

	Wivelsfield Primary School. Full Governing Board Meeting (FGB)
Date	Monday 25th November
Time	18:00 – 19:30
Membership	Rob Milton (RM) – Chair, Rhodri James - (RJ) – Vice, Helen Smith (HS) – Head, Philip Dawson, Marion Whear (MW), Susan Halliwell (SH), John Wigzell (JW), Lesley Corbett (LC), Ashley Hards (AH), Tom Edwards (TE)
Attending	Sarah Thompson – Clerk (ST)

Actions

Item	Action	Responsible	Update
	TE to share analysis of parent/carer survey		Completed

Agenda

Item		Lead Person	Time
1	Apologies for absence Rhodri James Ashley Hards	Clerk	
2	Review Agenda		
3	Pecuniary Interest All those present signed the pecuniary interest	Clerk	
3	Agree and sign minutes of the meeting held on 27th September 2019 The minutes were agreed and signed.	Clerk	
4	Matters arising HS Pay Banding RM recommended that the banding be increased in line with the growth of the school. Rationale for this is that school has increased in size which in turn means responsibility has increased. Increasing banding provides scope to reward success in future. All governors agreed to increase banding from 18 to 21 Bus update Following on from the reported incident of the bus driver swerving, shouting and swearing at the children ESCC have said the children on the bus are parent's responsibility - not theirs. ESCC provide bus service for the children but do not take any responsibility for the children on the bus. JW asked question re: insurance if children were injured. TE advised that parents would be allowed to see any camera footage if requested. RJ is considering next move in terms of discussion with ESCC.	Chair	

	<p>Nursery Provision – Consultation HS asked if there were any conflicts of interest with members of Governing body also being on parish committee. No conflicts of interest were declared. HS circulated the draft nursery consultation. LC thinks a nursery class and the preschool could run in conjunction with each other. JW thinks ideally the two would be merged. HS advised that the preschool are supportive of the consultation. HS reported that a survey has appeared on Wivelsfield Life posted by a former employee of Tudor House Montessori Group looking at childcare needs in the village. The draft nursery consultation was reviewed. LC advised to ensure info on 15- and 30-hours free childcare is included in the questionnaire. JW raised concerns over the design of the current draft questionnaire.</p> <p>After a lengthy discussion on how and when to deploy the consultation the decision was made not to go up against Boris or Santa but to wait until January. The whole village should receive paper copy of the questionnaire. TE agreed to create an online version which can be emailed to parents via parentmail and posted on school website. JW advised he may have a contact experienced in professional market research.</p> <p>Actual plan to distribute consultation still needs to be worked out.</p> <p>Objective of the consultation is to prove there is a need for nursery provision in the catchment area.</p> <p>Staff Wraparound Care Discount ST was asked to leave the room for this agenda point Minuted by Susan Halliwell Governor: Proposal that staff who have children who use ‘wraparound care’ whilst on school business to have discount to child care. Recommended 50% discount. It would be the staff responsibility to ensure their child is on the list. It would be a reduction to the ‘wraparound care’ cost. Governing board approved the proposal.</p> <p>Premises Governor TE advised that potential premises governor was not interested. TE is willing to cover until someone is appointed.</p>	<p>HS to include 15/30 hours free childcare in questionnaire</p> <p>TE to create online version. JW to follow up on possible contacts</p> <p>ST to investigate setting up discount on magicbooking HS to advise staff of benefit</p> <p>ST to locate previous reports from DC</p>	<p>ST completed on magicbooking</p> <p>AH advised the reports are the ones she completes</p>
5	<p>Finance Committee Discuss the minutes of the meeting held on the 21st October RM advised that whilst it may look alarming that there is 65k swing in the third year when looking at what the causes are in detail it is not a cause for huge concern. Much of this is caused by INA who works with a child who does not yet have an EHCP. Anticipate that per pupil budget will increase so there is no cause for panic at this time.</p>	Chair	

	<p>There is a small amount of surplus sports funding which will be carried over as sport funding likely to end soon.</p> <p>Pupil Premium money which has been carried over is available for use for this year and proposal is for it to be used to fund Pupil Premium children Bowles trip.</p> <p>There is currently a surplus in wraparound care. RM has requested P&L report for transparency and monitoring.</p> <p>Apprenticeship Levy - money available at county that school have paid into that can be used upskill staff. Need to decide where there is a need which will add value.</p>		
6	<p>Head Teachers report</p> <p>Review and discuss the report</p> <p>HS reported that Forest School KS1 bimonthly sessions are working really well. KS2 cooking session are also working really well, children very engaged. Middle Leaders working really hard moving to a single cycle of 3 - 4 topics per year.</p> <p>Two midday meals supervisors have been appointed, one already started.</p> <p>Caretaker has also started which has helped as staff no longer need to unlock.</p> <p>Barriers - staff absences have a negative impact on teaching and learning. Issues such as KS2 friendships issues escalate when teachers are absence, this impacts on HS.</p> <p>LC reported that staff absence is on the new ISDR.</p> <p>TA doing great work as TA3, HS wants train the TA to HLTA</p> <p>Safeguarding is taking up a large amount of time</p> <p>HS reported that a different method of afternoon interventions is being trialled with pairs/individuals receiving shorter but very targeted teaching.</p> <p>LC said that curriculum needs to be strong enough to ensure every child is doing well. PD detailed - split teaching approach maths session 1, catchup in assembly, then in the next session focus again.</p> <p>PD circulated a maths mastery document. School is on the maths mastery readiness strand and in January will be moving to the next strand.</p> <p>PD and HS observations today demonstrated a gear change in maths. Previously in year 5 they might have just taught the formula of volume but now the teaching drills right down to enable all to grasp the concept. HS invited governors to come in and see the teaching in action.</p> <p>HS reminded the meeting that external advisor is planned to come in and work with middle leaders.</p>	Head	
	School Categorisation	Head	
7	<p>SEF</p> <p>Review and discuss the SEF</p>	Head	
8	<p>School Improvement Plan</p> <p>Review and discuss the SIP</p>	Head	

9	Safeguarding Report All staff have had safeguarding training in the last 15 months. New guidance on physical restraint which HS needs to cascade to staff My concern is working well.	Head	HS to cascade latest guidance
10	Policies. Review, amend and approve the policies Pay Policy HS to personalise the Pay Policy.	Chair	HS to personalise the pay policy, RM will then sign
11	PTA Update 7th December Christmas Fair £7,500 been donated from parish council to refurb adventure playground, currently looking at options and PTA are fundraising for this project.	Head	

Supporting Documents:

Item	Papers	Sent with Agenda	
3	Full Board Minutes	Yes	Emailed
5	Finance Minutes	Yes	Emailed
6	Head Teachers Report		Emailed
7	School Improvement Plan		Emailed
9	Policies		Emailed