


# MINUTES

	<p><b>Wivelsfield Primary School.</b>  <b>Full Governing Board Meeting (FGB)</b></p> <p><b>MINUTES</b></p>
<b>Date</b>	<b>Tuesday 25<sup>th</sup> January 2022</b>
<b>Time</b>	<b>18:00 – 19:30</b>
<b>Membership</b>	<b>Helen Smith (HS) – Head, Rob Milton (RM) – Chair, Rhodri James (RJ) – Vice, Craig Pickup (CP), Marion Whear (MW), Susan Halliwell (SH), Tom Edwards (TE), Katie Wollaston (KW), Karen Hornby (KH), Oliver Wilson (OW)</b>
<b>Attending</b>	<b>Sarah Thompson – Clerk (ST)</b>

Item	Action	Responsible	Update
	Arts Mark		Revisiting September 2022
	Uniform Policy		September 2022

Item		Lead Person	Action
<b>1</b>	<p><b>Apologies for absence</b>                      Oliver Wilson – sick w/ covid                      Karen Hornby – unable to attend due to unforeseen circumstances.</p> <p><b>Declaration of Interests - Oliver</b>  <b>Disqualification Forms - Oliver / Rhodri</b>                      Rhodri disqualification form signed</p> <p><b>Pecuniary Interest - all</b>                      Completed</p>	<b>Clerk</b>	Sarah to follow up with Oliver re: forms
<b>2</b>	<p><b>Minutes</b>                      Agree and sign minutes of the FGB meeting held on 7<sup>th</sup> December 2021                      The minutes were approved.</p>	<b>Chair</b>	
<b>3</b>	<p><b>Governing Body</b>                      Welcome to Oliver Wilson our new Parent Governor                      Co-opted Governor Vacancy                      KW working to identify a village resident as possible co-opted Gov. Tom to assist.</p>	<b>Clerk / Chair</b>	Postpone welcome to next meeting. KW/TE to follow up on possible co-opted governor
<b>4</b>	<p><b>Matters Arising not included within the agenda</b>                      Lowering of age / Nursery</p>	<b>Chair Vice-Chair</b>	Add to agenda for next meeting.

## MINUTES

	<p>No update at present – keep on agenda for next meeting.</p> <p>Oversubscribed 39 (first choice) ESCC applicants for September 22 – can't see the WSCC applicants. The school won't know until March whether the double mobile classroom for the bulge year group is going to happen.</p>		
<b>5</b>	<p><b>Governor Monitoring</b> Review against governor monitoring calendar Are all monitoring requirements being met?</p> <p>Susan and Karen to share SEND Governor role and support teacher other.</p>	<b>HS</b>	Sarah to update the SEND policy with both KH and SH
<b>6</b>	<p><b>Ofsted Readiness</b> Governors – working to prepare for Ofsted.</p>	<b>Board</b>	
<b>7</b>	<p><b>SEND Report</b> No questions.</p>	<b>HS</b>	
<b>8</b>	<p><b>New Phonics Scheme Little Wandle</b> School has had to purchase a new scheme – school decided to purchase Little Wandle as it is based on letters and sounds and some existing books can be used. INSET day 31/01 - whole school training for Little Wandle. All children in Robins and Hedgehogs have been assessed so teachers will know where to start with them in the new scheme. Start with phonics, then group reading 3x per week. School timetables will need to be revised timetables to enable group reading. Books need to match the phonics the children have learned. The 3x week group reading sessions follow this plan: 1. read and decode 2. read with expression 3. read and comprehend Emphasis is on keeping up not catching up. But for any children falling behind the Little Wandle program has interventions.</p> <p>Marion asked how children with dyslexia will cope with this new scheme.</p>	<b>EH</b>	
<b>9</b>	<p><b>Term 2 Data reports</b> <b>Incl. Primary Board Collection Form</b> RJ has concerns about the data in terms of the ongoing storing of data you can compare – so you have some idea of where the children are going from one year to the next. The data that we had at the end of Year 5 as they were then. 45% were at their targets with another 1 child (3%) 1 point ahead, meaning the child who was ahead at the end of last year has made no progress according to the most recent data. The data for the children who are now Year 6 is still at 48% -</p>	<b>AM/HS</b>	TE will help recruit volunteer readers within the wider community. Volunteer readers will need volunteer form / reference / DBS requirements – IDs / proof of address.

## MINUTES

<p>suggesting that others have not made accelerated progress.</p> <p>RJ cannot reconcile the progress data last year with the fact that they are seemingly making no progress this year.</p> <p>HS has reported that last year they were assessed against ready to progress to next year, whereas this year they are being assessed against all targets and are not meeting those targets at this time.</p> <p>RM – summary of what the data is showing: Age Related Expectation – should make 3 progress points in a year so 1 point progress per term. HS 30% children in Year 6 are SEND. HS target by the end of term 4 – most children 2 points behind to have made 3 points of progress and have caught up. (Not necessarily all SEND children) At the end of term 6 2021 if the children had been assessed against Age Related Expectations the data would not have looked as good as it did. RM asking what is the plan and what do you expect by the end of Term 4. HS The plan is to assess what a proportionate response to the challenge is with options being as follows: increasing the number of teachers and TA's supporting the class. Planning a test to identify gaps in maths. Invite children in 30 mins early for 3 – 4 sessions on a given concept in one week to plug maths gaps for 3 – 4 weeks in Term 4 along with reading and writing interventions. Maths interventions with Mrs Wakelen 3 afternoons a week will continue as before. Challenges being faced are that not only did the children miss learning during lockdown, they are now missing more learning due to being off school with Covid. Rob commented that the SEND children will need additional support to make progress or that they have a diagnosis. HS advised that they will make progress but some will never catch up with their peers. RJ questioning the resource plans for Year 6. Asking whether there was a way to increase teachers in year 6 using resource in the school. HS if budget allowed, she would put in another teacher. HS said she would discuss with SLT if some SLT resource can be redeployed. RJ principal concern reconciling Y5 term 6 data with Y6 term 2 data. It was minuted at the end of Term 6 that Y5 was a cause for concern. "Yr5 cause for concern. 5/6 pupil premium and 5 of those are SEND. Significantly below. Attainment scattered all over the place. An additional teacher is planned 1.5 – 2 days per week next year. Looking at impact to decide whether that teacher will be in class or take group out for targeted teaching."</p>		
---	--	--

## MINUTES

	<p>HS advised that tests are going to be used to identify gaps and acted upon.</p> <p>HS advised that Ofsted will not look at internal data if they come between now and Summer.</p> <p>HS asked whether the Governors wanted to set up a working party to focus on the issues with Year 6. RJ did not think this was required.</p> <p>It was agreed that the data needs work so that the correct picture is presented because the teachers who would be involved, their time is best used in the classroom, not in a meeting, given that SATS will take place in May.</p> <p>HS assured the governors that they are doing everything possible.</p> <p>HG is running an after-school homework club for year 6.</p> <p>MW asked if there was any way to fund a teacher. HS we are trying to carry over more than 4% of the budget to cover the years ahead and we cannot claim the funding unless we carry over less than 4% of the budget. Discussion on whether it would be possible to fund an additional teacher. Options – reduce SLT time / fund additional teacher – Year 4 supply / Mrs Green. Finance Committee would need to approve any additional teacher. Finance Meeting 08/02 discuss funding for possible additional teacher / plan.</p> <p>HS offered additional meetings but Governors declined as not warranted. RM has requested to be kept up to date.</p> <p>Impact on the rest of the school – TA off long term sick who was covering reading support, HS picking up some readers along with TR and LS (in place of nurture) INA also off long term sick.</p> <p>2 staff on long term sick having a significant impact on the rest of the team. One day 11 staff were off. HS cannot thank her team enough for the effort they are putting in. They are absolutely amazing. It has been so hard.</p>		
<b>8</b>	<p><b>School Improvement Plan Jan 2022</b></p> <p>RM noted voice of parents has not been completed. HS advised AM has done voice of the children on equality – needs to be analysed. Corinne – will reach out to ESCC if she needs support.</p>	<b>HS</b>	<p>TE will prepare family questionnaire to go out online.</p> <p>HS to do another staff voice.</p>

## MINUTES

	Toolkit has not been done. HS – we will do another staff voice		
<b>9</b>	<b>Safeguarding Report</b> No report this time. Brief discussion.	<b>HS</b>	
<b>10</b>	<b>Policies</b> <b>The following policies are ready to be approved:</b>  SEND – carried forward from previous meeting Acceptable Use - due Feb 22 Attendance – due Feb 22 RSE – due Feb 22  Move to next meeting Equality Policy – due Feb 22 Teaching & Learning – due Feb 22	<b>HS</b>	Governors to review policies by Friday 28/01/2022. If no follow up to Sarah by this time policies will be assumed approved.
<b>11</b>	<b>Premises Update</b> Maintenance Plan TE has set up online maintenance plan MHS is getting better and progressing w/ maintenance	<b>TE</b>	TE Meeting w/ CY and MHS 26/01/2022
<b>12</b>	<b>PTA update</b> No update.	<b>HS</b>	
<b>13</b>	<b>Next Governor Meeting</b> 03/05/22 - budget approval	<b>Clerk</b>	