

Wellsprings Primary School

A Meeting of the Business Committee held on Wednesday 23rd November
2022 at 5.30pm at the school and remotely via Zoom.

Present: Mark Lunn (ML) – Headteacher, Tricia Budd(TB), Katrina Marshall(KM), Nicky Hatton(NH)
Attending remotely: Nicola Sweeting(NS) Chair, Jasmine Wark(JW)
Clerk: Kim Lester

1.	Apologies	Action
	None	

2.	Business Interests	Action
	None	

3.	Minutes of the last meeting	Action
	Not available, several years since last meeting.	

4.	Terms of Reference	Action
	Updated. KL to email out to committee.	KL

5.	Matters arising	Action
	<p>KL had collated the results from the 8 responses. The Chair was worried by the fact that there seemed to be a lack of confidence concerning knowledge of the RAP. She felt that this is a crucial document that governors should understand and be able to discuss at an Ofsted inspection. It was agreed that the RAP would be presented at the next FGB in January. It was also agreed that the board would carry out an annual audit of skills to compare results.</p>	agenda Jan 23

6.	School Evaluation	
	◇ Data analysis of 2021-22 pupil outcomes - ML provided governors with a breakdown of last years pupil outcomes. He highlighted points of	

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	<p>importance of the statutory age groups, Reception, Year 1, Year 2 and Year 6.</p> <p>Reception children had increased age related expectations (ARE) in all three subjects, both SEND and Pupil Premium (PP) children did well, as did boys.</p> <p>Year 1 achieved well in the phonics testing.</p> <p>Year 2 achieved higher in both Writing and reading, but remained the same level in Maths. SEND children achieved well and were much above the National levels.</p> <p>Year 6 pupils achieved better than expected considering the disruption of the last 2 years. 4 papers were sent back for rechecks, only one was upgraded.</p> <p>PP, SEND and Boys were doing well in most areas.</p> <p>Governors asked whether school differentiated against the summer born children.</p> <p>No comparisons, quite hard to analyse. But agreed this may be a useful exercise.</p> <p>Main concerns moving forward are the Year 2 cohort.</p> <p>ML noted that few schools had shared their data, so it was difficult to make comparisons. One nearby school had and we were statistically better in most areas.</p> <p>ML then went on to show the areas that we have done least well in - Yr 1 phonics check lower than expected, greatest area of concern was Year 6 Reading and Grammar.</p> <p>◇ SFVS – A blank SFVS return had been distributed to the governors, discussion was taken on how best to complete the return. Historically the Finance Officer/Clerk has completed most of this, with Governors adding and checking along the way.</p> <p>LM offered to take last year's return and use to populate this year's. We will then look at the gaps as a committee.</p> <p>◇ Unofficial funds return – The account had been audited and a balance of £3562.53. KL explained what the account is used for and how any income is gained. The return will be sent off to County.</p>	KL/LM
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7.	Policies to update	
	None	

8.	Personnel update	
	TA to take on extra hours to support 1:1 funded child in reception.	

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9.	Health and Safety update	
	<p>◇ H&S audit results – Most actions on the report published in October have now been completed. Outstanding items include items on The Fire Risk Audit (although there had been a very short period between the published report and the last audit)</p> <p>First aid – advisable to have emergency first aiders.</p> <p>A Governor site tour is still to be undertaken – H&S governor to take the lead on this.</p> <p>◇ Health and Safety Report – No further Risk assessments outstanding. Since the start of Lockdown we have had 22 equipment related bumps logged (7 in FSU, 5 in KS1, 10 in KS2) These are all lower than Pre covid. Since the start of term we have had 102 non equipment incidents. (48 in FSU, 23 in KS1, 31 in KS2) The vast majority of these have occurred during transition and are mostly accidental. There have been no EV1 reports (hospital visit required)</p> <p>Indoor bumps – 35 logged (16 in FSU, 8 in KS1, 11 in KS2)</p> <p>There are currently 2 items of playground equipment out of action, one awaiting repair the other on KS2 awaiting removal. Contractors are due in this week to install and enhance the play equipment.</p> <p>No staff injuries have been reported.</p> <p>Governors asked whether the head had noticed any trends within the report.</p> <p>None noticed, transition times with pinch points of access accrue more bumps with children trying to exit doors etc.</p> <p>Were inspections of the playground equipment carried out externally?</p> <p>We buy into an SSE package for Playground checks which are carried out termly. We also carry out visual checks.</p> <p>Do we benchmark against other schools for these types of incidents?</p> <p>No. Problems have been mainly associated with the Monkey bars which are being decommissioned. The new equipment will be lower and more inclusive.</p> <p>We have a new caretaker in place and he will be offered training in related topics such as asbestos etc</p> <p>It was noted that ML was the only staff member to have completed the External Visits co-ord training, was there any contingency?</p> <p>As it is ML who signs off on these trips, unlikely to need another staff member unless ML leaves.</p> <p>◇ Building Maintenance/works planned – SSE Property had recently sent through a schedule for upgrades to areas of the school, part of this schedule was deemed urgent and is fully funded, the other areas not so urgent and only 60%/40% funded. It is unlikely that any of the works will start before next summer. The school had submitted a request for refurbishment of the toilets next to Hares class nearly 2 years ago, so far the LA have not come back with any quotes.</p>	<p>ML ML LS/ML</p>

10.	GDPR Report 2021-22	
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	The annual data protection report had been received from Amy Brittan. ML reported that he had updated requirements and had put in place actions to fulfil the remaining actions, e.g. Inset training for all staff in January.	
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11.	Training	
	KMH had attended online policy training, she asked what the schools safeguarding procedures were? We follow the Somerset Safeguarding guidance and report to the Local Safeguarding Board, which involves agencies such as police, NHS etc KMH had also attended a face to face session for the induction training, which she had felt more beneficial than the online training as it allowed for discussion with other people attending.	

The meeting closed at 19.00

FGB Wednesdays 5.30 – 25.1.23, 26.4.23, 12.7.23

Business Committee –13.3.23, 12.6.23

Education Committee – 23.11.22, 15.3.23, 14.6.23

Learning Walks – 9.11.22 9.30am, 13.3.23 11am,13.6.23 1.30pm

Action Points		By whom and by when
6.	Finance – SFVS info to be sent to LM	KL/LM
9.	Health and safety – audit responses. Governor Site visit to be arranged.	ML LS/ML

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Date