



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

**Minutes  
Full Governing Board Meeting  
Tuesday 24<sup>th</sup> September**

**Wraysbury Primary School**

**Attendees**

Jayne Kennedy	Chair	JK
Ben Bristow		BB
Alison Fox	Head	AF
Myles Gresswell		MG
David Hicks		DH
Roly Latif		RL
Hassan Hayat		HH
Ruth Fogg		RF
Claire Robertson	Virtual	CR
<b>In attendance</b>		
Jo Harris	Clerk	JH

Challenge

Support

Action

Item		Action
1.	<p><b>Welcome</b> – JK opened the meeting at 18:35 Welcomed everyone to the new academic year. Purpose of meeting:</p> <ul style="list-style-type: none"> <li>Review and accept paperwork for year going forward</li> <li>Priorities for the year</li> </ul> <p>Welcome to new Local Authority Governor Mr Hassan Hayat. Governors introduced themselves, explaining their role and length of term served.</p>	
2.	<p><b>Apologies:</b> J Price – Personal reasons. Accepted</p> <p><b>Declarations of Interest:</b> None <b>AOB</b> – None JK then handed meeting over to Clerk</p>	
3.	<p><b>Election of Chair and Vice Chair</b> Term of office is 2 years. Current holders reached the end of their term. One nominee for Chair (JK) and one nominee for Vice Chair (CR) had been received. The 2 nominees withdrew from the meeting. All parties remaining agreed the appointments. Both Governors returned and were congratulated on their appointment.</p> <p><b>Co Opting of Governors</b> BB and RL are reaching the end of their term of Governor. The board agree to re-co opt them to the board. Note: Governor term is 4 years. RL &amp; JK may review their terms after the next OFSTED inspection</p>	
4.	<p><b>Approve Minutes of 9<sup>th</sup> July 2024</b> Minutes were accepted without amendment, and signed by JK.</p> <p><b>Action Update</b></p> <ul style="list-style-type: none"> <li>BB to sign Minutes of 14<sup>th</sup> May – Done</li> <li>AF to consider gender reflected roles – some changes made to documentation used for school admissions. Government guidance on the topic is due. <a href="#">Add to Curriculum Committee Agenda for future consideration</a></li> </ul>	JP
5.	<p><b>Statutory Paperwork Review</b> Paperwork available on TEAMS prior to meeting</p> <ul style="list-style-type: none"> <li>Code of Conduct – Accepted without change JK to sign on behalf of Board</li> <li>Declaration of Interest – To be completed and signed by all at the end of the meeting (Governors not present to return to JH as soon as possible)</li> </ul>	

	<ul style="list-style-type: none"> <li>Terms of Reference – <a href="#">Update to reflect new Vice Chair and change quorate number for Curriculum Committee from 4/6 to 3/6. JK to sign on behalf of Board once amended.</a></li> </ul>	JH
6.	<p><b>Vision, Values, Mission, Rules and the Wraysbury Way</b></p> <p>Statements available on the table detailing these. AF explained that the statements are explained to the children in language appropriate to age and ability. Aim of FGB to be mindful of these at all times.</p>	
7.	<p><b>Short Term Priorities</b></p> <p>Aims of FGB for this academic year</p> <p>Discussion of points for focus and following agreed:</p> <ul style="list-style-type: none"> <li>Raising attainment and progress</li> <li>Points arising from Ofsted inspection</li> <li>Staff Wellbeing</li> <li>Pupil Attraction (raising pupil numbers)</li> <li>Financial Focus</li> </ul> <p>All points are of equal importance, and interlinked</p> <p><b>SDP</b></p> <p>This is produced by School Leadership Team as the aim of the school for the new year and will be shared with Governors.</p> <ul style="list-style-type: none"> <li>Parental engagement - Class Assemblies (parental engagement + embedding children’s knowledge), Using community resources (engagement + budget savings)</li> <li>SEND – monitoring procedures, pupil wellbeing, training, Attachment Aware Schools Award, RBWM Whole School SEND team</li> <li>Wellbeing -Thrive to 5 initiative, staff team building including Harvest bring and share lunch (Governors help requested – more details to follow), PPA at home, Educational Psychologist support for staff</li> <li>Professional Learning</li> <li>Behaviour – Policy &amp; procedures consistency and building on existing knowledge</li> <li>Curriculum - SEND, planning, ‘sticky knowledge’ – retaining and reviewing</li> <li>Attainment – use of Pixl, procedures for assessment, use of data and analysis</li> </ul> <p>These will be implemented through the year, and reported back to committees with evidence of progress. Staff buddying is in place</p> <p><a href="#">Add Staff Wellbeing / Workload Online ToolKit to Resources Committee Agenda – Link</a></p> <p>Government produced online resource aimed at improving teacher workload, thus improving wellbeing</p>	BB
8.	<p><b>Head Teacher’s Report</b></p> <p><u>Staffing</u> - Fully staffed. Clear teaching structure in place explaining roles of new assistant Headteachers. Headteacher responsibility for all teaching staff, Child and Family Support Workers, School Business Manager (SBM) and Office Manager</p> <p>Deputy Headteacher responsibility for Support Staff including Level 5 TAs and Level 4 Learning Mentor and Site Team</p> <p>Assistant Head / SENDCo responsibility for Level 4 Inclusion Mentors</p> <p>Staff sickness absence quite high for start of school year (tonsillitis)</p> <p>Behaviour Policy shared with staff and pupils – refresh for start of academic year</p> <p>Inset Day - all staff in school. Training covered HR policies &amp; KCSiE</p> <p><u>Premises</u> - Challenges in making sure school premises were ready for new school year. RBWM-led projects (lighting and roof) no issues. Internal redecoration and set up delays, and issues with cleaning arrangements.</p> <p><u>Safeguarding</u> – 2 children now Children in Care, 2 high-need children in new School Inclusion Hub along with 3 others. Child with high SEMH needs left school due to family move. Headteacher had looked for ways of keeping child on roll but RBWM school transport unhelpful.</p> <p><u>Professional Learning</u> – 4 staff starting apprenticeships funded by RBWM. Focus on teachers new to the school learning school processes. Also First Aid, MIDAS (minibus) training planned</p> <p><u>Curriculum</u> – New writing scheme being investigated by 2 teachers attending 1 day external course. New tracking, training and assessment system being introduced.</p> <p><u>New School Year</u> – Repeated routines. Standardisation across the school (staff room still to be completed) Consistency in book labels, door signs etc – Staff all engaged with this new approach.</p> <p><u>Finance</u> – SBM sourcing grants and looking at engaging volunteers from local business to help with Eco Area refresh. RF has contact at Royal Holloway College that could be involved.</p> <p>Staff are motivated and engaged – good feeling in school.</p> <p>National Leader for Education – continued support for this academic year has been paid for.</p> <p>HH asked what AF saw as the main threat. Staff absence, attainment and progress as starting from low level, and finance. Money will be a challenge for next academic year, but SBM is being resourceful.</p>	

9.	<p><b>Governor Responsibilities</b></p> <p>Document available on TEAMS. Additions to 23/24 - DH as Mentor to new LA Governor HH &amp; roles and responsibilities for HH. Updates required to reflect roles for CR and BB, and add Website Compliance to MG role.</p> <p>Attendance Governor required, or committee responsibility. Advice to be sought by AF.</p> <p>JK checked availability of members of Pay Panel for 30/9/24 at 8am</p> <p>Headteacher Appraisal – 1<sup>st</sup> October 2024 at 12:30 – JK and RF to attend. BB &amp; RL involved in discussions after.</p> <p><b>Monitoring this Year</b></p> <p>5 points as detailed in section 7. Agendas to be set to include evidence of monitoring – possibly standardised agendas.</p>	
10.	<p><b>Medium- &amp; Long-Term Plan Discussion</b></p> <p>Deferred to next meeting. Suggestions from AF for 3 &amp; 5year plan to be circulated prior to agenda for next FGB being set. Committees to also consider suggestions. Governors asked to consider this prior to future discussion. Forward planning should now be easier with fuller Governing Body</p>	
11.	<p><b>Safeguarding &amp; KCSiE (Keeping Children Safe in Education)</b></p> <p><u>KCSiE</u></p> <p>All staff and Governors need knowledge of KCSiE (Keeping Children Safe in Education). Governors need to confirm they have read parts 1, 3, 4 &amp; 5 of the document</p> <p><a href="#">Clerk to circulate relevant documents, and all Governors to confirm by email that they have read and understood.</a></p> <p>Governors should complete Part 4 of Governor Induction training regularly. Certificates / Record of Attendance to be recorded</p> <p><u>Safeguarding</u></p> <p>NSPCC Speak Out StaySafe campaign to be brought into school. Focus on staying safe online. Will involve parents too. Also, PANTS campaign to be run with KS1</p> <p>Road Safety training in process of being organised for certain year groups.</p>	JH / All
12.	<p><b>Policies</b></p> <p><u>Safeguarding Policy</u></p> <p>All Governors confirmed reading this policy and it was approved.</p> <p><u>Behaviour Policy</u></p> <p>Changes to original document required due to length.</p> <ul style="list-style-type: none"> <li>• Wraysbury acronym removed</li> <li>• Red zone removed from regulation chart. Consequences are given verbally rather than publicising children who have misbehaved. Also, causes confusion with Zones of Regulation where Red Zone indicates heightened feelings (good or bad). This change is based on evidence from other schools.</li> <li>• Addition of statement that a child in internal seclusion will not take part in any positive reward given to the whole class during the time of sanction.</li> </ul> <p>Changes agreed, and policy was approved.</p> <p style="text-align: center;"><b>BB left meeting at 8:25pm</b></p>	
13.	<p><b>Chairs Report</b></p> <p><u>Leadership Meeting</u></p> <p>Tour of the school. Positive energy was obvious.</p> <ul style="list-style-type: none"> <li>• Pupil focus - consistency</li> <li>• Staff focus – together</li> <li>• Parents focus – sharing</li> <li>• Stakeholders / community focus – Opening Up</li> </ul> <p>Minutes to follow.</p> <p><u>Meeting Timings</u></p> <p>Leadership meetings change from 8:30am Tuesdays to Mondays – BB to continue to attend as part of handover</p> <p>Curriculum Committee – Timings to be changed. Next meeting 15/10/24 @ 1:30pm</p> <p>JK thanked all the Governing Body for their commitment. RL praised Headteacher and Deputy Head for their work to get the school reopened after delays in work through the summer break.</p>	
14.	<p><b>Clerks Report</b></p> <p>Leadership Update for September 2024 and schedule for RBWM Governing Training 24/25 will be added to TEAMS. Please book through clerk or update if attending any training supplied by another agency.</p> <p>ERSA (Emotionally related School Avoidance) – training sessions 2/10. JK &amp; RF attending. RL possible.</p> <p>6/11 - Part 4 of Governor Induction training. Please book if not done last year</p> <p><a href="#">Induction to be arranged for HH</a> – will contact by email</p>	JH / HH
15.	<p><b>Date of Next Meeting</b></p> <p>26<sup>th</sup> November 2024 at 6:30pm</p>	

**The meeting closed at 8:35pm**

## Actions

Ref	Action	Lead	Status
4.1	Consider gender reflected roles Add to Curriculum Committee Agenda for future consideration	JP	
5.1	Terms of Reference to be updated and signed	JK	
7.1	Add Staff Wellbeing / Workload Online ToolKit to Resources Committee Agenda	BB	
11.1	Clerk to circulate relevant documents (KCSiE), and all Governors to confirm by email that they have read and understood.	JH / ALL	
14.1	Induction to be arranged for HH	JH / HH	