

**WEST COKER C OF E VC PRIMARY SCHOOL**  
**MINUTES OF THE BOARD OF GOVERNORS MEETING HELD**  
**ON THURSDAY 2<sup>nd</sup> OCTOBER 2025**

**IN ATTENDANCE:** P. Hyland (Headteacher), H. James (Curriculum & HS Link), L. Boersma (Foundation Governor), R. Kilburn (Staff & SEND Link), T.Gillingham (Parent Governor) and C.Murphy (Clerk).

**1. ABSENT APOLOGIES**

- Apologies received for Rev. P. Macaulay & J.Gunning (Co-Opted Governor & Safeguarding Link).

**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**

- SIAMs inspection phone call received. See SIAMs (9).

**4. MINUTES OF THE PREVIOUS MEETING**

- The minutes of the previous meeting held on the 14<sup>th</sup> of July 2025 were agreed to be an accurate record and were signed by the Chair.

**5. MATTERS ARISING**

- RE gave notice to end her two days teaching per week from January 2026. HT has suggested she keep her Pastoral role and also to keep Tuesday afternoons to teach music. HT and RK to step in and teach the two days lost to help reduce teaching costs.
- Invoice for new laptops received – HT has decided to opt for iPads instead to keep costs down.

**6. FINANCE**

- Currently no report to circulate. HT will distribute as soon as the report is received.

**7. SCHOOL DEVELOPMENT PLAN**

- Updated SDP circulated.

**8. MONITORING AND EVALUATION (HEADTEACHER'S REPORT)**

- The HT Report had been circulated to all governors prior to the meeting. All confirmed they had read it. New format has been introduced. All governors approved of new layout, it was noted that the priorities aren't in any particular order of importance.

### **Executive Summary**

- RBA- new online assessment not working. We will be undertaking last years after week 4 if no correction.
- Implementing new Behaviour Plan focus on Ready, Respectful, Safe and a Relational Approach. Monitoring and reviewing essential (SIP).
- Implementing writing strategy based on 'Talk for Writing'. Training identified. Monitoring and reviewing essential (SIP).
- Staff on long term sick leave both now in the process or have completed the process of having their contracts terminated.
- Notice to quit received from one employee of the school.

### **Strategic Priorities**

- To ensure the school's approach to writing is inclusive and consistent by implementing a school wide strategy based on Pie Corbett's process of Talk for Writing.
- To ensure the schools approach to pupil behaviour is embedded in a consistent whole-school behaviour culture based on The Paul Dix book, 'When the Adults Change, Everything Changes' and being 'Ready, Respectful and Safe'.
- To ensure the school's knowledge-based curriculum is rooted in drivers that meet the context and priorities of the school, demonstrate cohesive and purposeful progression and are delivered in a meaningful and memorable manner.
- To ensure that the school's approach to attendance meets with the new guidance and families with children failing to meet thresholds are challenged appropriately.

### **Priorities**

#### **Priority 1 – Attendance**

***To ensure that the school's approach to attendance meets with the new guidance and families with children failing to meet thresholds are challenged appropriately.***

- RAG Rating: **Yellow**
- Ensure the school stays on top of attendance by identifying potential issues and arranging meetings between teachers and parents in the first instance.
- Seek to remind parents that absence has a very real impact on pupil attitude and performance.
- Dig into the underlying reasons and offer support to encourage a change in the behaviour patterns.
- Ensure timely use of LA letters to remind parents that pupils' attendance is taken very seriously by the government.

#### **Priority 2 - Curriculum**

***To ensure the school's knowledge-based curriculum is rooted in drivers that meet the context and priorities of the school, demonstrate cohesive and purposeful progression and are delivered in a meaningful and memorable manner.***

- RAG Rating - Yellow
- History, Geography and science are all now being taught from the West Coker curriculum.
- Staff meeting time is given over to Monitor successful implementation of this curriculum throughout the year ahead.
- Training provided by the local authority on the Blackboard website will be accessed to ensure all staff are confident in their delivery.
- Open dialogue between staff is encouraged along with planning scrutinies to try and ensure that confidence is maintained and implementation effective.
- RK added that teachers were taking ownership of planning.

### **Priority 3 – Behaviour Culture/Policy**

***To ensure the schools approach to pupil behaviour is embedded in a consistent whole-school behaviour culture based on The Paul Dix book, 'When the Adults Change, Everything Changes' and being 'Ready, Respectful and Safe'.***

- RAG Rating – Yellow
- Initial staff training completed.
- Children introduced to the new approach in assemblies and by class teachers.
- Behaviour Class Plan displayed in classrooms for children to be shown when necessary.
- Restorative scripts must be used every time children are spoken to about their behaviour.
- Some staff still not 'buying-in' to the relational approach.

### **Priority 4**

***To ensure the school's approach to writing is inclusive and consistent by implementing a school wide strategy based on Pie Corbett's process of Talk for Writing.***

- RAG Rating – Yellow
- RK has completed collaborative planning with DC to support his initial attempts.
- Early signs are good with children's writing showing more cohesive and structured content.
- Essential that the grammar continues to be a focus through careful allocation of the end of year targets attributed to each unit.
- Open dialogue between staff is encouraged along with planning scrutinies to try and ensure that confidence is maintained and implementation effective.

### **Safeguarding**

- Updates on any changes to safeguarding processes, procedures and CPD undertaken.
- Comments on any trends or patterns in safeguarding incidents, risks or the type of support pupils are receiving.
- Staff training up to date, including reading of KCSIE Part 1.

### **Admissions**

- One unexpected leaver following a family's move to Crewkerne.
- Pupils on roll: 23
- Pupils joining: 3
- Pupils leaving: 4

### **Attendance**

- One child is a school refuser and skews data (hence -1).
- One day absence is more than 5% at data point. Careful monitoring required to ensure that we only improve from here.
- Initial letters to go out before half term to those still below 96%.

### **Behaviour and Exclusions**

- SIP Priority 3.
- No exclusions.

### **Curriculum**

- After school clubs have been reduced due to impact on teaching staff of the previous format. Wrap-around continues.
- West Coker curriculum being taught in first 3 subjects.
- West Coker Gardening and Produce Show Poetry Competition. West Coker children achieved 2 first place, 2 second place, 2 third place and 2 commended
- Seesaw online platform is being explored as an alternative to recording work in a book. It also provides the opportunity for parents to access.

### **Teaching and Learning**

- Opportunity has been taken for one member of staff to spend time in a local primary school to inspire planning that will increase level of engagement in the classroom.
- Feedback from this visit suggests further visits by support staff could be a useful strategy.
- Observations in class demonstrate the need for teachers and support staff to embed a trauma informed, relational approach to build trust in new relationships.

### **Pupils with Special educational needs (SEN) and looked-after children (LAC)**

- One pupil awaiting EHCP and, once in place, following recommendations to place in Alternative Learning Provision (ALP).
- Consultation process for 1 SEN child ongoing.
- CPD continually sort and accessed to ensure staff have the most up to date skills and knowledge to support children.
- Baseline data for interventions gathered and interventions timetabled to begin asap.

### **Finance**

- Financial Recovery Plan is in place and requires constant monitoring.
- Pupil Premium numbers have dropped from 16 to 12, approximately £6,000 reduction.
- Higher needs funding award of £67,000, a significant increase.

### **Staffing**

- Notice received for one teacher (RE) – HT to re-organise teaching timetables.
- PH to teach 2.5 days a week, up from 1.5 days a week.
- RK to teach 4 days a week, day for curriculum development to become ad-hoc.
- High pupil needs in Discovery requires an EHCP to be sought as soon as possible.
- Capacity exists in both classes for increased numbers.

### **HEALTH & SAFETY**

- Asbestos roof of the cleaning shed has a date for repair.
- Boiler and gas heater service undertaken.
- Fire risk assessment date booked (external audit).
- Oak tree on the Glebe Field needs to be felled (£5,000 cost).
- LA scheduled buildings improvements – replacement windows in the Victorian building – match funded at a total cost of £150,000.



## **Stakeholders**

- Early reading and phonics parent sessions before half term.
- Parent surveys to be shared on parents evening.
- Open Day was a success. 7 potential families visited. A very positive experience.

### **9. SIAMs**

- SIAMs Inspection phone call received and deferred – a working days' notice will be given before date of new inspection confirmed.
- HJ asked if HT felt the school was ready for the inspection, he confirmed he felt confident they were.
- LB asked that if Governors were needed at short notice, then please call instead of email as emails aren't checked daily.
- Governors asked HT to let them know of any way in which they are able to help prepare for upcoming inspection.

### **10. PUPIL PREMIUM/SEND PUPILS**

- **Pupil Premium** – No data.
- **SEND** – No change since the last meeting. No report sent.

### **11. MONITORING**

- HT to send out monitoring timetable.

### **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**

- New Parent Governor to recruit.
- An advert for Governor recruitment will be printed in the next edition of the 'Ropewalker'.

### **14. PROPOSED DATE OF NEXT FULL GOVERNOR'S MEETINGS**

- Thursday 20<sup>th</sup> November at 1pm

**The meeting closed at 3pm.**