

WEST CROFT SCHOOL

Full Governing Board (FGB) Minutes

Date/Time	12 th September 2023 5.00pm	
Present	Initials	Category of Governor
Dawn Ashford	DA	Staff
James Ebsworthy	JE	Co-opted – Vice Chair
Carol Ley	CL	Co-opted
Charlene Marston	CM	Headteacher
Martha Mills	MM	Chair (arrived late)
Morgan Taylor	MT	Co-opted (left early)
Apologies	Initials	Reason for Absence Sanctioned / Not Sanctioned

In attendance	Initials	Capacity	Guests	Initials	Capacity
Fiona Lowe	FL	Clerk	Lisa Johnston	LJ	SENDCo/Dep HT

The meeting started at 5.00pm

	Agenda	Led by
1.	Present & Apologies	FL
2.	Declaration of Interests	FL
3.	Minutes of FGB meeting of 11 th July 2023, approval and matters arising	MM
4.	Review Election Process for Chair and Vice-Chair	FL
5.	Confirmation of Code of Conduct, Register of Interest and KSCiE 2023	FL
6.	HT Report – verbal	CM
7.	Building Work – update	CM
8.	Safeguarding Training	LJ
9.	Agree Lead Governor responsibilities	MM/CM
10.	Adopt amended Annual Planner	FL
11.	Discuss Skills Audit	FL
12.	Confirm HT Appraisal arrangements	CM/FL
13.	Set date for Clerks Appraisal	CM/FL
14.	Set dates for Pay & Performance Committee	CM/MM
15.	Governor visits and training undertaken	All
16.	Policies & Procedures	
17.	Items brought forward by the Chair	MM
18.	Impact Statement	All
	Date of next meeting	FL

Please note that the meeting was not carried out in agenda

No	Item	Action
1.	Present and Apologies as above. Charlotte has tendered her resignation that MM sadly accepted.	
8.	Safeguarding training – LJ provided safeguarding training for all present. MM has already received L3 training and arrived during this item. Some slides to be shared on Governor Hub to be a continual aid to all.	

2.	<p>Declarations of Interest - None were declared for this meeting beyond that which has already been declared.</p>	
3.	<p>Minutes of FGB of 11th July 2023. These were agreed as a true and correct record and signed as such.</p> <ul style="list-style-type: none"> • Attendance – The meeting between CM and MT to be arranged. LJ shared data for the past 4 years comparing WC with the national average (NA) for various groups of children within the school. There has been an improvement year on year for all attendance. The current concern is for children receiving SEN support which is 10% higher than the NA. Q. Is data available for town and county results or just nationally? A. Not on this report. Nationally, there is a significant rise in parents not sending children to school. Persistent Absences (PA) have been reviewed today with emails to all teachers to check daily for these children. The office staff will challenge parents of these children if they contact the school to advise of absences. A good relationship between parents and school is key to getting these children into school. WC will also be reviewing the reasons why children are sent home to try to reduce it. The fines issued by County are not deterring some parents from removing children for family holidays. As soon as attendance drops to 95%, letters are sent to parents and then followed up. The challenge this year is to be in line with the NA. • Skills Audit – There was a discussion on the results, which the clerk will collate (once all in), and present at the next meeting. It is accepted that there is a diverse range of skills across the GB. • SDP – CM will provide a list of visit dates for Governors to attend, linked to the SDP. CM will reword the current visit report. SDP to be loaded onto GovernorHub. • Sports Premium Report – this has been signed and uploaded to the website. • Governor roles and responsibilities – following a discussion, CL will be Deputy s/g LG. (Both MM and CL to provide date of L3 training to LJ for the Single Central Record). Other LG roles have been updated on the GB list. 	<p>c/f CM MM/CL</p>
4.	<p>Budget Update given by the Finance Manager – As it is so early in the financial year there is not much information (report shows up to June). It is assumed that allocations will be spent. The c/f will be similar to the published £78K. We will receive more EHCP funding than shown and as pay rises have not been agreed, they are not finalised. Q. Will these eat into the budget? A. <i>Definitely. We will know more in September hopefully.</i> Q. Do we know the anticipated pay rise? A. <i>We have budgeted as best we can on the advice given.</i> Q. Are pay rises annual? A. <i>Generally yes, in line with inflation.</i> Q. If the Government accept the demands of the unions will it cost the school more? A. <i>Yes – the probability is that some will be unfunded (from Government). We generally budget a 3% rise for teachers but it could be as high as 6.5%. It has been frozen in the past and some of the arguments are around the fact that the starting salary is too low. The strikes are because it is unfunded, meaning that schools have to find the money in already stretched budgets.</i> The c/f has gone up and WC will monitor the cost centres.</p> <p>The school led tutor funding is ending for this academic year and the return will be completed with all information on how it was spent. DfE will claw back any that they consider unspent. There were restrictions placed which made it</p>	

	<p>difficult to spend including £18/hour for a maximum of 15 hours/child, and we anticipate that approx. £4.5K out of £45K will have to be repaid. Next year will be the last year for this funding and there will be less money available. It is assumed that all funds allocated will be spent. There will be a few changes to staff to look at again in September. It is all looking OK.</p> <p>Capital – we had hoped to replace the car park entry gate but we do not have enough. We have received some further grants from DCC for the roof and to replace some windows.</p> <p>The WRAP is well used and contracts are in place now for most staff. The costings were set with the governors, as it is governor run and cannot run as a deficit or use school money. There needs to be enough money to cover redundancy if needed. Q. The costs seem quite high compared to other schools? <i>A. It is £10 from close of school until 6.00pm.</i> This is a lot for some of our parents to pay but we need to ensure that it is self-funding. Around 50% of parents are able to claim through income support and admin provide invoices for these. Some pay with childcare vouchers. The office are always happy to help any parents (incl Nursery) with support relating to childcare. The cost can be reviewed/reduced provided that we have enough in the pot. Q. Is it busy? How many can attend? <i>A. we can take up to 20 children (2 staff) but it is not full all the time.</i> Q. Do we have a buffer figure? <i>A. No. Just need to have enough for redundancy if required. Some periods are more profitable than others.</i> Q. Does the WRAP take any funds out of the pot? <i>A. Yes. Everything that is provided – food, games, paper, training, phones and other resources.</i> Q. Do you monitor this? <i>A. Yes.</i></p> <p>WestaCoffee – the separate funding code has now been sorted and will show from September. The weekly takings and costs are very similar, but we have been bulk buying consumables and could potentially have 50% of the stock still unused. We will keep charging and monitoring. It is no longer open in the mornings as it was being underused with the Inclusion Team spending too much time. It was trialled as a takeaway service only in the morning but was not very busy so is now closed. It was also found that some children were buying cookies to have as their snack at break. This had a knock-on effect of less sales of the tuck shop – healthy snacks – and an increase of “sugar highs”. Parental engagement is increased.</p> <p>The room is also used by the Inclusion Team to meet with parents who find school engagement challenging.</p> <p>Nursery Funding – this has increased for 4yr olds and we need to increase the charge to parents to be £4.75 from September to be in line with the funded support. Approved by all governors (DW left at 5.40pm)</p>	
5.	<p>HT Written Report – CM is currently using the same format as previously but this may change, making the report more strategic. The report was read through with some further details given in staffing and curriculum. The Moderation visit (item 8) was also viewed and discussed.</p> <p>Looking at the Behaviour and Safety graph, CM explained that more CPOMS logs are being created for small incidents – LJ does change the categories as required but more analysis is required on CPOMS, possibly changing some categories.</p>	

	<p>There are also incidents of duplicate entries from staff, or multiple logs for the same incident involving several children which is why the number of incidents has been falsely inflated. There was a discussion around SEND children and behaviour and reporting. Both CM and LJ are happy that behaviour is generally improving overall. CPOMS is important as it is used for evidence for EHCP/support requests.</p> <p>Attendance – 92.8% is the highest we have had. CM and MT (as Attendance Lead Governor) to meet to discuss all.</p>	<p>CM/ MT</p>
6.	<p>Membership of the FGB – currently we have several vacancies for Governors. It was decided and approved by all that JE should be Co-opted, and further elected to remain as Vice-Chair. Dawn Ashford was approved by the FGB and appointed as the Staff Governor. MM welcomed her to the board. Lisa Johnston was approved and appointed as an Associate Member and welcomed. Nominations for Parent Governors will be advertised in September and all governors agreed to complete a skills audit to determine what the skills levels are currently. There was a discussion regarding the reconstitution of the GB but it was decided not to pursue this at this time.</p>	<p>FL</p>
7.	<p>SDP – Final Draft – this is still in its raw form with no plans around it as yet. Some of the priorities have been rolled over as the impact was not as anticipated. P1 Writing – there is a low number at ARE – 30%. We have a really good plan in place now and we have 2 moderators in school which will help with this. There are only 6 pupils moving from KS1 to KS2 who do not have the required phonics levels but it is anticipated that some pupils will lose their learning over the summer holidays. An additional TA with responsibility for KS2 reading interventions has been allocated to work primarily in y3. There is an additional staff member to support Yr3 and an assessment system (Kahoots) is to be used for the wider curriculum. “Learn more and know more” is the Kahoots tagline and there are tests to see if it is working. Kahoots needs to be set by the subject leads from planning through to tests to be consistent, and will start in September. “What’s good for SEND is good for all” is a further introduction with regard to support provided. We will need to pair up with Governors to monitor and report. These roles will be assigned in September. The SDP will be brought to the Governors in Dec, March and June annually.</p>	<p>Add to AP- FL</p>
8.	<p>Review SATS Results – KS1 Reading is at 61%, Writing is 44% and Maths 67% which is at or above last year.</p> <p>Yr6 SATS for 90 children – SPAG 51% (up 1%), Reading 48% (down 12%) and Maths 52% (up 5%). 8 children got 99 marks for reading so these will be reviewed. If accepted we will be at 59%. Lots of the children had high scores, missing by 1 or 2 marks. Closer analysis will be completed by SLT and the y6 team to inform next year’s approach to SATs.</p> <p>The cohorts at WC are unique and WC was moderated this year for KS2 writing. Unmoderated schools do not have their scores challenged. Early reading is having an impact and we will see this improving scores as these children progress through the school.</p> <p>The birth rate is falling and this year we will have 44 new starters (PAN is 90) with 14 having significant SEND/EHCP needs. This amounts to 27%. 3 children are non-verbal. It is anticipated that we will have one class of 30 and one of 14. We</p>	

	<p>will need to monitor robustly, and are hoping that with more intervention (5/6 staff) and a fluid and flexible approach we will be able to see significant improvements by the end of the year.</p> <p>There are approx. 9,200 leavers and only 7,200 starters this September within Devon. It is anticipated that there will be a 1/3 less in the following year. DCC are talking to schools about reducing their PAN – we are already in discussion with this.</p> <p>Class arrangements for next year were shared and agreed. Q. When do children know which class they will be in? A. Children and parents have already been notified via letter and transition meetings have taken place.</p>	
9.	Performance Data – covered in item 8.	
10.	Staffing arrangements 2023-2024 – covered in item 8.	
11.	Phonics Results – covered in item 8	
12.	EYFS Headlines – covered in item 8	
13.	<p>Safeguarding Report – there have been a high number of MASH referrals and strategy meetings taking place. It has been the busiest time in terms of safeguarding. There are more children on protection plans with complex cases and the greatest number of children involved and families supported. We currently have 47 families receiving Early Help and 1 Child in Need. There is an expectation for the school to support parents and families more. With the Leadership Team reduced from 3 to 2, this is more tricky on occasions but we do not have the budget to recruit a 3rd person. Q. Without the AHT role, does it free up budget for upskilling? A. WC will be seeking a member staff to be the Deputy SENDCo and anticipate that training etc will be in the region of £3.5K.</p>	
14.	<p>SEN Report – there is not much change in the figures in term of percentages of need, and we are focussing on a behavioural relational approach – there is still some follow up training to complete to further refine the approach. The SaLT practitioner is having a good impact on speech and language. Nursery and Yr1 have benefitted from this and there are less SaLT needs because of the work already done. Q. Do you expect to see a pattern of better behaviour? A. for high needs children, yes. We are now working with other children's needs now. We have less TAs, however the role of the new behaviour specialists are working well. We have sourced professional help which has been very useful and are trying to negotiate to get some Makaton training as well as looking at assisted technology to further support some pupils. There are some children with more complex needs coming through.</p> <p>The major change is the relationship between teachers and pupils. Using this relational approach sees children better able to reason. We use conversation and dialogue to make changes for the future. The LA is asking schools to express an interest in becoming resource bases and we are putting in a bid. Our SEN absence rates are better than the national average but we do have 3 EHCP children with persistent absences – 1 has complex medical needs and 2 have reduced timetables. There is still a 3-year waiting list for Speech & Language Therapy which compounds problems. Q. How many children need SEMH? A. WC has a high proportion of about 120/130 which is around 25%. MT advised that the Rotary Club may be able to assist and LJ/MT will discuss further.</p>	LJ/MT

15.	Sports Premium Report – The Sports Subject Lead is very proactive and has many good ideas to upgrade sports provision. They understand how to spend the grant to improve PE provision across the whole school. To be signed by CM and MM	CM/MM M
16.	Dates/Annual Planner for 2023-24 – The dates were confirmed for the next academic year and the annual planner is a new undertaking that will be reviewed regularly. There are some items to still be added. It was agreed to look at Governor roles and responsibilities in September.	FL
17.	<p>Governor visits and training undertaken – JE has made several visits and the reports were made available to all.</p> <p>IT – Magic is passionate about his role and is juggling IT with photography and has reviewed the infrastructure. It is anticipated that £18K is needed to upgrade.</p> <p>Kitchen – Brett is passionate about providing healthy meals and using local suppliers where possible. The kitchen struggle with the “same day” ordering of meals and would like the school to explore ways of children pre-ordering. This would ensure that the required supplies are ordered in a more timely manner and reduce waste. The kitchen is happy to support WestaCoffee.</p> <p>H&S/Premises – There were some issues raised in the Zurich report audit which have been resolved. One block of toilets needs refurbishment but is not on the budget as the cost of £40-60K is too great. JE is to discuss with DW to look at alternatives. The entry gate needs replacing at a cost of £28K. It is suggested that this becomes a high priority. There has been a water leak which has been found and fixed. WC is asking for a refund / partial refund for the £10K which has been spent on wasted water. The roof repairs and window replacements will now not take place over the holidays but will be in September with significant disruption to Yr6.</p> <p>Oceans & Evolve – JE has reviewed these and is happy that all is in order. It was agreed by Governors to ask a Safeguarding question on every visit. Examples of questions can be found on GovernorHub Q Cards.</p>	<p>CM?</p> <p>JE/ DW</p> <p>ALL</p>
18.	<p>Policies</p> <ul style="list-style-type: none"> • Administering First Aid – minor change – Approved • Emergency Plan – (not shared due to sensitive content) MM and JE have seen this and are happy that all is in order – Approved • Sex & Relationships – a question was raised and answered on parental consent. – Approved • Intimate Care Policy – no changes – Approved • Equality Policy – amended following a parental complaint – Approved • Attendance Policy – change of HT - Approved • Charging & Remissions – minor changes - Approved 	
19.	Items brought forward by the chair – none	
20.	Impact Statement – Governors challenged WC regarding ARE results. H&S feedback shared. Challenges made around job shares and class arrangements. Nursery fees increase challenged and approved. Wrap around care discussed. Data reviewed and challenged. Policies approved.	
21.	Date of the next meeting – The next FGB will be on Tuesday 7 th November 2023 at 5.00pm in Charlene’s Office. The Pay & Performance meeting will be at 4.30pm.	

With no further business, the Chair closed the meeting at 7.28pm

Agreed as a true record	Date
--------------------------------	-------------