link), L. Boersma (Foundation Governor), R. Edwards (Staff & SEND Link), J. Gunning (Co-Opted Governor & Safeguarding Link), T. Gillingham (Parent Governor) and C. Murphy (Clerk).

1. ABSENT APOLOGIES

- Rev. P. Macaulay was absent due to illness.

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

- HJ's term was renewed for another four-year term.
- RE's last Governor's meeting. Rebecca Kilburn is to take over as Staff & SEND Governor from September 2025.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on the 17th of March 2025 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

- HT and JG had recently discussed the draft budget with the schools' financial officer. The school is forecasted to be in a deficit. HT producing a report to discuss with JG & HJ and will then send to County.
- JG stated that West Coker is not the only school in this position and that there are many schools in a worse position.

7. SCHOOL DEVELOPMENT PLAN

- Updated SDP circulated.
- HT informed Governors that overall attendance had increased. He has circulated the NHS leaflet ("When to keep your child off from school").
- Governors were all in agreement that the schools' relationship with families is very good and that we should all continue doing what we know we are already good at.

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:

- No new starters. 3 new starters to join Reception in September 2025.
- 2 leavers from Yr4
- 3 leaving Yr6

This currently gives us a roll of 26.

Attendance

- Penalty notice requested to parent re. family holiday.
- Letters sent to parents regarding persistent low attendance (<95%) to be handed out at gate with a chat, rather than by post/email.
- REV PM asked if there was anything Governors could do to help with children and families with regards to school life in general/helping with attendance. Rev PM told HT to share his contact details within the school to parents etc in case they would like any additional help.

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 2 families.
- School continues to host these meetings for one family every 6 weeks to provide support. EHA submitted. Awaiting response.
- To address absence. As of yet, no change in attendance. County is involved in the meetings, and an attendance contract has been drawn up.
- HT and JG met for update and scrutiny.
- Concerns regarding 4 children are currently being monitored.

8.3 Curriculum

- RK supported by LA has completed the History and Geography curriculum.
- SATs completed successfully. Results as anticipated.
- Children entered the Hardington Fayre art competition. 2 received commendations.
- School production was a huge success. 'Bombs and Blackberries' - a WW2 evacuation story. The production was very well received. Both children and staff worked very hard and deserve thanks for the efforts made.
- The Summer Fayre was very successful raising approx. £600 for the school. WI support for the cakes and teas was very appreciated, as was Rev. Phil in the stocks.
- The return visit by KS1 to the Twine Works to see the flax as it grows was enjoyed by all, with the bonus of vintage cars to be photographed in.
- The RSPCA came and presented a talk on the work they do and then specifically about hedgehogs. Children all made a clay hedgehog to take home.
- A 'thank you' BBQ was held – approx. 30 guests were expected.
- Play pod is changing lunchtime outdoor play. All children are engaged in imaginative play, unless playing football. They are mixing in different groups and there are many fewer low-level niggles between children.

8.4 Quality of Teaching and Learning (QUOTAL)

- Maths and Literacy scrutinies to take place as timetabled.
- Data sent out in separate document.
- SATs completed.

8.5 Finance Report

- Extension granted for the recovery plan due to budget support missing an email asking for it. HT has since met with the budget team and the strategic lead for Somerset schools.
- The school computer server has to be replaced ahead of schedule as the new information management system does not work on the existing machine.
- A decision needs to be made as to whether the school continues with laptops or will move to iPads. HT to decide by September.

8.6 Staffing

- Long term absences are being managed with support from HR.
- The possibility of a dual headship is being explored.

8.7 Health & Safety and Premises

- Equipment on the playground requires some maintenance.
- Due to the cost of surveying the school bell, a handbell has been purchased. The option of fundraising to help with the cost of assessing and repairing the school bell is being explored.
- Still awaiting repairs to the cleaning shed. Currently using the boiler room.

8.8 Visits into School (Dates in Monitoring Timetable)

- Ethos Committee preparing for the SIAMS visit 2025/2026.
- Safeguarding Governor
- Curriculum Governor
- Gary Saul-Paterson (HT Welfare)
- John Jeffries (SIP)
- Laura Mercy (Cornerstones Literacy Hub)

8.9 Mental Health and Wellbeing

- 2 staff opted for a surgery with RE.

8.10 SEND

- A report was sent to all Governors before the meeting.
- Governors still concerned the report doesn't show progress being made.
- HJ stated that if she was asked what progress children with an EHCP were making from the report given, she would be unable to answer.
- Governors were complimentary of the report but just felt as governors, they were unsure it is showing them what they would like to see. When the governors attend visits, they will ask to see evidence of progress made within the children's work.

8.11 Dates

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

8.12 SEF Self-Evaluation Form

- N/A

9. SIAMs

- Policies all reviewed. Agreed by all governors that they can be added to the website.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data.
- **SEND** – No change since the last meeting. No report sent.

11. MONITORING

- JG to arrange meeting for Safeguarding/Data.
- LB to complete RE monitoring.
- HJ to arrange meeting with RK to look at the curriculum.

12. 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.

13. ANY OTHER BUSINESS

- T.Gillingham to become Co-Opted Governor
- New Parent Governor to recruit.

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Thursday 2nd October 2025 at 1pm
- Thursday 20th November at 1pm

The meeting closed at 3pm.

Helen James
