



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

**Minutes**  
**Full Governing Board Meeting**  
**Tuesday 26<sup>th</sup> November 2024**

**Wraysbury Primary School**

**Attendees**

Jayne Kennedy	Chair	JK
Ben Bristow		BB
Alison Fox	Head	AF
Myles Gresswell		MG
David Hicks		DH
Roly Latif		RL
<b>In attendance</b>		
Jo Harris	Clerk	JH

Challenge

Support

Action

Item		Action
1.	<b>Welcome</b> – JK opened the meeting at 18:40 Welcomed everyone to the meeting	
2.	<b>Apologies:</b> J Price – Work related. C Robertson – Family commitments, R Fogg – Holiday. All accepted HH – absent (JH to contact) <b>Declarations of Interest:</b> None <b>AOB</b> – SBM signatory for bank / building society accounts See item 11	
3.	<b>Approve Minutes of 24<sup>th</sup> September 2024</b> Typo (name misspelt) to be corrected. MG queried the item 3 regarding BB’s intentions to remain a governor. As no firm decision has been made, agree wording to stay as is. Once corrected, JK will sign. As part of the discussion, AF brought up the new OFSTED guidance, and the possibility of the next inspection being in the summer term 2024/25 rather than the Autumn term 2025/26 as previously expected. This could be beneficial as strong frameworks would be in place and also have an experienced staff. <b>Action Update</b> <ul style="list-style-type: none"> <li>• 4.1 - Done</li> <li>• 5.1 – Done</li> <li>• 7.1 – Done</li> <li>• 11.1 – Confirmation outstanding from CR, HH, RL &amp; BB</li> <li>• 14.1 - Ongoing</li> </ul>	
4.	<b>Priority 1: Attainment and Progress</b> Results – WPS v National figures MG provided End of Year Data for 2023/24 compared with previous 2 years.  <u>Year 6</u> 2023/24 had a much smaller cohort than previous year – 30 pupils compared to 45. 22/23 – 1 child = 2%, in 2023/24 – 1 child = 3%. The figures may change as they currently include 3 children on roll but not in school to access learning (2 reduced timetable / alternative provision, and 1 child non-attendance due to extreme medical reasons). This cohort also had a higher % of SEND but lower % from Traveller background. The combined Reading, Writing & Maths figure had improved from 18% 2022/23 to 43% 2023/24 which was above the target attainment of 36%, but below the National figure. The figures for Reading and Writing are below the National figure but Maths had the poorest results. Some children had not performed as well as expected, possibly due to being unsettled by a difficult first paper which affected their performance on the other 2, and also a couple of children who had been identified by the school as needed additional support in the Maths tests, but this was not agreed to by parents. There had been an emphasis on Writing as this had previously been identified as the weakest area, which may have had an impact. Work to correct this is underway by SLT.	

	<p>MG also provided data on the attainment of disadvantaged pupils (those in receipt of Free School Meals, or ever have been, and any children with social care involvement). These children performed below that of their non-disadvantaged peers.</p> <p>There is no KS1 data as KS1 assessments are no longer statutory or reported. The school will have data going forward from the use of PIXL (a monitoring tool introduced by the school this academic year) to give comparisons against other schools using the tool.</p> <p><u>EYFS</u> 2023/24 cohort was higher than previous year, but with higher number of SEND children. The National data is released on 28<sup>th</sup> November 2024, but GLD is expected to be in line with National figure and is an increase on last year. Up until 2022, children had been ranked as below, expected or exceeding, but are now only below or expected.</p> <p><u>Phonics Screening Check (Year 1 and Year 2 retakes)</u> Results are slightly below National figure, but an increase on WPS previous year.</p> <p><u>Year 4 Multiplication Tests</u> There is currently no national data to compare our results to, but there had been no change in the % of children scoring 100% (25/25) from 2022/23 to 2023/24, but the % scoring over 20 and over 15 have increased.</p>	
<p><b>5.</b></p>	<p><b>Medium – Long Term Planning (3-5 years)</b></p> <p>Priorities for Years 3-5 should be based on the short-term priorities (item 7) of the minutes of the previous meeting.</p> <p>Raising Attainment and Progress</p> <ul style="list-style-type: none"> <li>• Narrowing the gap</li> <li>• Possibility of creating a Nursery to help raise the starting level of the Reception intake. AF &amp; SBM are hoping to attend a webinar regarding DfE grants being released. The question of space was raised. JK mentioned Windsor, Ascot &amp; Maidenhead Common Land Trust, and investigating the possibility of the piece of land currently used as a play area in Waylands becoming available.</li> </ul> <p>Points arising from Ofsted Inspection</p> <ul style="list-style-type: none"> <li>• Keep going with these</li> </ul> <p>Staff Wellbeing</p> <ul style="list-style-type: none"> <li>• Recruiting and retention of high quality staff by offering good CPD and staff progression while being aware of changing work expectations. Provide unique opportunities</li> <li>• Continued improvements as a result of SLT changes</li> <li>• Continued improvements to staff outlook resulting in more outward facing views</li> </ul> <p>Pupil Attraction</p> <ul style="list-style-type: none"> <li>• Attractiveness of the school – facilities (eg swimming pool)</li> <li>• Secure arrangements for secondary school transfer / transition arrangements</li> <li>• Accreditations – more on letterhead to promote the school</li> <li>• Career guidance/ plans for the future – introduction of AI tools</li> </ul> <p>Community</p> <ul style="list-style-type: none"> <li>• School supporting parents = parents supporting school</li> <li>• Links with local business. RL mentioned Heathrow PLC working with local schools and will send links</li> <li>• Make more use of school facilities to create a community hub</li> </ul> <p>Budget</p> <ul style="list-style-type: none"> <li>• Ways of generating more income to ease budget constraints</li> <li>• Eco sustainability – sourcing grants available</li> </ul> <p><a href="#">JK to revisit at next FGB with firm plan. Please email other suggestions</a></p> <p>Need to display strong governance for next Ofsted inspection</p>	
<p><b>6.</b></p>	<p><b>Head Teacher’s Report</b> This was available on TEAMS prior to the meeting</p> <p><u>Staffing</u> All new staff have been highlighted in green. As the Headteacher’s Report will now be published on the school website, personal information has been omitted. Year 5 teacher is planning on leaving due to medical grounds. She is suffering from a long-term illness and has returned after a sick leave supported by a phased return.</p> <p><u>Pupils</u> The NOR is set to increase with 6 children due to start. All are new to the area</p>	

	<p><u>Behaviour</u> Focus on new staff becoming familiar with the behaviour expectations in school. National Leader for Education visited and was very impressed with the improvements throughout the school since his visit in June. Particularly with SEND</p> <p><u>SEND</u> Provision is very good. JK wanted to pass on her congratulations to the staff involved in the Inclusion Hub. AF reported that a parent had given praise to the support given to her child with SEND</p> <p><u>Curriculum</u> Implementation of Knowledge Organisers More subject leader time has been available as a result of having resources to cover, leading to keen, enthusiastic staff. The SLT are working well together, allowing AF more time to focus on other areas. Positive feeling amongst teachers, with new staff sharing experiences from previous schools.</p> <p>DH &amp; RL both left the meeting briefly – due to work related calls</p> <p><u>Professional Learning</u> 2 staff members have dropped out of courses – 1 due to illness, and the other due to admin error AF, MG &amp; SK all attended the Head Teachers Conference A full schedule of Teacher Professional Learning Meetings and Support Staff Professional Learning Meetings for the Autumn term is enclosed in written report.</p> <p><u>Attendance</u> This has improved and been above the National average 4 times this term. There is an ongoing issue with one family of 3 pupils which will result in court proceedings. At a previous FGB, the need for an Attendance Governor was raised. This is not statutory, so attendance data will continue to be covered in the Headteacher’s Report.</p> <p>BB raised the question of a staff member’s performance – this was directed to Part 2 minutes.</p> <p>AF asked for suggestions of content for future Headteacher’s reports. DH asked for more details on reasons for staff turnover / leaving, but this is more a focus of Resources Committee than FGB.</p> <p><u>Safeguarding</u> 1 incident – child had a seizure in the playground. Traumatic for all involved. Parents collected the child and took them to hospital as a precaution. They were very happy with how the episode had been dealt with by the school.</p> <p>DH &amp; RL rejoined the meeting</p> <p>See Part 2 Minutes</p>	
7.	<p><b>Safeguarding</b> Included in Headteacher’s Report</p>	
8.	<p><b>Policies</b> <u>Teacher’s Pay Policy</u> JK to make changes regarding the Headteacher’s pay as directed by DfE guidance and will work with SBM on this – deferred to January’s meeting. <a href="#">Add to Agenda of next meeting</a></p>	
9.	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>• Head Teacher Appraisal is in progress</li> <li>• Attending RBWM Chairs Surgery 27<sup>th</sup> November 2024</li> </ul> <p><u>Christmas Events</u> – Governors to attend and write up report</p> <ul style="list-style-type: none"> <li>• Christmas Tree Festival Friday 29<sup>th</sup> November 12:30 – 2:30 Children performing &amp; Saturday 30<sup>th</sup> November 10am – 3pm JK to attend</li> <li>• Christmas Tree Lighting with Children singing in the village 6:30pm – DH to attend</li> <li>• EYFS Nativity Thursday 5<sup>th</sup> Dec – JP to attend</li> <li>• KS1 Christmas Production Tuesday 10<sup>th</sup> &amp; Weds 11<sup>th</sup> Dec – JP to attend</li> <li>• KS2 Carol Service in aid of Macmillan Nurses and Cancer Research – CR to attend</li> <li>• PTFA Christmas Fayre 19<sup>th</sup> December – DH to attend</li> </ul> <p>JK to Whatsapp dates to RL</p>	

<b>10.</b>	<b>Clerks Report</b>	Ideally Governors will attend 3 training courses each academic year. JH ran through the courses available for the rest of the academic year.			
		<b>Date</b>	<b>Course</b>	<b>Most suitable for</b>	<b>To attend</b>
		5th Feb 2025	SEND Governance	All / SEND Gov	RL, JP
		26 <sup>th</sup> Feb 2025	Safeguarding	All	HH, CR, RL & JK
		March tbc	Budget Planning	All / Finance	CR
		7 <sup>th</sup> May	Headteacher Appraisal	All	JP
		11 <sup>th</sup> June	Safeguarding	All	JK
		18 <sup>th</sup> June	Modern Governance	Longstanding Govs	RF, DH (BB & RL poss)
		Dates of future meetings to be updated and circulated to all.			
<b>11.</b>	<b>AOB</b>	All Governors agreed the SBM to be added as signatory to all Bank / Building Society accounts			
<b>12.</b>	<b>Date of Next Meeting</b>	28 <sup>th</sup> January 2025 at 6:30pm			

**The meeting closed at 8:25pm**

### Actions

26<sup>th</sup> November 2024

Ref	Action	Lead	Status
5.1	JK to revisit Medium - Long term planning at next FGB meeting with firm plan	JK	
8.1	Teachers' Pay Policy to be added to agenda of next FGB meeting	JK	

24<sup>th</sup> 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	On-going