

**WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD
ON MONDAY 7TH OCTOBER 2024 AT 1PM**

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

ABSENT: N/A

1. APOLOGIES

- N/A

2. DECLARATIONS OF INTEREST AND NOTICES OF CONFIDENTIAL ITEMS

- HJ – Member of the Seedlings Foundation.

3. MATTERS OF URGENCY

- There were no matters of urgency discussed.

4. MINUTES OF THE PREVIOUS MEETING

- The minutes of the previous meeting held on 28th March 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, HT confirmed there are now two volunteers regularly coming into school to listen to the children read.

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 last meeting. HT confirmed nothing had changed since then.
- Governors asked what progress had been made re. fundraising for the school's outside area, HT confirmed that an advert for June's issue of the local 'Ropewalker' was ready for print and the local Church Warden fundraising plans were ongoing.
- Curriculum and H&S Link Governor met with the Seedlings Foundation who agreed they would match any funds the school was able to raise.

7. SCHOOL DEVELOPMENT PLAN

- HT confirmed the SDP had not changed much at all since the last meeting as it had only been three weeks.
- HT approached to do a reading and literacy audit. This would prove beneficial as results in training and more books for the school and also £6,000 added to the school's budget.

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.
- There is 1 pupil due to join Year 1 in June.
- There are 2 new pupils due to start Reception in September.

- Attendance

- Nationally, attendance for this academic year is running at about 5% in state-funded primary schools (3.8% authorised and 1.2% unauthorised).
- Ill health continues to be an issue for some children.
- HT met with LA Advisor and discussed individual children with lower attendance. She was happy with the actions HT had taken and the knowledge around individual cases.
- HT outlined plan for a letter to tackle excessive holidays in term time.
- New guidance is being issued by the Government in time for 2024/2025.

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 three children with identified safeguarding needs which have the potential to escalate.
- MyConcern: 5 concerns added concerning no new children.
- TAF Meetings have taken place for two families with needs that reflect contextual safeguarding, not in school behaviour or disclosure.

8.3 Curriculum

- PHSE and RSE Curriculum added to the website in line with the Government expectations.
- The first foundation subject scrutinies have taken place and the outcomes have been shared. Action plan to follow.

8.4 Quality of Teaching and Learning (QUOTAL)

- An observation of DC has taken place with a 'good' outcome secured. Observation took place with his ECT Manager, and the same outcome was found.

8.5 Finance Report

- Budget signed off.
- LC visited another school that uses 'standing tables' and feel these would prove beneficial to our pupils. HT researched into the costs and found they were able to come out of the £16,000 PE budget. HT proposed to Governors that he would purchase 30 tables (enough for every pupil). Governors approved.

8.6 Staffing

- DC is able to bring the ECT course to a conclusion at the end of two years. A few standards yet to be signed off but should be straightforward.
- LC, NPQSL teaching complete, just the assignment to finish.
- NC has requested that the school support her through a SCITT teaching course. HT suggested that West Coker may not be the best school for such an undertaking.
- TH continues with all stages being passed (to date) of her EYFS and Nursery Management course.
- The two new LSA (Learning Support Advisors) are proving to be good appointments. Completing training courses and having a positive impact in the classroom.
- Current cleaning contract is ending, and the cleaner is to be taken on as an employee and will also be responsible for maintenance works.

8.7 Health & Safety and Premises

- Food and Serving Audit completed successfully. A few actions required will be addressed with a modified lunchtime routine.

8.8 Visits into School (Dates in Monitoring Timetable)

- LB and HT will be joined by Lizzie Jeanes from the Diocese at the first Ethos Committee.
- A Hicks, repairing finger guard and putting up notice boards.

8.9 Mental Health and Wellbeing

- RS continues with CPD to keep up to date.
- HT and RS to attend Trauma Informed Training in June.
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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

- The first Ethos Committee Meeting is due to be held next week.
- The Collective Worship Policy is to be amended.
- The draft for the Spirituality Policy is to be proposed to the Board of Governors.

10. PUPIL PREMIUM/SEND PUPILS

- **Pupil Premium** – No data. To be discussed at next meeting.
- **SEND**
- HT has emailed Teachers and the SENDCo to collect and collate data.
- JW stressed that Ofsted ask what progress SEND children are making, not where they are. They are all due to meet as soon as possible to discuss the data and for the Governors to demonstrate to the SENDCo what it is they'd like to see in the data reports they receive.

11. ACADEMY STATUS

- It was decided by HT and Governors that this matter will be reviewed in September and a decision will be made as to whether the school will pursue its current academisation application with the Richard Huish Trust, or will go back to the drawing board and start over with the whole process again.

12. MONITORING

- LB observed lessons in RE and Collective Worship and produced reports which were well received by all staff and Governors.

13. SCHOOL WEBSITE

- HT confirmed more and more was being added to the new website. Governors were happy with the progress.

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.

15. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS

- Monday 7th October 2024.

The meeting closed at

Action Table

No.	<u>Actions</u>	<u>By Whom</u>
1	Govs to email CM with their training history	All
2	JW to send dates available to meet with ML	JW
3	Governors to meet with RS and ML	Govs

Helena James
