



**WILLIAM STUKELEY CE PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING FINAL MINUTES**  
**WEDNESDAY 5th DECEMBER 2018 AT 5.30PM**

**PART 1**

Present: Mr. R. Nicholas (Chair), Mr. I. Braid (Vice Chair), Mr. S. Cuthbertson, Mrs T Handson, Mrs. C. Williams, Mrs. H. McGinn, Ms S. Williams and Mr T. Emery (Head teacher).  
 Also present: Mrs. J. Francis (Clerk to Governors)  
 Absent: Revd. K. Plant

**Presentation by the Creative and Expressive Faculty Group – Mrs. Cuthbertson and Mrs. Twell.**

*Meeting started at 5:30 p.m.*

*Mr. West joined the meeting at 18.45 p.m.*

*Prayer given by Mrs C. Williams*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
Presentation by Creative and Expressive Faculty		<p>Mrs Cuthbertson and Mrs Twell gave an informative presentation on writing and writing moderation during which, Governors were shown examples of writing moderation.</p> <p>Q. Was the moderation exercise successful and consistent?</p> <p>A. External moderators did not disagree with us. One of the problems is that other schools tend to present the best rather than a range of work.</p> <p>Mrs Cuthbertson said that some children had difficulties retaining what they had learned after the long summer break.</p> <p>Q. Do they get spellings every week?</p> <p>A. Some have spelling tests whilst others have spelling assessment to ensure words are not learned verbatim.</p> <p>Mr Emery confirmed that a programme would be developed between January and July 2019 to supplement the Welcome Package.</p>	
1. Apologies		<p>Apologies were received from Mrs M. Dack and Mr. West (late attendance).</p> <p>Ms S. Williams (newly appointed Foundation Governor) was</p>	

		welcomed to the meeting.	
2. Declaration of Interest		There were no declarations of interest on any item on the agenda.	
3. Minutes of the meeting held on 12 <sup>th</sup> September 2018		The minutes were proposed by Mr. Braid, seconded by Mrs Williams and agreed.	
4. Matters arising		<p>Item 10  Q. What happened to the proposal to hold governors meetings at the library?  A. This has not been possible because of the presentations.  Q. Can governors visit the library?  A. Of course</p> <p>Item 10. Q. What is the latest position re: new build.  A. Building companies are tendering for the work. Nothing further on planning.</p> <p>Item 12 Q. Has the H&amp;S Inspection taken place?  A. Not yet. A date to be set</p> <p>Item 14. NGA membership</p>	<p>Governors to visit the library on 20<sup>th</sup> December</p> <p>Mrs Williams, Mrs McGinn and Mr Nicholas to arrange.</p> <p>Clerk to chase up membership information and notify all governors.</p>
5. Committee minutes		For information only.	
6. Head Teacher's Report		<p>A written report was provided.</p> <p>Mr Emery confirmed that the Target Tracker data, particularly for years 4, 5 and 6 is of great concern and raises a number of questions because of the downward trajectory.  Progress in Year 4 is a major concern – around a third of the children are SEN and unlikely to meet National targets.  Concerns were raised about the reliability of Y5 data which showed a high percentage below age related expectation, particularly in writing.  Mr Emery said that persistence was the answer with additional</p>	

		<p>help being given by Mr Tugwell and others. The problem is that the help is needed across KS2 and this presents resource issues.</p> <p>Q. What about the initiatives that Mrs Cuthbertson told us about?</p> <p>A. These will need time to bed in and are unlikely to impact greatly on the problems within Y5 and Y6.</p> <p>Q. Should support be at the bottom end?</p> <p>A. The support has to be right and has been concentrated around Y2 and Y6. Additional support in Y4 would be nice but difficult.</p> <p>Mr Emery said that when you come away from the raw data and walk into any class you see a positive picture of staff knowing their children and providing appropriate support.</p> <p>Mr Emery said that the Patchett Lodge initiative had been a great experience and the children's behaviour was exemplary.</p> <p>Mr Emery asked governors if they were happy with his reports and whether they would like to see anything added.</p> <p>Governors suggested a few sentences from School Council would be good.</p>	
7. Additional Support		<p>Mr Emery confirmed that William Stukeley had been asked to support another local school that was losing its Head teacher at Christmas until such time as a substantive head could be appointed (i.e. most likely with effect from September 2019).</p> <p>Mr Emery confirmed that he had visited the school in Deeping St Nicholas where there were 3 classes made up of 59 children and two long standing teachers. The third teacher has 2/3 years' experience and the current head has a teaching commitment. The school is in the same cluster and therefore shares a similar ethos. Their data is good.</p> <p>Q. What is meant by support?</p>	

		<p>A. Providing cover for two days a week, either Mr Emery or another member of the SLT.</p> <p>Q. Given the problems with Y4, Y5 and Y6 is this the right thing to do?</p> <p>A. Yes we have concerns and there is also the building work. That said, it will not be Mr. Emery that covers every week. Given that Ofsted have rated our SLT as good, we have capacity to do this and provide opportunities for them.</p> <p>Q. What are the financial implications of releasing a member of staff?</p> <p>A. Funding will be made available so there is no financial burden e.g. replacing a teacher for a day.</p> <p>Q. Does this not impact on our children in terms of the consistency of teaching?</p> <p>A. This is no different to a teacher being off sick.</p> <p>Q. What are the views of our teaching staff?</p> <p>A. The SLT are in favour and believe they can benefit through learning from the experiences of others.</p> <p>Q. When did they last have an OFSTED visit?</p> <p>A. in 2016. The result was Good.</p> <p>Mr Emery said that he felt a moral obligation to help another cluster member. He also made it clear that refusing may result in the situation being imposed.</p> <p>The chair confirmed that these situations always threw up issues but that the quality of the SLT would make it possible.</p> <p>Mr Emery also highlighted that William Stukeley was one of the few schools left in the cluster that didn't have the additional responsibility of another school.</p> <p>Q. Would Mr Emery's job be covered if he was at Deeping St Nicholas?</p> <p>A. The majority of his job could be handled within the school</p> <p>Q. What about the long term position. Supposing an appointment is not forthcoming for September 2019?</p> <p>A. A memorandum of understanding, created by William Stukeley would set out the parameters including appointing by July 2019.</p> <p>After a long and detailed discussion the governors took a vote on whether to support Deeping St Nicholas School.</p>	
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		Proposed: Mr Nicholas, Seconded: Mrs Williams.  7 governors voted in favour. There was 1 abstention.	
8. School Fund		For information only. The audited accounts were approved by FSB on 21 <sup>st</sup> November 2018.	
9. Buildings Update		As in matters arising. Mr Emery confident that the work will be completed by the end of the school year.	
10. Health and Safety		Nothing to discuss.	
11. Steering Group Update / Governors Day		The Wellbeing Group have written a report that needs to be finalised.  The governor's day went well. Two governors visited Patchett Lodge with the children while two other governors talked to some of the children.	Mr. Nicholas to provide an updated list of Steering Groups and membership.
12. Policies	<i>Disability Equality Scheme and Disability Accessibility Plan for Pupils</i>  <i>Equality Policy</i>  <i>School Educational Visits</i>  <i>Accessibility Plan</i>  <i>Equality Impact Assessment</i>	Proposed: Mr. West, Seconded: Mr. Nicholas and accepted.  Proposed: Mr. Braid, Seconded: Mrs McGinn and accepted.  Proposed: Mr. Braid, Seconded: Ms Handson and accepted.  Proposed: Mr. Braid, Seconded: Mrs McGinn and accepted.  Proposed: Mr. Nicholas, Seconded: Mrs Williams and accepted.	
13. AOB		Mr Emery wanted to make governors aware of a consultation phase at UAH to extend the school due to the growth of Holbeach and the subsequent impacts for the long term future of William Stukeley. Q. Do we have numbers for the intake next year? A. Based on Small Saints and the number of parent meetings it appears that there will be less children in next year's intake.	

The meeting closed at 7.24 p.m.

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_