

WEST CROFT SCHOOL

MINUTES FOR FULL GOVERNING BOARD MEETING

Summer Term 2025

13th May 2025 – 5pm – 7pm – SLT Office

NOTES TO MEMBERS:

Chair- Martha Mills

Please note: This is a 2 hour meeting. Governors cannot leave early as it may affect quorum
Please send apologies at least the day before as if the group is not quorate the meeting cannot go ahead.

Standing items:	Notes:	Actions:
Present	James Ebsworthy – JE (Chair in initial absence of MM) Michelle Chappell – MC Dawn Ashford – DA Martha Mills – MM (arrived at 5.30pm) Lisa Johnston – LJ Emily Paine – Acting Clerk	
A. Apologies for absence	Sam McGregor – Sanctioned	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	Minutes of the last meeting on the 1 st April 2025 Agreed as a true record	
D. Matters arising		
E. Any actions completed/not completed/next steps	Items on 28 th January 2025 meeting: · Annual Planner – LJ/MM/FL to review – c/f from September To be reviewed once new Clerk is recruited Clerk interviews on Friday. Job vacancy posted on Indeed – increased interest shown – number of CV's received. 3 candidates being interviewed.	
1. Headteacher update		
	1.1 Headteacher report including safeguarding and attendance Report circulated prior to meeting. Key highlights from report: LP resigned as EYFS Lead and Reception class teacher as of 1 st June. Supply teacher covering until end of Summer term. LR fellow Reception teacher also now resigned, leaving in August. OFSTED year next year so adapted staffing plan to not leave us vulnerable. KP to move to EYFS lead - Thursdays with LP until she leaves. KW moved up to Yr5&6 phase lead due to KP secondment, CB covering Yr3&4 until end of summer term. Q: is that manageable for you and CB?	

	<p>LJ – yes but only because it’s short term. SENDCo responsibilities for me and Phase Leader for CB brings parity. Longer to train someone new in short time.</p> <p>PPA cover difficult to cover this year, advertised in different forms with no luck.</p> <p>Q: why do you think that is?</p> <p>LJ – challenging role across many classes, triggering for pupils. Restructuring SLT and covering PPA have been considerations for September structure.</p> <p>KP and MH to job share assistant head role. Share a class - leadership, PPA cover for other half. MH to lead Yrs.’ 2, 3 & 4 – good for transition between 2 and 3 where we notice a dip in data, standards etc. Saving of £17k for new structure.</p> <p>Q: will that be effective for improvement?</p> <p>LJ – yes, KP and MH in classes alongside leadership. SLT responsibilities document shown to show delegation. Clear responsibilities now between myself and CB which had not been discussed since moving in to roles.</p> <p>Q: staff involved are on board?</p> <p>LJ – yes, responsibilities adapted together and based on strengths/skills.</p> <p>EL non-class based SENDCo 3 days a week. Again, roles clearly defined.</p> <p>All temporary for one year. Revisit April next year in terms of budget setting. Professional development opportunity for KP and MH either way. Same for KW too – passionate about development of internal staff for leadership positions.</p> <p>Curriculum: oracy and active learning positive. Pupil progression meetings. Bromcom brilliant for analysing. Average progress should be 2 steps this term – allows conversations with teachers about why. Able to plan accelerated progress effectively.</p> <p>Q: is there an average percentage for each child?</p> <p>LJ – not really, different for each child and each subject.</p> <p>Year 3 data overview shown on the screen.</p> <p>Focused children in writing lessons. TA reading intervention moderation completed – TA to work across the year group rather than one class. Moderation assures correct quality and skill.</p> <p>Maths – separate children, focus group for each teacher during assembly time, again across year group.</p> <p>Q: 75% working below is significant. Leftover from Year 1 & 2?</p> <p>LJ – expected progress for writing not made so helpful conversations held today.</p> <p>Year 1 data overview shown on the screen.</p> <p>LJ - drop seen in Yr3 value added.</p> <p>DA – attendance massive factor in my class. Writing – fine motor skills not there, can’t hold a pen. Consistent use of capital letters and full stops not expected for me personally so won’t mark so until they are using consistently.</p> <p>Q: how does our data compare to the national data?</p> <p>LJ – looked at vulnerable groups, national picture reflected last year in EYFS for example, we need to narrow the gaps though. SIMs used last year, Bromcom able to utilise and analysis much better. Staff are responding really well to use of data and using it formatively.</p> <p>Q: do teachers find the meetings helpful and instructive?</p> <p>DA – meetings are positive and not ‘being told off’. Helpful. Teams working together in Year groups.</p>	
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	<p>SATs week – not going to get national averages. Aiming and hoping 60% on grammar and punctuation papers. Reading paper tricky today. Writing is focus after activities week to get them up to expected ready for transition.</p> <p>CAIRB – meticulous process, lengthy for admission to CAIRB. School visits are helpful compared to just reading about them on paper. Positively consulted for another 2 pupils. Newport CARIB well established and parent example of moving to here from there. Staff were the factor – caring. Funding issues now confirmed and all sorted. £4k for every child on roll, every year each year £6k top for CAIRB children whilst on roll.</p> <p>Decline in roll next year – 30 Reception children. New KS1 structure explained. Temporary measure to be reviewed next year. Mixed Reception/Yr 1 class will be KP and MH. Need to decide where other teachers are.</p> <p>Overall behaviour incidents down from this time last year. Increase in refusal to comply and refusal to work.</p> <p>Q: data looks like it's levelling out. LJ – still an element of over reporting.</p> <p>Q: is the data just for our monitoring or does it go externally? LJ – yes just for our development.</p> <p>Q: refusal to comply dependant on teacher approach. LJ – significant need pupils are a significant proportion of incidents. Attendance still remains good – national averages same as this time last year. Data shared with SLT who share with teachers to monitor.</p> <p>Legal proceedings – holiday requests generally unauthorised. Local Authority decide on legal action against unpaid fines. 2 families – first family financial difficulties after holiday fine, food bank vouchers given, so declined to sign legal court papers. Second family unknown circumstances so signed.</p> <p>Q: difficult when letters comes from school and County decide on legal action. LJ – yes, my name is on the statements.</p> <p>Q: really hard, fining in general is difficult and contentious subject. LJ – witness statement from us, but comes from County. Consider each circumstance individually. Consider SEN children for example.</p> <p>Safeguarding report data - online streaming issues increase. Incel and misogyny also increasing - noticed influx in issues, particularly in Year 6.</p> <p>1.2 & 1.3 SEF, Monitoring Calendar & School Development Plan Monitoring calendar ticking along. Everything planned to cover has been covered. Need to populate next version after term. JE completing Maths monitoring visit on Friday.</p> <p>MM – please can we be explicit about SG question on Governor visits. Review picked up on this. LJ – visits to coincide with monitoring calendar and school development. Writing, phonics, neurodiverse pupils, metacognition strategies etc all to choose from.</p> <p>Governor dates for dairy: Thursday 10th July – Summer Fair</p>	
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	<p>Sunday 20th July – Bideford Water Festival. We have a stall again to promote school, specifically Nursery and Reception. MP producing a marketing video for EYFS, will be online shortly.</p>	
	<p>2. Governor visits</p>	
	<p>2.1 Governor visit reports SM provided a report in her absence. Visit concentrated on wellbeing. Visited RL at Place2Be. Place2Be contract finishes October half term– struggling to fund ongoing. Starting to see the benefit so want to maintain provision for another year. Taken too long to establish and see the benefit. Rotary and Bridge Trust mentioned as potential funding streams. £20k a year. Full package with Place2be. Q: how many children does it benefit? LJ – 4 children in 10-week blocks. Assessment process in one go initially held things up. Now flows, assessing whilst seeing different pupils. Westa Coffee drop in tomorrow for anxiety. Q: did you know what you wanted to see? How do you monitor impact? LJ – pupil trauma is impacting on behaviour in school, number of Children in Care seen. Year 6 pupil really turned around. Q: what sort of therapy is being provided? LJ – plans appropriate support based on child’s need. Individualised plans of support. Q: what evidence could you provide to encourage funding? LJ – SDQ and Boxall should give evidence. Tried funding request with mental health support team. Place2Be lunchtime drop ins also available. Place2Think after school for teachers, supervision with pupils they struggle with. JE provided 2 reports on evening – health and safety visit. Reports to be circulated to group.</p>	
	<p>3. Policies & Protocols</p>	
	<p>3.1 Staff Grievance Policy (c/f) Unanimously agreed.</p> <p>3.2 British Values statement Unanimously agreed.</p> <p>3.3 Safe touch and positive handling Unanimously agreed.</p> <p>3.4 Wrap Around Care Policy Unanimously agreed.</p>	
	<p>4. Governor recruitment</p>	
	<p>4.1 Update on Parent Election 2 responses from election. Statements presented to Governors. Governor advice sought from County regarding social media presence. Next steps to meet with both parents – Governors to arrange directly.</p>	
7pm	<p>Meeting ends Reminder of next meeting date – Tuesday 24th June</p>	