



WEST CROFT SCHOOL

'Discover your Legacy'

MINUTES FOR FULL GOVERNING BOARD MEETING

Spring Term 2023

24th January 2023 – 5pm

Present: J Ebsworthy (Vice Chair), D Ford, C Ley, M Mills (Chair), C Pengilly,
T Morgan (left early), and F Lowe (Clerk)

Visitors: Dawn Wright (Finance Manager), Charlene Marston (Deputy Head) and Lisa Johnston (SENDCo)

Key: **Decisions = green** **Actions = blue** *Questions and Answers*

ITEM NUMBER	NOTES:	ACTION
A. Apologies for absence	T Page – currently on training – apologies sanctioned	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	Minutes of the last meeting on the 1 st November 2022 - Agreed as a true record, and signed as such.	
D. Matters arising	TP – action. Assign Governors to a school priority. Attendance for example. c/f - TP to email Governors with the school priorities assigned to an individual. FIPS working party if necessary – no longer necessary	TP
E. Any actions completed/not completed/next steps	As above	
	1. Budget Monitoring update	
	1.1 Monitoring Report c/f from cancelled 06/12/22 meeting. Further notes issued to all prior to this meeting. The c/f previously advised at £305,000 did not include paying for redundancy as expected DCC to fund this. As we re-advertised the teacher positions, they deemed that they were not redundant posts. We received £191,000 and therefore £184,000 is the new c/f figure. We currently have 41 children starting in Reception in September, but this is not confirmed. <i>Q. How many do you normally have start?</i> A. Around 50; never more than 60 and the PAN is 90. <i>Q. What was the figure when the budget was set?</i> A. It is based on 54 and the application deadline is now closed. It is possible that the number will increase and we should know by end Spring Term. <i>Q. What is a good number?</i> A. 60 or 90. 60-70 means 3 small classes. Ideally more than 50. <i>Q. Why is the number so low?</i> A. National birth rate. We are the only 3 form entry school in the area so other schools fill up quicker. Moving forward, we need to	

	<p>ask DCC to reduce to a 2-form entry, but this could be a problem if they then do build a new school at Affinity Outlet. Reception numbers are limited to 30 per class. Other school are limited physically but as WC is 2 schools combined, it has a larger area. We accept that County predictions can be wrong and feel we would enjoy more success as a 2-form entry. Additional classes could be used for Art, DT, Cooking etc. It was decided to wait until the next academic year to get a better picture of the trend. There is currently very fluid movement within classes and we need to look at numbers/classes in the Summer term to determine staffing needs for September. There are some temporary staff contracts in place. <i>Q. To become a 2-form entry school, do we need to prove to DCC that it would be better?</i> A. We need to make a presentation to them, and with 3 years evidence this September, we would hopefully change for Sept 2024. <i>Q. Can TDC help to build the case?</i> A. No. DCC have the data/statistics. When our PAN is 90 and we only have an intake of 50, it does not look good for us. Several of our buildings are older and the maintenance costs on them are high.</p> <p>Reading Tutors – we have 4 doing a total of 44 hours. In monitoring the impact we can see that this has really helped, they are trained for specific year groups. We hope to continue with this using the PP budget. They work flexible hours and claim for hours worked.</p> <p>Last Budget – pay rises were unknown and are now settled. All back pay has been made. We budgeted £13.5K for backpay for redundant staff, who have to request the back pay. So far £6,997 has been paid to staff that have claimed – DW to check when the deadline for claims is.</p> <p>WRAP – this is running well. Some days we have more than 20 children. One member of staff is on a contract for the morning sessions but would now like to have a contract for the afternoon sessions as well. Agreed by Governors. Additional staff vary so claims are submitted as worked.</p> <p>Audit Report – Completed remotely by DCC in March 2022 and discussed at FGB in July 2022. Actions now added for TP and Clerk and audit signed.</p> <p>Westa Coffee – Primarily a community base for parents and run by the inclusions team who are available for informal chats. Currently taking around £50 a day and open for 45minutes in the am and an hour from 2.30pm. There is generally a steady trickle of people with around 30 at busy times. School chef provides cakes and cookies and ensures that food hygiene is followed. We have contacted the school nurse about using the room as a pop-up and this is now scheduled in. We have also contacted the Children’s Centre. <i>Q. I thought the idea was to have free coffee and encourage parents to be on time for school – is this happening?</i> A. The idea morphed into what we now have. There should have been a development plan put in place, and given to governors for approval. <i>Q. Originally it was going to be in the hall, this is so different from what I imagined. What was the budget?</i> A. The cost was £16,000 to set up and came from school improvement. The Finance Manager advised that when the project costs increased it should have gone before governors for approval. The cost of the</p>	<p>Actions for TP & Clerk</p>
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	<p>coffee/supplies is not significant and is a running cost and the whole project is forward thinking and other schools/ children's group think it is great. It is felt that it is a good investment – a community place with great potential to become so much more in the long term for job centre pop up, school nurse, evening groups who need a space to meet etc. It is an investment in families and has a lovely atmosphere and a good positive vibe. The school will also use it for meetings. <i>Q. Will there be a budget for meeting refreshments?</i> A. There is a separate stock and some are supplied by staff. Refreshments are already provided for staff/ visitors/ meetings. Next month local SENDCos will be meeting here. The FGB need to accept that the process was not correctly followed, as the idea was born during the year and now needs to be included in the SDP, and needs governor approval. Governors stated that it needs to benefit WC children. It was further explained that the cost was mainly building work. <i>Q. How long will the Inclusion Team staff be running it?</i> A. In the long term it is not sustainable, and the intention is to see if any MTAs will, possibly with parent volunteers, with the inclusion team still being available as required. <i>Q. Will you do a retrospective business plan?</i> A. No. We will do a review. It was agreed that the review will be completed just after the Easter holidays for the April FGB. If the coffee etc was supplied at no cost, there would be no requirement for a business plan/review, but as we are taking money from the public, there needs to be a plan in place.</p> <p>At the next meeting the SFVS will need to be reviewed and signed off to be submitted by the 31/03/23. A fresh Benchmarking report will be produced in February and forwarded to staff before the next meeting to enable governors time to review, add their input and ask questions. DW left.</p>	DW - review
	2. Governor Training	
	2.1 Level 2 safeguarding training was delivered to all Governors by LJ	
	3. Term Dates	
	<p>3.1 2023-2024 dates – School have to follow DCC guidance and are able to choose 5 NPDs and 2 occasional days within the academic year. WC chooses to fall in line with Bideford College to help with childcare for staff and parents. Staff will be asked to complete training in Twilight sessions so that not all staff need to attend on NPD. <i>Q. IS this easier?</i> A. It can be easier to complete 2 hours per night in good, short, focussed sessions for 3 nights as it is not possible to complete 3 sessions back-to-back in one day.</p> <p>Dates approved</p>	
	4. Headteacher Reports	
	<p>4.1 Verbal report given by CM in the absence of TP – the big changes are staffing changes again. One Yr6 teacher (currently covering PPA) leaving so we have the replacement teacher in place for stability. We feel it is better to sometimes have the change happen quickly. Further changes taking place and both senior leaders have gone back to teaching classes. Adverts will be in place asap and contingency plans are being discussed. Booster for SATs was discussed and WC</p>	

	<p>will be looking at a streamed approach for the new teacher. A couple of staff members are on maternity leave and while advertising the roles, we are moving staff as required. Working on handovers to make it easier for staff and children. There are less disruptive incidents within school. <i>Q. Has behaviour got better or are staff dealing with it better?</i> A. We now have less staff within classrooms but the inclusion team deal with the issues. Behaviour issues can have a huge impact. There are a number of children with 1-2-1 support and it is important to get the right person. We have a probable permanent exclusion coming up but LJ has been working with agencies to support as best we can. There is no impact on other children as this child is educated separately. Recent trips and visitors have all been successful.</p> <p>We want to establish a WC approach to writing and not use Babcock version. Staff want to do better and are writing their own plans/units. An example is that we recently wrote to TDC about improving a local park, so visited beforehand. Staff are supportive and excited by our own approach. Staff changes are bringing in new visions and we are now strong enough to carry through with this. Our priorities are:- recruitment, staffing, SAT and boosters; having the right people in place in September is key. <i>Q. Are the SATs indicator of progress?</i> A. Early indicators are better than last year, some children have not been through the new scheme and the current Yr6 have had lots of teachers. We want the transition to be smooth. We are not holding after school booster sessions as it captures the wrong children. <i>Q. Are interventions happening?</i> A. we take out 16 children and have got great results which we hope will be maintained.</p> <p>The legacy is that some children have not been on the same curriculum throughout. Yr3 are the first year that have been. <i>Q. Were Yr4/5 affected by Covid-19 impact?</i> A. Yes. We cannot have that amount of disruption without it having an effect. Speech and language is hard for those that missed toddler sessions and it will have an impact for the next 10 years or so. We encourage high SATs but our children face difficult challenges, not all of which are curriculum focussed. Devon school are already career focussed with our topics/projects focussed on future careers, not necessarily academic based, but builders /electricians /plumbers etc. We are hoping to get the Barnstaple Careers team involved.</p> <p>The curriculum programme in the future will be based on “Discover your Legacy”</p>	
5. Governor Visits Report		
	<p>5.1 KS2 Curriculum – all governors have reviewed with no questions. Governors were encouraged to visit school to see the curriculum being taught.</p> <p>5.2 Health & Safety Report – visits have not been as frequent as previously. Some outstanding RAs were identified and will be resolved by DF.</p> <p>Quotes are being received for bin collections, based on the same level of service.</p> <p>Grounds maintenance – provider has gone into liquidation and new provider to be sourced.</p>	<p>Governors – to visit</p> <p>DF- to action</p> <p>DF – to source</p>

	<p>There is an energy grant of £21k to help improve the energy efficiency/costs which will need to be spent in the summer term. The suggestions are:- to become a “no fry” school and replace the existing fryers with a new oven. Fried products are unhealthy and expensive. Also, the school has a low gas pressure and this would help. This would use about half the grant. <i>Q. Is 1 additional oven enough? A. The Kitchen manager believes so.</i> There is a 5 month lead time to acquire.</p> <p>Dinner numbers are really high; the food is better and FSM are on the increase. The Kitchen Manager is very passionate about provided healthy, locally sourced meals.</p> <p>Another suggestion is to replace KS2 windows and doors, some of which are 20 years old. We would replace with more energy efficient and more secure.</p> <p><i>Q. Are there any other areas that you want to spend on? A. In addition to KS2, KS1 hall door is failing and is not currently wheelchair friendly.</i></p> <p>Above suggestions approved, with updates to be provided by DF as received.</p> <p>As part of his visit, JE met with the IT Manager, who wants to improve the IT resources within the school. The IT Manager will also be taking new governor photos for the website.</p>	
<p>5. Policies</p>		
	<p>5.1 Nursery Admissions Policy Read and recommended by JE. Currently awaiting the new template of this policy which will be submitted at the next meeting <i>Unanimously agreed to continue using until new template approved</i></p> <p>5.2 Wrap Around Care Policy Read and recommended by DF. Minor changes around Safeguarding. <i>Unanimously agreed.</i></p>	
<p>6. Impact Statement</p>		
	<p>During this meeting we have gained a greater understanding of our role regarding Safeguarding, and that of the Safeguarding team. We have a greater understanding of business plans/budget proposals and the parental involvement at WestaCoffee. We have approved plans to improve H&S and energy efficiency. We have been advised about the staffing plans for Yr6, along with boosters for SATs and recruitment and heard about the career based curriculum.</p> <p>AOB CM briefly updated all on Kahoot quizzes used for impact monitoring on the curriculum. The improved outcomes are shown in books/displays and the pupils voice. Parents have been invited in and learning celebrations are taking place</p> <p>The meeting went into Part 2 at 7.30pm and CM and LJ left.</p>	