



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 24th March 2015 at 7.35pm**



Present

Bev Lawrence (BL)	Chair
Cath Lee (CL)	
Louise Johnston (LJ)	
Emma Fuller (EF)	
Fiona D'Arcy (FD)	
Marc Ben-Nathan (MB)	
Laura Latham (LL)	
Steve Harding (SH)	
Hannah Francis (HS)	
Vyv Francis (VF)	Headteacher
Gemma Ayres (GA)	
Jo Aldhouse (JA)	
Paul Joel (PJ)	
Pete Druitt (PD)	
Fiona D'Arcy (FD)	

In attendance

Sharon McFarlane (SM) Camclerk

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

The meeting was opened and chaired by BL. Apologies were received and accepted from Jon Lewis and Caroline Hyde

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

PJ gave the clerk his signed Governor Declaration of Pecuniary Interests form

The meeting was quorate.

Item 6.4 of these minutes was held at this point of the meeting.

Fiona D'Arcy (FD), Laura Latham (LL) and Nick Thomson (NT), were elected as Co Opted governors, with immediate effect. The three governors were reminded by the Clerk that their term of office starts from today and ends on 23rd March 2019. All present agreed with the immediate changes to the GB.

ACTION: Clerk to inform Governor Services of the changed to the GB

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

Meeting held on 10th February 2015.

4.1 Accuracy

VF confirmed that she had not read the minutes. They will be confirmed and signed at the next FGB meeting.

4.2 Matters arising

The clerk advised that the minutes from the FGB meeting held on 16th December 2014 had also not been approved. VF advised that she had not read these minutes. They will be confirmed and signed at the next FGB meeting.

ACTION: VF to read the minutes from the meetings held on 16th December 2014 and 10th February 2015

4.3 Action list

An updated action list will be circulated with these minutes for reference

3. Headteachers report

This item was led by VF, who circulated her report prior to this meeting. VF outlined the following points

- **Year group/class profiles** - To date there are 345 pupils on role. It was noted that there is a high percentage (139) across the year groups of summer born pupils. The five year provisional pupil forecast, based on current trends, shows an expected total of 389 on role in 2019/20.
- **Attendance:** This is currently 95.2%, which is above the LA target for 2014/15 of 94.7%. Focus at present, is on pupils who are consistently late.

In response to a question VF explained that a letter is sent to parents after so many late marks have been recorded. So far this school year, the LA panel has issued seven fixed penalty notices (FPN) to parents who have taken holiday in term time.

- **Safeguarding-** The school currently has on roll – twelve pupils supported through Common Assessment Forms (CAF), seven showing significant/persistent behaviour concerns, one pupil identified as a “Child in Need”, one under the category of “Looked after” and two pupils under the category of “adopted from Care”.

VF explained, when asked, what was meant by a CAF

- **Health and Safety** – VF explained that on 10th March the school was evacuated following the activation of the smoke alarm and the Fire Service attended. The incident happened when a tray holding bread was mistakenly placed on a portable cooker hob which had been left on. VF was satisfied with the evacuation process.
- **Premises** – Boiler replacement works are due to take place over the summer holidays, the barrier gate is being fitted during the first week of the Easter holiday, water fountains have been ordered, replacement of skylights and flat roof areas, will

take place in the near future. A new cooker is being installed so more regular scheduled cookery lessons can take place. The governors noted and thanked Jon TW for all his efforts in the improvements in site management.

- **Visits and Visitors** – The BBC Ten Pieces Team came into school for the day to help the pupils sing, perform dances and learn how to make their own films. The WSA funded a school-based pantomime experience, which the pupils loved. James Paice (MP for SE Cambridgeshire) visited earlier this term to talk to the pupils about politics and democracy. Pupils also asked the MP questions.
- **Breakfast and After School Club (ASC)** – Both are still being well attended. Positive feedback has been received by both pupils and parents re the ASC. A deputy and playworker have been employed, who have both settled in well to their roles.
- **Pupil behaviour** - So far this year there has been five incidents of bullying, six racist incidents and no pupil exclusions.

LL said that the school had implemented the Restorative Approach and went on to explain the system to governors. The Behaviour Policy is being re-written to reflect this and LL will bring a draft copy to the next meeting.

This will be the topic for the staff training day on 4th September and governors were invited to attend. LL confirmed Honeypots had also been approached to attend.

ACTION: LL to bring a draft copy of the re-written Behaviour Policy to the next FGB meeting

- **Communication** – The Willingham Weekly is being launched this Friday, showing diary dates, etc. VF advised that it will be more accessible and easy to read. One parent is helping to develop the school website
- **Staff changes** – An Assistant Head will be recruited for September, with LL taking on the role until then. Interviews for this post will take place in April. Four teachers have been recruited to start full time in September. Advertising is taking place to recruit Midday Supervisors and one TA.

VF stated when asked, that two of the four newly recruited teachers are NQTs and is aware that they need to be supported

- **Monitoring and Evaluating Standards** – VF advised that a Teaching and Learning review, led by Phil Garnham and Judy Ruff took place on 23rd February 2015 and we are now waiting for the final report
- **Governor visits** – Visits this term include – SEN, Pupil Premium, Honeypots Pre School, Finance, Safeguarding, Staff recruitment and residents follow up (traffic meeting).
- **Safeguarding visit by Chris Meddle** – This visit took place on 17th March 2015 and although there were points for action, he was very positive about what he had seen and was very complimentary about the Single Central Record. VF thanked JA for her work on this.
- **The WSA** – VF said she was grateful for the continued work the WSA carry out to raise funds for the school

- **Fundamental British Values** –VF circulated a summary of these prior to this meeting. She said that staff and governors should know these and should be able to identify where they are being used and seen throughout the school.

4. Reports and updates from Sub Committees

4.1 Pupil Support Committee

This item was led by FD who highlighted the main points:

- Attendance is currently above the national target
- The main focus will be to close the gaps in attainment. Data produced by VF was looked at for SEN pupils, including pupil premium and low attainment. An action plan for closing the gap will be put into place and looked at as progress is made.
- Reading was looked at for both key stages. More needs to be done to close the gap in KS2 for SEN pupils

4.2 Finance and Premises

The minutes of this meeting are yet to be circulated. This item was led by BL who outlined the following:

- The budget will show a £4.5 carry forward into 2014/15, as predicted, with the main overspend being for supply cover which was needed both for sickness cover but more so for training course releases
- LJ and JA will meet with the schools Financial Advisor before the next meeting to discuss the Budget for 2015/16 and will circulate a summary to the GB before the next FGB meeting.

ACTION: LJ to circulate a summary of the meeting with the Financial Advisor in time for the next FGB meeting

- The draft budget shows that the current class structure can be sustained next year. The budget will be approved at the next FGB meeting.
- The maintenance budget is managed by the Site Manager, who has stayed within budget and has drawn up an action plan for next year

In response to a question, JA confirmed that the Site Manager has received his Performance Management review.

- There was a decrease of ten pupils on census day, in relation to the same time last year
- LL advised governors that the previously discussed identified changes to the EYFS class need to be addressed as a pupil with significant needs will be on role in the EYFS class from September. LL said that the learning environment would need to be adapted to meet their needs. LL asked if a permanent wall could be put up between the existing EY and Y1 classroom which would make

the classroom safer for the child.

A discussion took place and governors were advised that the change to the structure would not affect/restrict teaching, teachers were in agreement with the proposal, it would need two separate entrances ensuring toilets were assessable to both classes and would reduce the level of noise in the area.

It was agreed by all present for LL to check if funding would be available.

LL advised that the child has a statement of SEN and the school would have to advertise for a TA.

- **4.3 RAPS**

No meeting has been held

- **4.4 Personnel**

CL led this item and highlighted the following:

- Staffing – four teachers have been appointed to start in September. Interviews were rigorous and the applicants were strong. The advert for the KS2 post has been withdrawn as the post was filled by one of the four candidates. All candidates commented on how welcoming they found the school.
- Policies are being updated

PD left the meeting at this point (8.30 pm)

- **4.5 Parent Forum**

MB led this item and highlighted the following

- The meeting was held on 11th March. Parent numbers were lower than at previous meetings. VF and LL led a workshop on communication and positive feedback has been received.

When asked if the forums were attended by the same parents, MB advised that a core of five or six attended each time, with two parents who have attended every forum

- Workshops will be held at the forums instead of three separate topics of discussion. Minutes from the last two meetings will be published on the website
- BL advised that forty five responses from the pupil parents evening feedback had been received. Forty four out of the forty five responses received said that they found the parents evening informative and were pleased with the recent outcome of the teaching and learning review. BL will circulate the outcome to governors and will respond to the parent's questions from the questionnaire.

ACTION: BL to circulate the parents evening questionnaire evaluations to governors and respond to parent's questions.

ACTION: JA to place the powerpoint used at the parents evening on the website

5. Staff questionnaire

The main points taken from the questionnaire were concerns re staff moral and pupil behaviour. (50% said pupil behaviour was good, 50% disagreed). VF will look into this as it does not reflect the data, governor visits and recent LA reviews.

In response to a question, VF will ask staff why so many questionnaires were not returned when she feeds back her findings to them. One governor questioned that the questionnaire may no longer be relevant as it was given to staff in January. VF said that some of the questions were not relevant to all staff, so maybe a different format for permanent and supply staff was needed.

In response to a question, VF advised that all contracted staff have been invited to attend to "Go Ape" day, including the four newly appointed teachers, which will be paid for by the school. Staff have reacted positively to the event and VF said it was a good opportunity for the new team to bond.

6. Governing Body Business

6.1 Correspondence

The Clerk advised that she had received a letter from the School Governance Team for £154.94 in relation to the Stage 3 hearing that was held on 26th January 2015. JA (Finance Manager) was informed that the amount would be invoiced to the school before the end of this financial year.

6.2 Governor training

The Clerk confirmed that she had circulated the summer termly briefing information to governors.

LL will attend the 2016 Baseline Assessment training at Bar Hill.

6.3 Governor visits

All governors were reminded to complete the visits proforma when carrying out a visit.

6.4 Election of Co Opted Governors

See item 1 of these minutes

6.5 Termly governor briefing update

HF confirmed that she would be attending the summer termly briefing and was asked by BL to let her know the date she would be attending. BL said she hoped to meet with local schools to network.

7. Policies

The following policies were circulated to governors prior to this meeting and were ratified at this meeting:

1. Whistleblowing
2. Bullying and Harassment
3. Appraising Performance and dealing with Capability Issues for all school staff
4. Personal Information
5. Recruitment selection Policy and Procedure
6. Staff Code of Conduct
7. DBS Ex Offenders

8. Any other business

8.1 Road traffic update

FD advised that she has received a response from the Local Councillor in relation to her asking him for support re the traffic issue in Thodays Close.

FD read the email to governors and advised that she was not happy with the reply. FD will reply, drafting her response and circulating it first to the GB for approval.

ACTION: FD to draft a response to the Local Councillor re the traffic issue and circulate it to governors for approval

8.2 CONFIDENTIAL MINUTE

9. Review and outcomes from meeting/key messages

- Staff structure
- Teaching and Learning review and priorities

Close of meeting

The meeting closed at 9.40pm

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

Signed:



Date:

5-5-15

(Chair of Governors)