

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON THURSDAY 28th MARCH AT 12PM**

IN ATTENDANCE: P. Hyland (Headteacher), H. James (Curriculum & HS Link), L. Boersma (Foundation Governor), J.Gunning and C. Murphy (Clerk).

ABSENT: R.Sibthorpe (Staff & SEND Link) and J.Williams (Chair of Governors & Safeguarding Link).

1. APOLOGIES

- Apologies were received by the HT and Clerk ahead of the meeting from both Governors.

2. DECLARATIONS OF INTEREST AND NOTICES OF CONFIDENTIAL ITEMS

- No Declarations of Interest or Confidential Items were raised.

3. MATTERS OF URGENCY

- J.Gunning was voted in as Governor – All present were in favour.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on 11th January 2024 were agreed to be an accurate record and were signed by the Chair.
- Governors queried with the HT if all of the actions discussed in the previous meeting had been completed, it was agreed any that were incomplete were to be resolved ahead of the next meeting. HJ volunteered to help with placing an advert in the local 'Ropewalker' to try and encourage the local community to come in and listen to readers.

5. MATTERS ARISING

- There were no matters arising to discuss.

6. FINANCE

- A budget report was produced and sent out to all Governors ahead of the meeting. All had confirmed they had read it.
- HT explained the initial £40,000 deficit was incorrect. When speaking with the finance team, they discovered funding had been wrongly allocated. The school is not in a £40,000 deficit and is 'back in the black' which is a really positive position to be in when compared to other schools.

- ML attended a course and is now in the process of re-costing everything to ensure the SENCo team are receiving the correct funds due.
- HJ queried whether the Capital Grant can be used for the outside area that is due to be redeveloped. HT explained that he is trying to fundraise as much of the £21k target themselves so as not to use much, if any, of the Capital Grant as these funds are also needed to provide the school with new classroom tables and chairs. He is planning on fundraising with help from the church and the Seedlings Foundation.
- HJ Declaration of Interest – HJ is part of the Seedlings Foundation.

7. SCHOOL DEVELOPMENT PLAN

- No SDP sent out before meeting – HT gave a brief update.
- Reading was ragged 'Green' across the board.
- The English Hub provided training for Mrs Cottle. Mr Clapp is to attend this also.
- Cornerstones ragged 'Orange'. Cornerstones is being used across all subjects. Teachers have found the use of quizzes are helping to improve the children's knowledge retention. HT explained there is a huge expectation for children to have the ability to articulate their learning.

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 Reception and also 1 new starter in Year 4.
- 1 pupil from Year 5 left to be home schooled.
- **Attendance**
 - Nationally, attendance for this academic year is running at about 5% in state-funded primary schools (3.8% authorised and 1.2% 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. The figures are heavily impacted by a few children with very poor attendance.
 - One child in year 6 with persistent lateness, previously addressed with parents, has seen an improvement in timely attendance.
 - One child with very poor attendance in Year 1. Met with Mum and discussed the need for open communication so the school is aware of reasons for absence. Legitimate medical reasons for the absences were shared.

Exclusions

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

8.2 Safeguarding

- All staff are up to date following staff updates and reminders.
- The school is monitoring 4 children with identified safeguarding needs which have the potential to escalate.
- MyConcern: 22 Concerns added concerning 6 children.
- TAF meetings have been/ are being arranged for 2 families with needs that reflect contextual safeguarding, not in school behaviour or disclosure.
- MyConcern Audit has been completed by the Safeguarding company *(service provider) and practise had been adjusted accordingly to make sure we recording and triaging concerns correctly.
- The Safeguarding Audit has been completed by PH supported by JW.

8.3 Curriculum

- Knowledge organisers are live on the school website.
- PH has contacted Middle Chinook re. Cornerstones Curriculum and their curriculum lead model. A useful meeting took place resulting in a model for subject leadership that involves all core staff. Resulting in a subject scrutiny of science.
- PH has contact Jeremy Handscomb from LA re. curriculum subject leadership and knowledge. The meeting has given staff a clearer knowledge of documentation that could be produced to support the curriculum, but this still gives the feeling that we are reproducing information that is on the Cornerstones website.
- English: LC has been subscribed to the Somerset Literacy Network and book scrutinies have taken place.
- Maths: DC has attended Mathstopia consultant update days.
- DC has completed subject leader lesson observations.
- Book scrutinies have taken place.

8.4 Quality of Teaching and Learning (QUOTAL)

- Monitoring timetable – Governor dates need to be arranged.
- Performance Management reviews complete

8.5 Finance Report

- Provisional budget distributed following a meeting with the school's LA finance officer and governors.

8.6 Staffing

- DC has completed the second term of Year 2 of ECT. Hopeful that we may be able to bring the course to a conclusion at the end of two years.
- LC is to completing NPQSL (senior leadership).
- NC is focusing on training in SEND interventions, in a change to PM prescribed learning.

- TH is completing training- EYFS and Nursery management.
- LO has completed probationary period and is established as valuable member of the school staff.
- A new TA has been appointed following an EHCP child joining the school in Reception. TH volunteered to change her contract to support this child as the school was unable to appoint a suitable TA.
- A part-time apprentice has been appointed to support Voyager Class in the afternoons.

8.7 Health & Safety and Premises

- Monthly Fire safety submissions to Civica up to date.
- Asbestos requirements brought up to date.
- An outside area has been costed and fundraising has begun.

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.

8.9 Mental Health and Wellbeing

- Wellbeing group now has 2 parents involved following the departure of one parent member.
- Staff wellbeing surgeries have been completed and progress against the action plan judged.

8.10 Dates

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

8.11 SEF Self-Evaluation Form

- N/A

9. SIAMs

- LB met with the Church Warden (MC) to discuss the school's vision. They concluded that the current vision was too complicated for children to understand and proposed a change. The vision has been re-phrased. It was decided that the Christian story used would remain. The diocese has already approved the new vision and LB presented to governors in order to gain their approval before putting it onto the school's website.

- ***'Working together to grow and flourish' – Strap***
- ***'We aim for every child to flourish. Supported by our core values, children consider all that they say and do, grow in confidence, and value the contribution of others.'***

Taking inspiration from Christian stories, we ensure we are inclusive of all, and value religious, social and cultural differences'. – Proposed new Vision.

- LB proposes to set up an Ethos Committee which will meet three times per year to develop the schools theologically rooted vision and to prepare the six SIAMS questions and answers. These will also be discussed in Governor meetings.
- All voted to adopt the proposed new vision.
- LB to forward the above to JW and RS.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data. To be discussed at next meeting.
- **SEND**
- RS and ML completed Send learning walk.
- JW and RS to arrange SEND meeting with ML.

11. ACADEMY STATUS

- HT confirmed that the school has currently gone 'back to the drawing board' re. Academisation and any decision to be made as there are now new options compared to when the school initially started the process.

12. MONITORING

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

13. SCHOOL WEBSITE

- It was agreed by all that the new school website was to be made a permanent feature on the agenda until all were satisfied with its content.

14. ANY OTHER BUSINESS

- New Governors. Application for potential new Governors was discussed as JW and CM had received emails expressing interest from a small number of people.
- Governor Training – Safer Recruitment Training to be completed in May/June.
- Governors to email CM with training history.

15. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Thursday 9th May 2024 at 15:00
- Thursday 11th July 2024 at 15:00

The meeting closed at 14:10

Action Table

| No. | <u>Actions</u> | <u>By Whom</u> |
|------------|--|-----------------------|
| 1 | Govs to email CM with their training history | All |
| 2 | LB to forward new SIAMs proposal to JW and RS | LB |
| 3 | Governors to meet with RS and ML | Govs |


