



Wyndham Primary School

**Meeting of the Local Governing Board
20 March 2018 at 5:00pm**

Present:

Rachael Cleary	Headteacher
Laura Bell	Co-opted
Kim Coulter	Co-opted
Claire Gill	Co-opted
Jill Rowley	Staff
Jolene Blench	Parent
Asim Arshad	Parent
Louise Fabian	Co-opted
Claire Gill	Co-opted
Amanda Todd	Parent
Stephen Ord	Co-opted

Quorum: 4

In attendance:

Sandra Garrity Clerk
Debbie Burke School Business Manager

Mrs Des-Forges (Chair) had sent apologies for absence and Mrs Bell, Vice Chair, welcomed everyone and opened the meeting.

1.	<u>Welcome and introduction</u> Mrs Bell welcomed Mr Ord. There was a round of introductions.	
2.	<u>Apologies for Absence</u> Consent was given to the apologies received from: Mrs Des-Forges Mr Nfon	
3.	<u>Declaration of any conflicts of interest relevant to this agenda</u> None.	
4.	<u>Election of Chair</u> The Clerk informed governors that the current Chair, Mrs Des-Forges had	

	<p>submitted her resignation and would resign at the end of term. The Clerk advised the Governing Board could appoint a Chair for the meeting or elect a Chair until the Autumn term election. The Governing Board agreed to elect a Chair until the Autumn term.</p> <p>Mrs Bell self nominated for the position of Chair and was elected as Chair until Autumn term. As Mrs Bell had held the position of Vice Chair, this position became vacant.</p> <p>Mr Arshad self nominated for the position of Vice Chair and was elected as Vice Chair until the Autumn term 2018.</p>	
5.	<p><u>Governing Body Membership</u></p> <p>The Headteacher proposed that the Governing Board maintain the current membership. The Governing Board considered the skill set of current governors and agreed that they would not increase the numbers to the maximum permitted in the Scheme of Delegation.</p>	
6.	<p><u>Any Other Business</u></p> <p>None.</p>	
7.	<p><u>Minutes of the meeting held on 12 December 2017 and matters arising</u></p> <p>The minutes were accepted as a true record of the meeting.</p> <p>Matters arising were discussed:</p> <p>Page 7 Item 21 – The Headteacher advised that two families were being fined for not following the school’s attendance procedures.</p>	
8.	<p><u>Headteacher’s Report</u></p> <p>The Headteacher’s report had been circulated before the meeting. The Headteacher highlighted the following from her report:-</p> <ul style="list-style-type: none"> • The report had been structured in line with the Ofsted report. A governor raised a question about year 4 data. The Headteacher advised a Year 4 teacher had left and a NQT appointed and monitoring was being undertaken by the Headteacher and Deputy Headteacher to ensure standards were maintained. • Teaching – staff changes were explained. • Curriculum – Appendix 4 provided an overview of the extra-curricular activities. A governor questioned whether children paid any contributions for trips. The Headteacher explained that there was a maximum contribution requested, which some parents would pay but the school did subsidise the trips. • There had been chicken pox through school, which had affected attendance. Attendance figures down slightly to previous year. • The number of Persistent Absentees had reduced compared to the previous year. A governor questioned what the reason was for this improvement. The Headteacher explained that this had been 	

	<p>achieved by a continued and consistent approach. Of those children whose punctuality was being monitored, 50% were also Pupil Premium. There had been no specific changes but the cycle of monitoring was now embedded.</p> <ul style="list-style-type: none"> • Staff had participated in mindfulness and a number of staff had undertaken additional training in mental health. • Appraisals reviews were taking place with observations in English and Maths. • Learning Walks by link governors were welcomed and appreciated. • There had been no formal complaints. • Parental feedback was positive for parents and carers engaged in school events. • Partnerships were outlined which included external services and other schools. A parent governor reported that no parents attended the Blue Cross event and the communication had been at a time when there were a number of other activities so may have been overlooked. Governors noted that parents of children in Early Years were invited to <i>specific</i> events and this had been clarified. • Safeguarding training was outlined. Governors had found the Safeguarding session today to be helpful. • The Budget had been reviewed with the CFO. Training identified would link directly to the appraisals and school development priorities. • A deadline for determining next year's SLA had been set. A governor questioned whether the school had many SLAs. The Headteacher explained some are directed by SMART and some were the schools decision. • There were new staff appointments to the posts of Director of Teaching and Learning and a Data Analyst. • The Trust team was now the sole occupiers of the rear space and would relocate the kitchen so children could still access cooking. A governor questioned who would fund these changes. The Headteacher advised this would be fully funded by the Trust. • A governor queried the use of the PE and Sports Premium funding and the Trust proposal for funding to be combined for joint ventures. The Headteacher advised that it would not all be the funding and there may be a contribution for Trust wide activities or co-ordination. • A governor question how it would be accounted for. The Headteacher advised this may be a temporary TLR to a PE teacher to lead on this across the Trust. • The use of Arbor as an assessment tool had been replaced by Cornerstones. A governor asked how school staff had adapted to this change. A staff governor explained that staff had received this well initially with the level of the questions. Governors noted that school staff would be looking at gap analysis. A governor reported that it would provide benchmarking data and the tracking system would be compared nationally and would provide an in year progress and the gap analysis would assist planning. A governor questioned whether this would save staff time. This was not felt to be the case at this time. • Pupil numbers were static except for Year 4 where children had moved to enter the Gosforth Middle School system. 	
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	<ul style="list-style-type: none"> • Data had been discussed at the Performance &Curriculum committee. • A governor queried how the trips and outings were identified. The Headteacher advised the projects were researched and planned one term ahead and trips booked. A governor raised that Year 3 had not had a trip. The Headteacher advised Forest School activities were held in the school for Year 3 instead of an external trip. All celebration events were to take place before Easter, where children would present to their parents. • The Headteacher had RAG rated the SDP and this had been circulated before the meeting. The Headteacher added some “red” items were not due to take place until the summer term or would take the full academic year to complete or embed. The success criteria were also colour coded. Subject knowledge on Mastery was deferred due to bad weather. A governor questioned how the school would track how priority 8 had been met. The Headteacher advised they would look at the work the children have completed, their confidence and through discussions with staff. 	
9.	<p><u>Finance</u></p> <p>This item had been considered by the Finance Committee and was discussed under the following item on the agenda.</p>	
10.	<p><u>Committee Reports</u></p> <p>The Governing Body acknowledged receipt of the minutes from the following committee meetings, which were tabled at the meeting:</p> <p>Performance and Curriculum 5 March 2018 – The minutes were approved as a true record of the meeting. The Headteacher drew attention to the outstanding actions which would be completed.</p> <p>Finance, Premises and Staffing – 14 March 2018. There was one amendment to the draft minutes relating to the rental contribution from the Trust. With this amendment the minutes were approved as a true record of the meeting. The Headteacher agreed to forward a copy of the minutes to the CFO outlining concerns held by the Governing Board. The Governing Board agreed with the concerns raised by the Committee and the Chair agreed to write to the CFO and Chair of the Trust Board to highlight the concerns raised by the Finance, Premises and Staffing Committee. A governor raised a question of the PE and Sport Premium funding and the implication of the funding being deployed collectively across the Trust if it was the Schools responsibility to use the funding to make additional and sustainable improvements to the quality of PE and sport offered. The Headteacher confirmed that the school may make a limited contribution to a Trust wide strategy but the school would still deploy the majority of the funding directly in school.</p>	<p>Headteacher</p> <p>Chair</p>
11.	<p><u>School Development Plan 2017/18</u></p> <p>This item had been included in the Headteacher’s report.</p>	

12.	<p><u>Governor Monitoring Visits</u></p> <p>The Clerk reminded governors that the Chair would be required to report to the CEO on the Trust monitoring plan and that visit reports should be completed on the Trust pro-forma and a copy sent in to the Trust.</p> <ul style="list-style-type: none"> • A report from Science Learning Walk was circulated with the agenda. Governors added that the quality of feedback from children was good. • A Safeguarding Learning Walk from Mrs Des-Forges was tabled at the meeting. Governors were requested to raise any questions arising from the report with the Headteacher. • The Headteacher advised a report on Computing was awaited from Mrs Des-Forges following a visit on 19 March. • The Governing Board agreed the focus for future Governor Visits: <ul style="list-style-type: none"> ○ SEND – 26.3.18 (afternoon) ○ PE/Sport Premium – w/c 21.05.18 – Mr Ord to confirm a date. ○ Art/DT – 18.06.18 – Mrs Fabian to confirm a time. ○ RE – w/c 02.07.18 – Mrs Blench to confirm a date. ○ Mrs Gill – a focus and date to be agreed with the Headteacher. 	<p>AT SO</p> <p>LF JB CG</p>
13.	<p><u>Policies</u></p> <ul style="list-style-type: none"> • The Admissions Policy circulated with the agenda for information and has been published on the website. • The draft PFA policy circulated with the agenda was withdrawn. Governors noted the PFA was relaunched. Governors discussed the level of responsibility required. The launch had attracted significant interest. 	
14.	<p><u>Health & Safety / Safeguarding Update</u></p> <ul style="list-style-type: none"> • Safeguarding Audit – Clennell Education Services had undertaken a review of the climate of safeguarding audit in school. There were no areas of concern and this would be reported to the Trust’s Performance and Curriculum Committee. • Following the resignation of Mrs Des-Forges there was a vacancy for a governor to take up Safeguarding role. 	<p>ALL</p>
15.	<p><u>Briefing for Governors – Spring 2017</u></p> <p>The Briefing from Governor Services had been sent by email earlier in the term and an E-bulletin from the Trust Board had been sent by the Clerk.</p>	
16.	<p><u>Correspondence</u></p> <p>None.</p>	
17.	<p><u>Governor Training</u></p> <p>The Clerk notified governors of Safeguarding training to take place on 14/06/18 at the Clennel offices, Kenton. Mrs Blench recommended this training to all parent governors.</p>	

	<p>Induction for new governors was available on 8 and 14 May 2018 at the Langdale Centre, Wallsend for a charge of £60. Governors to contact the Clerk to book. Mrs Todd to be booked on to this session. .</p> <p>Mrs Todd would attend SEND training at Newcastle City Council.</p>	<p>Clerk</p> <p>AT</p>
18.	<p><u>Any Other Business</u></p> <p>The Headteacher would present a card and thank you gift to Mrs Des-Forges on behalf of the Governing Board.</p>	
19.	<p><u>Date of next Governing Body meeting</u></p> <p>Tuesday 10 July 2018 at 5:00pm.</p>	

The meeting closed at 6:19pm.