



## Wyndham Primary School

### Meeting of the Local Governing Board 12 December 2017 at 5:00pm

**Present:**

Rachel Cleary	Headteacher
Ashleigh des Forges	Co-opted (Chair)
Kim Coulter	Co-opted
Clare Gill	Co-opted
Louise Fabian	Co-opted
Laura Bell	Co-opted
Asim Arshad	Parent
Amanda Todd	Parent

Quorum: 4

**In attendance:**

Sandra Garrity           Clerk  
Debbie Burke            School Business Manager

Governors attended an update on Safeguarding delivered by Clennel Education immediately prior to the meeting.

1.	<p><b><u>Welcome</u></b></p> <p>The Chair welcomed a new Parent governor, Mrs Todd, and opened the meeting. There was a round of introductions.</p>	
2.	<p><b><u>Apologies for Absence</u></b></p> <p>Consent was given to the apologies received from: Jolene Blench Jill Rowley</p> <p>Erick Nfon was also absent and consent was not given</p> <p>Mr Thompson had submitted his resignation and was not in attendance. The Headteacher would send a letter of thanks on behalf of the Governing Board.</p>	<b>Headteacher</b>
3.	<p><b><u>Election of Chair</u></b></p> <p>In accordance with the Scheme of Delegation, a nomination for the position of Chair was received at the meeting for Mrs des Forges.</p>	

Chair signature and date .....

	The Governing Board voted by a show of hands and Mrs des Forges was elected to the position of Chair for a period of one year.	
4.	<p><b><u>Election of Vice Chair</u></b></p> <p>In accordance with the Scheme of Delegation, nominations for the position of Vice Chair were to be received at the meeting. A nomination was received for Mrs Bell.</p> <p>The Governing Board voted by a show of hands and Mrs Bell was elected to the position of Vice Chair for a period of one year.</p>	
5.	<p><b><u>Register of Governors Interests</u></b></p> <p>The Register of Business Interests had been circulated with the agenda. The form was completed by governors present and submitted to the Clerk. Absent governors to complete the form and return to the School Business Manager.</p> <p>The Governing Board noted there were 2 governors employed by the Local Authority and were mindful of the condition in the Scheme of Delegation regarding Local Authority influence. There could be no further appointments of governors deemed to have Local Authority influence.</p> <p>The Headteacher <b>confirmed</b> that updated governor details were published on the website and the national database.</p> <p>There were no conflicts of interest declared relevant to this agenda.</p>	<b>SO</b>
6.	<p><b><u>Notification of Any Other Business</u></b></p> <p>The Governing Body <b>agreed</b> to accept the following items to be added to the agenda:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Allergies</li> <li>• Food</li> </ul>	
7.	<p><b><u>Minutes of the previous meeting held on 11 July 2017 and 16 October 2017 and matters arising</u></b></p> <p>The Governing body agreed the minutes as a true and accurate record of the meeting held on 11 July 2017 and 16 October 2017. Matters arising were discussed:</p> <p>Page 2 Item 3 – Parent elections had been held and Mrs Todd had been appointed and Mr Nfon reappointed each for a period of 3 years.</p>	
8.	<p><b><u>Governing Body Membership</u></b></p> <ul style="list-style-type: none"> <li>• The Headteacher recommended the appointment of Stephen Ord from Kenton High School, a Secondary teacher, to replace Rachel Swinhoe. The Governing Board voted and agreed to appoint as a Co-opted governor for one year. Governors noted there had been no response from a potential governor sourced from SGOSS.</li> <li>• The Governing Board <b>agreed</b> to share phone numbers and email</li> </ul>	<b>All</b>

	<p>addresses between all governors.</p> <ul style="list-style-type: none"> <li>• The SBM <b>agreed</b> to share an Induction checklist with the Clerk to be updated for SMART.</li> <li>• The Governing Board <b>agreed</b> to adopt the Code of Conduct.</li> </ul>	<b>SBM/Clerk</b>
9.	<p><b><u>Committee Arrangements</u></b></p> <p>A copy of the proposed Committee Structure and membership was circulated with the agenda and agreed by the Governing Board.</p> <p>Mrs Blench and Mr Nfon to confirm which Committee would be most suited to their skills and knowledge. The Headteacher explained that all governors would be supported and guided through their role.</p> <p>The Clerk <b>agreed</b> to amend the Committee arrangements and circulate to all governors.</p>	<b>JB/EN</b>  <b>Clerk</b>
10.	<p><b><u>Determine the school's Admission Arrangements for Autumn Term 2019</u></b></p> <p>The Governing Board <b>agreed</b> to adopt the Admissions arrangements with no changes from the previous year. The Headteacher had raised concerns with the Trust regarding Nursery admission and this being a category for Admissions.</p>	
11.	<p><b><u>Headteacher's Report</u></b></p> <p>The Headteacher's report had been circulated before the meeting and the following matters were highlighted:</p> <ul style="list-style-type: none"> <li>• Data provided had been reviewed at the Performance and Curriculum Committee and governors found this had been straightforward to understand.</li> <li>• The work undertaken by a member of staff on Attendance and the information presented at the door to parents had been effective.</li> <li>• Staff had provided positive feedback on the success of a recent trip.</li> <li>• A wide range of Extracurricular activities had been provided.</li> <li>• A session was held on Mindfulness as a taster session for staff but there was not a large demand to pursue Mindfulness further.</li> <li>• 97% attended parents evening and all parents who did not attend, bar 1, have been contacted. Results from the parent survey were included in the report. Noted that the "don't knows" were genuinely where parents did not have any knowledge relating to the question.</li> <li>• A governor asked if this had been undertaken at parents evening. The Headteacher had 2 governors encouraging parental responses.</li> <li>• <b>A governor suggested whether parents evening would be a good event to promote cyber safety.</b> The Headteacher advised that Julian Hughes would deliver a session on cyber safety at the children's performances. A governor advised this had been done at another Primary School and an exit poll had been conducted and all parents bar one had found this to be useful. A governor noted the benefit of one visit addressing a number of activities getting into school can be difficult for some parents.</li> <li>• A governor reported the STEM event had been positive. The Headteacher explained the school do not use Facebook to post and</li> </ul>	

	<p>communicate. Generally there had been a positive communication from parents. <b>A governor asked if the school buy into a text service.</b> A governor noted the positives of sharing of activities undertaken by children.</p> <ul style="list-style-type: none"> <li>• Safeguarding had been taken to the P&amp;C committee.</li> <li>• <b>A governor questioned whether the school were still limiting their involvement in charities.</b> The school council had agreed which charitable events they would want to support.</li> <li>• Additional expenditure has been relating to cover for a KS1 teacher working at Kenton Bar Primary School.</li> <li>• A number of activities had taken place across the Trust.</li> <li>• Pupil numbers appear stable when compared to last year with few late admissions which was good for stability.</li> <li>• Noted staff changes with staff resigning and new staff appointments. The Chair expressed thanks to Mr Peddle in particular for his work on Sports and PE.</li> <li>• Appendix 3 listed all CPD undertaken during the term for all staff.</li> <li>• Appendix 6 shared headline data for each phase. A staff governor advised that there was a slight change in this data to that published on the website.</li> <li>• <b>A governor asked about communication and whether there would be any communication as she had been unaware of changes to the Trust Board directors.</b> The Chair <b>agreed</b> to write to Mr Clark.</li> </ul> <p>The Chair thanked the Headteacher for her comprehensive report.</p>	<p style="text-align: center;"><b>Chair</b></p>
<p>12.</p>	<p><b><u>Committee Reports</u></b></p> <p>The Governing Body acknowledged receipt of the minutes from the following committee meetings:</p> <ul style="list-style-type: none"> <li>• Performance and Curriculum – 22 November 2017. The Governing Board accepted the minutes as a true record.</li> <li>• Finance – 6 December 2017. The CFO did not have all the documents available for the meeting with governors. The Chair <b>agreed</b> to write to the Trust to request this information be provided.</li> <li>• The Trust had researched the cost of similar premises area as used in the school and suggested a sum of £3,500 per annum for the area used by the Trust. The Trust had paid £2,800 to date to the school and a timetable was required for the remaining payment. The Chair to write to the CFO and copy to Mr Clark.</li> <li>• The Trust had requested sole use of the meeting room but this was not agreeable to the Headteacher and the Governing Board as this was use for a range of school activities.</li> </ul>	<p style="text-align: center;"><b>Chair</b></p> <p style="text-align: center;"><b>Chair</b></p>
<p>13.</p>	<p><b><u>Safeguarding Update</u></b></p> <p>The Headteacher tabled the Clennell Acton plan incorporating a SMART plan adopted across the Trust and the Safeguarding plan. <b>A governor asked how staff responses were obtained.</b> The Headteacher said staff were notified on staff noticeboard, a record of training attended by staff was maintained and a staff survey. <b>A governor questioned whether all whether staff answered any questions incorrectly.</b> The Headteacher</p>	

	<p>said that there were that were some ambiguous. <b>A governor queried if it had been done with just teaching staff.</b> The Headteacher advised this had been with all staff except for kitchen staff employed by the Local Authority.</p>	
<p>14.</p>	<p><b><u>Governor Monitoring Visits</u></b></p> <ul style="list-style-type: none"> <li>• A report on a Maths Learning Walk had been circulated with the agenda. Mr Arshad had observed teachers and children engaging well in activities. The School was using differentiation with problems identified as mild, spicy, extra spicy and hot. Mr Arshad observed that calculations policy had been met and updated after the visit. Behaviour had been good with good participation. Some children were receiving support. Areas for improvement identified included that some children were choosing easier questions and the teacher was considering ways to address this by awarding points. Mr Arshad referred to best practice across the Trust for teaching methods and resources and to ensure these practices were integrated. The Staff member had found this visit useful as she was new to the post. The Headteacher thanked Mr Arshad for his time. Mr Arshad noted the children were confident and articulate in being able to explain well.</li> <li>• A report on English was tabled at the meeting by Laura Bell. She had looked across all key stages and the challenge of Greater depth to see if there was suitable evidence in books. She had met with children and looked at their books. Mrs Bell reported children had been confident. Children had clear roles and all children were confident getting ready to learn and knowing what they needed to do. Children had felt safe when questioned. Children were challenged and appropriate support in place for those that needed it. The Headteacher <b>agreed</b> to send the Visit templates to the CEO. The Clerk advised that clarity had been requested on what the Chair should be submitting to evidence to the CEO to evidence.</li> </ul> <p>The Headteacher <b>agreed</b> to arrange future Governor Visits in line with the Trust Monitoring plan by email. Safeguarding would be a priority for the Spring term.</p>	<p><b>Headteacher</b></p> <p><b>Headteacher</b></p>
<p>15.</p>	<p><b><u>Policies</u></b></p> <p>Governors noted:</p> <ul style="list-style-type: none"> <li>• General Data Protection Regulation (GDPR) effective from May 2018. The Trust to lead on this compliance.</li> <li>• Academies Handbook 2017 available.</li> <li>• Revised Exclusions guidance from 1 September 2017</li> <li>• Child Protection policy to be reviewed annually</li> <li>• SEND to be reviewed annually</li> <li>• Staff Settlements policy on the SMART website</li> </ul> <p>Approval of policies was delegated to the Staffing teams session.</p>	

16.	<p><b><u>School's Self Evaluation document</u></b></p> <p>The Headteacher tabled this document at the meeting. The Headteacher outlined this related to the attainment from the last academic year. A governor pointed out the significant plus in Maths and progress made in Maths from KS1 to KS2.</p> <p>The Headteacher advised on the areas inspected by Ofsted. The Headteacher had graded all areas as Good with Early Years as Outstanding. There were some areas requiring further work. To be reviewed termly. A governor asked about the number on roll. The Headteacher confirmed this was now 227. <b>A governor queried if this document had been shared with the Trust ahead of the Development day.</b> The Headteacher explained that this had been in preparation for the visit by Mark Wilson and other Headteachers from across the Trust and that he had reported back to the CEO.</p>	<b>Headteacher /LGB</b>
17.	<p><b><u>School Development Plan for 2017/18</u></b></p> <p>The Headteacher tabled this document at the meeting. The Headteacher explained that the SDP had been reviewed following on from the Development day. The Headteacher referred to the 8 priorities for the school listed in the report. The Headteacher explained the links to the appraisal process and the breakdown of the aims why this priority had been chosen for each priority, the action, timescales, success criteria and milestones. The Headteacher referred to some subject areas which were not tracked and there were plans in place to address this gap.</p> <p>The School Development plan would be reviewed at each Governing Board meeting. The Chair thanked the Headteacher for the SDP.</p>	<b>LGB</b>
18.	<p><b><u>Briefing for Governors – Autumn 2017</u></b></p> <p>Governors acknowledged receipt of the Briefing and the items for information and action.</p>	
19.	<p><b><u>Correspondence</u></b></p> <p>None.</p>	
20.	<p><b><u>Governor Training</u></b></p> <p>Mr Arshad had attended induction training and recommended this to new governors and he had also attended Safer Recruitment training. The Clerk <b>agreed</b> to circulate dates of Induction training.</p> <p>The Chair had attended Safer Recruitment Training in her place of employment.</p> <p>The Clerk advised the Trust would arrange Chairs and Vice Chairs meeting.</p> <p>The Clerk advised that Induction for new governors was available from North Tyneside Council for a charge of £60. The Clerk would meet with new governors.</p>	<b>Clerk</b>       <b>Clerk</b>
21.	<p><b><u>Any Other Business</u></b></p>	

	<p>The Attendance policy had been reviewed and some changes made to the wording related to parental requests for leave of absence in order to ensure that the wording is not ambiguous in order for the school to take action.</p> <p>A governor asked if parents were required to meet with the Headteacher to discuss the request. The Headteacher had sent expectations to all parents. The Headteacher advised that 2 families had taken leave without going through that process and the school would follow this up.</p> <p>The Governing Board <b>agreed</b> to adopt the Attendance policy.</p> <p>Allergen and Anaphalatics policy was a new policy. The Governing Board <b>agreed</b> any comments must be sent to the Headteacher by end of term. The Headteacher recommended these policies to be adopted based upon Model policies obtained. The Governing Board <b>agreed</b> to delegate the final approval of this policy to the next Performance &amp;Curriculum committee.</p> <p>Food Policy. The Governing Board <b>agreed</b> to delegate the final approval of this policy to the next Performance &amp;Curriculum committee.</p>	<p><b>Headteacher</b></p> <p><b>P&amp;C</b></p> <p><b>P&amp;C</b></p>
22.	<p><b><u>Committee Meeting Dates</u></b></p> <p>Dates for the Spring term to be sent by email before the end of term.</p>	<b>SBM</b>
23.	<p><b><u>Date of next Governing Body meeting</u></b></p> <p>20 March 2018 at 5:00pm</p>	

The meeting closed at 7:11pm.