

**Minutes of a meeting of the Governing Body of Wheatcroft C P School
Tuesday 26 September 2023 at 5pm**

Present:

Mr C Baxter
Mr G Dyer
Mr R Hirst
Mr O Levett

Mrs M Parkins
Mr G Moore
Mr M Parkins
Miss V Lewis (Clerk)

GB01/23	Welcome from the Clerk:
GB02/23	<p>Apologies Mrs Petrie – another appointment. Mrs Webster – I working in Leeds for the day and won't be back in time. Absences were considered and accepted.</p>
GB03/23	<p>Membership / Vacancies / Terms of Office Mr Baxter, Mr Hirst and Mrs Petrie's terms officially ended 31.8.23 but all have confirmed they are happy to renew their terms. Mrs Petrie's term will now expire 31.8.2027 and Mr Hirst and Mr Baxter will expire 31.08.2024.</p> <p>Vacancies: 1 x LA governor – still awaiting appointment from LA 2 x Co-opted governors</p> <p>Mrs Parkins is currently a Parent Governor and can remain as such, despite her son having now left for secondary school, as her term started in advance of him leaving. However, we have now had a new cohort of Reception pupils whose parents may be interested in joining the governing body. It was proposed to run a Parent Governor election. If this provides a suitable parent nomination Mrs Parkins will be transferred to become a Co-opted governor.</p> <p>Action: Update membership records. By: Clerk</p> <p>Action: Run Parent Governor election. By: Clerk</p>
GB04/23	<p>Election of Officers: Nomination for Chair, Nomination for Vice Mr. Baxter was nominated for Chair by Mr Parkins and this was seconded by Mrs Parkins. There were no other nominations or expressions of interest and all governors present agreed the appointment subject to acceptance. CB said he would accept the role for the next year. Mr Baxter will act as Chair for the 2023/24 school year.</p> <p>Mrs Parkins was nominated for Vice Chair by Mr Hirst, and this was seconded by Mr Baxter. There were no other nominations or expressions of interest and all governors present agreed the appointment subject to acceptance. Mrs Parkins will act as Vice Chair for the 2023/24 school year.</p> <p>Action: Update records to reflect elections By: Clerk</p>
GB05/23	<p>Election of Committees and appointment of Chairs. Finance Committee: Mr Dyer, Mr Baxter, Mr Hirst, Mr Parkins, Mrs Webster School Performance Group: Mr Dyer, Mr Baxter, Mrs Parkins, Mr Moore, Mr Levett</p> <p>Appointment of Link governors – governors discussed and agreed the following: SEND / Equalities / LAC / Child Protection / Safeguarding: Mrs Parkins (with Mrs Webster as Deputy) Pupil Premium: Mrs Webster Behaviour: Mr Moore Attitudes to Learning: Mr Moore Personal Development: Mrs Parkins Parental Engagement: Mrs Webster / Mr Levett</p>

	<p>School Council Rep: Mr Hirst Premises: Mr Parkins Health & Safety: Mr Parkins</p> <p>Headteacher's Performance Review Mr Baxter and Mr Hirst agreed to once again undertake the Headteacher's Performance Management Review.</p> <p>Pay Committee This committee will meet once per year to agree the teaching staff performance and incremental progression. Members: Mr Baxter, Mrs Webster, Mr Parkins.</p> <p>Complaints Panel The Complaints Panel will be convened on an ad hoc basis if required to take account of any previous knowledge of issues, nature of complaint and any conflicts of interest.</p>
	<p>Action: Update records and website to reflect Committees etc By: Clerk</p>
GB06/23	To invite governors to declare confidentiality or any interest in items of business on the agenda – None declared
GB07/23	Register of Business Interests / Gift & Hospitality Register / Governors' Code of Conduct Governors completed their annual returns and returned to Clerk for filing.
	Action: Update records and file returns By: Clerk
	Action: Contact Mrs Webster and Mrs Petrie to complete returns By Clerk
GB08/23	Consider and agree Committee Terms of Reference & Scheme of Delegation Governors were asked to consider and adopt the model Scheme of Delegation for the Full Governing Body and the Terms of Reference for the Finance and School Performance and Management Committees. All agreed. NB. SPAM Term of Reference updated from SPG.
GB09/23	Minutes of the previous meeting – 20.6.23 Mr Parkins proposed as a true record, seconded by Mr Hirst. All agreed. All actions completed.
	Actions: File and publish agreed Minutes as per procedure By Clerk
GB10/23	Business arising on the Minutes None.
GB11/23	Correspondence Resignation received from member of teaching / support staff. Reasons provided include family reasons and to allow for ongoing Masters studies. Resignation accepted and exploring options for replacement. Key role in Y6 and 1:1 support. Will bring updates to future meetings.
	Actions: Resignation acceptance letter to include thanks to staff member By SBM
GB12/23	Headteacher's Verbal Report & SEND Information Shorter Headteacher's Report for this meeting as primarily a business meeting. Report will be circulated by Clerk following the meeting. Overview: <ul style="list-style-type: none"> • 209 on roll • Pupil Premium 29% (61 pupils) • SEND 13% (28 pupils) reduced from 30% last year due to restructuring and review of the SEND Register. 13% now puts us just below national. • EAL 9% (19 pupils) compared to national of 20%. • FSM 27% (56 pupils) higher than national 23%.

- Disadvantaged 29% (61 pupils) higher than national of 24%.
- 38% of pupils are between IDACI Deprivation Bands 1-6 – layers of vulnerability. 8% of whom are in the highest / most vulnerable band.

Need to consider the school context and locale information as all key areas of disadvantage are higher than the national averages.

Classes are all at the PAN of 30 with the exception of Year 2 with 29 (1 application pending), Year 5 with 29 (though awaiting removal of 2 pupils who have left but are CME status) and Year 6 at 31 following admission of a LAC.

Data:

EYFS		FFT National 2023
GLD	67%	67% (70% NY)
Word Reading	87%	
Reading Comprehension	80%	
Writing	73%	70%
Maths Number	80%	77%
Year 1 (32+)		
Phonics	87%	78.9% (81% NY)
Phonics Year 2 Resit	83%	
KS1		
Reading	62%	69%
Writing	55%	61%
Maths	59%	71%
RWM	51%	57%
Year 4 (19+)		
Times Tables	77%	
KS2		
Writing (Teacher Assess)	60%	71%
SPAG	60%	72%
Reading	70%	73%
Maths	77%	73%
RWM	52%	59% (55.6% NY)

KS1 data shows improvement needed across all areas but Writing at 55% vs national of 61% is a key SDP focus. Maths at 59% vs national of 71% also needs to be addressed. KS1 SATs will no longer be statutory but we are looking to improve on data regardless.

KS2 data shows Writing at 60% writing vs national of 71% is also a key SDP objective. All areas except Maths show school as lower than national. The previous Year 6 cohort was one of high SEND and challenge but this data does need to be improved upon rapidly.

Staffing:

- Mr Levett has made a successful start to his ADHT role and will be leading on an aspect of the school development plan linked to Thrive and behaviour. Very grateful for his endeavour, support and enthusiasm already.
- Mrs Cattle is covering the maternity in year 5 and is being supported to ensure that she makes a successful transition into school.
- Miss McGlinchey and Miss Smelt are in 1:1 roles and this has had an impact on learning behaviours for the individual children and learning for the class as well as a significant reduction in SLT involvement.

Staff CPD:

Looking to ensure the school offer is driven by the DfE expectation and pedagogy. Trialled different approaches including teacher led groups in reading, writing, curriculum for teaching and wellbeing for

support staff at the September training day. Making a real difference to presenting, delivering and approaching CPD.

- Mr Dyer attended Headteacher briefing face to face which was very useful.
- Mr Dyer also Visited Hertford Vale and met with Headteacher Mr Barber following their recent Ofsted.
- Mr Levett attended Ofsted update session.
- Mrs Gridley attended the Costal Literacy Leader Network Meeting run by the Scarborough Teaching Alliance.
- Number Sense training has been arranged for Mrs Foster, Mrs Hayes and Mrs Stuart.

English Hub visited to monitor phonics and early reading. This review was led by Miss Harper and went very well. The Hub continue to be impressed with the school's provision and progress and have set new targets.

We were selected for DfE monitoring of the administration of the Reception Baseline which was also very successful and we passed with flying colours and no action or improvement points.

Mr Levett has undertaken some Maths pupil voice.

SEA safeguarding and attendance monitoring will take place on October 19th. Two visits this year as reverted to a lower need Category 2 school (we had requested to be Category 3 during 2022/23 for the additional free support it offers). Mark Turner is our new SEA, he has already been into school and seems very capable. Was a former headteacher and executive head at secondary level so brings lots of experience. Very impressed.

Attendance:

Positive start but needed to improve further.

- Data at this time of the year can be impacted significantly by one or two days absent.
- The school has communicated the raised expectations and procedures in line with the DfE 'building better attendance' framework at both the end of the school year and the start of this term. This has still not been through parliament and made statutory by the government. Despite this we have had 9 requests for term time holiday since returning. One holiday at the end of term is for 3 weeks.
- Comparative analysis shows that attendance data is at its strongest at this stage of the term for a 3 year period and is so far is generally stronger than the same time last year, particularly across target groups (boys, PP and FSM). There has been a significant decline in the % of pupils late to school in September, since 2021/22. Whole school attendance is higher than the same period 22/23.
- Attendance in Year 5 has been impacted by autistic twins who had a transitional part time timetable but have now returned to India. They are on roll until we are able to confirm their status. Currently coded Y (exceptional circumstances). This is also impacting on the PA percentage. 2 children have had unauthorised holiday of 5 and 6 days respectively. 1 child has had 3 day illness and 1 child has had 1 day illness and 2 days unauthorised as a result of the parent being too ill to bring them to school. This has been added to the attendance concerns list, will be monitored and Miss Glass is aware.
- EAL comparative data has been impacted by Ukrainian families returning to Ukraine and returning late to school. The attendance of the twins in Year 5 is also included in this data. 2 further EAL children have had illness and late marks.

Safeguarding: - recorded in Confidential Minutes

Behaviour:

Learning and behaviour across school has had a really positive start this year. Pupils being sent to lunchtime Reflection as a consequence have reduced significantly – showing impact and a positive trend over the last 12 months.

The 'SNUG' provision is having a positive impact on reducing SLT time spent dealing with behavioural issues and allowed dysregulated children opportunities to calm in a safe environment, supported by Mr Robinson and Mrs Petrie, our Thrive practitioners.

The two new members of staff have been supporting 1:1 with two children who have displayed significant SEMH need last year and this has had a rapid impact on the engagement of both with teaching and learning.

Last school year 10 children received suspensions, there were 15 suspensions overall. Which is supported by national data in terms of the picture.

School Development Plan:

The SDP will be circulated for the next meeting but the HT report gives an overview of the objectives:

1. Quality of Education – English
2. Quality of Education – EYFS
3. Quality of Education – SEND
4. Quality of Education – Policy & Overview
5. Thrive and Behaviour

The report also details the targets and KPIs so please take some time to consider these.

National Updates:

- Exclusions data- National: 97 PEX (24 SEMH) 111% increase from 20/21 to 21/22
- Suspensions data- 7609 (2674 at least once) 46% increase from 21/22
- Exclusions data- NYC: 16 PEX (5 21/22)
- Suspensions data 22/23- NYC: 766 in Primary (438 21/22), 6662 in Secondary
- 3% children were suspended at least once nationally. 2.5% NY
- Elective Home ED- 954 children EHED (+27% 20/21), 27% reason given stress and anxiety.
- EHCP- 4679 22/23 (+76% 2018 and +166% 2014 new code of practice was introduced)
- Reason for EHCP (ASD 38% = 1797 current EHCP)
- There has been 115% increase in EHCPs nationally (43% since 2020)
- EHCP-2.5% national, 2.3% NYC primary, 2% Wheatcroft
- SEND- 8.9% increase since 2017 of children on SEND support in mainstream
- 13.2% NYC mainstream primary children have SEND support. Wheatcroft now just below on 13%. National 13.5%.
- High Needs Block (National funding formula- SEND) ring fenced funding to end. NYC has seen a 3% growth in SEND demand. LA under significant financial pressure. Current NYC funding from HNB is 70M- still in deficit. Significant number of LA's are unable to balance funding with demand on services.
- NYC is currently under categorisation for 'Developing Better Value (SEND)'. Advice is given from central government to bring the SEND budget under control without further DFE funding. NYC joined in wave 3. Started with LA's with the highest deficit (Better outcomes for children and better value). Currently a £40M per year overspend (£20M on transport and £20M on SEND).
- £20.5M investment to create 350 more specialist provision places. DFE supplied 500K of this (different figures in other areas). Free school in Selby- DFE led. 2018 bid not yet at the planning stage. Woodlands to be rebuilt, Welburn Hall investment, Brompton – Residential to stop at the end of the year and create co-ed (possibly).
- Targeted Mainstream Provision- Looking for schools to offer and join in the Scarborough area.
- Locality boards have received £25K. 2023/24 funding through Pathfinder for SEND qualification.
- Government wrap around commitment for 8am-6pm. Not every school or holiday provision. More generalised and includes what is already out there. Knowing who provides wrap around within our locality that parents could access.
- Changes to the statutory framework for EYFS. Children in sight of an adult when eating. Change of ratio for 2 year olds- 1:5
- Raise in concern about an increase in measles. Unvaccinated close contact of a positive case- isolate 21 days. Check MMR status of young staff 18-25. GPs will determine how long a positive case should be absent.

Q: SEND Register reduced to 13% but is this a true reflection?

	<p>A: yes – unpicked who is making progress, who is receiving additional and different teaching. An additional secondary list is also being operated to ensure those removed from the SEND Register are still being monitored.</p>																								
	<p>Action: Circulate Headteacher’s Report to governors By: Clerk</p>																								
	<p>Action: Check MMR status of 18-25 year old staff By: SBM</p>																								
GB13/23	<p>Safeguarding - to include KCSiE and appointment of nominated Governor for Filtering & Monitoring All staff and governors should recognise that there is a corporate responsibility for safeguarding.</p> <p><u>Keeping Children Safe in Education 2023</u> The new version of the KCSiE has been published and was circulated to governors before this meeting. Governors have signed to confirm they have read this important document.</p> <p><u>IT Safety / Filtering and Monitoring</u> The KCSiE for 2023 has flagged the importance of monitoring that pupils are safe online whilst in school and are using appropriate IT without access to harmful and inappropriate content. There is also a duty to ensure this is flagged and filtered adequately. Miss Glass will be the designated lead staff for this with a named governor. Mr Parkins volunteered.</p> <p>School uses RM Safety Net which provides assurances of being KCSiE compliant. The actual day to day use / monitoring is to be further evaluated by Miss Glass and Mr Parkins. Mrs Parkins noted that her school use Smoothwall which is a similar product and sends an alert email if a user attempts to access an inappropriate site. SBM is sure that RM Safety Net will provide the same facility/functionality and will look further into setting this up.</p> <p>Miss Glass and Mr Parkins to liaise re an initial meeting.</p> <p>Action: Investigate RM Safety Net and set up alert function By: SBM</p> <p>Action: Arrange preliminary meeting re Filtering and Monitoring By: M Glass / M Parkins</p>																								
GB14/23	<p>Governor Aims and Objectives 2023/24 to include Schedule of Governor Monitoring Visits 23/24 Mr Baxter and Mr Dyer had discussed the need to ensure governors have a set of criteria by which to hold the Headteacher to account for the leadership of the school, premises, finances, staffing, attainment and progress. This will be monitored through governor visits, feedback to committees and reports of school interactions/visits/meetings etc.</p> <p>With this in mind, Mr Dyer has mapped out a termly plan for the year scheduling monitoring opportunities to allow chances to review the performance of the school and staff. The calendar also serves as an aide memoir for governors for timely visits but also for leadership to show links with the governing body and to evidence that monitoring is being taken seriously. The schedule includes monitoring visits for all key areas across the school including the SDP, finance, curriculum areas, premises/health and safety, assessment etc and also sets out the staff and governors involved.</p> <p>Link governor areas / subjects:</p> <table style="width: 100%; border: none;"> <tr> <td>EYFS</td> <td>Mrs Webster</td> </tr> <tr> <td>English / Reading / Phonics</td> <td>Mrs Parkins</td> </tr> <tr> <td>Maths</td> <td>Mr Hirst</td> </tr> <tr> <td>Science</td> <td>Mr Moore</td> </tr> <tr> <td>Humanities</td> <td>Mr Hirst</td> </tr> <tr> <td>PSHE</td> <td>Mrs Parkins</td> </tr> <tr> <td>Curriculum Overview</td> <td>Mr Baxter</td> </tr> <tr> <td>Thrive & Behaviour</td> <td>Mrs Parkins</td> </tr> <tr> <td>Attendance</td> <td>Mr Hirst</td> </tr> <tr> <td>Quality of Education</td> <td>Mr Hirst</td> </tr> <tr> <td>British Values & Protected Characteristics</td> <td>Mr Parkins</td> </tr> <tr> <td>Assessment</td> <td>TBC (nearer the Summer Term)</td> </tr> </table>	EYFS	Mrs Webster	English / Reading / Phonics	Mrs Parkins	Maths	Mr Hirst	Science	Mr Moore	Humanities	Mr Hirst	PSHE	Mrs Parkins	Curriculum Overview	Mr Baxter	Thrive & Behaviour	Mrs Parkins	Attendance	Mr Hirst	Quality of Education	Mr Hirst	British Values & Protected Characteristics	Mr Parkins	Assessment	TBC (nearer the Summer Term)
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	Action: Circulate copies of Govern Aims & Objectives and Monitoring Schedule to all governors	By; Clerk												
GB15/23	<p>Admission Limit Consultation 2025-26</p> <p>The submission deadline for this return was before this meeting. Mr Dyer consulted with Miss Lewis and Mr Baxter and it was agreed to keep the PAN at 30. There is no issue with being undersubscribed, there are a few spaces across the year groups but we have had enquiries for spaces also.</p> <p>Will still take more children into KS2 classes if they are in catchment area. Return completed and submitted in line with NYC requirements.</p>													
GB16/23	<p>Policy Review</p> <p>GOV004 Governors Code of Conduct INF001 School Publication Scheme INF002 Privacy Notice (Pupils, Parents & Guardians) INF002 Privacy Notice (Workforce) INF002 Privacy Notice (Governors & Volunteers) INF002 Privacy Notice Alumni INF004 Appropriate Policy Document (APD) SW004 Child Protection Policy (incl. Appendix 1 Child Absent in Education) SW016 Collecting Children from School Policy SW017 Restrictive Physical Intervention Policy</p> <p><i>Model policies / based on model policies– updated for 2023/24.</i></p> <p>SW003A Governors’ Statement of Behaviour Principles <i>This is a statutory policy which we didn’t have in place and has been created with help from other schools’ policies. It sets out the behaviour expectations of the governing body alongside those of the school.</i></p> <p>Governors approved all policies.</p>													
	Action: File and publish Policies as per procedure	By Clerk												
GB17/23	<p>Meeting dates for 2023/24</p> <table> <tr> <td>Full governors</td> <td>Thursdays at 5pm</td> <td>18th January 24, 16th May 24, 11th July 24</td> </tr> <tr> <td>Finance governors</td> <td>Wednesdays at 4pm</td> <td>22nd November 23, 17th April 24, 26th June 24</td> </tr> <tr> <td>School Performance</td> <td>Thursdays at 4pm</td> <td>30th November 23, 9th May 24, 4th July 24</td> </tr> <tr> <td>Pay Committee</td> <td>Tuesday 10th October 4pm (via Teams)</td> <td></td> </tr> </table>	Full governors	Thursdays at 5pm	18 th January 24, 16 th May 24, 11 th July 24	Finance governors	Wednesdays at 4pm	22 nd November 23, 17 th April 24, 26 th June 24	School Performance	Thursdays at 4pm	30 th November 23, 9 th May 24, 4 th July 24	Pay Committee	Tuesday 10 th October 4pm (via Teams)		
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	Action: Circulate full list of meeting dates to all members	By Clerk												
	Action: Set up Teams meeting for Pay Committee Mtg 10.10.23	By Clerk												
GB19/22	<p>A.O.B.</p> <ul style="list-style-type: none"> The IT Suite flooded twice over the Summer during heavy rain. To save the carpet an industrial dehumidifier was hired to dry it fully before professional cleaning and sanitising. This totalled around £1000. Andy Purdy from Property Services has visited and advised the flooding is due to inadequate roof drainage being installed when the IT Suite was converted from the courtyard. To repair this would be very costly and disruptive. The suggestion was to replace the carpet with hard flooring / safety flooring so that if and when flooding occurs again it is easier to just mop up without damage to the carpet and additional costs for dehumidifiers and carpet cleaning/sanitising. The quote received for flooring was £3788, however, in light of the requirement for the new fence works this money will likely need to be used towards fencing costs instead. SBM will continue to monitor the IT Suite situation and has purchased some water activated gel ‘sand bags’ to hopefully prevent the flooding being as serious in the future. Very successful Writing Week for Years 2 – 6 during the third week of term around the book ‘Change Sings’. The week culminated with a wonderful exhibition of art and writing in the hall which was well attended by parents and Mr Hirst, representing the governing body. The displays will also be exhibited at the upcoming Parents Evenings. 													

Meeting closed at: 6.15pm



Signed (Chair): Date: ...25.01.2024....

Actions:

Agenda Item	Action	Responsible	Completed
GB03/23	Update membership records.	Clerk	✓
GB03/23	Run Parent Governor election.	Clerk	✓
GB04/23	Update records to reflect Chair and Vice Chair elections	Clerk	✓
GB05/23	Update records and website to reflect Committees etc	Clerk	✓
GB07/23	Update records and file returns	Clerk	✓
GB07/23	Contact Mrs Webster and Mrs Petrie to complete returns	Clerk	✓
GB09/23	File and publish agreed Minutes as per procedure	Clerk	✓
GB11/23	Resignation acceptance letter to include thanks to staff member	SBM	✓
GB12/23	Circulate Headteacher's Report to governors	Clerk	✓
GB12/23	Check MMR status of 18-25 year old staff	SBM	✓
GB13/23	Investigate RM Safety Net and set up alert function	SBM	✓
GB13/23	Arrange preliminary meeting re Filtering and Monitoring	M Glass M Parkins	✓
GB14/23	Circulate copies of Govern Aims & Objectives and Monitoring Schedule to all governors	Clerk	✓
GB16/23	File and publish Policies as per procedure	Clerk	✓
GB18/23	Circulate full list of meeting dates to all members	Clerk	✓
GB18/23	Set up Teams meeting for Pay Committee Mtg 10.10.23	Clerk	✓