



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

**Minutes
Full Governing Board Meeting
Tuesday 12th March 2024
6:30pm Start**

Wraysbury Primary School

In Attendance

Jayne Kennedy	Chair	JK
Alison Fox	Head	AF
Ben Bristow	Vice Chair	BB
Roly Latif	H&S / SEND	RL
Myles Gresswell	DeputyHead	MG
David Hicks	GDPR	DH
Ruth Fogg	Safeguarding	RF
In attendance		
Jo Harris	Clerk	JH
Amy Wilson	SBM	AW

Challenge

Support

Action

Item		Action
1.	Welcome – JK Opened the meeting at 6:33	
2.	Apologies: Claire Robertson – Work related; Julie Price – Work Related Accepted by board	
3	Declarations of Interest – None. AOB – None Local Governor Appointment Further to meeting of 23 rd January, the appointment of Mr Hassan Hyat has been approved by LA. He will be co-opted as LA Governor to fill the vacancy. JK outlined his skill set and after confirming that he had been made aware of the commitment required, the board agreed his appointment subject to DBS clearance. There have been no enquiries regarding the Staff Governor vacancy. This position is a statutory requirement of the Governing Body. AF will approach possible candidates. If no one comes forward, MG could be co-opted to the role of Staff Governor – JH to check this can be done. This is to be added to the agenda for the next leadership meeting	
4	Minutes of the meeting of 23rd January 2024 – These had been circulated prior to the meeting and no comments were forthcoming. Minutes agreed and signed by JK. These will be published without the Part 2 private section. Actions Update starting with oldest 26/09/23 <ul style="list-style-type: none"> • 5.3 Covered – see paragraph above 23/01/24 <ul style="list-style-type: none"> • 4.1 Minutes from meeting of 28th November have been amended – signed by JK • 7.1 AW invited to this meeting (see item 5) for clearer explanation • 7.2 Done • 8.1 Updated biographies required from RF, RL, DH and BB – JH to circulate existing for guidance 	

	<ul style="list-style-type: none"> • 12.1 – AF confirmed Principles of new Behaviour Policy along with recognition chart, levels and consequences had been shared with parents and full policy is available on website • 12.2 – RL had met with the SENDCo to review the document and compare against the check list. Minor amendments have been made and the document was circulated prior to the meeting and will be published this week. • 12.3 – changes made and Pay Policy has been circulated to staff • 12.4 – changes made to Governors in Classroom Policy and agreed at the Curriculum committee meeting 8th March 2024 • 13.1 - Included in this meeting • 13.2 - On going - JH 	
5	<p>Finance Update Amy Wilson (School Business Manager) presented Prior to the meeting, the SBM had circulated 23/24 Budget Monthly Monitoring & Forecasting Report for February. Month 11 shows on track to finish year as predicted. A few points were noted: E03 – The current underspend in E03 was due to not employing a swimming teacher yet E19 – The overspend in E19 will be reduced as the parental payments for the upcoming residential trips needs to be moved from the private fund to cover the expense made. E25 – E25 (catering) underspend as not all children who have a Universal Infant Free School Meal on census day have one every day, but the funding is based on the number from census day. This money will be used to pay for an additional LTT (Lunch Time Team) member. Recently, the school advertised a vacancy for a new staff member, but have decided to appoint two. This gives flexibility to offer support to SEN pupils who struggle during the lunchtime break.</p> <p>Budget Planning 24/25 AF & AW have met to start budget planning for 24/25. RBWM provide a salary tool to aid prediction for staff salaries. This allows a 5% increase from April 24 for non-teaching staff and 5% increase from September for teachers. Forecast at this rate for the next 3 years is that Year 1 is affordable, Year 2 is possible and Year 3 would be difficult. The salary prediction includes a facilities manager (post currently vacant), the additional LTT member as mentioned above, another Assistant Head (vacancy currently advertised) and 2 teachers per year group for Years 5 & 6. It also allows a restructure of pay for middle leaders moving them from a TLR payment to the leadership scale. Staff costs account for 78-80% of the budget. AW is visiting Manor Green School tomorrow (13th March) to find out about RBWM Apprenticeship scheme. There is a large amount of funding from the RBWM to finance training of staff members. We are hoping to raise 3 TAs to level 5, and offer enhanced qualifications to others who are interested.</p> <p>Future budgeting needs to consider the increase to utility bills. Gas is set to rise by 23%, Water by 8.2% and Electricity by 1.7%. Gas expenditure includes heating of the school, cooking and the swimming pool. The remittance from the solar panels installed when the building was extended goes into the private fund. RL mentioned that Heathrow have grants available to help with ‘green’ initiatives. AF responded that a survey had been carried out regarding the installation of air conditioning, but nothing had come of it. AW was given the action to source more information and feedback. RL to investigate with Heathrow. There was also talk a business ‘volunteer’ schemes, but due to safeguarding any projects would need to take place during school holidays.</p> <p>We have been advised that FSM families are no longer being given supermarket vouchers for school holidays and Pupil Premium rates are being increased.</p> <p>Bursar Support have warned that any large ‘carry forward’ may be clawed back by the LA, so some projects are being planned to make use of the carry forward, including replacing the existing shed in EYFS and possible car park repairs.</p> <p>There are concerns with the current cleaning contractors – Heart Cleaning. The new contract agreed last year is not delivering as promised. The contractor had carried out an audit on the service, and reported back 100% satisfaction. This had been contested and photographs of the areas missed had been taken as evidence. A meeting with the company directors will be arranged, with Governor support at the meeting. As Health and Safety Governor, RL will attend and if unavailable, BB will be asked to attend. Heart Cleaning tupeed existing staff from previous contractor. The Governors asked if this was the route of the problem. Staff have to be tupeed over but the new managers do not deliver the improvement in skillset required from their staff so nothing changes. AW to look at options available in the contract.</p> <p>AF thanked AW for a thorough update, and AW left the meeting at 6:55pm</p>	
6	<p>Head Teacher’s Report. A written report had been circulated prior to the meeting, along with minutes from the second Team around the School Meeting and the second meeting with the LA focussing on Curriculum after the OFSED report. We are currently fully staffed (teacher-wise). 9 children in year 4 have been offered middle school places. This was as expected – children leaving have siblings or strong friendship ties with children already attending other schools. AF is planning for 14 classes next year but there is caution around that due to current pupil numbers. It will be kept under constant review between now and the end of the school year. JK felt we should focus on</p>	

raising pupil numbers rather than reducing staffing costs, and AF added that as we are a 'requires improvement' graded school we need high quality staff. DH queried whether we could pay higher salaries to attract staff? AF explained that pay must be equitable and staff must be worthy of the salary, but we can offer incentives in other ways. ECT (early career teachers) would start teaching in September but are often employed from July and therefore receive an additional 2 months salary. There is a shortage of experienced teachers due to many leaving the profession, or stepping down from leadership roles due to work life balance. It is felt that the lack of interest in the current Assistant Head role could be due to advertising to start at the wrong time. The position would appeal to a current Yr2 or Yr 6 teacher, who may not want to move mid-year. There have been enquiries for September as the 'non-teaching' aspect is appealing.

The Governors are concerned about the upcoming changes in Year 6 being detrimental to the children's education? The school feel that academically what they have put in place gives plenty of support educationally, but the well-being side of things will be monitored closely and carefully managed. It was noted that it will affect the staff. The school have held a meeting for all year 6 parents (32 in total). 5 parents attended the meeting, and 12 attended Parents' Evening. Concern from parents raised during the meeting are the disruption to the year 5 education 2022/23, missing out on the summer year 6 non-curricular activities and the recruitment struggles being due to the OFSTED result. A further letter went out to all parents. No other comments were received from the letter.

AF had supplied a 6-month review of the SDP. This was Rag rated Red – still to do, Amber – in progress & Green completed. Any areas that were crossed through were done and finished, and won't be revisited. The Governors asked if there are any resources required to change red areas to green – the school leadership felt it was really only time. Professional learning has increased with 6 members of staff now doing NPQs.

CPD for Leadership and Staff

AF share that she had learnt a lot in the last 6 months through working with National Leader of Education. She has requested that this can continue beyond the end of the program which has now finished as it has been beneficial for the school and would continue to be so.

The Heads Together meeting, and also similar sessions for DHT / AHT run by RBWM have also been of benefit to the school. There has also been a visit from Great Hollands' English Lead to work with our subject leaders AF feels that the OFSTED rating has energised the school and the positive financial position will enable new initiatives. It was noted that the leadership must be mindful of not trying to change too quickly and leaving staff behind. There have been opportunities for the staff to experience off-site visits too. ELSAs have visited another school's Nurture room and there are 4 ELSAs having training. Subject Leads took part in the opportunity to meet other subject leads at schools around the borough. WPS hosted PE. The drawback was that the meetings had to be held outside the teachers normal working hours. We have a Service Level Agreement for a Special Needs Advisory Service which includes Dyslexia training and 20 days of Ed Psych visits. Support staff are receiving weekly training, and will be included in dyslexia training soon. Staff had highlighted that they 'don't feel equipped' so high quality training has been put into place to support them. DH asked whether more junior teachers are on board? The leadership are encouraging CPD for all and hope that the benefits seen will encourage an enthusiasm for widening horizons in everyone.

Contingency plan for Year 6 (for Summer Term)

No replacement has been found for the Year 6 teacher. Supply agencies cannot provide what we are specifically looking for. WPS has approached other schools that might benefit financially from 'lending' us a teacher but nothing has been forthcoming.

The following plan will be shared with parents 2 weeks before the end of term.

- AF, MG & SK will relinquish their current cover duties, which will be taken over by either current long-term supply or part time teachers increasing their hours.
- MG will teach Year 6 every morning for literacy and maths core teaching. The focus is to be on raising writing standards to improve the overall combined score.
- AF & SK will join MG to provide bespoke teaching to groups. This will be identified using a new provision – PIXL. SK will take the more able group, AF will take the middle group for the most intensive coaching, and MG will take the lowers. The marginal children need to be targeted
- Increased alternative provision and off-site tutoring for specific pupils
- MG will be released for leadership time / planning by using outside sports provision (WSSP and PSD) and also the level 4 Tas in the class.
- The decision to put MG in class and not SK was made as SEND and behaviour still require work
- AF will take back some of MGs responsibilities and MG will relinquish his Phase Leader role for Lower KS2 to SK
- AF to make a case to RBWM to not moderate our results in writing this year.

Governors supported the plans made.

This intensive teaching will just be until the SATS in May, but no plans to change the staff in the second half of the summer term as children don't respond well to change. It is expected that the parents would be happy with the plan as some had wanted senior leaders to teach the children previously. Parental expectations will still be met be still having Sports Days, productions etc.

The wellbeing of the leadership team still needs to be considered and it is possible that some items on SDP may not happen, but the 3 Ofsted actions are the still the most important areas. Parental engagement can

	still be improved, and the office team / SBM are able to help with parent liaison. These plans will be shared with all staff to ensure their support.	
7	<p>SDP</p> <ul style="list-style-type: none"> 3 Ofsted Points <p>This has all been covered in Head Teachers report</p>	
8	<p>Chair's Report</p> <p>Secondary Schools</p> <p>RBWM Consultation re Resource Bases at Churchmead. JK will respond on GB behalf outlining the need to ensure that children from RBWM schools are prioritised. The enrolment of children with EHCP / SEMH needs will further impede the admission of our children. Problem this year as not of the children from WPS who applied to Churchmead have been offered a place – with 3 children not receiving any school place offer. On the Churchmead Admissions policy feeder schools includes other borough schools. This needs to be amended. JH explained that she had spoken to all of the Year 6 parents and offered reassurance and support to those affected. We're hopeful that as places are offered and declined over the next few months that our children will be offered school places. JH has suggested to parents without a school place that they approach Magna Carta, although they changed their admissions policy to cut out children from WPS in the past.</p> <p>RBWM are reviewing the school transport policy. We should be unaffected as our transport is statutory.</p> <p>JK and JH will work on the Skills Audit, and will feedback at the last FGB of the year as part of planning for next academic year.</p> <p>JK had received a stage 1 complaint regarding a request for outside testing for special needs. This had been dealt with, and was unfounded.</p>	
9	<p>Committee Chairs' Report</p> <p><u>Resources</u></p> <p>Finance and staffing had been covered earlier in the Financial report and Head teacher's report earlier in the meeting. Asset management to be headed by SBM. She will be getting quotes for next resources committee and will lead projects.</p> <p>The Wellbeing Survey for staff will be circulated before Easter by BB. The same survey as last year will be used for easy comparison of data. This will be shared with FGB for any tweaks.</p> <p><u>Curriculum</u></p> <p>There had been approx. 150 responses to the questionnaire at Parents' Evening. More parents than expected had read the new behaviour policy, and their comments would be made available soon.</p>	
10	<p>Safeguarding</p> <p>There had been an incident where a cleaner had gone into a toilet area while it was in use by a child attending Gap Club. Heart Cleaning and Gap Club are meeting with AF. Nothing untoward had happened it was just a breach in procedure.</p>	
11	<p>Policies</p> <p>All documents were available before the meeting</p> <p>Sex and Relationships Education Data regarding pregnancy rate was incorrect. RF will amend paragraph and the policy was approved subject to the change.</p> <p>SEN Info Report Inconsistency of she / they. SENDCo not named but add 'refer to website' for this information. SENDCo and Inclusion Lead – the same role. Check and amend any inconsistencies. Approved subject to corrections</p> <p>Anti-bullying Policy Under Definition (2nd paragraph) addition of Cyber-bullying Approved subject to this addition</p> <p>Complaints policy Unchanged from previous edition – Approved</p> <p>Equality Statement and Objectives Unchanged from previous edition – Approved</p> <p>Supporting Pupils with Medical Needs RL queried that there is no mention of staff accompanying a child in an ambulance if needed. This is covered in the Welfare policy, so reference to this will be added. Approved subject to addition</p>	
12	<p>AOB:</p> <p>. None</p>	
14	<p>Date and Time for Next Meeting:</p> <p>Tuesday 14th May 2024 – 6:30pm – JK unable to attend, so BB will Chair. JK & JH to prepare agenda</p>	

	The meeting closed at 8:30pm	
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Actions from 23rd 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	

Actions from 28th November

Ref	Action	Lead	Status
7.1			
5.1			
3.1			

Actions from 26th September 2023

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

Actions from 18th May 2023

Ref	Action	Lead	Status
5.4	Create a table or record of areas covered (Governor CPD), when / if it has happened and the outcome.	JH	Report to FGB- Jan, May & July