

WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON MONDAY 19TH MAY 2025

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

1. ABSENT APOLOGIES

- N/A – There were no absences.

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 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. See confidential minutes.

7. SCHOOL DEVELOPMENT PLAN

- Updated SDP circulated.
- Metacognition Training to be completed next term (2nd June 2025).
- HT informed Governors that overall attendance had increased. He has circulated the NHS leaflet ("When to keep your child off from school").
- Curriculum will remain a focus as now we are writing our own.
- As the SEND focus drops off, behaviour will become the new focus.

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.
- 1 leaver from Yr1.

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.
- Attendance without one very poor attendee is 94.5%.
- All cases of persistent absence have been discussed. Primarily due to illness with some term time holidays.
- 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.
- DSL update booked for May 2025.
- 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.
- Rebecca Kilburn DDSL – as leadership role develops, triaging and monitoring concerns with HT.
- Concerns regarding 3 children are currently being monitored.

8.3 Curriculum

- Expectations walk to be completed (WB 12/05/2025).
- RK met with Aaron Saturley from LA curriculum support to discuss progress and direction. A productive visit that brought new thinking to the curriculum and future planning.
- A whole school visit to the Abbey Hill Steam Fayre enjoyed by all. A great opportunity for children to witness transportation evolution over the last 200 years.
- KS2 visit to the Twine Works – OSR Arts Week – children visited the workshop and produced clay items themed on 'Thinking in circles' that will be displayed during the Arts Festival later in May.
- KS1 visit to the Twine Works – sowing Flax (linseed) for making rope. Children sowed the seeds and had a go at making their own piece of rope by twisting flax fibres.
- Whole school visit to the Twine Works to see model T-Ford cars as they tour the country celebrating the 100th anniversary of the car. All the children had chance to sit in two models.

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

- The school is required to produce a Financial Recovery Plan. HT will seek support from County. See confidential minutes.
- Quote for laptops obtained to secure energy efficiency funding.
- All subscriptions being reviewed.

8.6 Staffing

- Both long term absences are being supported by Occupational Health. It is as yet unclear whether either will be able to return and fulfil their roles.

8.7 Health & Safety and Premises

- Tree survey – some decay to be further investigated, ivy to be removed from lower trunks (risk of masking damage).
- Condition survey – concerns raised about the bell tower (to be investigated). The asbestos roof to the cleaning shed (material condemned and requires removal, no access to the shed until completed).
- PE equipment survey – minor repairs to some equipment.

8.8 Visits into School (Dates in Monitoring Timetable)

- Ethos Committee preparing for the SIAMS visit 2025/2026.

8.9 Mental Health and Wellbeing

- Surgeries to be booked like Parents Evening, giving staff and option.

8.10 SEND

- Christmas starter still awaiting EHCP.

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

- LB met with the Ethos Committee. 4th March at 2pm. HT and Rev. PM were present.
- LB requested we add the schools' vision onto the website and policies.
- The 6 questions used as part of the SIAMS inspection are being worked through during the Ethos Committee meetings. Almost completed.
- Policies to be finalised for the school website – currently being reviewed by the committee.

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

- Rev PM enquired about the Yr6 leavers service. HT confirmed the date of June 10th. Rev PM offered a banner for them to use at the cathedral.

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Monday 14th July 2025 at 1pm

The meeting closed at 2:30pm

Helen James
