

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON WEDNESDAY 15TH MARCH 2023 AT 12PM**

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

- No items were raised.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on Tuesday 31st January 2023 were agreed to be an accurate record and were signed by the Chair.

5. MATTERS ARISING

- LB confirmed her DBS is complete.
- Governor status of JW requires no further action.
- JW thanked all the staff for their hard work and congratulated them all on their very recent Ofsted inspection on 14th March 2023. JW & HT to circulate the report once received back from Ofsted. To be discussed at next meeting.

6. SCHOOL DEVELOPMENT PLAN

- HT to circulate once updated.
- HT happy progress is being made.

7. MONITORING AND EVALUATION (HT REPORT)

The HT Report had been circulated to all governors prior to the meeting. All confirmed they had read it.

7.1

- **School numbers:** There had been no new starters. Maintaining the current roll as 29 pupils.
- **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.
- HT & JW trying to meet regularly. JW suggests RB (Office Admin) sets up a template to help HT's workload in future with documents such as HT Report.
- HJ commented on low attendance figures and questioned this. HT explained letters were being sent home to parents the next day re. attendance and also debated as to whether the registration time window should be extended. All governors suggested the time of 09:15am as a 'cut off' time for the register to close.

Exclusions

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

7.2 Safeguarding

- All staff up to date re. training
- There are currently 7 children involved in Thrive style interventions of these, 3 are in a Talkabout group. Daily catchups continue with children that come into school in need of emotional support.
- MyConcern: No concerns added since last meeting.
- Login issue resolved. Former pupil appearing on the concerns list is still an outstanding issue.
- Safeguarding Governor (JW) has met with HT to discuss Safeguarding – 11/01/23
- HJ asked whether Thrive style interventions were working. RS was confident they were. She stated there was a constant stream of children with a lot of emotional needs. Children would seek out RS and identify/verbalise what is wrong and what they needed. RS confirmed the time out of the classroom was getting shorter resulting in a lesser impact on their learning.

7.3 Curriculum

Maths:

- WRM videos have a mixed reception with some children very positive and some not so. We will continue at least until half term and continue to monitor results.
- Rehearsing the four operations is having a positive impact on the speed and reliability of children's calculations. More work required.
- Expectations distributed.
- Results from Autumn assessments were very positive. See data.

English:

- Results from Autumn Reading assessments were very positive. See data.
- Results from Autumn writing assessment were very positive. See data.
- Cornerstones Maestro Curriculum:

- Cornerstones tracking shows teachers are using the curriculum to teach the NC expectations and most children are achieving Key Stage related objectives.
- HT positive looking at data – HJ not seeing it tally. PH explained how 7 of the children have a number of learning difficulties which the results do not take into account. JW commends HT and staff for really knowing the children and their individual learning capabilities and asked if perhaps the target needed changing to help reflect this? PH stated that the targets still have to be ambitious.
- JW asked about the Pupil Premium children and their results against target. PH & RS noted that although they may not be reaching the 'national target', they are reaching 'their' target. HT commented that they are able to manage smaller learning groups well with the size of the school.
- LB looking at the targets and asked whether SEND children are not expected to be at target? HT answered one child with EHCP was unlikely to reach target and that it very much depends on each individual child.
- TA from a supply agency is very good and is able to sit with smaller groups of children and manage their individual needs.
- HT explained that because of the mixed year groups in the classes, children are longer than one year 'projects'. We teach objectives from the NC that are from Year 4 and Year 6 to manage the expectations that are in front of children and being talked about in lessons and, although they may not achieve the target this year, although we would expect to see progress towards it, there is still potential for them to do so next year.

After School Clubs:

- Attendance is still high despite limiting numbers to balance ratios.
- Fees will need to increase to cover additional staffing costs due to 1:1 EHCP child attending.

Christmas:

- Christmas Fair was a success. All parents attended, and thanks to the children's hard work and generous community donations, approx. £320 was raised on the day.
- The Nativity was well attended and enjoyed by all.
- Governors asked what the money was going to be used for – HT and RS unsure at present but would rather it be put towards the 'whole school' rather than individual trips for individual classes.
- Carols by Candlelight was a huge success with the church packed and a wonderful festive atmosphere.

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7.4 Quality of Teaching and Learning (QUOTAL)

- Monitoring timetable has been distributed to staff and Gobs to be completed with dates for the year ahead.
- Mrs Cottle breaking her leg as led to a temporary reorganisation of teaching staff. Mr Clapp has taken on the delivery of Discovery's lessons in the morning whilst maintaining his teaching commitment in the afternoons in Voyagers. JW asked how Mr Clapp was with additional workload – JW and all governors pass on their thanks to Mr Clapp.
HT responded Mr Clapp coping very well and that he 'checks-in' with RS regularly.
- Supply cover is in place for a TA, 5 mornings a week in Voyager Class and Thursday AND Friday afternoons in Discovery.

7.5 Finance Report

- Meeting with Charlotte Simmins, LB and HT to be arranged to give scrutiny to the budget.
- Month 9 report is imminent and will hopefully be with us by the meeting.

7.6 Staffing

- JW asked whether VP has attended/received an induction package. HT confirmed she has been on a Teaching assistants training course. Mr Clapp confirms positive improvements are being seen already.
- Mr Clapp's ECT programme is going well with a very positive review of his performance to date.
- Mrs Clarke as beginning the HLTA training in January after a delay to the start date.

7.7 Health & Safety and Premises

- HJ visit 25/01/23.
- A Health & Safety report was circulated to all governors prior to the meeting.
- HT & Staff about to partake in RAMIS Training.
- JW thanked HJ for her report and made an observation about current fire practices. Enquiring as to how often drills take place, when and where it is recorded? HT suggested that in future, potentially, it will be recorded on RAMIS but will be able to confirm after the training.
- JW stressed that a Legionella checklist was needed. RB (Office Admin) is to see to this immediately. JW stressed the importance of having a record.

7.8 Visits into School (Dates in Monitoring Timetable)

- JW and PH have programmed regular fortnightly update meetings to ensure there are clear communication opportunities.
- JW asked HT if the visits into school were working well? HT confirmed they were. HT has met with John Jeffries who was very positive about HT, staff and governing body.

7.9 Mental Health and Wellbeing

- Wellbeing surveys and AP distributed to Governors prior to meeting.
- JW sympathised that working in a school can be difficult.
- A point raised from the survey 'I am able to switch off and not dwell on work issues' which scored low among staff was discussed. HT & RS were happy that they were keen to ensure staff go home at a sensible time. HT suggested introducing a works phone for the HT so work emails are not coming to his personal phone, and that staff don't have work emails on their own personal phones enabling them to switch off when not at work. They can turn on a laptop if they choose to check work emails, but they are not having email alerts from school constantly when at home.

- Staff members have been contacted on weekends through their private phones after having their numbers used from a PTFA group. HT stated parents have to realise they should not be contacting school staff on weekends. JW suggested adding a statement to letters being sent home to parents notifying them that emails will be replied to only within school hours and have an 'auto reply' set up. HT stated that social media and Covid has blurred the boundaries.
- It was mutually agreed by all present that HT would issue information to parents informing them that staff and governors have made the decision to block all parental phone numbers from their own personal phones to prevent contact being made out of school hours.
- JW concerned about the overall feedback and asked what was to be done to improve moving forward. RS met with all staff after the survey to discuss results face to face. She made a list that is now discussed and added to (if needed) in weekly staff meetings. They will continue to meet and discuss once a term. An action plan has been put into place.
- JW and governors requested staff let them know how they can help also.

7.10 SEND

- An updated SEND 'Nutshell' was distributed to all governors before the meeting.

7.11 SIAMS

- Not included in HT Report due to there being no update.
- LB to attend course.

7.12 Dates

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

8. PUPIL PREMIUM/SEND PUPILS

- An updated SEND 'Nutshell' was distributed to all governors before the meeting.
- HJ thanked HT for the report and how clearly it sets out the data but was concerned it didn't give an impact. JW and LB agreed. Because of the high levels of SEN pupils within the school, governors would really like to know exactly how many pupils these figures relate to. HT stated this document was not the correct place for this, Mel and SENDCo to write and document data going forward.
- JW asked for this document to include Pupil Premium information to make it easier if/when questioned by OFSTED. HT to get RB (Office Admin) to create more detailed information for the next governors meeting.

9. FINANCE

- A financial report was circulated to all governors before the meeting.

9.1 Finance – Core Offer

- **Meeting had not been held at time of governor meeting.**
- HT currently undecided as to which package to purchase. Basic package or the more expensive which is very expensive.
- PR works for another school and confirmed they had opted for the basic package (60 hours) which, when broken down, is actually a lot when short calls etc don't count towards your hours. PR stated you are more time conscious if paying for the hours so likely to utilise time more efficiently.
- HT confirmed a zoom meeting is to be held for governors once the Core Offer meeting has been held.

10. ACADEMISATION – GOVS RESOLUTION

- Both the Bath & Wells Diocese and the Midsomer Norton Trust are keen for West Coker C OF E VC Primary School to join within their trusts.
- Richard Huish Multi-Academy Trust has no 'hub' in the local area. JW expressed the distance between the school and RH MAT has always been a concern for her.
- HT has spoken to John Abbott who is currently taking legal proceedings against County. HT has told John Abbott that he is solely focussed on OFSTED at present and will not be making any next steps until there has been a court judgement made.
- HT still confident in choice of potentially joining the RH MAT as is not far away, is excellent in supporting other church schools. HT cannot see any benefits in joining other trusts over RH MAT at present.

11. ACADEMY STATUS

- There has been no change in the Academisation process.
(See above).

12. MONITORING

- Already discussed under item 7.

13. POLICY REVIEW

- Policies are to be dealt with outside of governor meetings going forward.

14. ANY OTHER BUSINESS

- SharePoint – it was queried as to whether there is currently a SharePoint we could all use and upload documents etc. Governor Hub facilitates this, and access information has been sent out to all governors previously. CM to research and demonstrate use of the SharePoint to governors during the next meeting.
- LB also raised concern over the current state of the schools website and suggested it needed updating. HT conscious of this and is currently waiting until a decision has been made re. Academisation before any amendments made as doesn't want to waste money creating a new website only to join a MAT and they then take over the running of it.

15. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Monday 15th of March 2023 at 12pm.

The meeting closed at 19:20

ACTION SHEET

ACTIONS FROM MEETING DATED 31st January 2023

	Action	By whom	Status
1.	CM to investigate gov status of JW	CM	Ongoing
2.	LB to attend course – SIAMs	LB	
3.	Online meeting for governors re. Core Offer to be arranged.	HT	
4.	Office Admin to prepare Pupil Premium statistics ahead of next meeting.	RB/HT	
5.	SharePoint/Governor Hub to be explored and demonstrated in the next meeting.	CM	

