

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON WEDNESDAY 10TH MAY 2023 AT 12PM**

IN ATTENDANCE: P. Hyland (Headteacher), J. Williams (Chair), H. James, R. Sibthorpe, L. Boersma, C. Murphy (Clerk) and C. Simmons joined via Microsoft Teams.

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

- 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** – HT confirmed low attendances mainly due to illness.

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: One concern added since the last meeting concerning comments written in a book that was left open.
- Former pupil appearing on the concerns list is resolved.

7.3 Curriculum

Maths:

- WRM videos in KS2 are working smoothly with a pattern established and children are more accepting of them.
- Maths Expectations assessed and complete in both classrooms.
- Mrs Williams, supply TA in Voyager Class, is growing in confidence with Maths, but currently teaching only years 3 and 4.

English:

- English Expectations assessed and complete in both classrooms.
- Wordsmith approached the school with a whole school package, DFE approved, that ensures complete coverage of all writing and SPAG expectations. £186 for the whole school. Both classes trialling is for 60 days.
- HJ asked for an explanation. HT explained the above and stressed the only negative is the amount of planning time it will take away from the teachers.

Cornerstones Maestro Curriculum:

- Subject leaders have been provided with documentation and links to familiarise themselves with subject and curriculum sequencing. Expectations for 'specific knowledge' have been shared and will be followed up next term.

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.

7.4 Quality of Teaching and Learning (QUOTAL)

- Literacy and Numeracy book scrutinies have taken place. Reports circulated to Governors.
- Mrs Cottle has been signed off for a further six weeks.
- Supply cover is in place for a TA, 5 mornings a week in Voyager Class and Thursday and Friday afternoons in Discovery Class.

- Observations programmed for week beginning 13/03/2023. HT confirmed these observations were no longer needed.

7.5 Finance Report

- Meeting with Charlotte Simmins, LB and HT arranged to give scrutiny to the budget. The date agreed for this was 22/03/2023.

7.6 Staffing

- VP's performance is being reviewed weekly.
- Mr Clapp's ECT programme is going well with a very positive review of his performance to date.
- RHT have agreed to allow the HLTA course run for their staff to be attended by Mrs Clarke, in the spirit of co-operation.
- A revised staffing plan from Easter onwards is being costed. This will increase the teaching undertaken by DC and reduce the teaching commitment of RS and HT.
- All Governors agree that DC is a valuable asset and don't want to run the risk of losing him, suggested increasing his hours from .5 to .65/.75 if there is money in the budget to do so.
- Governors all agreed if there is money available, it should be spent on staffing as a priority.

7.7 Health & Safety and Premises

- HJ visit 25/01/23.
- 24/01/2023 P. Hammond Pest Control.
- 02/02/2023 Mark new office heater.
- 06/03/2023 Lee Constil Play equipment check.
- 21/02/2023 A Nardello Bowshers – Lights in Discovery Classroom.
- 01/03/2023 Steve Austin SSE.
- 02/03/2023 Liam Hardy Bowshers Emergency Light test.
- A full Health & Safety audit is due in April 2023.

7.8 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.
- LB has observed assembly and has sat in on RE lessons to get a feel for the teaching of the subject.

7.9 Mental Health and Wellbeing

- Wellbeing surveys and AP distributed to Governors prior to meeting.
- Staff surgeries have taken place (09/03/2023).

7.10 SEND

- HT confirmed there had been no changes since the last 'Nutshell' update.

7.11 DATA

- Pupil Premium breakdown circulated to Governors prior to meeting.

7.12 Dates

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

8. PUPIL PREMIUM/SEND PUPILS

- HT confirmed there had been no changes since the last 'Nutshell' update.
- JW asked if the Governors could be provided with 'attainment' figures, what target are these children working towards (not individual targets). Are they at ARE? HT to get Mel to produce this ahead of the next meeting with Governors.
- JW asked to see evidence of the children reaching their potential or proof that they are at least working towards this to see where they will be at the end of the year. HT confirms this is the data inputted into SIMS and agreed to circulate a SIMS Report.
- JW unable to see progress against termly attainment and targets will hold SENDCo more accountable. It was discussed that HT, JW & SENDCo will contact a Relationships Manager within the Local Authority for a meeting to be held in the hopes of making SENDCo more effective in school.
- HT confirmed he would like clarity on what Teachers/SENDCo are each responsible for.

9. FINANCE

- JW asked details of the 'Underspend'. HT confirmed he will get the figures next week and postpone Finance talks until the next Governors meeting after the new budget/start of the new tax year.
- Meeting with Charlotte Simmins, LB and HT arranged to give scrutiny to the budget. The date agreed for this was 22/03/2023.

9.1 Finance – Core Offer

- E-Mail received with a deadline to either take up the offer or not.
- It was agreed by all that with West Coker C OF E VC Primary School being such a small school, they should opt for the minimum package in the hopes of being academized as soon as possible.
- PR reiterated the urgency for the school to join a Multi-Academy Trust (MAT).

10. ACADEMISATION – GOVS RESOLUTION

- It had been discussed in the previous meeting that no further action was going to take place re. Academisation until The Richard Huish Trust had finalised any court proceedings it currently has with County.
- PR reiterated urgency to join a MAT.
- HT still feels the Richard Huish MAT (RHMAT) is still the best suited to the school.
- All agreed that HT needs to get onto RHMAT to push along and get the Academisation process started as soon as possible.
- JW stated that after Easter, she would like a meeting arranged with John Abbott to visit Richard Huish and look around.

11. ACADEMY STATUS

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

12. MONITORING

- English and Maths visits by LB.
- HJ to arrange visits for next term.

13. ANY OTHER BUSINESS

- An appointment needed to be made for HT to a Mid-Year Review with Governors. Tuesday 21st March 2023. LB and HJ to attend.
- A closing statement from JW and Governors wanting to congratulate all staff on their results for their very recent OFSTED inspection. She thanked them all for their hard work and efforts. HJ asked if we were able to send the results to parents. HT to write in the local 'rope walker' to thank staff and sell the schools potential. HT also confirmed a letter would be sent to parents once the report has been received by the school from OFSTED in the coming weeks.

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Wednesday 10th May 2023 at 12pm.

The meeting closed at 13:30.

ACTION SHEET

ACTIONS FROM MEETING DATED 15TH MARCH 2023.

	Action	By whom	Status
1.	SharePoint to be demonstrated to all.	CM	
2.	HT to contact Relationships Manager at County and schedule meeting with JW & SENDCo.	HT	
3.	Meeting to be arranged with John Abbott for Gobs to visit RHMAT.	JW, HT	
4.	SIMS Report to be circulated to Governors	HT	


