EDWARD WILSON PRIMARY SCHOOL

AGREED MINUTES AND ACTIONS FROM THE

FULL GOVERNING BODY MEETING

HELD ON TUESDAY 29TH SEPTEMBER 2024

6PM AT EW PRIMARY SCHOOL

ATTENDANCE

Simon Mair (Chair)	**Co-opted**	6 Jul 2016 - 5 Jul 2024	✓
Felicia Wong (Vice Chair)	**Co-opted**	19 Sept 2023 – 18 Sept 2027	✓ *(until 7.00)*
Darren Guttridge	**Headteacher**	n/a	✓
Jo-Anne Ling	**Staff**	30 Sept 2019 - 29 Sept 2023	✓
Amy Polglase	**Co-opted**	7 Apr 2022 - 6 Apr 2026	✓
Thomas Jennings	**Co-opted**	6 Jul 2022 - 5 Jul 2026	
Anjuna Prasher	**Co-opted**	19 Sept 2023 – 18 Sept 2027	✓
Nariman Abdelrahman	**Parent**	3 Nov 2021 - 2 Nov 2025	✓
Malak Ibrahim	**Parent**	6 Nov 2022 - 5 Nov 2026	
	Others present		
Carol Rowlands	**School Business Manager**		✓
Pete McGuigan*	**Clerk**		✓

	ITEM	ACTION
1	**Welcome, apologies for absence and declarations of interest**	
1.1	Simon (SM) opened the meeting at 6.05 p.m. and welcomed everyone. Apologies had been received and accepted from Malak Ibrahim and Governors noted the absence of Tom Jennings.	
1.2	There were no declarations of interest for the meeting.	
2	**Election of Chair and Vice Chair**	
2.1	**Governors unanimously elected** • **Simon Mair to continue as Chair of Governors for the 2024-25 school year**	

	• **Felicia Wong to be Vice Chair of Governors for the 2024-25 school year.** • **Amy Polglase to continue as Chair of the CCC for the 2024-25 school year** • **Arjuna Prasher to be Chair of the Resources Committee CCC for the 2024-25 school year.**	
2.2	• **SM agreed to progress recruiting Governors to fill vacancies (2 co-optee), with all Governors being asked to suggest potential Governors**. • **DG agreed to progress recruiting a Governor for the LA vacancy via WCC.** noting that knowledge / experience of Health and Safety or premises would be useful for the Board.	**SM** **DG**
3	**Minutes of the previous meeting (1.7.24) – accuracy and matters arising**	
3.1	**Governors agreed the accuracy of the previously-circulated minutes from 1.7.24** • **PM to upload 1.7.24 agreed FGB minutes to GHub.** • **SM to sign previous minutes on GHub.**	**PM** **SM**
3.2	**Governors agreed that all actions had been taken, or were on the current agenda,** noting that: • KS2 2023-24 assessment results (SATs) were positive, being well-above national average for Combined (Reading, Writing and Maths): 77% compared to 66% nationally, and Pupil Premium: 71% compared to 66% nationally. • **Carol (CR) agreed to check that the SCR scrutiny was up to date, with SM and DG.** • the previously-discussed pigeon nuisance was being addressed: Gary the Hawk had been retired, to be replaced by Spencer, who pursued nuisance pigeons more vigorously. CR noted that pigeon mess on windows continued to be a concern and was currently **seeking a quote to clean the 220 windows in the school (expected to be c. £2k)** • **use of benchmarking data would be discussed at the next Resources meeting.**	**CR** **CR** **Resources agenda**
4	**Headteacher's Verbal Report**	
4.1	DG update Governors on the return to school and highlighted: • children had returned well, being happy and settled. • the ADS Resource Base (with 13 currently on roll, and 2 teachers and support staff), was going well, and 2 siblings had started in main school.	

	• there were currently 286 on roll (NOR), which was 8 more than at the end of the scummer term. The budget had been set for 274 NOR. • actual numbers were higher than forecast for Nursery and Reception, there were many new out of borough pupil. Some refugee children were ready to leave, with their families rehoused out of area. • there were no staffing difficulties and behaviour was also good. • there had been a poor start with attendance, caused mainly by families returning late from holidays. From January 2025, there would be new national arrangements for dealing with attendance: if a child has 5 days or more unauthorised absence, the school would be obliged to offer support, including contracts with parents. Referrals to WCC would not automatically lead to fines (£80 per parent per child) and the school's key message would be on children missing learning, rather than simply threats to fine them. • the previously reported John Lyons funded project would provide school therapist time, administrative support, a 'walking bus' (with access based on family need), and attendance contracts with parents. NHS school nurse support was also being developed, but the NHS had difficulties recruiting and retaining staff, and DG noted the school had not been well-supported previously, with inconsistent service, although it was possible to make direct referrals to them. Governors agreed that being able to offer support through the project was good and recognised that they were unable to influence attendance directly. • appraisal targets would be set with staff before the end of term.	
4.2	Carol (CR) gave a site update and highlighted: • the reported defective lintel had been resolved, but problems with it had been a much bigger job than previously thought: it linked to 2 other windows, so all had to be replaced. WCC was responsible for the considerable of cost of this job. CR noted that there was a similar potential problem in the next classroom and the scaffolding remained in place. • despite a great deal of work by WCC, the roof was still leaking and they were considering what to do next. • **CR agreed to present a more detailed list of site repairs / improvements at the next Resources committee meeting**. • **the previously-discussed workplan was awaiting further information from WCC (likely to be in October).** Through questioning, Governors highlighted: • WCC had checked the whole site for lintel problems, but could only do remedial work when a problem was visible. • the previously-discussed possibility of installing an Air Source Heat	**Resources agenda** **CR**

	Pump (ASHP) had been considered by WCC but currently, it was not recommended.	
5	**Self-Evaluation and Development Planning (SEF and SDP)**	
5.1	DG presented the circulated papers and highlighted: • The SEF had been updated and was done regularly, with 6 broad 'next steps' identified: 1. develop the expertise of all teachers so that they identify and address any misconceptions in pupils' understanding. 2. raise standards of early reading in order to raise the achievement of reading across the school. 3. increase pupils' learning opportunities by promoting a shared understanding of high quality teaching and learning. 4. improve pupil attendance by providing support and challenge to families of persistently absent pupils. 5. broaden children's wider learning through out of class experiences. 6. develop the expertise of all staff so that they can more closely identify and support children with speech and language dela • staff appraisal targets would refer to the key next steps. • the SEF linked directly to the SDP, with more information and detailed targets, which was structured against the Ofsted headings, to be reported regularly to the Resources and CCC committees. Through discussion, Governors highlighted: • **Felicity (FW) agreed to liaise with DG on accessing external doorstep library resources.** • DG was yet to decide on the 15 pupils who would benefit from the Google visit, through links made by FW. Governors suggested using the School Council for the trip.	**FW DG**
6	**3-year plan**	
6.1	**Governors agreed for the 2 committees to consider priorities for the 3-year plan, rather than forming a separate group.** Potential topics included federation, academisation, environmental changes, funding and the school site. DG noted that the budget was secure for the time being with the highest surplus in the borough, an increased roll (NOR), and very strong assessment results. A key issue was maintaining or increasing the NOR, possibly through increasing the marketing and attractiveness of the school. Governors agreed that recruiting a new Governor with skills in marketing or data management would be good. Governors discussed potential leafleting of	**Committee agendas**

	the local area *FW left the meeting after this item at 7.00 p.m.*	
7	**Governance**	
7.1	Governors discussed roles and responsibilities and highlighted: • **Amy (AP), SM and DG agreed to meet to consider the current roles and potential changes.** • **all Governors were asked to contact SM if they had any requests.** • **DG agreed to arrange for subject leaders to present at GB meetings.** • **Governors agreed to arrange visits for their areas of responsibility and report back to the GB.** • **DG agreed to provide details for Governors and SM agreed to send the list of responsibilities to the Board.** • **PM agreed to remind Governors to update their compliance information on GHub.** **Governors approved the circulated Terms of Reference.**	**AP SM DG** **All** **DG** **All** **SG SM** **PM**
8	**Policies**	
8.1	**Governors approved the circulated policies for:** • **Attendance Punctuality** • **SEND** • **Safeguarding** • **Equality Statement.** DG noted that with new attendance guidance, the earliest the school could refer parents to WCC for fining, was the spring term.	
9	**Dates of remaining meetings in 2024-25**	

FGB meetings in school at 6.00 p.m.
Resources meetings on Zoom at 8.00 a.m. (link to be sent at 7.45)
CCC meetings on Zoom at normally 4.30 p.m. (link to be sent at 4.15) ** see list

9.1	*• Tuesday 24.9.24 CCC **(8.00 a.m.)** • Thursday 17.10.24 RESOURCES • Tuesday 5.11.24 CCC • Thursday 14.11.24 RESOURCES • **Tuesday 26.11.24 FGB** • Tuesday 21.1.25 CCC • Wednesday 29.1.25 RESOURCES • Tuesday 11.3.25 CCC	• Wednesday 19.3.25 RESOURCES • **Tuesday 25.3.25 FGB** • Tuesday 22.4.25 RESOURCES *• Tuesday 6.5.25 CCC **(8.00 a.m.)** • Tuesday 10.6.25 CCC • Wednesday 18.6.25 RESOURCES • **Monday 30.6.25 FGB**	

Simon thanked everyone for their work and closed the meeting at 7.45 p.m.
Agreed at the 19.11.24 meeting signed on GHub by Simon Mair.