



WEST CROFT SCHOOL



'Discover your Legacy'

MINUTES FOR FULL GOVERNING BOARD MEETING

Summer term 2021

25th May 2021 – 5pm – 7pm

Present: J Ebsworthy, M Mills, C Ley, C Callaghan, T Page (Headteacher) K Kelly (Chair) and E Paine (Clerk)

Visitors: C Marston (Deputy Head) and M Taylor (potential new Governor)

NOTES TO MEMBERS:

Chair- Katrin Kelly

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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ITEM NUMBER	NOTES	ACTION
A. Apologies for absence	D.Ford – apology sanctioned	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	Minutes of the last meeting on the 23 rd March 2021 including Part II item Part II Minutes of the budget/finance meeting on the 20 th May 2021 Both sets of minutes proposed and unanimously agreed by those present at each meeting.	
D. Matters arising	Election of M.Mills M.Mills had come to the end of her term as a Parent Governor. Proposal that M.Mills be elected by the Board as a co-opted Governor and a vacancy for two parent Governors organised. Governors voted by email prior to the meeting in favour of this proposal, 5 votes for yes, with 1 abstaining.	

	M.Mills voted to the Board on another 4-year term, continuing as Vice Chair and SEN Lead Governor.	
E. Any actions completed/not completed/next steps		
	1. Headteacher Update	
	<p>1.1. Half Termly Headteacher Update</p> <p>M Taylor joined the meeting just after it had started, with introductions being given. MT had joined the meeting as a visitor, after meeting with TP, KK and Clerk to discuss potentially joining.</p> <p>TP explained that he had kept this update purposefully short because of the detail within the school development plan. Requested that as much as possible challenge and questions are tabled in advance. Gives time for strategic answers to be prepared.</p> <p>TP suggested that each Governor take an area of priority from the SDP plan. Provides context of the E-Visit planned for Thursday and prepares for the future OFSTED visit.</p> <p>Teaching and Learning scrutiny has been rigorous this term. Now only two teachers RI. Aware that Year 1 and Year 3 are 'pinch points'. Year 1 have had a turnover of 8 teachers. Confident that teaching and learning will be good by next year. Following advice from B Murray, T&L plan has been amalgamated with school development plan.</p> <p>Previous term assessments used, as fair assessment because of Covid and lockdown. Reading has stayed the same or better because it's easy to do at home, national picture. Writing and maths has dipped. MM commented that Maths has been an issue for a while. CM explained that Maths in Year 2 has not dropped. Solid teaching of how it should be taught, focused on the correct areas right away when back. Reading would have been national this year. TP agreed, consistent teaching and teaching the right thing. CM continued that there was a deficit in Year 3 for previous phonics, didn't have chance to close the gap because of lockdown. Retrain teachers in Year 3 to teach phonics. Closed the gap in Year 2 and Year 1 quickly. Year 1 strong interventions. Bespoke teaching for percentage of children. Much harder to close the gaps higher up the years, Year 6 for example.</p> <p>KK noted that the school will be let down if Governors don't know what to discuss on Thursday's E-Visit. OFSTED is data driven.</p>	

	<p>TP agreed, Governors need to know where school is currently at. Will ask questions about school development. Will ask about data. Remote learning period for example.</p> <p>KK noted that as Chair she needs to know Governor visits are tight. Local authority visit didn't go as expected.</p> <p>CM added that it was obvious now what is expected and we will take that on board.</p> <p>KK noted that all need to be speaking the same language, Governors and Leadership.</p> <p>CM agreed, last Governor review was good.</p> <p>TP noted that Governors need to know the school development plan inside out.</p> <p>CL – provides a snapshot of where the school is at.</p> <p>CC asked what was the national picture emerging, will that have an effect on future benchmarking?</p> <p>CM replied not sure yet, but would hope so.</p> <p>CC noted that it has been two years without SAT's but Year 7 haven't suddenly stopped knowing how to learn.</p> <p>TP requested that challenging questions are emailed directly to himself or via the Clerk. One question from each Governor. Clerk confirmed that questions/challenge is also still welcome at the meeting, conversation does evolve naturally.</p> <p>KK noted that she herself has asked questions previously about data and in detail.</p> <p>CM agreed, KK provided good challenge in regards to our remote learning, specifically around safeguarding. Good example.</p> <p>Agreed that a timetable of Governor visits, tied against the school development plan should be arranged. Strategic challenge/development, including a log of Governor visits.</p> <p>Strategic development = questions in advance and Governor visits connected to the SDP that are clearly recorded.</p> <p>1.2 Review of school parking/traffic issues</p> <p>Clerk explained school issues around parking and traffic and increased rise in complaints, from both parents and local residents.</p> <p>Spoken to DCC and investigated options to help improve, two main suggestions are 'School Street' or 'Park and Stride'.</p> <p>Discussion around the positives and negatives of both ideas.</p> <p>CC noted that as a school we also wanted to keep local residents happy.</p> <p>JE asked if staff were available to be outside to intervene when issues arose.</p> <p>TP expressed concerns at that idea; doesn't form good relationships.</p> <p>JE noted that engagement might be higher in a Health and Safety capacity.</p> <p>MT questioned if there was a way of logging near misses etc. to help provide evidence to local Council/County of problem.</p>	
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	<p>Clerk explained that log of complaints was now being kept but any dangerous incidents were reliant on parents informing the office.</p> <p>KK asked what the school’s obligation was in terms of letting parents and carers through the barrier, physically on to the school site.</p> <p>TP explained that it was at the discretion of the headteacher. Asked parents/carers to apply.</p> <p>MM asked if and how eligibility was checked.</p> <p>TP responded via survey, with proof of a blue badge needing to be provided if applicable.</p> <p>CC noted the need for community engagement. Everyone needs to be on board with any potential changes.</p> <p>KK suggested inviting residents in to discuss.</p> <p>TP questioned what the discussion would look like.</p> <p>KK replied discussion around ideas to help solve the issue but main aim would be for all to be onside with any changes.</p> <p>CM suggested reviewing the issue again in September. Issues might currently be heightened because of staggered times.</p> <p>All agreed with September review.</p> <p>KK noted that before then staff, and those already given permission to come through the school barrier needed to be reminded of importance of site safety. Really need to tighten up on a few issues before review, which are more than achievable.</p> <p>CC also suggested letting local residents know that a formal review will happen in September.</p> <p>KK agreed, and requested that Clerk write a letter to parents and staff as per above.</p> <p>JE also added as Health and Safety Governor he could formally review as an issue and add to the Agenda for his visits.</p> <p>CC suggested a road safety programme for pupils.</p> <p>CM agreed, great idea, perhaps alongside Bikeability provided annually.</p> <p>KK suggested contacting PC Uden and asking if this is something that could be provided by local PSCO’s etc.</p> <p>MM agreed to contact and ask.</p> <p>1.3 Review of school times</p> <p>TP explained that the results of survey sent to parents/carers indicated that although parents wanted the staggered times to finish, 80% felt it was better to just wait until September. To help those working parents who are having issues with the staggered times after returning to work, free child care has been offered until 3pm. This time is much more similar to the end of the normal school day and has been well received.</p> <p>CL – how are you providing this?</p> <p>TP replied will join free childcare bubble already provided for staff.</p> <p>KK noted the importance of returning to a normal school day from September.</p>	<p>Clerk to write a letter to parents and staff regarding parking and traffic issues.</p> <p>MM to contact PC Uden regarding proposed road safety programme.</p>
2. Governor Reports		

	<p>2.1 Health and Safety Audit feedback Report was circulated to Governors via email when received on the 25th March 2021. KK thanked DF and JE on their hard work, review was brilliant and 100% score in all categories is extraordinary. JE confirmed that he will be conducting monthly visits for H&S risk assessments. Clerk to add to Governor calendar of visits.</p> <p>2.2 Budget meeting review Item moved to Part II.</p> <p>2.3 Nursery visit Report was circulated to Governors prior to the meeting. CL expressed her admiration for Nursery, feedback is all in report but was genuinely blown away by the provision. Particularly impressed with M Sawyer. KK commented that the recognition was well-deserved. TP agreed, adding that external validation added to the recognition level. MM expressed concerns about how the Nursery is promoted. Lack of selling such a great provision. TP noted that a marketing drive was needed, for the whole school but particularly Nursery. JE agreed, there is a big market for Nursery places. If our provision is great we really need to be selling that. MM agreed, haven't promoted Nursery and how good it is enough. KK noted that a good OFSTED inspection and judgement was needed. Can really help push everything forward positively. CM added that the provision work development has really improved since September. Early years advisor on panel for E-Visit on Thursday which is great. Will provide validation. JE asked if we were the only school with a Nursery. CL replied no, Snapdragons in Northam associated with the primary schools there. CM noted that the Early Years provision is outstanding, can compare to other schools I have worked at.</p>	<p>Clerk to produce calendar of strategic visits for Governors.</p>
	<p>3. Policies</p>	
	<p>3.1 Mobile Phone Policy Policy updated by Headteacher to reflect change of mobile phone use on school trips. CL asked how photos are taken on school trips. TP replied with school iPads. Policy unanimously agreed.</p> <p>3.2 Charging and Remissions Policy Model policy with options confirmed by school. Policy now includes a section regarding Nursery. Policy unanimously agreed.</p> <p>3.3 Nursery Admissions Policy Model policy with options confirmed by school. Policy now references Charging and Remissions Policy. Policy unanimously agreed.</p>	

	<p>3.4 Intimate Care Plan CC noted that the policy references 1 member of staff supporting a child. Are staff happy with that arrangement?</p> <p>CL agreed with CC's point, need to safeguard staff as well as pupils. 2 staff members for this reason?</p> <p>CM also agreed with the points raised. Proposed use of the policy on the condition that there is discussion with the issue raised.</p> <p>KK supported the proposal. Requested the policy go back to the Safeguarding and the 2 staff member idea is agreed.</p> <p>Policy agreed with condition above.</p> <p>AOB KK requested that pupil numbers be reported at every meeting going forward. Seem to have had lots of movement lately, both in and out.</p> <p>CM agreed, noting that LJ had completed some analysis on this and could account for every child. Very interesting. Could be challenged on this by OFSTED and we now have good evidence.</p> <p>Agreed that the following point for discussion would be added as a standing item to the Headteachers report: Pupil numbers and mobility and budget in terms of school perspective. Finance Manager will continue to attend and present a budget monitoring report.</p> <p>JE noted that staff COVID testing has reduced. Recent test results received are only in 80's. Just wanted to raise.</p> <p>CM noted that testing was voluntary and couldn't be enforced but an encouraging reminder could be sent.</p> <p>JE responded that he understood but thought it worthwhile mentioning. Testing could be more important the more restrictions are eased.</p> <p>Meeting closed at 6.40pm</p>	<p>Intimate Care Plan Policy to be reviewed by Safeguarding Lead as per notes.</p>
7.30pm	Meeting ends	

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