



Wraysbury Primary School
No Limits to Learning!

Minutes
Full Governing Board Meeting
Tuesday 28th November 2023
6:30pm Start

Wraysbury Primary School

In Attendance

Jayne Kennedy	Chair	JK	
Alison Fox	Head	AF	
Ben Bristow	Vice Chair	BB	
Roly Latif		RL	
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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Item	Action	Action
1.	Welcome – JK Opened the meeting at 6:35 and welcomed CR and JP to their first FGB. Each Governor introduced themselves with their role on the Governing body and length of their tenure.	
2.	Apologies: RL due to work commitments. DH is travelling for work. (he hoped to join the meeting on TEAMS when possible, but was unable)	
3	Declarations of Interest – None. JH to send Declaration of Interest proforma to new Governors. AOB - None	JH
4	Minutes of the meeting of 26th September – Agreed and signed accordingly. RF asked if there was any update on item 14 - AOB - Deep Dive Sex Education Policy. AF said there was no change or update, however it was due to be discussed at a future Heads Together Meeting, and she would feed back after that. Actions Update – Starting with the oldest. 18 th May 2023 <ul style="list-style-type: none"> • 5.4 – Relates to Governor CPD. This action was passed from MG to Clerk as she makes bookings and records feedback. 13 th July 2023 <ul style="list-style-type: none"> • 5.1 This has now been completed and the meeting with Councillor Tisi has happened. 26 th September 2023 <ul style="list-style-type: none"> • 14.1 Done • 13.1 See item 12. • 12.1 See item 12. • 5.5 JK to circulate • 5.4 & 5.2 Both possible candidates had declined an invitation to join the Governing body. RBWM Governor Services will advertise for LA Governors on our behalf. • 5.3 Ongoing. Letter should be available soon. • 5.1 Clerk confirmed document only requires signature of Chair, so action complete. 	
5	Governor Priorities and SDP <ul style="list-style-type: none"> • The SDP (School Development Plan) was available on TEAMS prior to the meeting. 	

	<ul style="list-style-type: none"> • CR requested a copy to be sent due to technical issues – JH to action. • JK explained the document - A 3-year plan was devised in academic year 21/22 following COVID highlighting 5 areas of required improvement. In 22-23 this fed into the SIP (school improvement plan) which was published for parents. By completing SEF (School evaluation form) based on the OFSTED framework the devised plan ensures the school focuses on the areas for development. We are currently in Year 3 of a 3-year plan. Action plans are produced from the SDP which are used to chart progress and shared with Governors and our supporting partners (Team around the School from RBWM in light of OFSTED report). It was explained that the aim is for Governors to understand the targets required for school improvement. • JP asked how governors can ensure steps required on action plans are being met. Governors explained that although Governors only have one visit per year, there are also opportunities to meet with their subject lead at other times and Subject leads also attend curriculum committee meetings through the year to report on progress. Other opportunities include reading minutes of meetings e.g Team around the Child meetings to demonstrate safeguarding actions. Following pupil progress meetings with staff during w/c 8/1/24, MG will report back at the first curriculum meeting of the next half term on the findings. • RF asked if Gobs in school once a year was enough, and JK felt it was as there are other opportunities to come in to school, such as Family Sharing and performances. • JP commented that perhaps children at these events aren't representative of lessons, but AF said there had been opportunities for parents or visitors to view lessons in action – such as a comprehension lesson. • JP asked if it might be an idea to ask for feedback from any parent volunteers. • The process for in-depth subject lead meetings was discussed. Talk to teachers prior to classroom visits, and use SDP to identify areas to be explored, then use the visit to ensure it all ties up. • MG had attended Governor Curriculum training and felt it was useful. He would recommend it to new governors. • JP was not sure that the action plans explained the problems so it would be difficult to see improvements made. BB felt that the objectives highlight the issues. Using the sequencing issue in the Ofsted report, AF explained that more emphasis is now being put on how things are embedded, and how do we evidence it. JK is RE governor and had seen this in practice in her RE classroom visit. As a 'quick fix', the classes are referring back to their previous years' floor books to remind what had been learnt previously which was also evidenced in the RE visit. • There was discussion regarding the level at which the Governing Body operates. • Parental engagement is part of the SDP and it is necessary to raise the opinion of parents and the wider community. The views were conflicting when looked at by OFSTED. A clearer, condensed version of the SDP without acronyms, but including targets and actions, will be published for parents. The Plan will be reviewed at the end of the year, then forecasts and plans will be made for the future. BB summarised that it is easier to understand once Governors are 'living it' – Identify the destination and highlight how to get there. 	JH
6	<p>Head Teacher's Report.</p> <p>The written report is available on TEAMS.</p> <p>AF updated the details – 2 racist incidents resulting in 2 Fixed term suspensions. BB noted that exclusion is unusual, and CR asked the length of the punishments. 1 incident resulted in a 1 day suspension, and the other was for 2 days. After the suspensions there had been restorative meetings with the parents and child, PHSE pastoral work with both parties (the perpetrator and victim) separately, then together and both sets of parents have been informed of the actions taken.</p> <p><u>Staffing</u></p> <p>RF asked whether there was a handover period for the SBM. There has been 1 day so far, with 2 more to follow. The existing SBM has offered remote support after leaving if required. The office continues to be busy, but staffing is increasing.</p>	
7	<p>Finance Update</p> <p>There had been a 6month review of the budget at the Resources Committee meeting in October, and the agreed minutes are available on TEAMS, along with monthly budget monitoring. The NFF (National Funding Formula) consultation response is required by Friday 1st December 2023. Governors will defer to SBM – JK to speak to SBM.</p> <p>CR asked if there was any additional funding due to the OFSTED report, but the only support given is practical and not financial.</p>	JK
8	<p>Chair's Report</p> <p>There are currently vacancies for 1 Co-opted Governor, 1 Local Authority Governor and 1 Staff Governor. JK suggested that the focus should be on the induction of newly appointed Governors (CR & JP) rather than actively searching out more. The Governors present agreed. A staff election will be organised and the Local Authority will advertise for a LA governor.</p> <p>Governors Newsletter is in hand and will be shared for approval by 4th December. If Governors can share comments by Thursday 7th distribution will be as soon as possible afterwards. The results of the parental survey from Parents' Evening will be included.</p>	

	<p>JK & AF had attending ELF (Educational Leaders Forum) which had been useful. There are slides available of statistics for comparison, but overall 61% of children in RBWM are meeting expectations.</p> <p>MG & the new SBM are meeting staff at Manor Green in the new year to find out about the support staff apprenticeships, including a level 3 TA apprenticeship.</p> <p>The school have bought into an SLA for improving attendance. This gives excellent EWO support with lots of advice. 3 families have already been invited to meet with the EWO to discuss attendance / punctuality concerns. The schools' approach to attendance had been favourably noted by Ofsted, and the EWO is impressed by what we are doing, and recognised the difficulties being faced. On Monday 27th November there were 30 late children ranging from being 2 minutes to arriving at 10am.</p> <p>There are 2 stage 1 complaints currently being dealt with.</p> <p>The school has received 3 complimentary emails. 2 from external providers who have worked with groups of children, and 1 from a parent after accompanying a year group on a school trip. AF had also received positive feedback from a new to school parent after contacting them on a behavioural issue. The parent fed back that they were very happy with the school, in particular curriculum and safeguarding.</p> <p>Parking is an ongoing issue around the school. JK wanted to recognise the work currently being done by the site manager to help the situation. There are 4 community wardens across the borough who were to begin a project on parking with the Thames Valley Community Policing Inspector, but he has unfortunately been re-deployed so the project is currently on hold. JP asked whether the 10 minute drop off window contributed to the issues at the front of the school, but it was pointed out that there are not the same problems at the Waylands or George gates. The problem at the front of the school is due to inconsiderate parking and ignoring of restriction signs. The site manager is warning culprits of possible police action.</p> <p>St Peter's Middle school has published their proposed admission policy for the 2025 intake. The consultation period is open and a response will be sent regarding the inclusion of Wraysbury School as one of their feeder schools. At a recent Chairs networking meeting it had been highlighted that there will more Middle school places available in coming years due to a drop in birth rates.</p> <p>JK had partnered with another Chair of Governors from another RBWM school, also graded requires improvement, to share best practice, experiences and general support.</p> <p>Governor training / Governor engagement 1 Governor at each Christmas performance if possible, and write up please: JK, BB, JP had attended the online Better Governor Behaviour the governor's role webinar. MG had attended the RBWM Curriculum monitoring training. Virtual School Looked after children training was attended by RF and JP. JP and CR are attending the four RBWM Induction trainings. BB had attended a safeguarding refresher training at RBWM.</p> <p>The most recent Team around the School meeting had happened and the RBWM support team were impressed with steps made.</p>	
9	<p>Clerk's Report Clerks Briefing on 6th December and the latest Leadership update will be available on TEAMS after this with signposts to pertinent items. Update – briefing was discussion group with other Clerks – Leadership update to follow in January. Reminder that dates of Christmas events had been circulated, and let JH know if any tickets are required.</p>	
10	<p>Committee Chairs' Report</p> <p>Resources BB asked that everyone read the updated staff structure included in the Heads report as there are changes to Phase Leaders. The Deputy Headteacher and Assistant Headteacher are to take on roles of KS2 phase leaders which is good for communication across the school but it was recognised that workload will be increased. There was a concern about the possible impact on the launch of the new Behaviour Policy having two of the SLT covering the roles although MG felt it would put more responsibility on class teachers. This will be reviewed in the Spring. The flat pay increase for support staff has had an impact on the budget as the pay rise was more than had been allowed in the budget.</p> <p>Curriculum JP – There are action plans in the resources folder so please review. The SEND are most detailed. Attainment predictions are available at all levels and display a good understanding. The recent meeting had run over time, so hadn't covered the Behaviour Policy.</p> <p>RF praised the Assistant Headteacher for all of the work she has achieved in her first term.</p>	
11	<p>Safeguarding AF & MG confirmed that all staff had completed Prevent Training. There is a new threshold and reporting system for safeguarding issues.</p>	

	There has been an increase in child protection numbers. A pupil was the subject of a strategy meeting after the school had made social care aware of an issue. The child is safe and well.	
12	<p>Policies</p> <p>Safeguarding and Child Protection Policy JP had sent comprehensive comments through to the committee prior to the meeting. AF explained that the document is very similar to last year and based on the borough produced model to include changes relating to KCSiE 2023. Query regarding the use of generic governors' email, but this is only accessed by JK and BB so is fit for purpose. The statement in the Ofsted report that children know how / who to approach confirmed that safeguarding was effective. Children complete safeguarding survey every year to check understanding. The Committee approved the Policy.</p> <p>Behaviour Policy</p> <ul style="list-style-type: none"> • JP voiced concerns over length and detail of document. • The policy has been drafted using similar schools' policies as a guide and after taking advice from others. • The policy currently contained the WRAYSBURY acronym as this is created by children, but this may be phased out in favour of the Ready, Respectful, Safe message being introduced. • OFSTED did not have a problem with the existing policy, only with some of the implementation. • The document is more Policy and procedure all in one to make referral in discussions easier. JP suggested that possibly there could be an abridged version. The Team around the school have also voiced this requirement. A condensed version will be produced. • CR suggested that this could be included in the induction paperwork for new pupils. It was explained that the Home School Agreement covered the agreement with the school to adhere to the Behaviour Policy. • To make navigation easier, JP suggested a contents page be added, and AF agreed. • All staff have received training on how to use the policy, and the new Walk Thru programme is being shared. <p>There was much discussion about the policy, and CR suggested that a separate meeting was needed. The policy can not be embedded into school life until approved by the Governors. The Policy is needed in school sooner rather than later to implement the improvements to address OFSTED comments. JP felt unable to approve the document without answers to her questions so as part of JP and CRs Governor induction, AF and JK would address concerns and share responses with everyone for a decision on email.</p> <p>Pay Policy This requires the new pay scales to be added and will be discussed at the next Resources Committee meeting ready for approval at the next FGB. Policy comes from Dept of Education with legal guidance from HR specialists, so is not open to much deviation.</p>	
13	<p>AOB: Parking Issues - This had been covered in section 8 above. BB suggested recognition was required for the current SBM who leaves her post at the end of term.</p>	
14	<p>Date and Time for Next Meeting: Tuesday 23rd January – 6:30pm The meeting closed at 8:45pm</p>	

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 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