

	Wivelsfield Primary School. Full Governing Board Meeting (FGB) MINUTES
Date	Tuesday 7th December
Time	18:00 – 19:30 / School / Teams
Membership	Rob Milton (RM) – Chair, Rhodri James (RJ) – Vice, Helen Smith (HS) – Head, Craig Pickup (CP), Marion Whear (MW), Susan Halliwell (SH), Tom Edwards (TE), Karen Hornby (KH), Katie Wollaston (KW).
Attending	Clerk - Sarah Thompson (ST)

Actions prior to meeting

Item	Action	Responsible	Update
	Arts Mark	HS	Revisit in September 2022
	Rhodri to complete Declaration of Interests & Disqualification form	RJ	Completed. Declaration of Interests Completed. Disqualification form outstanding
	Governors asked to complete skills audit	SH/RJ/RM/TE	
	Governors asked to read KCSIE	RJ/RM/TE	MW & SH completed. Outstanding RJ/RM/TE
	Instrument of Governance	ST	This has been completed – sealed by ESCC and uploaded to school website. Completed.
	Request password reset for RM	ST	Completed
	Parent Governor Election	ST	Completed
	School Facebook Page KW to do some research on other school's pages	KW	Live today! Completed. .
	Governor Monitoring Visits Calendar	HS/ST	Completed
	Send copy of LC report to RM	ST	Completed
	Sport Premium Report – upload to website	ST	Completed
	Policies uploaded to website / filed on network / policy tracker updated	ST	Completed

Agenda

Item		Lead Person	Actions
1	Apologies for absence Tom arrived a little late	Clerk	
2	Agree minutes of the meeting held on 12th October 2021 Minutes approved	Chair	
3	Finance Committee Agree the minutes of the meeting held on the 19 th October Minutes approved Governors agreed to teacher pay rises.	Chair	
4	Matters arising DfE new guidance – school uniforms Policy on website, costs, second hand sales We may also wish to consider sustainability. Add in for September	Clerk	Move to September
5	Lowering the age range of the school Governors need to review and agree Governors agreed to lower the age range of the school from 4 to 2.	Head	
6	Being Ofsted Ready KW attended a webinar run by Ofsted inspector talking about how to prepare for Ofsted. HS advised: Governors to read the SEF read the school priorities. Monitoring is very important. Deep Dives are key. Early reading and Phonics are expected as one of the Deep Dives. (School is close to choosing the new phonics scheme) The school can choose the second deep dive 3 Governors plus reserves Governor Training Certificates Update KCSIE link in these minutes. Confirm that it has been read. Tuesday 4 th January Governors to have a Teams Meeting – Ofsted Readiness 6PM. Include Staff.	Head	Governors to send all training certs to Clerk. Update KCSIE link here
7	Governor Roles Governor Monitoring Visits KW/KH completed Intent 1.3. Rob and Katie will come in 06/12 for 1.1/1.3/1.4	Head / Clerk	

	Rhodri will come in before the end of term for safeguarding monitoring visit		
8	<p>Head Teachers report Class Targets for 21/22 Review and discuss the report Rhodri read the HT report in conjunction with the School Categorisation Report. Rhodri believes the school has put as much in place as possible to support pupils as they recover and catch up from the effects of the pandemic.</p> <p>Rhodri asked about appraisal targets and whether they would be hit.</p> <p>The class targets were discussed. And the impact of lockdowns and home learning on pupils. Helen will get all the data in, hold pupil progress meetings and appraise everything and look at what can be done differently if it's not working.</p> <p>Rhodri asked how Hayley was getting on with year 6 and SATS readiness. Helen said she is really going for it. It is a conflict of getting the children ready for secondary school or to pass SATS. The school is doing everything they can to help Year 6 catch up.</p> <p>Hayley and Craig have completed a maths learning walk – Maths Mastery being taught consistently across the school. Focus is on developing the maths learning walls and vocabulary. Next stage will be to challenge the more able children now that children are beginning to catch up.</p> <p>Rhodri commented that it was very positive and asked Craig if they covered specific class targets. Craig says yes – they have individual notes for each class and Hayley is following up on those.</p> <p>Phonics Screening for Year 2 (delayed due to pandemic) 96% achieve the target. Once the children have got their phonics the reading will then improve. And from now the focus will be more on the reading fluency and comprehension</p> <p>Marion asked whether the focus on phonics made a big impact on reading. Helen said yes – whilst it wasn't the only way to teach reading it did ensure that it scooped up all the children. Marion also asked if it supported how SEND children learned phonics? Helen said yes – break it down into little phonics bites.</p> <p>Staff Updates</p>	Head	

	<p>Jo's TA position has been filled. KS2 forest school needs to be covered.</p> <p>Helen praised the staff – everyone is doing an amazing job.</p> <p>Rob commented that the HT report was of a high standard.</p> <p>He also commented that it's a great indicator that the school is in a position to start challenging on the maths greater depth learners. And that the school strategy was obviously working.</p> <p>Thank you to Tom for the work on the nursery consultation. 76 said yes 4 people said no and they were from the same address.</p> <p>Tom to meet with Corrine to go over the premises report. Tom has looked at a workflow tool to manage maintenance tasks.</p>		<p>Add Nursery consultation link to the Facebook page. Helen to ask Hayley</p>
9	<p>School Categorisation – report for Governors to read</p> <p>No further discussion.</p>	Head	
10	<p>Safeguarding Report</p> <p>Rob asked a question about whether the school planned an incident lockdown practise?</p> <p>Helen said she would follow up and discuss with staff</p> <p>No further discussion</p>	Head	
11	<p>Policies.</p> <ol style="list-style-type: none"> 1. Drugs and Alcohol at Work Policy – approved 2. Equality Policy - consider a statement – move to next meeting 3. Offsite Visits Policy - approved 4. SEND - move to next meeting due to staff absence 5. Stress Management Policy & Risk Assessment - approved 6. Teachers Pay Policy – standard policy personalised for Wivelsfield - approved 	Head	<p>Clerk to upload approved server w/cover sheet – completed.</p>
12	<p>PTA Update</p> <p>Verbal update.</p>	Head	