



WEST CROFT SCHOOL



'Discover your Legacy'

MINUTES FOR FULL GOVERNING BOARD MEETING

Summer Term 2022

19th July 2022 – 5.30pm

Present: J Ebsworthy (Vice Chair), C Ley, C Pengilly, D Ford, M Taylor, K Keller, M Mills (Chair), T Page (Headteacher) and E Paine (Clerk)

Visitors: Charlene Marston (Deputy Head) and Dawn Wright (Finance Manager)

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.

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Red = challenge

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ITEM NUMBER	NOTES:	ACTION
A. Apologies for absence	None	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	Minutes of the last meeting on the 26 th April 2022 Minutes agreed as a true record. Update on outdoor play equipment – project finished and now in use. Great addition that the children are loving.	
D. Matters arising	Introduction of Fiona Lowe new Clerk to Governors. FL starting in September 2022. Brief introductions given by everyone present.	
E. Any actions completed/not completed/next steps	Agree meeting dates for next year Provisionally agreed. MM and TP to discuss start times due to childcare issues for MM.	
	1. Budget	
	1.1 Budget update given by Finance Manager Notes circulated to Governors prior to meeting. DW noted the £4,000 less carry forward.	

Adjusted mainly because of EHCP funding.
 Staffing in budget plan based on April. All new changes will be in by September and therefore forecast will be more accurate.
 Budget is as good as it can be based on the current landscape.
 Cost centres - most things will be spent (too early on in financial year to look at in detail).
 Imperative we closely monitor gas and electric from Autumn term with predicted increase coming.
 School led tutoring – submitted return today. 550 hours’ worth of tutoring claimed for. Outstanding funding will be claimed back.
 New allowance for next year, as with this year has to be used in academic year.
CL clarified it was just one tutor we had at the moment.
 CM replied two. Has been difficult to recruit and other things have happened. Better plans to utilise next year.
JE clarified it can only be used for tutoring.
 CM responded yes, have claimed what we can. Worth noting that from September we can change who we use. Restrictions this year with supply options.
KK enquired about the other options.
 CM explained there is now an option for support staff to fill that role. 2 hour training course can be completed online.
MM asked what evidence was provided of use.
 DW responded timetables, lessons plans etc.
CL asked about the updating of classrooms over the Summer – still going ahead?
 DW replied yes, all in hand and booked for Summer. In repairs budget currently but can use some flexibility with school improvement if needed. Year 3 this year because Year 4 on mobile units and potential future proofing of 2 form entry.
CL asked if the refurbishments will stop after this year.
 DF explained it was dependent on the budget. Hope for next year is to do Year 2.
 Capital projects booked of CCTV and fence to be completed this Summer.
 DW noted the significant drop in numbers for extended provision in last 6 weeks or so. Parents utilising for college courses that’s why. Review in December but not concerned at this point.
 CL queried pay for staff in this role.
 DW/DF explained, same hourly rate for staff regardless of uptake. Sessions are charged to parents based on length. Staff contracted for morning sessions and claim for after school to avoid paying staff for empty sessions.

1.2 Internal Audit report/feedback

Report provided to Governors prior to the meeting.

Audit was conducted remotely. First one for DW and EP as a team/leading.
 Overall very good and pleased with outcome.
 Quick action plan was put together for quick fixes, with a few items ready to be rectified in the Autumn term.
 Governor section mainly around term of references and housekeeping. Still need certain terms of references in the background ready even if not being actively used.
 School Improvement Plan needs to be costed against budget.

1.3 FIPS application

Documents provided to Governors, prior to the meeting, of submission for information.

	<p>TP and EP met remotely with FIPS’s panel to justify application. 15 members on panel from range of departments (HR, finance, school improvement etc.</p> <p>Interim outcome letter received this week. In absence of Chief Executive, holding letter has been sent.</p> <p>Haven’t confirmed how much they are going to support financially but have confirmed redundancies can go ahead.</p> <p>Wait to hear in September what financial support we will get.</p> <p>Will potentially have significant impact on budget because we haven’t budgeted for paying any of the cost.</p> <p>JE – because we have rapidly improved already, will they now judge more on budget numbers as opposed to academic outcomes?</p> <p>TP – if you can show sustained budget for a couple of years and continue to provide the best education for children that’s what you need.</p> <p>Conversation around balance of budget but also needs and high standards of school.</p> <p>Strain/pensions costs discussed and reminder given of difference.</p> <p>DW and FL left the meeting at this point.</p>	
<p>2. Headteacher update</p>		
	<p>2.1 Headteachers report</p> <p>Headteachers report recirculated from June meeting as part of papers.</p> <p>TP provided an update on recruitment.</p> <p>Disappointingly, 3 people withdrawn from employment after accepting. Frustrating, waste of time and effort from our point of view and leaves the school in a precarious position.</p> <p>MM queried if it was our recruitment process – need to review?</p> <p>CM/TP replied no, very strong process unfortunately it’s been the people selected. Also have been flexible and accommodating where needed.</p> <p>TP explained that one of the roles was a Year 6 teacher, so now about working out the best option for the children. Might impact JS role, which is non-class based on structure, will have to have a teaching commitment of some sort. Trying to safeguard that.</p> <p>Short term plan initially, perhaps with recruitment ready for January.</p> <p>CP asked if a full time teacher from a different class/year group could be moved. Year 6 is key year with SAT’s.</p> <p>TP responded; have thought about but don’t want to weaken other areas too. Need experienced teacher in Year 6 though so will keep an open mind.</p> <p>Conversations around difficulty in recruiting and skills needed for TA’s. Landscape means you can get paid more in supermarket etc.</p> <p>SAT’s results circulated to Governors at the meeting.</p> <p>CM led:</p> <p>Broken down in to Pupil Premium and non Pupil Premium and boys and girls.</p> <p>National average displayed across the top of the table for comparison.</p> <p>Low – disappointed with results after good Ofsted inspection.</p> <p>Level playing field that took in to account covid etc</p>	

Historically low but not that low so genuinely disappointed. 18 papers were around 99% so reviewed just in case but no extra marks. Classes with consistent teaching had higher results. 'Legacy' children with lots of teachers have performed lower and has really shown the negative impact of circumstances. Year 3 data is currently highest across the school, which has been the new 'West Croft'. First year group to benefit from this. CP asked if there was more parents could do at home to support. CM responded reading and timetables, big support if also done at home. TP and CM already strategised for next year and teaching specifics in Year 6. Better internal data showing in Year 5. PP strategy says pupil should broadly show in line with non PP which it does. Maths in general particular low. KK noted that attendance has an impact. CM agreed, different thought process around sending children to school after covid, unfortunately a negative by product. Will do some analysis around attendance and results. TP added that some of the data is around specific teaching – perhaps too much professional leverage from us as SLT. Fault has to lie with us there. CM – feel like we've failed the children. JE added, I understand the disappointment but must also remember where the school has been and fires we've had to fight. TP continued; idea to test papers first couple of weeks and lowest students get divided in to groups that will have SLT champion. GLD very good for school. Draw a line in the sand and move on. CM added, our strategy is around disadvantaged children so we've always had good support there. KS1 writing down but that was expected due to lack of experience. Gap has widened nationally between affluent and disadvantaged due to covid. Phonics in Year 2 better than expected at start of year. Have worked hard in that year to set up for KS2.

2.2 School Development Plan

Circulated to Governors at the meeting.

TP led:

Shortening plan to be more focused. Priorities - first two from OFSTED feedback.

WestaCoffee mornings – to engage parent community – opportunity to sit with Inclusion Team for vulnerable families.

Talked through plan and highlighted key points.

New writing lead TB is very strong.

CL asked if we were continuing with Babcock sequences.

TP replied no, moving towards our own scheme.

CM added, we have years of experience in teaching, schemes have deskilled teachers. All provided but has lessened creativity.

Lots of modelling next year.

KK agreed, too subscribed – good tools and for teacher workload but too restrictive and deskills the teacher.

TP – very focused plan now.

MM asked for an update on JS and data.

TP – JS will attend and update Governors in September. Actually have two years' worth of data to work from now.

2.3 SEN Report

Circulated to Governors prior to the meeting.

	<p>Thanks to LJ for producing. Report is data driven. CL commented that the safeguarding position looks good. MM agreed, reflects our school. TP noted that the SALT position had been recruited internally for September. CL asked why previous exclusion data for 2019-20 had been provided. TP – will ask LJ. Format of report good. LJ will provide each half term.</p> <p>2.4 Staff exit interviews for redundancy process Remote questionnaire given to redundancy staff leaving – will be feedback in September. 1 x exit interview for teacher who resigned arranged for this week. Agreed above was the most efficient way to give the opportunity for feedback given the volume of staff leaving under restructure.</p>	
3. Policies		
	<p>3.1 Complaints Policy Reviewed by KK. EP noted that the policy is lacking response times. Insert timeframe against flow chart – use example of exclusion policy timelines. Agreed with amendments.</p> <p>3.2 Offensive Weapons Policy Reviewed by MT. Policy agreed for use.</p> <p>3.3 Finance Policy Reviewed by CP. Small amendment made from audit feedback. Record of individuals with authority to authorise items resulting in financial commitments and payments added to back of policy. As well as being stored separately in finance/budget folder. Policy agreed for use.</p> <p>3.4 Lettings Policy Reviewed by JE. Temporary suspension notes added as part of audit feedback. Elections are only forced letting. Extended provision set up means it is better to not have lettings. Previous lettings have caused issues. Policy agreed for use.</p> <p>3.5 Equality Policy Reviewed by CL. CL requested examples of reasonable adjustments for disabilities. TP/CM provided examples. CL - CPOM's prejudice tick box? TP - yes. CL – School council in place? TP – yes, not very proactive at the moment but new teacher to lead in September. Whole school generally do it anyway. KK – rebrand and call it something else? Policy agreed for use.</p>	

4. Governor Reports	
	<p>4.1 Kate Keller - EYFS visit</p> <p>4.2 James Ebsworthy - Premises Visit</p> <p>Both reports recirculated from postponed meeting in June. KK noted how impressed she was with the EYFS environment.</p> <p>AOB DF asked that order for swimming be brought to the table. Accidentally added cost for coaches (transport) to one order, instead of splitting termly. Order for £7,000 for coaches for two terms of swimming agreed by Governors.</p> <p>DF asked that electric charging points project be brought to the table. Project to install 2 x electric charging points during Summer holidays for £5,000. Staff and visitors can charge electric cars on site.</p> <p>Discussion around why the project was wanted/needed. Comments regarding environmental benefit and future proofing.</p> <p>CL noted that there were other ways to 'go green' that are more pupil based.</p> <p>JE noted it would be an investment.</p> <p>CP noted that it would need to be of more benefit to the school especially financially.</p> <p>MM agreed, like the idea but not sure it's the right time.</p> <p>JE added that we need selling points for school. Areas we can stand out.</p> <p>MM agreed but not at potentially such a financial detriment.</p> <p>CP asked what the cost a year would be to run the points. DF/TP would need to find out and report back.</p> <p>TP noted it was a step in the right direction but do understand the point around engaging the children more.</p> <p>MT agreed, other avenues to investigate before committing to that amount of money.</p> <p>TP suggested assigning a Governor to lead on green issues.</p> <p>DF added, here for the children but also have a duty to think about our staff. Don't want project to be dismissed completely if good for the environment.</p> <p>CL - not dismissing completely but need more time to consider.</p> <p>Agreed to put proposal on hold and review as part of a wider strategy.</p> <p>Zebra crossing update provided by EP.</p>

	<p>Initial plans to install a pelican crossing have been withdrawn by DCC. Suggestion is to upgrade the current zebra crossing instead. Governors to write a letter in response contesting the proposal.</p> <p>Meeting closed at 7.30pm</p>	
	<p>Meeting ends</p>	

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