

	Wivelsfield Primary School. Full Governing Board Meeting (FGB)
Date	Tuesday 12th October 2021
Time	18:00 - 19:30
Membership	Helen Smith (HS) – Head, Rob Milton (RM) – Chair, Rhodri James (RJ) – Vice, Marion Whear (MW), Tom Edwards (TE), Susan Halliwell (SH), Karen Hornby (KH), Katie Wollaston (KW), Craig Pickup (CP) - Staff Governor
Attending	Sarah Thompson – Clerk (ST)

Item		Action
1	Apologies for absence Rhodri James Marion Whear	
2	Approve minutes of the last meeting FGB Minutes July 2021 were approved.	
3	Matters arising Rob was voted in as Chair of Governors for 2021-2022. Rhodri was voted in as Vice Chair of Governors for 2021-2022 Declaration of Interest forms - received & signed Marion, Katie, Tom, Rob, Helen. Disqualification under the Childcare Act forms - received Karen, Tom, Katie, Rob. Governor Skills Audit - completed Marion, Craig, Karen, Katie, Helen. Remaining Governors were asked to complete the skills audit. The Instrument of Governance was agreed to be revised as follows: a. 1 head teacher b. 1 staff governor c. 3 parent governors (IOG currently 4) d. 1 local authority governor e. 5 co-opted governors (IOG Currently 6) This gives a governing board of 11	 Clerk - who signs Rob's declaration of interest form? Governors asked to completed skills audit. Clerk to follow up with ESCC on revision of IOG. - in progress Clerk to follow up on Parent Governor Election once

	<p>A Parent Governor election will need to be held.</p> <p>A Co-opted Governor will need to be recruited.</p> <p>Governor Roles</p> <p>Governor roles for 2021-2022 were discussed. The remaining roles will be assigned at the next meeting following election of parent governor and recruitment of co-opted governor.</p> <p>Safeguarding – Rhodri</p> <p>EYFS - Karen</p> <p>SEND Governor - tbc</p> <p>Mental Health Governor - tbc</p> <p>Diversity – Katie</p> <p>Inclusion – Katie</p> <p>Premises - Tom</p> <p>Check Governor roles on Key and with ESCC</p> <p>All Governors to confirm they have read KCSIE https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf</p> <p>Section 1 & Annex A as a minimum</p> <p>Safeguarding Governor Section 1 & 2 & Annex A as a minimum</p> <p>Please email Clerk when you have done this as a register must be kept.</p> <p>Other notes</p> <p>Reset Rob password - schools ICT</p> <p>Corrine takes over as SBM on November 1st</p>	<p>IOG has been sealed.</p> <p>Clerk to follow up on Governor roles. Reasearched and sent to Helen 27/10</p> <p>Governors to read KCSIE</p> <p>Complete</p>
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4	<p>Nursery Provision Update</p> <p>Helen is in touch with Jo Grogan ESCC.</p> <p>The consultation survey should be updated and sent out again.</p> <p>Lowering the age range of the school also has to go out to consultation. This needs to go to stake holders like school community and GPs for example.</p> <p>Aim to analyse data by early December.</p> <p>In the meantime the school plans to set up a weekly parent and toddler group to be held in the hall.</p> <p>School will need to market the nursery to attract people back who may have had to go elsewhere for child care provision.</p> <p>No funding available at this time so school will need to fundraise.</p> <p>Jo didn't think any financial modelling was required at this time.</p> <p>Won't know until Feb/March whether the school will need to take a bulge class but a double classroom would be needed for bulge year and nursery.</p> <p>Katie offered to assist.</p>	
5	<p>Facebook – creating a school page</p> <p>Discussion on how the school could set up a Facebook page and what it would be used for. For example, whole school reminders, news, good news stories.</p> <p>Katie will look at other schools Facebook pages.</p>	Katie to review other school Facebook pages.
4	<p>School Improvement Plan</p> <p>Plan sent prior to meeting</p> <p>The governors agreed the new school plan.</p> <p>The plan needs to be reviewed at the end of term 2, term 4 and term 6.</p> <p>Greater depth has not been included.</p> <p>Some targets may change.</p> <p>Discovered that some children who were at risk of losing their learning over the summer have lost it.</p> <p>But progress is being made again now</p>	

<p>5</p>	<p>Head Teacher Update</p> <p>Focus on reading</p> <p>Catch up funding – approx £18k</p> <p>Precision teaching is continuing</p> <p>No child out of class more than once a day except for reading or Nessie.</p> <p>Rob discussed a holistic approach to the catch up.</p> <p>Maths Mastery introduced in early years and continues through KS1 and KS2 led by Hayley and Craig.</p> <p>Prior to covid Maths targets were sitting higher than English.</p> <p>SIFF writing project for KS2 really raised writing standards.</p> <p>Revamping phonics in EYFS. A phonics scheme must be introduced. There is some match funding available.</p> <p>Emma is going to lead phonics, EYFS and KS1 reading.</p> <p>Improving writing – the teachers are working hard to get the children back into good writing habits</p> <p>Rob asked where we were with the broader curriculum? Helen advised that the full curriculum is being taught across the school now.</p> <p>Helen advised that the school is working on developing vocabulary across the curriculum. And working on developing SEND pupils provision and progress across the whole curriculum not just English and Maths.</p> <p>Monitoring calendar</p> <p>Link it to the roles</p> <p>Some further information on how the catch up funding is being spent:</p>	<p>Clerk - file HT report from Helen.</p> <p>Clerk roles & draft calendar sent to Helen 27/10.</p> <p>Helen to share Lesley's last monitoring report.</p>
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	<ul style="list-style-type: none"> • The school has recruited a teacher to work in the school for 1.5 days each week to support Year 6 where there is a clearly identified need, and a higher proportion of SEND and PP in comparison with other year groups. The additional teacher also teaches Year 6 so that the teacher is able to provide one-to-one teaching with identified pupils. • A trained TA3 focuses on the pupils in the bottom 20% in reading in Years 1-4, and a trained teacher focuses on closing gaps in Year 3 and 4 in maths an responding to a range of pupils' needs in reading and writing. • The school as recruited a sports coach for Year 5, so tha the class teacher is able to lead an intervention for an afternoon each week • The school has iPads in each class so that focus pupils can focus on the improvement of their basic skills when appropriate with programs such as Nessy and Times Table Rock Stars. 	
6	<p>Sport Premium Report</p> <p>Note: The sport premium report is a statement explaining what it is i.e., a report we are legally required to post on our website stating how we have spent our sport funding.</p>	Clerk report signed by Helen & Rob to be uploaded to website.
7	<p>Policy Review</p> <p>All policies were approved.</p> <p>Child Protection & Safeguarding Policy *</p> <p>Behaviour Policy</p> <p>Online Safety Policy *</p> <p>Anti Bullying Policy</p> <p>Health & Safety Policy *</p> <p>Staff Code of Conduct *</p> <p>Remote Learning Policy *</p> <p>Policies to be approved – carried over from July 2021 meeting</p> <p>Data Protection – dpo needed – move to September.</p> <p>The has been updated and is as named in the policy.</p> <p>This school does not collect bio metric data – insert in to data protection</p> <p>Education of children with health needs -</p>	Clerk to upload statutory policies to website – complete 25/10 Copy to server

	<p>Complaints Policy and Procedure – updated 2021 -</p> <p>Exclusions Policy -</p> <p>Safer Recruitment (Recruitment & Selection) -</p>	
9	<p>Governing Board / Committee Meetings 2021 / 2022</p> <p>Full Governing Board - Schedule of meetings for 2021/2022</p> <p>12/10</p> <p>30/11</p> <p>25/01</p> <p>03/05 - budget approval deadline 06/05</p> <p>12/07</p> <p>Finance</p> <p>19/10</p> <p>11/01</p> <p>08/03</p> <p>26/04 budget</p> <p>25/06</p> <p>Finance & Staffing Committee Members</p> <p>Susan, Rob, Rhodri, Tom, Helen</p> <p>Meeting Schedule - first meeting 19/10/21</p> <p>Terms of Reference to be reviewed & agreed at first meeting</p> <p>Headteacher Performance Review Committee</p> <p>Rob, Katie, GW</p> <p>First meeting - 5th November AM</p> <p>Meetings required mid-year to check Helen's progress.</p> <p>Meeting Schedule tbc</p> <p>Terms of Reference to be reviewed & agreed at first meeting</p>	<p>Helen to check and confirm meeting dates.</p>

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Supporting Documents:

Item	Papers	Sent	
1	SEF	Y	With agenda
2	School Plan	Y	With agenda
3	Staff Code of Conduct	Y	With agenda
4	Online Safety Policy	Y	With agenda
5	Child Protection & Safeguarding Policy	Y	With agenda
6	Minutes July 2021	Y	With agenda
7	Health and Safety Policy	Y	With agenda
8	Remote Learning Policy	Y	With agenda
9	Sport Premium Evidence	Y	With agenda