



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

**Minutes
Full Governing Board Meeting
Tuesday 28th January 2025**

Wraysbury Primary School

Attendees

Jayne Kennedy	Chair	JK
Claire Roberts	Vice Chair	CR
Ben Bristow		BB
Alison Fox	Head	AF
Myles Gresswell		MG
David Hicks		DH
Roly Latif		RL
Ruth Fogg		RF
Julie Price		JP
In attendance		
Jo Harris	Clerk	JH

Challenge

Support

Action

Item		Action
1.	Welcome – JK opened the meeting at 18:36 Welcomed everyone to the meeting	
2.	Apologies: HH – work related accepted	
3.	Declarations of Interest: None AOB – Governors in School Morning. Added item 7	
4.	Minutes of 24th September 2024 Typo (item 4 EYFS increased should read increase) Corrected. Approved by FGB and signed by JK Action Update <u>26th November</u> <ul style="list-style-type: none"> 5.1 – See item 6 8.1 – done <u>24th September</u> <ul style="list-style-type: none"> 11.1 – Confirmation outstanding from HH, RL & CR 14.1 – Started. RBWM Governor Induction part 2 & 4 booked Matters Arising Item 4 Update to Year 6 information. School had made an appeal to have 2 children discounted from figures as they had not been accessing education from school although on roll. This was not upheld, so data is unchanged. <i>Minutes state that EYFS data was to be released the day after FGB meeting, and was expected to in line with national figure. When released WPS EYFS had achieved 71% which is above the national figure of 67%. The Governors congratulated the EYFS team and AF confirmed that this had been celebrated as part of Professional development meeting as had the first Class Assembly of the year by Year 3 Robins class and the large amount of positive feedback received after recent family sharing event in school.</i>	
5.	SDP Sections included: Curriculum, Attainment & Progress, Behaviour & Culture, Engagement with Stakeholders, Financial Stability & Pupil Numbers and Professional Learning. This ties into the Ofsted report and is the result of brainstorming with teachers, and working with link advisors, RBWM advisors and R Ferris National Leader for Education. A draft copy had been circulated prior to the meeting. RAG rating will be added before next meeting. This is the school’s action plan to meet Governor priorities. Many things are already in progress, with details given at last Curriculum Committee meeting. Evidence of parental engagement activities	

	<p>provided to Governors by emails sent advertising events. 2 or 3 events are happening each week, and feedback cards are being introduced to gauge parent opinion. Comments will be shared with staff, and also with Curriculum Committee and used as guidance for future events. AF praised Admin assistant for her creativity in promoting events and development of feedback cards.</p> <p>Governors are to reference the SDP when developing long term planning. The SDP is a 12-month plan, whereas Governors need to be looking long term (3-5 years).</p> <p>The SEND Development plan is separate and has been created with Whole School SEND team and has its own action plan. SENDCo will liaise with RL (SEND Governor) who will feedback to Governors. Initial planning had been brought to the Curriculum Committee Meeting. AF will upload working document to TEAMS. AF to add SEND Development plan working document to TEAMS</p> <p>JK advised reading SDP before Governors in School morning as a basis for questioning / validation / triangulation</p>	
<p>6.</p>	<p>Medium – Long Term Planning (3-5 years)</p> <p>JK had invited JP, AF & CR to look at a suggested document prior to the meeting, which is available Leadership folder on TEAMS, but input from other Governors is required. SEND and narrowing the gap is a priority, but more detail required for raising attainment for all groups including Gifted and Talented / higher achievers as just as we must meet the needs of all children.</p> <p>Discussion on whether some older plans – creating a Nursery / Kiss and Drop system - are still a vision. Are they viable, would they benefit the school etc.?</p> <p>FGB to set strategic vision and then drill down priorities to make it happen.</p> <ul style="list-style-type: none"> - Identify risks - Play to strengths - Cost analysis of vision <p>Suggestions for planning included researching other schools’ plans, considering Ofsted guidance, considering stakeholders feedback including asking staff while at Governor in School morning. Be mindful of financial restraints and share suggestions with relevant committees. Possibly have 3 suggestions to bring to FGB planning meeting with RBWM Governor Services.</p> <p>Action – JK to contact Governor Services to arrange meeting ideally before Easter</p>	
<p>7.</p>	<p>Governors in Schools Morning</p> <p>Intention of the day – Governors to speak to staff and pupils as validation of what is shared in committee meetings by seeing it first-hand. MG is creating a plan for the day to be available in advance. Governors will be involved with their focus subject wherever possible. This is not judgement exercise, but for observation and validation considering OFSTED areas and what is being discussed in meetings, and will not be as involved with pupils as in previous Governors in School events. Governors should feedback findings at next Resources and Curriculum committee meetings</p> <p>Governors will meet with:</p> <ul style="list-style-type: none"> • Deputy Head to discuss Assessment • Headteacher and Child and Family Support Worker to discuss Attendance and Safeguarding • Assistant Headteacher (CM) to discuss Teaching and Learning Development <p>Also meet with</p> <ul style="list-style-type: none"> • School Council • Assistant Headteacher (SK) – SEND information • EYFS Lead (RH) <p>Subject leaders for English, Maths and PE will be available to explain the teaching while it is happening in class.</p> <p>There will be the opportunity to meet with a forum group of support staff, and also a representative group of teaching staff.</p> <p>All Governors confirmed attendance – Clerk confirmed HH is coming.</p>	
<p>8.</p>	<p>Financial Report</p> <p>SBM not present but a presentation on 9-month budget review had been given to Resources committee and was available on TEAMS. Any questions can be raised with Chair or SBM for explanation</p> <p>SFVS had been circulated prior to the meeting and was approved.</p>	

<p>9. Heads Report – Verbal</p>	<p>Currently have 328 on roll. Although there have been new starters, there have been leavers too, and the figure remains static. JP queried when we would know about Middle school leavers. Offers day is 3rd March. RBWM have rolled out a new management system for school admissions which should give us data earlier and clearer.</p> <p><u>Staffing</u> Starting period of recruitment for September. Adverts to recruit 2 new teachers – 1 for additional Year 6 class that will be required next academic year (currently only have 1) and 1 to replace a member of staff on a fixed-term contract which ends. A replacement Year 5 teacher has been recruited who is currently doing adhoc supply / induction/ familiarisation days. The class is being covered by AHT (CM) and former WPS teacher who is happy to be back part-time. Currently advertising for an additional TA in EYFS to support a child with additional needs. Graduate Training Programme interviews have also taken place. There had been a high level of staff sickness through December which has carried on in January. Professional Learning report is available in Resources File.</p> <p>Request from members of FGB for better signposting to what is available on TEAMS and where</p> <p><u>Curriculum</u> Lots being done in school at end of Autumn 2 and start of Spring 1. AHT(CM) producing curriculum overviews by year group and learning journeys of subject progression through the years. Based on KWL (K= what they know, W= what they want to know, L = what they've learnt) to demonstrate sequencing through school. MG will talk about feedback and marking / evidence in books. There are enhanced displays through school, with work changing regularly.</p> <p><u>SEND</u> SENDCo is developing PINS work including upcoming coffee morning for parents of children with SEND. Curriculum committee minutes will contain more information including details of neuro-diverse after school club now being offered and accessible sessions at school events such as early entry to Christmas Fayre while quiet. SENDCo will also talk about attachment, and 5 to Thrive concept.</p> <p>There are interventions happening throughout the school.</p> <p><u>Parental Engagement</u> Lots of activities leading up to Christmas and continuing this term with Book Cafes and the reintroduction of class assemblies.</p> <p><u>Staff Wellbeing</u> Focus on being 'one school staff' Events to include possibly, Bingo, Glow in the Dark Dodgeball, staff quiz night and rounders with bring and share supper in the summer.</p> <p><u>National Leader of Education Visit</u> R Ferris had visited last week and undertaken lesson observations. EYFS and KS1 were of a high quality, but it was identified that support was needed in some areas of KS2. SLT have decided to give teachers a 3-week plan including lesson observations and scrutiny of work / planning, and mentor support. Mentors may teach alongside the class teacher or lead by example. Lots of support and discussion with teachers re directed time / PPA. AF will oversee rather than mentor individuals.</p> <p>BB left meeting at 8:05 JP left meeting at 8:10</p> <p>AF provided remaining governors with Ofsted Framework for Inspection broken down into area and asked Governors to consider their opinion of how the school was performing against what was expected to achieve a 'Good' rating. JK & RL looked at Personal Development and Leadership & Management – Found both areas to be Good, with Personal Development moving towards Outstanding. They are hoping to see evidence to support this at Governors in school morning. MG, CR & DH reviewed Quality of Education – felt definitely within good, but some subject knowledge could be improved. AF & RF looked at Behaviour and Attitudes – Again thought to be good, possibly moving towards outstanding. EYFS was thought to be outstanding and there is evidence to support this.</p>	
<p>10. Safeguarding</p>	<p>NSPCC had been into school to run workshops. Volunteers feedback was that pupils feel very safe in school and had good knowledge of Childline and what to do if worried.</p> <p>See Part 2 minutes</p>	
<p>11. Policies</p>	<p><u>Teacher's Pay Policy</u> RBWM have now supplied model policy which JK recommended the school adopt and update in line with guidance going forward. This was agreed by those present</p>	
<p>12. Chair's Report / Clerk's Report</p>	<p>Chair has had 2 enquiries for potential new Governors</p> <p>Clerks Report – nothing other than check Leadership Update from RBWM available on TEAMS with articles of interest.</p>	

13.	Date for Next Meeting Additional meeting as discussed in item 6 before Easter Next FGB Tuesday 11 th March 2025 at 6:30pm	
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The meeting closed at 8:42pm

Actions

28th January 2025

Ref	Action	Lead	Status
5.1	AF to add SEND Development plan working document to TEAMS	AF	
6.1	JK to contact Governor Services to arrange meeting ideally before Easter	JK	

24th September 2024

Ref	Action	Lead	Status
11.1	Clerk to circulate relevant documents (KCSiE), and all Governors to confirm by email that they have read and understood.	JH / ALL	Outstanding
14.1	Induction to be arranged for HH	JH / HH	underway