



MINUTES OF THE WIVELFIELD PRIMARY SCHOOL
AND NURSERY FULL GOVERNING BOARD (FGB)
HELD ON TUESDAY, 30TH APRIL 2024 @ 6PM

Present: Helen Smith (HS)(Head)
 Susan Halliwell (SH)(Chair)
 Craig Pickup (CP)
 Marion Whear (MW)
 Katie Wollaston (KW)
 Giles York (GY)
 Ian Peters (IP)
 John Willett (JW)
 Laura White (LW)
 Immaculate Slade (IS)
 Oliver Wilson (OW) by Teams video link
 Hayley Glassock (HG) for part of meeting

In Attendance: Caroline Walker (Clerk)

Meeting commenced at 6.05pm.

		ACTION
1.	Apologies for absence. There were no apologies for absence.	
2.	Approve minutes of the last meeting. The minutes from the meeting held on 7 th February 2024 were agreed as an accurate record of the meeting and signed by the Chair.	
3.	Matters arising. It was queried whether there was an update regarding anything around the entrance of the nursery. HS confirmed it is with ESCC but that first response was not helpful. There were no further matters arising.	
4.	Data Report. HG went through the Data Report which she advised showed some students had not yet made the progress this academic year we would have liked, particularly in writing. She explained the points progress expected within an academic year and the intentions for those children who are behind to be up at expected levels by end of term 6. IP queried why Badgers were very good at reading but other subjects not so good? HG explained it is because parents can help more easily with reading rather than other subjects. IP queried the differences in target percentages for Hares compared to Herons and early years which was then discussed. The challenges have been varied but interventions are being focused on these areas.	HG

	<p>There are significant levels of SEND children at the school and TA's are dealing with these. Advertising for TA's and SEND TA's is being done but not enough applicants are coming forward.</p> <p>KW queried the time frame for recruiting and these were discussed.</p> <p>JW queried whether there was any correlation between social media and punctuation? HG Not for younger ones as they work predominantly with sentences. It has been identified when they progress to paragraphs they drop the skill of punctuation and we need to concentrate and focus on this.</p> <p>OW asked whether the targets were internal or against national average? HG advised they are set at the beginning of the year by us. They look at the cohort, their progress through the year, identify children behind and set targets to get as many of those -1 points up to target.</p> <p>HG was thanked for her contribution and left the meeting at 18.34pm</p>	
5	<p>Finance update and sign off year end certificates</p> <p>IP wanted to congratulate the SBM on a very prudent and right approach with the budget.</p> <p><u>The budget was discussed:</u></p> <p>Our year-end balance for 2023/2024 is £66,226 This includes unspent ring-fenced grants:</p> <p>School Led Tutoring Grant - Unspent funds for Academic year 2023/24 (Sep 23 - Mar 24) £1,600 This makes our year-end balance £64,626 which is 6.6% of our in-year budget share.</p> <p>We intend to use the remaining funds for contingency to support future predicted deficit years:</p> <p>Contingency - to support a deficit in 2025/26 £64,626.</p> <p>The governors are aware of and discussed the potential for a deficit budget in year 2 and 3. From Sept 2025 onwards there is no provision for sports funding, costs normally covered by sports funding have still been included in the budget, but if sports funding is not awarded these costs will be revisited and reduced. Approx £6k in 25/26 and £10k in 26/27. There was £8k moved from our mainstream budget to our capital budget in error by ESCC in March 24, this will increase our surplus for 24/25 when the error is corrected. We are also waiting on further decisions for EHCP's, if granted these will help to continue to fund the INA resources that we currently have in place to support the children. If these are not granted, then these resources will no longer be required and this will therefore reduce the staff costs.</p> <p>The finance board approved the budget.</p> <p>The Governors unanimously signed off the budget proposal.</p> <p>Nursery budget – IP advised that the nursery budget is not sophisticated and precise costs were understated but still in surplus.</p> <p>IP raised some queries which HS responded to satisfactorily.</p> <p>Both JW and OW had the same suggestion that a price comparison nursery survey be carried out. HS confirmed they would look at other nurseries to compare pricing.</p> <p>KW asked about advertising. HS confirmed it was looking good.</p> <p>GY asked if there were any opportunities to expand it? This was discussed along with logistics and maintenance of the buildings for this. IP advised this budget doesn't deal with capital expenditure.</p> <p>IP confirmed the challenges with capital were for replacement of the astro-turf as it is very worn out but it's about £35-£36k to replace which we don't have. IP confirmed the Sport funding could not be used on capital projects either. KW asked if governors could help with this and raising funds. It was agreed that KW & OW to arrange to discuss later.</p>	KW/OW

6.	<p>Head Teacher Update</p> <p>HS asked for any questions on her report. No questions submitted.</p> <p>OW made comment on a Yr4 class with issues. He had heard positive news today that the situation was being managed well, it was going in the right direction and there were rarely any issues now and it was very settled.</p> <p>Exclusions and the management of these were discussed.</p> <p>Behaviours in class were discussed. HS outlined the provisions put in place, current staffing measures and funding in place. HS confirmed they are using the East Sussex restrictive physical intervention guidance. The use of walkie-talkies was now in place and working well. HS also confirmed that a room had been identified to be converted to a 'calming' room and as a space for children to regulate their behaviour. JW asked about a H&S assessment for the room. HS confirmed it will not be locked and there is a window in the door.</p> <p>Recruitment, advertising for and qualifications of TA's and specialist TA's was discussed.</p>	HS
7.	<p>Safeguarding</p> <p>Attendance is not as good as it should be.</p> <p>HS had been asked to consider flexi-schooling but is not keen to entertain this as it was considered disruptive.</p> <p>Attendance and the reasons behind persistent absences was discussed.</p> <p>Attendance data to be provided to governors.</p>	HS
8.	<p>Nursery Update</p> <p>17 children going from nursery to reception. Good transition in place with Reception teachers going into the nursery. A specific transition and teachers were discussed.</p>	HS
9.	<p>Academy Update</p> <p>KW gave update on meeting last night. IP has also done a lot of work towards this and carried out interviews to discuss pros and cons of different arrangements. Advised there are three options of two federations and one secondary school. Meetings/interviews with those three to be arranged to put concerns and any questions to them and findings to be reported back.</p> <p>It is intended, after sufficient time to carry out due diligence, a loose experiment to commence from September 2024 with an aim to start September 2025.</p> <p>HS confirmed a letter is already being drafted and will be going out to parents in the next couple of weeks.</p> <p>JW suggested that FAQ's should be put on the school website. It was agreed that all would put forward questions for this.</p>	KW/IP ALL
	<p>Governing Board/Committee Meetings 2023/2024</p> <p>SH drew attention to revised date for FGB Term 6 of 2nd July.</p> <p>Any other business:</p> <p>Finance training – all encouraged to do the training.</p> <p>SH and Clerk to discuss training folder.</p> <p>School photographer in on 8th May – HS to confirm date.</p> <p>Meeting finished at 19.35pm</p>	SH/Clerk HS