



WEST CROFT SCHOOL

'Discover your Legacy'

MINUTES FOR FULL GOVERNING BOARD MEETING

Autumn Term 2022

13th September 2022 – 5.00pm

Present: J Ebsworthy (Vice Chair), D Ford, M Mills (Chair), T Page (Headteacher) and F Lowe (Clerk)

Visitors: Charlene Marston (Deputy Head)

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.

Key :

Green = decision

Red = challenge

Blue = action

ITEM NUMBER	NOTES:	ACTION
A. Apologies for absence	K Keller, C Ley, C Pengilly – reasons for apologies sanctioned M Taylor – no apologies received - unsanctioned	
B. Declaration of Conflict of Interests	All present checked, updated if necessary, and signed the register of business interests with no further conflicts advised	
C. Minutes of the last meeting	Minutes of the last meeting on the 19 th July 2022 Minutes agreed as a true record.	
D. Matters arising	None	
	1. Welcome back and housekeeping tasks	
	<p>1.1 Welcome back TP welcomed the Governors back after the summer holidays.</p> <p>1.2 Introduction of group</p> <p>1.3 Housekeeping tasks Documents circulated to Governors prior to meeting.</p> <ul style="list-style-type: none"> Members of the Governing Body. There is a staff, a parent and an LA governor vacancy. The clerk was requested to start the procedure for recruitment for both positions. DF will be an informal contact for potential staff governors and MM will be available for any parents to talk to. MM is to contact Paul Uden to ascertain if he is willing to become the LA governor. This was agreed and signed by the Chair. Election of Chair & Vice Chair. This was agreed and signed by the Chair 	<p>Clerk – staff & parent vacancies</p> <p>MM – speak to PU</p>

	<ul style="list-style-type: none"> • Meetings of the Governing Body The Performance and Pay Committee will meet at 4.30pm on the 1st November before the FGB at 5.00pm. This date is a change to the previously issued schedule, and all dates to be recirculated by Clerk. This was agreed and signed by the Chair. • Governors It was agreed to continue to abide by these guidelines and was signed by the Chair • Principles of Delegation These were looked at individually and agreed on a line by line basis. Once completed, it was signed by the Chair • Staff The procedures were agreed by all and signed by the Chair <p>TP will decide on the roles and responsibilities for the Leadership team and will request governor approval by email, with confirmation at the next FGB</p>	<p>Clerk – recirculate</p> <p>TP - email</p>
2. Headteacher update		
	<p>2.1 Headteachers report</p> <p>TP gave a verbal report. He has been around the school this week on a learning walk and to get a feel for how all are settling in. There has been no low-level disruption with all ready to learn. There are minor improvements to be made but much reduced to previously. The Behavioural Specialists have been doing a great job and offering support which has had a massive impact. They are working proactively and are building up a good relationship with staff on how to support our children. There is a reduced number of TAs within KS2 and all are working hard.</p> <p>How have the teachers managed with less TAs? It is a developing situation and currently all tasks are being completed by better organisation. The number of behavioural incidences are less than last year. Have incidences fallen or is it possible that are not reporting back all incidences? Teachers are taking more responsibility and reporting back all. Supporting resources are being planned in advance to be proactive. As school budgets are tight, it is not possible to have general TAs.</p> <p>Other local schools are following our lead in restructuring regarding TAs and we are able to have small class sizes which helps.</p> <p>Overall, it has been a really positive start and there is a good playground atmosphere.</p> <p>We have re-advertised for a Yr6 teacher with a longer closing date. We need an experienced teacher for Yr6 with a good knowledge of curriculum and SATs.</p> <p>Outdoor and forest learning is reduced as we have had to restructure to cover PPA. There is the possibility of working with an outdoor learning company to provide this variety which would also cover PPA.</p> <p>Have any more families joined us? We recently showed 12 families around the school – overall slightly up including families for overseas.</p>	

3. Governor Reports		
3.1 Non Pupil Day	<p>TP advised that on the 1st NPD there was a general welcome back and the priorities were set – grammar, spelling, reading, writing data, followed by a fun DT session. On day 2 there were bacon butties before safeguarding training for all. This was followed by a fun Samba session and a staff BBQ. There was good interaction throughout the day.</p> <p>FIPS – further questions have been asked and there is a document to complete which may necessitate a working party. There will be an in-year deficit, which is increasing. We need to work with the FO to look at the figures and will keep governors updated.</p> <p>MAT – TP has started to look at the possibility of aligning with other schools. This will need to use a working group and have a plan in place before the end of this academic year. Finding other schools that align with our vision is very important as we have done so much work and would not want to lose the progress we have made.</p> <p>Meet the Teacher sessions – How did these sessions go? The first sessions were held yesterday with a poor turnout, so we combined Yr3 and there was a large turnout. There are still more to be held. So far there has been a mixed response. We will be putting out signage to remind parents.</p> <p>Magic is working on marketing and social media with new banners and signs for the school – update to follow.</p>	<p>TP to complete</p> <p>TP to research</p>
Meeting ended at 6.15pm		

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