

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON THURSDAY 19TH OCTOBER 2023 AT 12PM**

IN ATTENDANCE: P. Hyland (Headteacher), J. Williams (Chair), H. James, R. Sibthorpe, L. Boersma, C. Murphy (Clerk) and Mick Collins (Church Warden).

ABSENT: N/A

1. APOLOGIES

- No one was 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 Wednesday 5th July 2023 were agreed to be an accurate record and were signed by the Chair.

5. MATTERS ARISING

- Concern that RS felt she was able to complete less interventions with SEND children due to lengthy and time-consuming recording process.
Governors were happy to learn this is not the case anymore and that the situation regarding the recording of interventions was improving and becoming less time consuming.

6. FINANCE

- Due to system errors, there had been no financial report provided. The Headteacher confirmed the reports are being processed and are on their way through the system with County.
- JW received an email apologising for the delay in reports and has been assured that month 7 will be released within the usual timescales.

7. SCHOOL DEVELOPMENT PLAN

- HT circulated documents prior to the meeting.
- There were two priorities picked up by Ofsted in a recent inspection needing improvement, Reading and Curriculum.
- **Reading:** HT would like to improve the current book selection. JW queried why a library subscription was being cancelled. Did the staff not like it? HT explained the 'Somerset Library Service' was expensive and very 'clunky'. The book corners in the classrooms are being revamped, the library service visited but their impact was of little help to the school as the comments were very broad.
- HT felt the only way to buy new books was to wait for offers from various book companies.
- HT confirmed that lots of reading was taking place in classrooms.
- JW added the importance of supporting parents with reading with their children.
- **Curriculum:** HT and RS are both very fond of the new knowledge organisers that are now in use in both classrooms, they are a great aid to the children.
- There are plans in the Early Years classrooms to have the knowledge organisers enlarged and displayed on the classroom walls so as the children can access the information a little easier.
- HT thinks the knowledge organisers are suitable for years 5 and 6 but the younger years may struggle a little. Years 3 and 4 need to be able to use as well. HT and staff need to watch they can integrate/adjust expectations for the younger years, he intends on meeting with Mr. Clapp to sort.
- Mr. Clapp has suggested a TA would be useful to have in the classroom during afternoons as currently there is only one in the mornings. HT to look into the possibility of this.

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:

- There were 4 new starters in Reception.
- 1 new starter into Year 4 with high level SEMH needs.
- 1 new starter into Year 5.
- 1 new starter into Year 1 (Deferred entry so did not attend Reception Year)
- 2 children left from Year 6.
- 2 Ukrainian children are returning to Ukraine. (1 from Year 2 and 1 from Year 4).
- 1 child leaving Year 2 as a place has become available at their local school where a younger sibling has secured a place in Reception.

- **Attendance**
- Attendance figures appear low – HT is aware this is not great. JW added that the figures may be skewed due to the small size of the school. (One child represents 4%, compared to larger schools where this percentage would be much smaller).

Exclusions

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

8.2 Safeguarding

- All staff up to date re. training
- The school is monitoring 9 children with identified safeguarding needs which have the same potential to escalate. Gobs thought 9 children was a lot, HT explained this is usually due to it consisting of families. That, also, its historical. Once a child is to be monitored, the monitoring is then ongoing.
- 11 concerns were added to MyConcern concerning 5 children.
- Staff have been asked to add more 'lightweight' incidents to MyConcern to make sure a pattern is not missed of small concerns that could point to a bigger picture.
- Staff have been asked to record poor behaviour above a threshold to MyConcern. Behaviour is communication so is needed to be collated to look for a pattern. Such behaviours are to include rudeness, hitting, defiance and refusal.
- A SAR was received on the 12/10/23. Contact has been made with the County DPL to guide staff through the procedure. HT has contacted the parent/s to ensure an open dialogue and trust was maintained throughout. The request was not made because of actions the school has taken.

8.3 Curriculum

- Knowledge organisers are being given to children in both classes, giving them access to the knowledge gained within each unit. Where proprietary knowledge organisers are supplied by curriculum providers, they are only used if they meet the school's requirements.
- The 'Kapow' online curriculum is providing resources for PHSE/RSE, Music, Computing and French. Teacher experience is very positive with lessons proving to be engaging and resources easy to use.
- HT has contacted the suggested school for conversations around Cornerstones but is yet to receive a reply.

English:

- Wordsmith Literacy is supporting planning and coverage in both classes. Units from across the year groups are selected to match the topic or Science unit being taught.

Maths:

- White Rose Maths teaching is now supported with additional challenge questions provided by Twinkl, whose maths curriculum is aligned with WRM. This ensures fidelity across the subject.
- New place value mats and counters are being used to support teaching and the impact this has is clear in KS2, with children able to support their independent work using the resources.

- A very kind donation from the Seedlings charity has allowed the school to purchase 15 new iPads, books for the library and new musical instruments.
- HJ asked RS if she has a book list for LGBTQ+. RS confirmed she has and has already purchased books for use in her office. She would like to purchase more copies to have in the library as well as in her office. Governors agreed this would be beneficial for both staff and children.

8.4 Quality of Teaching and Learning (QUOTAL)

- Monitoring timetable circulated to all governors. Dates for in-school monitoring completed, governor monitoring visits to be added.
- Certainties and Expectations distributed and checked.

8.5 Finance Report

- The new FMS introduced by County has multiple issues and finance have been unable to produce budget reports or complete reconciliations. Schools are, therefore, unable to know if they are on budget or not.

8.6 Staffing

- Mr. Clapp's ECT programme continues well with a very positive review of his performance to date, supported by teaching observations.
- Miss Clarke has been unsuccessful in completing the application for an HLTA course.
- Miss Hannam's return has been successful.
- The new Teaching Assistant in Voyager Class is settling well to her role. Gaps in Maths knowledge have been identified and an Open University course has been identified that suits the needs of both the school and teacher.

8.7 Health & Safety and Premises

- The external painted surfaces have been redecorated.
- Civica, the new Health & Safety portal is running, and although better than previous, it is still not user friendly. HT and RB are working to bring all due inspections etc up to date.
- The local authority external works and landscaping team has visited the school to look at improving the school's outdoor provision for EYFS. A plan is being produced before the school will start to request quotes from contractors.
- The existing covered outdoor area has been flagged as possibly being not fit for purpose and likely to be condemned. The glazing is possibly not safety glass and has not been covered in film. If condemned, the county will pay for removal. Re-establishment will be combined with the new outdoor covered area to create a usable, dry and damp-free space.

- One staff toilet is insufficient for the school's use. Direction has been sought by County and it is possible that nothing will change as this is an existing building and not a new build. The HT awaits further communication from the local authority.
- The Wi-Fi around the school struggles with a large number of devices being connected. A quote was sought from the school's IT provider and the Wi-Fi infrastructure will be updated within a small number of weeks.

8.8 Visits into School (Dates in Monitoring Timetable)

- JW and HT have programmed monthly update meetings to ensure there are clear communication opportunities.
- JW safeguarding visit programmed for October 2023.
- HJ and LB attended the two 'Reading with your child' sessions. Attendance was up on previous years.
- All governors to sign up to monitoring timetable – HT requested governors to call RB in the office to sort dates in the calendar.

8.9 Mental Health and Wellbeing

- Wellbeing group invitations sent out with one positive response.
- Wellbeing surveys were completed by staff. RS gave the Governors a brief summary.
- JW concerned whether RS is able to offload to anyone (dealing with everyone else's problems etc – RS confirmed she is able to offload to HT and vice versa. They have a great support system in place.
- JW asked if there was anything the governing body was able to help with regards to staff morale. HT and RS suggested 'Thank-you' cards as an example. Small gestures.
- Governors to organise a biscuit rota for the staff room.

8.10 SEND

- Progress has been made on the SEND Development Plan and has been RAG rated. Attached to SDP.
- Governors impressed with the new format of the SEND Development Plan and found it reads well.

8.11 DATA

- Benchmark data has been completed.

8.12 Dates

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

8.13 SEF Self-Evaluation Form

- SEF Report was circulated to governors prior to the meeting.

9. SIAMs

- **Mick Collins (Church Warden) was present for the majority of the meeting.**
- HT stated not much had changed since the last FGB meeting.
- The School Council is running, and evidence is needed to show the children are being encouraged to see imbalances in the world (without getting too political). An example of this would be for the school to support a global charity such as Water Aid. HT would like this discussion to be had amongst the children in the school council and then in assemblies. The church warden, present for the meeting, gave a small list of charities supported by the Church. Governors also contributed a small list of global charities the school could support. HT intending on presenting a list of suitable charities to the school council and letting the children decide on the charity they'd like to support.
- HT to look at SIAMs IQ's and review with governors.
- HT and LB will look at first IQ after half term and will then review with governors at the next FGB meeting.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data. JW to book date.
- **SEND** – Annual SEND Report was circulated to Governors before the meeting.
- Governors queried why all children had been included within the SEND Attainment and Progress Table. That, it would be more useful to only see only SEND children. Governors concerned that this table didn't clearly show what progress was being made. JW brought an example of the type of report that should be being sent to governors.
- It was agreed that JW and HJ would meet with ML in order to try and demonstrate what it is they would like to see on the SEND Reports moving forward.
- JW reiterated that governors are strategic, not operational.

11. ACADEMY STATUS

- HT met with John Abbott (Chief Executive Officer of the Richard Huish Trust (RHT)) and other staff within the Trust. All was very positive and encouraging.
- HT also spoke to the Diocese regarding Academisation, concerns still being expressed with regards to the geography of the potential RHT amalgamation.
- HT still strongly in favour of joining the RHT as he feels this is what is in the best interest for West Coker C of E VC Primary School. That, the RHT would allow West Coker to have a voice as is a much smaller Trust than that of the Diocese. He also feels the RHT would want to see West Coker C of E VC Primary School flourish and would be the best in supporting this. **Governors all in favour of this.**

12. MONITORING

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

13. ANY OTHER BUSINESS

- LB to attend a Core Group meeting in November. Informed other Governors to record progress seen and e-mail to HT. OFSTED like to see this.
- Governors raised concerns over the appearance of the new school website, they felt it was 'dry' and was less informative than the previous. They suggested more pictures and for the content to be more inspirational. Website to be put on the agenda for the next meeting.

14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Thursday 7th December at 12pm.

The meeting closed at 13:30.

Action Table

No.	<u>Actions</u>	<u>By Whom</u>
1	Development Plan to be created between Gobs and SENDCo.	JW
2	Gobs to sign up to monitoring timetable – to phone RB with dates/times.	JW, LB, HJ,
3	Pen Portraits to be sent to RB to upload onto new website.	CM
4	Website to be added to the agenda of the next meeting.	CM


