



**Wraysbury Primary School  
No Limits to Learning!**

**Minutes  
Full Governing Board Meeting  
Tuesday 23<sup>rd</sup> January 2024  
6:30pm Start**

**Wraysbury Primary School  
In Attendance**

Jayne Kennedy	Chair	JK
Alison Fox	Head	AF
Ben Bristow	Vice Chair	BB
Myles Gresswell		MG
David Hicks		DH
Ruth Fogg		RF
Claire Robertson		CR
Julie Price		JP

**In attendance**

Jo Harris	Clerk	JH
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Coloured text **Challenge** **Support** **Actions**

Item	Action
1. <b>Welcome</b> – JK Opened the meeting at 6:36pm. <b>Apologies:</b> None <b>Absent</b> RL	
3 <b>Declarations of Interest</b> – None. AOB – RF MMR	
4 <b>Minutes of the meeting of 28<sup>th</sup> November 2023</b> – 2 amendments required – In item 5 correction required (Team around the School not around the child) Item 12 – Behaviour policy discussion, addition to wording that questions remained unanswered, and other governors were unable to approve the document as they did not have access, or had not read, the policy  <b>JH to make changes and JK will sign amended version</b>  <b>Actions Update</b> starting with oldest 18/5/23 <ul style="list-style-type: none"> <li>5.4 Done See Teams</li> </ul> 26/09/23 <ul style="list-style-type: none"> <li>13.1 Done</li> <li>12.1 Included in this meeting</li> <li>5.3 Outstanding – JH and AF to action</li> </ul> 28/11/23 <ul style="list-style-type: none"> <li>7.1 Done</li> <li>5.1 Done</li> <li>3.1 Done</li> </ul>	<b>JH</b> <b>JK</b>
5 <b>SDP</b> <u>Review and Progress</u> Monitoring plan has been reviewed at committee meetings, and the 3 main Ofsted points are thoroughly covered.	

	<p><u>Parental Engagement</u> (carried over from Curriculum Committee meeting)</p> <ul style="list-style-type: none"> <li>The January inset day for staff focussed on curriculum planning and sharing, with a reminder to consider parental inclusion. Parents have been invited to an upcoming Year 6 Maths lesson on ratios. <b>Feedback from Governors Communication sent home could have been clearer in its objective. It appeared more of a request for help.</b> Years 3 &amp; 4 also have plans for lessons including parents. The reason behind this is to encourage conversations at home and for parents to witness teaching first hand.</li> <li>Family Sharing took place 18<sup>th</sup> January. This gives parents opportunity to find out about things happening in class that a child may not mention. AF shared an anecdote of a parent who had no idea that their child had weekly music lessons to learn an instrument! It is hoped that by encouraging parents into school, it will break down barriers and engage parents in their children's learning. Parents of children in older year groups don't have opportunity to see teachers every day as not collecting from classroom doors.</li> <li>Weekly bulletins are now being sent out. Have received positive feedback already, and Governors were impressed with 'Wraysbury Weekly'</li> <li>MG mentioned that plans for a family bingo night were in place. Would be a fun evening held early enough for younger pupils to attend with parents.</li> <li>Topic planning by staff is also including opportunities for parents to experience Stunning Starts, Marvellous Middles &amp; Fabulous Finishes'</li> <li><b>RF queried the requirement for DBS for parents on site, but as not 1-1 with children or a regular visit, and supervised activities this is not required.</b></li> </ul>	
6	<p><b>Head Teacher's Report.</b></p> <p><u>Staff Changes</u>  The Headteacher shared the staffing changes that have happened since the last meeting. The following have been welcomed to the staff:  Mrs Amy Wilson the new school business manager.  Mrs Nicola Donaldson an additional Child and family support worker  Miss Jess Long Admin/Finance Assistant.</p> <p>The following staff have left:  Mr Adam Richens – Site Manager.</p> <p><u>Pupil number changes</u>  Additions to pupil numbers since last meeting  EYFS 1  Year 1 1  Year 2 1  Year 4 2  An enquiry has been received for a place in Year 2 and Year 6.  In addition a child has returned to the school from St Peters Middle school.</p> <p>Leavers  5 children due to house moves.</p> <p>Numbers on roll  EYFS 60  Year 1 42  Year 2 54  Year 3 52  Year 4 61  Year 5 33  Year 6 32</p> <hr/> <p>Total 334</p> <hr/> <p>There is an understanding with RBWM that WPS will exceed PAN (published admission numbers) in lower juniors to compensate for pupil number reduction caused by moves to Middle School.</p> <p><b>See Part 2 confidential minutes for further Staffing update</b></p> <p><u>Staff Absence trends</u>  Levels of staff absence are still having an impact particularly absence amongst the Educational support staff. Still some long-term sickness amongst staff – actions for one case are being carried out in consultation with the RBWM HR department.</p> <p><u>Safeguarding</u>  Rise in Child in Need cases in school, and 2 new families are now under Child Protection measures. CFSW are receiving additional training from RBWM to support the Headteacher with some of the Designated Safeguarding Lead duties.</p>	

7	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>The 9month review document had been available on TEAMS prior to meeting.</li> <li>JP highlighted that there was an underspend last year, and reserves available, and questioned whether there was anything in terms of staff cover that could be funded but wasn't. AF responded that all teaching staff are given 2.5 hours PPA time per week, and NCT (new career teachers) had an additional 2.5 hours, plus 1 hour of mentoring which equates to 1 day a week out of class. There needs to be a balance of how much time is spent out of class. In the Autumn term, less time is spent out of class to avoid unsettling pupils, but this will increase in the Spring term. Cover will be provided using supply and PSD. Last year it had been difficult to source good quality agency staff, so less of the budgeted money had been spent, as HLTAs were used to cover classes. This year, there has been more planned release time which has been built into the budget. Pre-Covid the school had employed cover teachers, but this staffing resource had dwindled in recent years. There is a TA vacancy, and an applicant had been interviewed but is looking to work only 2 days a week. AF will consider this, as the candidate was very capable, but the school had previously only employed full-time TAs. There has been a high level of TA sickness which has had an impact on teaching staff not taking PPA time as no cover available.</li> <li>JP asked about exit interviews for staff. These are carried out by Governors. They track trends in reasons for leaving but do not compare these to other schools. Lack of teaching staff is a national problem.</li> </ul> <p>There was a query as the document on Teams prior to the meeting was different to that shown at the Finance Committee meeting. AF will speak to the SBM to confirm which document should be reviewed.</p> <p><u>SFVS Approval</u> JK outlined the changes. This document needs to be read, and all comments to JK by Friday 26<sup>th</sup> January as it must be signed by 31<sup>st</sup> January. It is completed by SBM, then Chair of Govs signs to say agreed. JK to sign before 31<sup>st</sup> January 2024.</p> <p><u>Finance Audit</u> The meeting had taken place in September and had raised a couple of points relating specifically to Governors:</p> <ul style="list-style-type: none"> <li>Budget monitoring needs to be minuted</li> <li>Month 13 accounts need to be minuted</li> <li>School finance policy approval needs to be minuted.</li> </ul> <p>There was also a brief discussion regarding meeting minutes and the timeframe. David Hicks was confirmed as clerk to the Curriculum committee and Claire Robertson as clerk at the Resources meetings. All documents should be standardised. This is an area for development by the Governing Body.</p>	AF  JK  JK
8	<p><b>Chair's Report</b></p> <p>The Leadership meeting in early January had discussed the SFVS, 9-month review and a policy audit. IT had also been discussed, and the school has paid the IT provider for better access to guest Wi-Fi.</p> <p>JK had sent a letter to St Peter's in response to their Admissions Policy consultation. RBWM have supported the governor comments.</p> <p>JK said Governor biographies needed to be updated – JH to send current biographies to longer serving Governors for updating. JK has new governor biographies from their applications. JK to share with new governors who will review and send approval or a new one to the clerk. Once completed, these will be added to the school website.</p> <p>JK received a press release yesterday regarding a camera being installed to enforce parking restrictions outside the school. This is 1 of 10 around the borough. It is thought to be to monitor parking on the zig zags and in the school entrance rather than for a school street initiative.</p> <p>JK and AF had met with an LA Governor candidate who seemed keen and enthusiastic. He has a child below school age who may come here in the future. He has a financial skill set, and Health and Safety knowledge. JK had stressed the commitment required and the workload, not to put him off but to ensure he was aware of the undertaking. The board agreed, on the recommendation of JK and AF, that they were happy for JK to request that the LA recommend him to the governing body for appointment at the March FGB. BB suggested a possible review with the Chair after 6 months. CR felt it was positive for someone to have made an effort to apply and provide a detailed CV. This document had at the request of Governor services only been shared with the governor leadership meeting.</p>	JH JK

9	<p><b>Clerk's Report</b>  <u>Leadership Update</u>  Available on Teams with recommendation of articles for reading. There is nothing statutory.</p> <p>At the most recent Clerks briefing, governor recruitment had been discussed. RBWM are now creating a Governor vacancy page which will be promoted through a web banner on RBWM social media each month. There is no obligation to use it but a form can be used to keep all ads the same.</p> <p>A record of Governor training is now available on Teams. If anyone completes training other than RBWM or AfC provided, please forward the certificate to be added to the record.</p>	
10	<p><b>Committee Chairs' Report</b>  <u>Resources</u>  Most of this had been covered in the Finance review earlier in the meeting. Retention of staff, and Budgeting JP to discuss with BB for guidance.</p> <p><u>Curriculum</u>  DH praised the Maths Lead for her informative presentation to the committee. The new CFSW had also presented on school absenteeism. Good information on how it was being dealt with in school, but needed to understand the numbers in the groups that the percentages were calculated on. For example, in a group of 3 children one child is 33% but in a group of 30 they are 3.3%.</p>	
11	<p><b>Safeguarding</b>  This had been covered in AF Head teacher report</p>	
12	<p><b>Policies</b>  All documents were available before the meeting</p> <p><u>Charging and Remissions – Approved</u></p> <p><u>Behaviour Policy and Principles</u>  Although this had been previously agreed by email, some points were raised:</p> <ul style="list-style-type: none"> <li>• Summary document still being worked on</li> <li>• Staff input had been considered when drafting the policy</li> <li>• There is to be a parental review in April – Action</li> <li>• .7, page 13 negative behaviour flow chart – review over 2-3 weeks, this may be daily, weekly but the process is over 2-3 weeks. Child will not be on yellow or red constantly, this can change over sessions</li> <li>• AF conferred with other heads, and National Leader for Education, and discussed deployment with Richard Ferris. He has made 3 visits so far to witness the implementation and is very supportive and impressed with what he saw including the visuals around the school and the children themselves. Other recent visitors following up on last year's behaviour audit were also very impressed, particularly with behaviour in the lunch hall.</li> <li>• Teacher's CPD has been reported to Curriculum committee</li> <li>• Wraybury Acronym is still included.</li> </ul> <p>The Behaviour policy was approved.</p> <p><u>SEN Information Report</u>  This document is still outstanding. AF gave an action to RL to compare the report with the statutory requirement checklist, and then to meet with SENDCo (SK). This will be added to the agenda for the next FGB</p> <p><u>Teachers Pay Policy</u>  <ul style="list-style-type: none"> <li>• Change to wording 'letter to come from Governors, via Pay Panel (BB Left the meeting at 8:20pm)</li> <li>• Clarification of what is meant by teacher's objectives, and Teachers' Standards. JP to forward proposed wording.</li> <li>• Change to section 5 – The Headteacher will advise the Governing Body (not in consultation with)</li> <li>• Clarify that TLR 1 &amp; 2 are not permanent so pay is not safeguarded. TLR3 is permanent therefore pay increase is safeguarded.</li> </ul> Changes will be made by AF, and Governor approval by email will be accepted.</p> <p><u>Safeguarding Policy</u>  No comments were made, and the policy was approved.</p> <p><u>Governors Induction Policy</u>  No comments were made, and the policy was approved</p> <p><u>Governors into the Classroom Policy</u>  MG has changes to make. To differentiate - Governors into school morning to see school in action, Governor subject meeting – more detailed, meeting with lead first then experience lessons in different year groups. JK supported this with anecdotal evidence from her visits to school. This will be outlined in the appendix to the policy containing a proforma to be completed when visiting. DH asked if examples could be included, but</p>	<p>AF</p> <p>RL</p> <p>JP</p> <p>MG</p>

	these are available on TEAMS. After visits, findings should be fed back to the curriculum committee, and can be used for evidence during an Ofsted inspection or as evidence of staff development. <a href="#">MG will upload an amended policy to TEAMS for review.</a>	
<b>13</b>	<b>Governor in School Morning</b> 24 <sup>th</sup> January – Aim to give a feel of the school on a day to day basis <ul style="list-style-type: none"> <li>• Ask questions at appropriate times</li> <li>• Circulate with everyone in the classroom – teachers, TAs and children</li> <li>• Timetable has been prepared to meet requests and teachers are aware of the timings. You may need to leave part way through a session. Tried to include time in the playground &amp; lunch hall to allow informal chats with children.</li> <li>• Any safeguarding concerns please raise with teachers, as appropriate</li> <li>• No mobile phones unless in Staff room or Office area</li> <li>• No fire drill is scheduled</li> <li>• Please email any feedback / notes to MG by 9<sup>th</sup> Feb</li> <li>• 4 Governors attending</li> </ul> (DH left the meeting at 8:43)	
<b>13</b>	<b>AOB:</b>  Skills audit, succession planning document and a governing body evaluation document is required. <a href="#">JK to send document to send out and collate the response.</a> We will use the findings for development of the Governing Body. With new members joining now is a good time to do this – Everybody needs to work together for the governing body to work well.  The Chair proposed that the Curriculum committee now only has 6 members so the quorate number needs to be reduced to 4 – Approved by the governing body. <a href="#">The clerk to change Terms of Reference to reflect this.</a>  RF raised the recent media reports regarding MMR / Measles outbreak. JH has received details from RBWM of MMR Catch up programme and will share this with parents. The school does not hold records of children's immunisations.	<b>JK</b>  <b>JH</b>
<b>14</b>	<b>Date and Time for Next Meeting:</b> Tuesday 12 <sup>th</sup> March 2024 – 6:30pm The next curriculum meeting date required – Weds 28 <sup>th</sup> February at 8:45am (DH to confirm) <b>The meeting closed at 8:48pm</b>	

#### Actions from 23<sup>rd</sup> January 2024

Ref	Action	Lead	Status
4.1	Make changes as required, then forward to JK to sign	JH	
7.1	AF to speak to SBM to confirm which document should be reviewed	AF	
7.2	SFVS to be signed	JK	
8.1	Governor biographies to be updated	JK/JH	
12.1	Summary of Behaviour Policy required	AF	
12.2	SEN Information report for checking	RL	
12.3	Proposed wording change to Teachers Pay Policy	JP	
12.4	Changes to Governors into the Classroom Policy	MG	
13.1	Documents to be sent out	JK	
13.2	The Clerk to change terms of reference document.		

#### Actions from 28<sup>th</sup> November 2023

Ref	Action	Lead	Status
3.1	JH to send Declaration of Interest Proforma to new Governors	JH	Done
5.1	JH to send copy of SDP to CR	JH	Done
7.1	JK to speak with SBM re NFF consultation response	JK	Done

#### Actions from 26<sup>th</sup> September 2023

Ref	Action	Lead	Status
5.3	JK to write to staff re Staff Governor Vacancy / application	JK	Outstanding
12.1	Review of Safeguarding Policy – <b>see item 12 of Agenda</b>	JK	Included
13.1	Behaviour Policy – to be reviewed at Curriculum Committee Mtg – <b>see item 12 of Agenda</b>	JK	Included