



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Monday 22nd June 2015 at 7.35pm**



Present

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|----------------------------|-------------|
| Bev Lawrence (BL) | Chair |
| Cath Lee (CL) | |
| Louise Johnston (LJ) | |
| Emma Fuller (EF) | |
| Fiona D'Arcy (FD) | |
| Marc Ben-Nathan (MB) | |
| Laura Latham (LL) | |
| Hannah Francis (HF) | |
| Vyv Francis (VF) | Headteacher |
| Jo Aldhouse (JA) | |
| Steve Harding (SH) | |
| Nick Thomson (NT) | |
| Caroline Hyde (CH) | Vice Chair |
| Ian Kelly (IK) | |
| Gemma Hartman-Ayers (GH-A) | |
| Pete Druitt (PA) | |

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 Paul Joel. NT arrived at 7.55pm.

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

The meeting was quorate.

2. Approval of the minutes from the Full Governing Body (FGB) meeting held on 5th May 2015

2.1 Accuracy

The minutes from the above meetings were signed as a true and accurate record and were given to JA to be filed in the school office.

2.2 Matters arising

There were none.

Governors going forwards, rather than personal addresses being used.

ACTION: BL to make the agreed changes to the Code of Practice in time for the next FGB meeting

ACTION: CH to liaise with JA to open WPS e-mail addresses for all governors.

: 3. Headteachers Report (verbal report) – to include:

- **Feedback from Phil Garnham's (PH) visit**

This item was led by VF, who highlighted the following from the recent Notice of Visit (NOV) Half termly review

PG looked at Y2, Y5 and Y6 data. EYFS data was unavailable due to staff absence

Y2 – pupils are attaining well and progress is good. This includes vulnerable groups.

Y5 – Good progress and attainment is being made. It was noted that approximately 25% of the Y5 pupils are eligible for Pupil Premium.

Y6 – Progress is good for non Pupil Premium pupils, but those eligible for Pupil Premium are not making expected progress and the gap between the two is unacceptably wide, both when compared with LA and national data.

Because of the Y6 progress data, for disadvantaged groups, the overall judgement given was Requires Improvement.

The next visit by PG will take place after the KS2 SATs data is released.

VF said that LL has worked tirelessly with teachers across the school to support them in raising standards. Her monitoring of the pupils' work and other evidence of quality of provision and impact, have been key factors in the improvements to date.

VF has written a revised RAP and will circulate the two key targets to governors.

VF will produce a written end of year Headteachers report at the next FGB meeting.

ACTION: VF to circulate the two new RAP targets to governors

- **Subject leader update**

The subject leader update will be an agenda item at the next TALBS (Teaching, Achievement, Learning, Behaviour and Safety) committee meeting.

4. Reports and updates from sub committees

The governors briefing was attended by HF and SH who said the main focus was safeguarding. It was suggested that as much information as possible should be gathered when a new pupil is admitted, to maintain a clear picture.

CH will keep a record of governor training and asked governors to let her know if they have attended any, to allow her to keep a record.

ACTION: JA to contact GS for an up to date record of governor training and send to CH

ALL to provide CH with details of any training they have undertaken

6. Policies

- Behaviour policy

This policy was ratified at this meeting. LL was thanked for all her hard work in putting this document together.

7. Any other business

7.1 Governor confidentiality

VF reminded governors that they need to ensure that they are preserving confidentiality at all times. A discussion took place and it was agreed that a confidentiality agreement should be signed by all governors.

ACTION: BL will draft a confidentiality agreement and circulate it to all governors for approval at the next FGB meeting.

7.2 Class structure for 2015/16

It was agreed that as well as being displayed outside each class, class lists will be displayed in the ASC and on a board in the playground. VF said she was pleased with the dedication the supply staff employed across the school, have shown.

ACTION: JA to display the 2015/16 class lists in the ASC and school playground

7.3 Change of FGB meeting time

It was agreed that the date of the last FGB meeting of the year will be held on 14th July at 6.30pm. BL will produce the 2015/16 meeting schedule in time for this meeting.

ACTION: BL to produce the 2015/16 GB meeting schedule in time for the next FGB meeting

8. Review and outcomes from meeting/key messages

Governors and the SLT are united in moving the school forward