

**South Wingfield Primary School**  
**Governing Board Minutes – Spring Term 2025**  
**Held on Thursday, 22 May 2025, 6.00 pm**

<b>Membership</b>	Victoria Gray (VG) (Chair) - Co-Opted Governor - <b>Apologies</b> Lynn Beeson (LB) - LA Governor Robert Green (RG) - Co-Opted Governor - <b>Apologies</b> Melissa Kealy (MK) - Ex officio Headteacher Rebecca Andrews (RA) - Co-opted Governor Lauren Gould (LG) - Staff Governor Donna Hardwick (DH) - Co-opted Governor Nick Griffin (NG) - Parent Governor <i>Vacancy</i> - <i>Co-opted Governor</i> Linda Philo (LP) - Clerk to Governors
<b>Standard Agenda Items</b>	
<b>FGBM 22/05/25 - 1</b>	<b>1 Welcome, apologies for absence and Membership</b> 1.1 Apologies from VG and RG received and accepted 1.2 Agreed LB to Chair meeting 1.3 LP welcomed NG as a new appointed Parent Governor from 22 May 2025 to 22 May 2029 1.4 LP informed Governors that Sally Dixey, ex Head Teacher recently moved to South Wingfield has expressed an interest in the Co-opted Governor vacancy. SD currently exploring the terms of her ill health retirement as they may prevent her from applying. 1.5 Action Plan deferred to Summer 2 <b>Action:</b> <ul style="list-style-type: none"> <li>• LP to send NG a governor induction pack</li> </ul>
<b>FGBM 22/05/25 - 2</b>	<b>2 Declaration of Interest</b> 2.1 No declarations of interest
<b>FGBM 22/05/25 - 3</b>	<b>3 Any other urgent business</b> 3.1 None
<b>FGBM 22/05/25 - 4</b>	<b>4 Minutes of previous meeting and matters arising</b> 4.1 MK re: 17.6 – this should read School Survey. Survey questions written and will be distributed to parents in the summer term. <b>4.2 Admissions Arrangements – see Confidential Minutes</b>
<b>FGBM 22/05/25 - 5</b>	<b>5 Correspondence</b> 5.1 None
<b>FGBM 22/05/25 - 6</b>	<b>6 Data Protection &amp; Cyber Security</b> 6.1 Discussion took place around AI and cyber security. MK attended a Head Teacher briefing on cyber security and AI last week. Concern around AI especially since the recent cyber-attacks. Issues were raised around photos of children on websites. One school in the county has put password protection on their website photos. It was confirmed that Class Dojo is a safe platform as a password is needed to access it. MK adds information

Chair's Signature ..... Date .....

**South Wingfield Primary School Governing Board Meeting**

	<p>regarding these types of issues to Dojo to help inform parents. MK has written an AI Policy which was circulated to staff and Governors last night. MK confirmed that approved AI tools used by staff must not be linked to school, i.e. the school's name must not be mentioned or any names of staff or pupils.</p> <p>NG asked whether the PTA Facebook page had been shut down? MK confirmed that the School Facebook page had been shut down and discussions are being held with the PTA to close their Facebook page and move it to Dojo</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>MK to review photos of children on the website</b></li> <li>• <b>MK to review and update Computer Policy in line with AI Policy and internet safety</b></li> </ul>
<b>Essential or Statutory Items</b>	
<b>FGBM 22/05/25 - 7</b>	<p><b>7 Safeguarding Report</b></p> <p>7.1 Discussed safeguarding report data. Three families supported using Early Help Programme. One family to be removed; new family to be added.</p> <p>7.2 CPOMS stats reviewed.</p> <p>7.3 <b>See confidential minutes</b></p>
<b>FGBM 22/05/25 - 8</b>	<p><b>8 Publish Proposals &amp; Admission Arrangements</b></p> <p>8.1 Visit from DCC at Easter, who would like to increase pupil numbers by four. Not reception. MK happy to accept additional numbers in Y6.</p> <p>8.2 Five appeals have been made for reception places in September 2025.</p> <p>8.3 Awarded £32k by DCC from local housing development. Plans to spend it on redeveloping the boy's toilets as they are in dire need of improvement and due to position of the door are currently a safeguarding issue. Costs will be more than £32k but can use Energy Efficiency Grant to supplement.</p> <p>8.4 DCC suggested projected numbers for the next full year may increase to 155 children. MK confirmed that the school are rejecting admission requests on a regular basis, so there is clearly a need to expand and DCC are looking for schools willing and able to expand. Governors raised concerns about available space. MK raised this with DCC. They discussed adding buildings on the orchard. MK dream would be a re-build of the whole school.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Governors to write a letter of support for expansion. Letter to include numbers of rejected admission requests to show ongoing trend.</b></li> </ul>
<b>FGBM 22/05/25 - 9</b>	<p><b>9 School Website</b></p> <p>9.1 MK reported that most subject pages have been updated with only few outstanding. MK &amp; LP are cross checking that the most up to date Policies are on the website.</p>
<b>FGBM 22/05/25 - 10</b>	<p><b>10 Approve the Budget</b></p> <p>10.1 <b>Budget</b> projected with 2.5% pay rise. However, NG mentioned that it was agreed by the Government today, 22 May, that Teachers would receive 4%</p>

Chair's Signature ..... Date .....

	<p>pay rise. It announced that these costs haven't been accounted for in Government forecasts, which suggests schools may have to cover the increase. Mk has a budget meeting booked with Matt in Summer 2 to look at the new projections, including £32k funding from DCC for building costs and £25k to support new pupil in September, who requires BSL TA. Updated budget to be circulated to Governors in time for the July meeting. LB asked MK whether there were any further comments on Annex 1 and 5? MK responded No.</p> <p>10.2 <b>Budget (Annex 1 &amp; Annex 5) Approved</b> as it stands now and signed by LB</p> <p>10.3 <b>Schools Financial Value Standard</b> discussed. Governors suggested adding some information around school financial regulations in section 20 and including toilet refurbishment.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>MK to update SFVS in line with Governors' recommendations</b></li> </ul>
<b>Recommended Items</b>	
<b>FGBM 22/05/25 - 11</b>	<p><b>11 Policies</b></p> <p>11.1 MK presented the new AI Policy, which is based on the standard Education Data Hub policy and used by government. NG noticed typographical error in Para 3.10 – 11.  RA asked whether the Education Data Hub have approved AI software? MK responded that they do and that the appropriate ones have been incorporated into a grid at the back of the SWPS AI Policy.  <b>Governors Approved AI Policy in principle as it is taken from approved Edu Hub Policy.</b></p> <p>11.2 <b>The Critical Incident Plan</b> was presented. It was agreed to add a section on flooding and to add the school site to the map. Appendix 4 &amp; 5 (p 225) to be completed and typos amended.  LB asked whether there is a separate Disaster Recovery Plan? MK responded yes, one is in the process of being written and that advice was asked of DCC computing staff to help formulate the Disaster Recovery Plan and the Critical Incident Plan.  RA asked whether the policy covers someone bringing a dangerous weapon into school? MK responded that this is covered under the lockdown procedure</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>MK to amend typos in AI Policy</b></li> <li>• <b>MK to amend Critical Incident Plan and bring to Summer 2 meeting for approval.</b></li> </ul>
<b>FGBM 22/05/25 -12</b>	<p><b>12 Head Teacher's Report</b></p> <p>12.1 <b>School Improvement Plan</b> discussed. Productive INSET day where teachers made a subject action plan for each subject with small achievable steps to achieve by Summer 2. MK confirmed that the school is seeing the impact of implementing the School Improvement Plan in children's confidence and understanding, and subject knowledge and confidence for</p>

Chair's Signature ..... Date .....

**South Wingfield Primary School Governing Board Meeting**

	<p>teachers. Retrieval practice has been brought into every lesson and school is recording evidence. MK feels that the curriculum is very strong.</p> <p>12.2 In consultation with Kate Marsland, LH has transformed music subject and changed music scheme to Kapow as it was felt that this scheme was better for the children and teachers.</p> <p>12.3 Core vocab has been made more concise particularly in science and core vocab for SEND children identified. Each subject lesson has 2-3 words for children to learn, with the key one in bold for the SEND children to learn.</p> <p>12.4 <b>British Values</b> – amber rating – holding separate assemblies for KS 1&amp;2 is making a big difference as children are more engaged. Religious assemblies are also separate from British values assemblies. Religious leaders from different faiths visit on a regular basis. VE Day celebrations went well.</p> <p>NG asked how did the school link the VE Day celebrations in line with British Values?</p> <p>MK responded, school discussed what it means to be British with the children, what is VE Day all about; showing respect; freedom; looked at different values and beliefs; talked about democracy and why we have democracy; talked about dictatorship and what that means; where would we be now if things were different. Some great conversations and understanding from the older children, especially those in Class 5 who have been studying WWII.</p> <p>12.5 Next steps to build a bank on retrieval tasks to be used at the start of lessons – outstanding from previous term.</p> <p>12.6 <b>Admissions</b> – one child left to move schools, due to moving house. CF monitoring attendance, which is relatively consistent. Above national average. MK authorised two holidays in Summer 2 due to exceptional circumstances.</p> <p>RA asked whether new opening and closing times of the school gate in the morning (15 min slot) is working?</p> <p>MK responded that it is generally working well, gates open at 9.40, children should be in line at 9.45 and gates close at 9.55.</p> <p>LG said that KS1 teachers can find it tricky as there is some waiting around before lessons start. This time is used for intervention time, i.e. active activities, but this it isn't always easy to staff with some children arriving after line up.</p> <p>NG asked if there was anything more we could do? As a parent he didn't realise that his children needed to be in the line up at 9.45.</p> <p>All agreed communication could be improved and that the gates should be closed at 9.50 going forward. MK to put an update on Dojo.</p> <p>12.7 <b>Behaviour</b> stats have dropped. This could be due to short term.</p> <p>12.8 Three additional <b>EHCPs</b> agreed by DCC with another two going through the system and two more being submitted. Forecast 5/6 EHCPs in September.</p> <p>12.9 Year 3 progress is slow, but this is often due to jumping up to KS2. Things tend to start coming together for them in the summer terms. Keeping this under observation.</p>
--	---

Chair's Signature ..... Date .....

	<p>LB questioned progress and attainment stats for Y5 as they seemed inconsistent.</p> <p>MK unsure what has happened. MK to look at data and email update to Governors.</p> <p>12.10 Year 6 have completed SATS. School felt that the papers were fair. Logistically difficult to manage as quite a few children needed readers, scribes and rest breaks.</p> <p>12.11 Expecting progress scores to be good, especially for Y6. However, Y6 assessment data unlikely to be as strong as last year due to last year's cohort being particularly bright and high percentage of SEND children in current cohort. MK is passionate about being an inclusive school that supports children of all abilities. Frustratingly this means school are penalised by the local authority, who don't take this into account when looking at statistics.</p> <p>12.12 Risk assessment and plan put into place for a child with complex behaviour issues.</p> <p>12.13 <b>Staffing</b> discussed. Advertising for 0.2 for CF job share and BSL TA. KP replacing SD in Breakfast Club &amp; After School Club. MK &amp; CF evaluating staffing for September and will recruit for any shortfall in SEND hours.</p> <p>12.14 <b>Health &amp; Safety/Estates</b> - £32k to be spent on renovating boys' toilets.</p> <p>12.15 MK talked through Stakeholders update. Really pleased with Sports Day, best ever! Great weather, children were amazing, DH concurred, really well organised and great fun.</p> <p>12.16 MK &amp; staff have rewritten the <b>school vision and ethos</b> to bring it in line with what we believe as staff and how we would like the children to be. Shared with pupil parliament, who agreed it. WINGS values will be linked to good behaviour points.</p> <p>NG asked whether Governors ever get feedback from pupil parliament as it would be interesting to hear what they are saying?</p> <p>MK Not so far, but we can start doing this. They have lots to say!</p> <p>NG How will you communicate WINGS values and ethos to parents?</p> <p>MK Dojo, website and artwork in the school hall via a competition to design a WINGS poster.</p> <p>LG added that staff will be bringing it into lessons too to ensure children learn and understand what it means.</p> <p>NG How are you going to integrate it into the curriculum and into the school day?</p> <p>MK Link to Star of the Week assembly and via Dojo points</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Mk to email School Improvement Plan to NG</b></li> <li>• <b>MK to put an update on Dojo regarding the start of the school day / parking options.</b></li> <li>• <b>MK to email updated pupil progress and attainment data to Governors</b></li> </ul>
FGBM 22/05/25 - 13	13 Governor Visits

Chair's Signature ..... Date .....

**South Wingfield Primary School Governing Board Meeting**

	13.1 No visits
<b>FGBM 22/05/25 -14</b>	<b>14 Governor Audit</b> 14.1 Completed last session
<b>FGBM 22/05/25 - 15</b>	<b>15 Governor Training</b> <b>15.1</b> NG attended OFSTED training which he found really useful. Main take was school won't be assessed until Autumn 2, which will be under the new framework. However, that contradicts information MK received. As a new Governor it was good to learn how Governors can support and ask questions to ensure that the school is in line with its policies and procedures and suggest improvements that support the children and staff. Please read through NG notes and ask any question. <b>All</b> need to read the Education Inspection Framework and Keeping Children Safe in Education as OFSTED will be asking questions about these. Important that as many of us as possible meet with the inspectors, in person or by teams; can take reference material into the meeting. We need to be able to demonstrate that what we say is happening is happening. Positive from the meeting was that OFSTED and Governors all want what's best for the children and that's why they do these roles. Discussion on how staff were feeling about OFSTED after the last inspection. Discussion on how staff were feeling. RB suggested staff pull together a crib sheet with key points to have on hand, which can be referred to if necessary. MK confident the inspection will go well. We've worked hard and want to showcase what we've done. NG what can Governors' do to support the process? RA suggested a dress rehearsal. LG welcomed a 'Mocksted'. She has experienced one at her old school and found it useful. 'Strangers' coming and asking the children questions would be helpful. NG offered to come in, which was agreed and appreciated. <b>Actions:</b> <ul style="list-style-type: none"> <li>• <b>NG to visit school and practice OFSTED questions with the children</b></li> <li>• <b>LP to prepare a folder with minutes, papers, policies and School Improvement Plan ready for Governors to use in an OFSTED inspection</b></li> <li>• <b>All Governors to read through OFSTED questions to ensure they are prepared for an inspection.</b></li> </ul>
<b>FGBM 22/05/25 - 16</b>	<b>16 School 150-year Anniversary</b> 16.1 DH informed Governors that her father-in-law, John Hardwick and Pat Hartington, both local historians, have written a book about the history of South Wingfield Primary School, which they intend to sell and donate proceeds to the school. DH would like to set up a sub-committee comprising Pat & John, Governors, PTA, Church, Parish Council to help organise the celebrations in September.

Chair's Signature ..... Date .....

**South Wingfield Primary School Governing Board Meeting**

	<p>Ideas include tea party, digging up old time capsule and replacing it with a new time capsule, displaying old photos past and present, asking people to bring in their old school photos, world map showing where people are now; commemorative item for the children to take home, activities like replicating an old photograph of the school, i.e. wearing the same types of clothing in the picture (history, geography, British Values), etc. MK mentioned that the church is looking to start donating some money to the school which comes from a fund that was set up 100 years ago to support the school.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>DH to set up subcommittee to organise 150-year Anniversary</b></li> <li>• <b>MK to invite Parish Council and church to join 150-year Anniversary sub committee</b></li> </ul>
<b>FGBM 22/05/25 - 17</b>	<p><b>17 What have we achieved tonight?</b></p> <p>17.1 Approved Annex 1 &amp; 5</p> <p>17.2 New AI Policy in place</p> <p>17.3 Action plan for OFSTED inspection</p> <p>17.4 Made comments &amp; notes on Critical Incident Plan</p> <p>17.5 Started plans for 150-year school celebrations</p>
<b>FGBM 22/05/25 - 18</b>	<p><b>18 Date and time of next meeting</b></p> <p>18.1 <b>Changed from Thursday 10 July to Wednesday, 9 July 2025,</b></p> <p>5.30pm Curriculum</p> <p>6pm Full Governing Board Meeting</p>

**Actions:**

- **LP to send NG a governor induction pack**
- **MK to review photos of children on the website**
- **MK to review and update Computer Policy in line with AI Policy and internet safety**
- **Governors to write a letter of support for expansion. Letter to include numbers of rejected admission requests to show ongoing trend.**
- **MK to update SFVS in line with Governors' recommendations**
- **MK to amend typos in AI Policy**
- **MK to amend Critical Incident Plan and bring to Summer 2 meeting for approval.**
- **Mk to email School Improvement Plan to NG**
- **MK to put an update on Dojo regarding the start of the school day / parking options.**
- **MK to email updated pupil progress and attainment data to Governors**
- **NG to visit school and practice OFSTED questions with the children**
- **LP to prepare a folder with minutes, papers, policies and School Improvement Plan ready for Governors to use in an OFSTED inspection**
- **All Governors to read through OFSTED questions to ensure they are prepared for an inspection.**
- **DH to set up subcommittee to organise 150-year Anniversary**
- **MK to invite Parish Council and church to join 150-year Anniversary subcommittee**

Chair's Signature ..... Date .....

**South Wingfield Primary School Governing Board Meeting**