

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON MONDAY 17TH MARCH 2025**

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

ABSENT: J.Gunning (Co-Opted Governor & Safeguarding Link), T.Gillingham (Parent Governor).

1. APOLOGIES

- Apologies were received by Mrs Edwards ahead of the meeting as she was unable to attend.

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

- N/A – There were no matters of urgency.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on 2nd December 2024 were agreed to be an accurate record and were signed by the Chair.
- Governors all commented how much they enjoyed the recent phonics lesson they observed with RK and parents.
- HJ asked if the school had been successful in recruiting 1:1 LSA for the new starter – HT replied that it was still ongoing and is currently being covered by agency staff.

5. MATTERS ARISING

- There were no matters arising to discuss.

6. FINANCE

- JG handed Governors a finance document referred to as 'baselining' and explained it briefly. The information is available to all governors via Governor Hub. JG commented that it helps give 'peace of mind' and some reassurance of the schools financial position. JG finds it a really useful tool.

7. SCHOOL DEVELOPMENT PLAN

- HT confirmed there had been no update with the SDP since the last meeting.
- HT going to review RAG ratings with ML
- Updated SDP to be circulated ahead of next meeting.

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 Yr3.
This currently gives us a roll of 28.

Attendance

- Penalty notice requested to parent re. family holiday
- 11 letters sent to parents regarding persistent low attendance (<95%).

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
- PH attending Early Years Update 28/01/25
- TAF meeting has taken place for 1 family at their request. School will continue to host these meetings every 6 weeks to provide support.
- Rebecca Kilburn DDSL – as leadership role develops, triaging and monitoring concerns with HT.
- Concerns regarding 9 children are currently being monitored.

8.3 Curriculum

- PH and RK begun the first steps towards West Coker Curriculum- drivers and golden threads to be identified with staff
- Disciplinary Knowledge to be added to Knowledge Organisers so present on all examples for each subject.
- Cornerstones English Hub are visiting on 16/01/25 to review phonics provision.

8.4 Quality of Teaching and Learning (QUOTAL)

- Drop-in observations have taken place focusing on behaviour management and TA use in the classrooms.

8.5 Finance Report

- We have a new finance officer from county (Jo Canniford). Expecting a visit to school.
- Energy efficiency budget needs to be spent or may be clawed back. This can be spent on typical capital items such as laptops. The school has a need for new student laptop.

8.6 Staffing

- Advert for this 1 to 1 is yet to receive any viable candidates. The needs of the 2 pupils require a degree of experience and maturity not yet seen in applications.
- Roles are being filled with supply staff. This will have an impact on the budget if it continues for too long.
- Governors suggested advertising vacancies in the local ropewalker.

8.7 Health & Safety and Premises

- TG and HJ booked in a H&S audit. 24th January at 1pm.

8.8 Visits into School (Dates in Monitoring Timetable)

- Dorset Rural Music- 15/01/2025, Samba Day and whole school performance.

8.9 Mental Health and Wellbeing

- RS has completed staff wellbeing surveys. Action Plan to be created with PH. Work/life balance, workload and resources identified as common threads.

8.10 Dates

- A list of dates was included within the Headteachers Report for upcoming events.
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8.11 SEF Self-Evaluation Form

- N/A

9. SIAMs

- LB set up date to meet with the Ethos Committee. 4th March at 2pm. HT and Rev. PM to attend.
- Rev PM keen for children to take more of an active role in church services. HT happy for years 5 and 6 to choose a prayer and read them.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data.
- **SEND** – HT circulated SEND report ahead of the meeting.

11. MONITORING

- N/A

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

- N/A

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Monday 17th March 2025 at 1pm
- Monday 19th May 2025 at 1pm
- Monday 14th July 2025 at 1pm

The meeting closed at 2:30pm

Helen James
