


## MINUTES

	 <b>Wivelsfield Primary School. Full Governing Board Meeting (FGB)</b>
<b>Date</b>	<b>Tuesday 13<sup>th</sup> July</b>
<b>Time</b>	<b>18:00 – 19:30 Teams</b>
<b>Membership</b>	<b>Rob Milton (RM) – Chair, Rhodri James (RJ) – Vice, Helen Smith (HS) – Head, Craig Pickup (CP), Marion Whear (MW), Susan Halliwell (SH), Lesley Corbett (LC) Tom Edwards (TE) Karen Hornby (KH), Katie Wollaston (KW).</b>
<b>Attending</b>	<b>Sarah Thompson – Clerk (ST)</b>

**Actions prior to meeting**

Item	Action	Responsible	Update
	Arts Mark	HS	Follow up w/ Ashley on next steps
	Model Publication Scheme – not approved. The Governors asked for information on what this is.	ST	See 04/05 notes. All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

Item		Lead Person	Time
<b>1</b>	<b>Apologies for absence</b> CP needs to leave @ 19:00 Karen sends her apologies	<b>Clerk</b>	
<b>2</b>	<b>Minutes</b> Agree and sign minutes of FGB 4 <sup>th</sup> May 2021 Approved Finance 27 <sup>th</sup> April Approved	<b>Chair</b>	5 mins
<b>3</b>	<b>Governing Body</b> Instrument of Governance Agree to reform for September Advertise for one co-opted non parent governor LA Governor – Susabn to continur Governor Safeguarding – refresher reminder – every 2 years. The course has been updated to include latest requirements from keeping children safe in education. <a href="https://nga.vc-enable.co.uk">https://nga.vc-enable.co.uk</a>	<b>Clerk</b>	10 mins
<b>4</b>	<b>Matters Arising</b> Village matters – road safety update Proposal to parish council –	<b>Chair TE</b>	5 mins

MINUTES

	<p>Signs for children to design Highways Unit ESCC – waiting on format to be sent over. No opportunity for the school to participate in the village day this year. Children have made flags and subsidized pupil premium – contribution from parish council and school so families just have to pay £10.</p>		
<b>5</b>	<p><b>Nursery</b> Helen advised that she worked with local authority to discuss taking over the playgroup. ESCC said that would not be possible because school would need to lower age range. ESCC advised to work in partnership with the playgroup whilst age range was lowered. Couldn't get a hold of accounts, numbers on roll for Septewmber were only 9.# It takes up to 1 year to lower an age range – the earliest it could happen is April. A forest nursery could be 8 3 - 4 year olds 4 2 year olds Put up a double mobile classroom  Next steps – look at some financial viability, look at running a toddler group at the school.  For Reception 2022 children Forest School during terms 5 &amp; 6.  Helen keen to run a pre-school group. ESCC No money for set up.  Financial sustainability is a must, then we need to go back out to consultation.  Village Hall Committee have done everything they can to support the play group.  Tom is keen to assist</p>	<b>HS</b>	5 mins
<b>6</b>	<p><b>Reports</b> Rob wanted to focus on this area –  Typical child would hope that they would move on 3 points in a year.  Yr1 78% ready to progress – Maths, 12% just behind.  Yr3 and Y5 Yr3 – concern. 42.4% ready to progress – virtually at age related. 21.2% 1 point behind.  Yr4 Lesley questioned progress of Yr4 – Helen not concerned as she knows the cohort and</p>	<b>HS</b>	10 mins

MINUTES

	<p>Yr5 cause for concern. 5 /6 pupil premium and 5 of those are Send. Significantly below. Attainment scattered all over the place. An additional teacher is planned 1.5 – 2 days per week next year. Looking at impact to decide whether that teacher will be in class or take group out for targeted teaching.</p> <p>Craig talked about the progress he has made with his class in terms of taking them out of class for interventions. Having one afternoon a week as teachers to do the targeted teaching has worked really well and the plan is to continue this into next year. A TA is also working with small groups for 6 weeks at a time for targeted teaching.</p> <p>Rhodri asked about year 5 maths progress – good progress has been made but their attainment is poor. It may have been that more of the children were attending school during the second lockdown Helen will check the accuracy of this report.</p> <p>9-27 is an absolute scale. Rapid grasper child in year</p> <p>Katie asked how the data was collected as there was a lot of staff absence. Craig teacher judgement, going through books, knowing what has been taught, for maths Hayley provided white rose ready to progress assessments. English was based on their books, reading mini assessments, teachers read with the children regularly. Year 4 long teacher absence – how has that impacted the data collection – supply teacher doesn't know them. Helen advised that the children have been given assessments and that the year 4 teacher does know the class well despite absence</p> <p>Rhodri asked when we move away from ready to progress – Helen and Craig advised that from September. Rhodri asked why don't we stick to ready to progress – have to teach whole breadth and depth of curriculum, Rhodri asked what the plan was for September – Craig advised that we will have a whole year of uninterrupted teaching.</p> <p>Rob when do you think we will be back to normal – achieving across the whole curriculum. Helen thinks this time next year – support throughout the year for children who need support. Rob said it feels challenging and Helen agreed it is challenging. Rob referred back to additional resources – catch up funding – still don't know how much.</p>		
--	--	--	--

MINUTES

	<p>Focus yr 5 – additional teacher, teaching assistant will teach one afternoon a week to allow teachers to pick up small groups for targeted teaching.</p> <p>Rob asked how many years ahead are we looking – concerned about leveraging all the support at year 5 – could we be storing up issues for other classes as they progrss. Helen talked about the quality of teaching across the school. Believe in the children, put the quality first teaching in place and take them with you on their journey.</p> <p>Rob questioned again the progress from Key stage 1 to key stage 2. How can the progress made in KS1 be continued in KS2 as it always seems to be the weak link. Helen talked about how we are doing things differently – maths mastery has changed how maths is taught, SIFF writing project provided</p> <p>Rob asked – quality first teaching – never at the end of that journey – even outstanding teacher wants to improve. It’s about all teachers being good and delivering excellent lessons every day. Shouldn’t judge teachers as good or outstanding.</p> <p>Data Report</p> <p>Subject Leaders Reports</p> <p>LC Very useful for ofsted. Ofsted saying that they no longer validate letters and sounds. Lesley said to carefully consider a new phonics scheme. HS advised that KS1 teacher will be nominated to talk about reading and phonics in KS1. Need to ensure that the phonics teaching across EYFS and KS1 is joined up – all teachers need to work together to ensure consistent teaching.</p>		
<p><b>7</b></p>	<p><b>Headteacher Update</b> SEF – Governors should read this. Anyone have any comments? Headteacher Report - Notes above</p>	<p><b>HS</b></p>	<p>20 mins</p>
<p><b>8</b></p>	<p><b>Safeguarding Report</b> No questions on the safeguarding report</p>	<p><b>HS</b></p>	<p>10 mins</p>
<p><b>9</b></p>	<p><b>Premises Inspection Report</b> Summary of the report Tom – Ann has done a lot of work putting the document together but we need a matrix to prioritise what needs to be addressed and when they have been fixed. GDPR – data protection issues are a high priority to be addressed. Some issues, such as resolving Astro turf issues may need to go through the finance committee for sign off.</p>	<p><b>TE</b></p>	<p>5 mins</p>

MINUTES

	<p>Rob asked Tom to work with the new SBM on priorities. Need a list of tasks to be completed during the summer holidays.                  Malinclude a periodic review of items.</p> <p>Notes:  <b>Rob asked Helen to pass on the governors thanks to all the staff.</b></p>		
<b>10</b>	<p><b>Policies to approve</b>                  Capability Procedure – approved @ Finance Meeting                  Charging &amp; Remissions – approved @ Finance Meeting - uploaded to www                  ECT Induction – approved @ Finance Meeting                  Statement of procedures for dealing with allegations of abuse against staff – approved @ Finance Meeting – uploaded to website                  Staff Grievance Procedures – approved @ Finance Meeting                  Model Publication Scheme – approved – uploaded to website</p> <p>Moving to the next meeting                  Data Protection – dpo needed – move to September. HS advised that the dpo for the parish council has offered to take on the role.                  Education of children with health needs -                  Complaints Policy and Procedure – updated 2021 -                  Exclusions Policy -                  Safer Recruitment (Recruitment &amp; Selection) -</p>	<b>Chair / Clerk</b>	10 mins

**Supporting documents will be sent prior to the meeting.**

**Supporting Documents:**

<b>Item</b>	<b>Papers</b>	<b>Sent with Agenda</b>	
	Curriculum Monitoring Report (LC)		Emailed
2	FGB Minutes 04/05		Emailed
2	Finance Minutes 27/04		Emailed
6	Data & Subject Leaders Reports		Emailed
7	Head Teachers Report		Emailed
7	SEF		Emailed
8	Safeguarding Update		Emailed
9	Premises Inspection Report		Emailed
10	Policies Capability Procedure Charging & Remissions ECT Induction		Emailed

MINUTES

	Statement of procedures for dealing with allegations of abuse against staff Staff Grievance Procedures Education of children with health needs Complaints Policy and Procedure updated 2021 Exclusions Policy Safer Recruitment (Recruitment & Selection)		
--	--	--	--