



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 16th December 2014 at 7.35pm**



Present

Alyson Hammersley (AH)

Cath Lee (CL)

Louise Johnston (LJ)

Emma Fuller (EF)

Fiona D'Arcy (FD)

Bev Lawrence (BL) Vice Chair

Marc Ben-Nathan (MB)

Laura Latham (LL)

Steve Harding (SH)

Hannah Francis (HS)

Vyv Francis (VF) Headteacher

Pete Druitt (PD)

In attendance

Sharon McFarlane (SM) Camclerk

1. Welcome/apologies/Declarations of interest of items on this agenda

The meeting was opened by BL. Apologies were received and accepted from

Jonathan Lewis, Gemma Ayres, Caroline Hyde and Jo Aldhouse. No apologies were received from Hazra Awal

BL advised the clerk that a letter of resignation has been received from Graham Mumby. Michelle Larbey has also resigned

ACTION: Clerk to inform governor services of Graham Mumby and Michelle Larbey's resignation from the GB

Governors were reminded of the need to declare any interests in the items for discussion — there were none.

The meeting was quorate.

PD signed the Declaration of Pecuniary Interest form for 2014/15.

2. WSA update

The chair of the WSA was not available to attend this meeting. This item will be carried forward to the next FGB meeting.

ACTION: Clerk to add WSA update to the agenda for the next FGB meeting.

3. Approval of the minutes from the Full Governing Body (FGB)

Meeting held on 21st October 2014.

3.1 Accuracy

The minutes were signed by BL as a true and accurate record of the meeting.

3.2 Matters arising

See item 7.2 of these minutes

3.3 Action list

See updated action list

4. Headteachers report

This item was led by VF, who circulated her report during this meeting.

VF outlined the following:

- There is currently 348 pupils on role
- Attendance is currently 97.09%. The LA target for 2014/15 is 94.7%
- There is an improvement on the attendance of GRT cohort. The school's Attendance Officer has attended an LA run course re attendance
- A breakdown of specific groups has been added to report
- Pupil forecast – sixty pupils are predicted to attend EYFS in September. Forty three Y6's will be leaving the school.
- The Breakfast and After School Clubs are well attended
- So far this academic year there has been three bullying incidents and six racist incidents
- Continued professional development (CPD) – GA has been awarded the SENCO accreditation and is leading the school towards the accreditation of "Communication School" status. Danny Carminatti (Manager of the ASC) has completed his training to become a Designated Child Protection Officer.
- Improvements have been made to the quality of teaching
- The new curriculum continues to become embedded as we now teach a number of subjects thematically, making links with literacy, maths and science, where possible.
- SEN – A number of pupils will be removed from the SEN register due to their needs being met through quality first teaching. It is anticipated that more TA hours will be needed in the near future. The TAs were thanked for their hard work
- The WSA were thanked for their continuous support
- Pupil Premium – Parents are made aware of this funding for specific eligible pupils. Resources have been purchased to reflect individual pupil needs, help with the cost of residential trips, uniforms, etc. The school is planning to purchase a washer and dryer to support families who do not have this facility at home.
- .
- Staffing – The Y1 teacher left at half term. A temporary agency teacher has been recruited and has made a positive impact on the class. She has accepted the offer of a job share teaching three days a week. Both teachers will be given PPA on

Wednesday afternoons. Recruitment for a full time teacher for September will take place.

- The EY questionnaire was sent to parents this morning.

One governor asked if enough information was being collected re the “near miss” incident (under the Health and Safety heading of this report). VF advised that the school was not and parent were being encouraged to inform the school and police if these incidents occur.

ACTION: VF to remind parents of the above on the next newsletter

- Website – VF thanked JA for support in ensuring the website was updated. VF advised governors to look at the pupils’ work that has been published on the website
- Standards Visits – VF advised that Phil Garnham (PG) had visited the school this morning. PG advised that the school has good data showing good progress and he was confident that the school knows and understands its own data.

One governor asked what the next steps were re PG visit. VF advised that he will return in February to carry out a Teaching and Learning Review. PG is to advise VF of the date for this.

PG advised VF to ensure the school stays focused and that the SLT were to be challenging, but supportive towards colleagues.

VF met with staff and thanked them for what the school has achieved so far.

In response to PGs question “What do you want for your school in the next three years? VF replied, ***“I want us to have done the best we can for every child in the school, regardless of their starting point”.***

5. Reports and updates from sub committees

5.1 Pupil Support Committee

This item was led by FD who outlined the following:

The minutes from this meeting have yet to be circulated

A lot of data was provided and governors looked at progress and attainment of specific groups, especially SEN and Pupil Premium;

It was noted that, when comparing the school’s gaps between these two groups and their peers, versus the national picture, there are several areas where the school is performing significantly below those nationally. The committee also discussed what intervention programmes are in place are working and which are not as successful. More work needs to be done to establish which are having the least and most impact on accelerating progress.

The next challenge is to close the gap between SEN and those in receipt of FSM against those pupils who do not come under either category.

During a Safeguarding and Behaviour visit FB noted that pro-active behaviour management is evident across the school.

One governor asked if the school were abiding by the new SEN code of practice.

VF advised that MEPs (My Educational Plans) and OPPs (One Page Profiles) were being introduced, although it is too soon to see the impact of these.

5.2 Finance and Premises

This item was led by LJ who outlined the following:

- The budget will show a 34k deficit next year, due to all the staff changes. Governors are confident that increased LA funding will be received to offset the deficit.
- Honeypots are recruiting for more hours as pupil numbers are due to reach full capacity in January 2015.
- The new terms and conditions from the ASC will be sent to parents in January 2015.
- Premises – All actions have been completed from the last condition survey. Costings were below those expected, due to the site manager, Jon Thorley-Waight (JTW) seeking value for money quotes and completing much of the work himself. JTW was thanked by the committee for all of his efforts.

It was noted that the PCM contract will not be renewed when it expires in March 2015. The work will be carried out by JTW.

- **5.3 RAPS**

Two meetings have been held since the last FGB meeting. All items discussed at this meeting will be covered by this agenda.

- **5.4 Personnel (added item)**

CL led this item and highlighted the following:

- All pay reviews for last year have been completed
- Performance management will be carried out for all staff and not just teachers
- All TAs have been given the same target and will be meeting in January to discuss their personal target
- Value for money re Intervention programmes and the cost of TA support will be looked into and brought to the next FGB meeting
- Three teachers attended the Improving Teacher Programme (ITP), and there is evidence of some of the good practice taught being brought into the school. SLT will meet with the three teachers for feedback. Staff will receive the feedback at a staff meeting in the Spring term.
- T Di Small, LA EYFS Adviser, has visited to further support the EYFS teachers

- The Flexible Working policy has been updated.

ACTION: GA to feedback value for money re Intervention programmes and cost of TA support to next FGB meeting

6. Governing Body Business

6.1 New governor recruitment

An advert will be placed in the February edition of the Willingham News for new governors

6.2 Governor training

The Clerk confirmed that she had sent all governors the training dates for the Spring term

6.3 Governor visits

CH advised that all governors are to use the governor visit performance whenever they attend the school

6.4 Link governors – Literacy and communication

SH will take on the role as Literacy link governor, but will no longer be governor for the website, History and Geography. This was agreed.

BL will contact the SMSC Minister and SH will contact Andrew Jackman, a local estate agent, with reference to the role of communication link governor

ACTION: BL to contact the Minister

SH to contact Andrew Jackman

One governor asked if the link governor list could be updated and re circulated

ACTION: BL to update the link governor list and re circulate

LJ left the meeting at this point

6.5 Committee structure, members and TOR's

HF will be part of the Pupil Support Committee. PD will attend the next meeting to determine his suitability.

ACTION: FD to send dates of the next meeting to PD

It was agreed that the RAPs and Pupil Support committees should have ToRs to prevent any duplication of roles.

7. Any Other Business

7.1 Road Safety update

This item was led by FD, and advised that the working party had met and had held a further meeting with local residents, which was well attended.

It was agreed to undergo a four week trial of the turning circle.

The trial will run for two last two weeks of the Autumn term and resume for the first two weeks of the Spring term. At the end of the trial the committee will meet and another meeting will take place with local residents.

The following was noted during the first week of the trial:

- No cars used the turning circle and cars driving down Thodays Close were moving more slowly. Residents have stated that the road is quieter and are pleased with the progress made so far
- A reduction was noted of twenty five cars using the road in the morning and ten at the end of the school day
- The police have attended once to observe what has been put in place
- Cones were placed to make crossing the road safer for the children

FD noted that some of the cars parked on the road belonged to staff and questioned why these were not parked in the staff car park.

It was also noted that some pupils have poor road safety skills. VF advised that this has been an area of focus and will again be addressed during the Spring term..

It was agreed to obtain the quote for a swing gate for the turning circle

7.2 Parent forum

This item was led by MB-N, who highlighted the following:

- Eleven parents, from across the year groups, attended the forum that was held on 12th November 2014.
- AH gave a presentation on the marking policy. It was noted that some parents were unhappy with the lack of information that was put in pupils reading records. LL explained that pupils took part in daily guided reading sessions and were read to on a 1-1 basis once a week, not every day which parents sometimes presumed.
- Lost property is a problem and the school continue to look for ways to address this.
- Parents want to offer their support by helping in the school, but were hesitant about approaching staff and they are uncertain about what is required from them. VF will re circulate the list of what parent helper roles are available.

ACTION: VF to re circulate the parent helper job list

VF advised that she had received an email from a parent re the league table results that were published the previous week. It was agreed that VF will respond to the email.

8. Review of outcomes from meeting/key messages.

- Good data to support good teaching
- HMI Teaching and Learning walk in February 2015

Close of meeting

The meeting closed at 9.32pm

These minutes were approved and accepted as an accurate record of the meeting.

Signed:



Date:

5-5-15

(Chair of Governors)