

Present:
 Debz Allis (DA)
 Sarah Fletcher (SF)
 Heather Walton (HW)
 Jane Walker-Smith (JWS)
 Philippa Critten (PC)

MINUTES OF THE PPC COMMITTEE MEETING OF
WICKHAM COMMON PRIMARY SCHOOL
7th March 2019

		ACTION
1.	APOLOGIES OF ABSENCE 1.1 No apologies for absence	
2.	DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST 2.1 No further declarations of business were declared	
3.	REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES 3.1 Parental Agreement For School To Administer Short-Term Non-Prescription (over the counter) Medication (max 3 days) disclaimer form was shown to committee. 3.2 Feedback was Harvest Festival in the afternoon as felt rushed. DA said it was a trial and would be moved back to the morning Autumn 2019. 3.3 SF Preparations for Residential trips for Yrs 5 & 6 are all going well. 3.4 Safeguarding rigour for lettings and clubs has been reviewed and SLT are satisfied they are in place. After an observation by teachers of a gym lesson taught in curriculum time by Jamie's Gymnastics instructors, some concerns were raised by teachers and their safety procedures were reviewed. 3.5 A compass DPO (data protection officer) has done a tour of the school and their recommendations have been addressed. The work on GDPR is being managed centrally alongside all CAT schools SBMs. 3.6 Still need to do the changes to KCSIE Part 1 training. 3.7 Minutes agreed and signed by SF	DA to deliver in staff mtg asap

		ACTION
4.	<p>GOVERNOR VISITS</p> <p>4.1 JWS has been on the reading task force. JWS commented it was well organised and gave all the children a chance to read. PC said Early Years are doing well with their reading taskforce volunteers and it continues to be a great success. Sometimes children are picked at random other times certain children are targeted.</p> <p>4.2 SF has been with PC coming in to do music. The New Generation Rockers are doing well and growing in confidence. PC said it has a good impact on the children.</p> <p>4.3 HW had been to the year 5 Shakespeare concert and had commented on the excellent production. The children really enjoyed performing and it was good to see every child had a role. A great introduction to Shakespeare.</p> <p>4.4 Governors also attended a Governors Visit Day TODAY!.</p> <p>Thank you to DA for organising the day. Also all the governors present said that the teachers had made World Book Day so special by dressing up with the children.</p> <p>Some other highlights included :</p> <p>A better understanding for Gobs of the benefits of the split input teaching method. Although challenging to get the process set up it was proving a success.</p> <p>The classes were all engaged in their lessons in a calm learning environment.</p> <p>The pupils were extremely well behaved and polite.</p> <p>Comments were made on the standard of writing and presentation across the school.</p> <p>A better system of marking was explained which gave children quicker feedback. This is having a positive impact on pupil's addressing misconceptions.</p> <p>The Governors enjoyed reading aloud to the children.</p> <p>The choice of book 'How to Live Forever' was well covered in various ways in lessons across the whole school.</p> <p>The benefit of Bug Club – Gobs saw it being used and asked children if they enjoyed using it – which they do.</p> <p>DA was pleased to report that some observant boys had challenged the CEO for not wearing a visitor's badge.</p> <p>HW checked the SCR during the day. Staff that have left were on a leavers' list.</p> <p>It was noted a school direct supply teacher who was not employed at school when staff had the annual training but had received the safeguarding induction from the DSL (DA). This temporary employee is a retired Bromley HT so risk was low and references are glowing.</p>	DA to recruit more volunteers

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5.	POLICIES FOR REVIEW None at this time	
6.	SAFEGUARDING ISSUES/EXCLUSIONS No referrals to Social Care and no exclusions	
7.	STAFF SURVEY <ul style="list-style-type: none"> JWS and SN have discussed results of the survey with DA. JWS/SN/PC and KW shared results and next steps with staff earlier this week. The results will be shared with all governors at FGB. Meanwhile a forum is being formed of volunteers from a cross section of staff to discuss issues and get an action plan in place. 	
8.	TREE TOPS <ul style="list-style-type: none"> DA reported parents' survey was positive and PPC committee saw the feedback questionnaires which were very complimentary. DA reported that numbers are generally good most days apart from Friday afternoon – although this works out well as staff can then order food for following week and clean all the toys/sort out the games etc. It was agreed that to keep the club financially viable no discount would be given for multiple sibling children or early pick-up as staff still have to be paid. In the future (Sept 2019) in order to be able to cater for increased numbers, The Treetops Club would need to be relocated to a different room and kitchen facilities installed. This would be a financial outlay. It should also be considered that at present office staff help with admin. If there are reductions in staffing levels in the office (given current staffing re-structure) this would also have to be covered. 	
9.	PTA The Governors recognise the incredible efforts and fundraising of the PTA. HW reported the extraordinary commitment of the committee members to raising funds for the school benefit. <u>Some of the events this year include:</u> Xmas Fair Cake Sales (X6) School Disco (X3) Support at Concerts (lots) Redecorating School Hall Fencing the field etc Replacing playground and corridor water fountains Paying for transport to a concert/subsidising school trips Quiz evening Mother Day Gift events ECO Fun Run Summer Fair	
10.	AOB There was no AOB The meeting closed at 16:52 Next meeting is on June 17 th at 18:00	

