



**Minutes of Willingham Primary School  
Full Governing Body Meeting  
held on Tuesday 2<sup>nd</sup> October 2018 at 7.30pm**

**Present**

Caroline Hyde (CH)	Chair	Emma Mason (EM)
David Morel (DM)	Head teacher	Sarah Ashworth (SA) – NEW
Liz Bowen (LB)		Sarah Morgan (SM)
Emma Fuller (EF)		Sarah Nelson (SN)
Laura Latham (LL)	Deputy Head	Katy Stevenson (KS)
Matt Lockyer (ML)		

**Also in attendance:** Amy Lorimer (Camclerk).

The meeting was quorate throughout.

**1. Election of Chair & Vice Chair of the Governing Body**

- CH was unanimously elected Chair of the Governing Body.
- KS was unanimously elected Vice-Chair of the Governing Body.
- CH and KS plan to work closely together this year on transition to ensure that KS will be fully prepared to take on the Chair role for next academic year when CH steps down.
- CH reported that Fiona D'Arcy (FD) resigned from the governing body today. In Fiona's absence, the governors recognised her long service as a governor and her efforts over the nine years she has served on this governing body.

**2. Welcome from Chair and apologies for absence**

- CH welcomed all present.
- Apologies for absence were accepted from Jo Aldhouse (JA) and Kate Van Dort (KvD).
- **In response to a query**, the Chair explained that there currently exist the following vacancies on this governing body, which will be advertised via school, governor recruitment sites, local press and word of mouth:
  - Two vacancies for parent governors – suggested one from the school community and one specifically from the Honeypots community.
  - One vacancy for a co-opted governor – identified needs of the governing body are around Finance and Premises. The Head raised a desire to recruit a governor with experience of buildings assessment and management.

**3. Declarations of Interest on items on the agenda / Code of Conduct**

- No pecuniary interests were declared in relation to the matters listed.
- All present signed the governors' Code of Conduct.

**4. Minutes**

The Minutes of the meeting of the Governing Body held on 17<sup>th</sup> July 2018 had been circulated but the Chair noted that the circulated version was not the most current. Therefore, minutes of the 17<sup>th</sup> July meeting will be reviewed and approved at the next FGB meeting.

**ACTION - CLERK**

**5. Head Teacher's Report**

The Headteacher provided a verbal report with accompanying 'school snapshot' slideshow (see attached). This covered material including:

Staffing

The new Senior Management Team (SMT) includes a Key Stage 2 lead recruited last term (Clare Anderson), and a one-year temporary role for Megan Aldhouse to complete a Pupil Premium review. Governors noted that LL is currently acting Key Stage 1 phase lead.

Two part-time trainee teachers are working in school this term on School-Centered Initial Teacher Training (SCITT). One of these will leave at Christmas to 'swap' with another trainee teacher from Cottenham. The other will be here all year in a Year 6 class. **Governors queried potential use of the SCITT trainee in teaching focus groups in the Yr5/6 class** – the Head agreed that this may be possible.

Allocation of TA staff was reviewed and ancillary staff discussed. Governors noted that the school now has a full complement of lunchtime supervisors and cleaning staff (including a relief cleaner).

#### School Community

The Head provided an overview of SEND needs across the school, and the distribution of Pupil Premium students.

Governors were informed of various timetabling changes including changes to break times and assemblies. Governors noted that pupils now all share the same break times, but lunchtimes remain staggered.

**Governors asked whether there had been any feedback regarding teaching in mixed year groups, and how the school was addressing any concerns.** The Head confirmed that the issues raised last term have not been raised again. Issues raised by parents this term have been more pupil-specific. The Head suggested that the primary action was to provide parents with more information, and that that this appears to have addressed parent concerns. He suggested that parents evenings could be a good opportunity to seek informal feedback. The Head explained that next week is the first 'open classroom' event – these have been introduced in response to parent feedback. From 3.30-5pm, parents will be able to visit the classroom with their child, to look at their child's work and chat to the teacher.

#### Attendance

Governors noted that attendance for this term is 96.1% which was better than national figures for this time last year.

#### Class structure for 2019-2020

The Head reviewed pupil numbers in each class, explained expected pupil numbers for the next few years, and suggested that the governing body proactively look at planning future class structures. With 313 pupils on roll, government funding will cover less than eleven classes – therefore, additional income would be required to maintain the current twelve-class structure. **Governors queried the Published Admission Number (PAN) for each year group** and the Head clarified which classes were currently full. There was some discussion of teaching in mixed year groups and the Head explained the challenges of curriculum planning created by changing year group mixes each year. It was agreed that future class structures would be considered in detail at the next FGB meeting.

#### Catering

The Head explained that the new catering firm Aspens are delivering a significantly improved quality of food. There have been some difficulties during the transition particularly around staffing. Aspens are appointing a new Head Chef for the school kitchen soon. **A governor asked has uptake of school meals increased?** The Head stated that there was an initial 'spike' in uptake but this has since dropped off but a catering review date has been scheduled for 5<sup>th</sup> December to look at provision and assess. **A governor queried whether anything was in place to drive uptake on school census day (Thursday October 4<sup>th</sup>)?** A special 'American theme' menu is in place.

#### Medical Tracker

The Head explained that new digital software has been introduced, as part of the office team restructuring. All first aid and medical incidents are recorded via this software, which also provides information regarding a pupil's specific medical needs at the point that an incident is reported. The software automatically emails parents to inform them once an incident is logged. **A governor queried whether the emails are clear as to the severity of an incident – they could be unnecessarily alarming.** The Head noted that the school office do often receive follow-up phone calls from parents after an incident, which suggests a good level of parental engagement.

#### Electronic Entry System – InVentry

Headteacher: David Morel. Chair of Governors: Caroline Hyde



The Head reported that the introduction of the new entry system has been very positive and offers a multitude of benefits including enhanced pupil safety, site security and fire safety. Governors noted that there has been some teething issues at a recent Harvest Festival assembly and the Head noted that, for the first time, the school did have a record of everyone who was on site for that assembly – important for areas such as fire safety – but that more work was required to manage checking people out efficiently. A governor asked, could the system be used for pupil events such as school discos? The Head confirmed that it could.

#### Safeguarding & Child Protection: Annual Review

The annual safeguarding monitoring report was circulated prior to the meeting. Governors discussed the contents of this report and were satisfied with the high level of detail in the report and the effective safeguarding measures and actions within the school.

#### RAP for Academic Year 2018/19

- The Raising Attainment Plan (RAP) for 2018-19 was circulated prior to the meeting. The Head acknowledged that the format of this document has been changed multiple times over the past two terms, which has not always been easy for governors, but suggested that the RAP will keep changing in order to be effective in supporting the SMT, staff and governors.
- Governors noted that in the summer term, the RAP had been revised to focus upon short term success criteria, and rapid improvement items which was appropriate. Following challenge from the Chair, this new version aims to capture longer term 'big picture' objectives with a '100-day plan' which helps focus activity and areas of focus and avoids delays or timetables imposed by term dates.
- The plan is broken down into three key areas and provides an impact statement for each objective (to explain what we are aiming to achieve), and a 'baseline' explanation of the current position. The RAP then details, for each objective, the tasks to be achieved. Progress and milestones for each task in the 100-day plan will be reviewed weekly (and bi-weekly at SMT meetings).
- In response to a governor query, the Head explained that this document will be cumulative, in that after the first 100-day period is complete, the RAP will be RAG-rated, and an impact statement written. A new 100-day plan will then be written based on the evaluation of progress and impact made to date against the objectives.
- Governors thanked the Head for his detailed explanations and agreed that this RAP format and the live nature of the document would make it very useful for both governors and SMT. The governing body agreed that this RAP provides a clear overview of the school direction and priorities.
- The Head explained that underneath the RAP, each Phase Leader has an action plan that follows this same format. This system devolves responsibility to Phase Leaders. The SEND action plan is slightly different in format as it retains a year-long view. Governors were told they are welcome to view these plans, but that the plans are essentially operational rather than strategic.
- A RAP calendar has also been created to help manage monitoring and evaluation and includes details of professional development sessions, team meetings (and meeting agendas), lesson observations, book scrutinies and other related activities. The intention is for this calendar to be shared with staff and with governors – it is anticipated that it could be used to inform governor visits, as well as ensuring that governors are aware of any activities they may wish to join. At present there have been some issues sharing the calendar with staff – once these are resolved the calendar will be shared with governors via the Outlook email system.

**ACTION – HEAD / JA**

#### Attainment Targets

- Governors noted that attainment targets for the end of Key Stage 1 are similar to last year's targets, but with an anticipated increase in number of pupils reaching 'greater depth' – the Head indicated that these were challenging targets for this cohort and would take a great deal of work from the teaching and support staff.
- Attainment targets for the end of Key Stage 2 are higher than the results from summer 2018, and also include an increase in pupils attaining 'greater depth'. The Head explained that the current Year 6 pupils have just completed a mock SAT test, which will provide valuable data regarding their current understanding.

#### Direction of HMI & Next Ofsted Framework

- The Head briefly updated the governing body on statements released by key figures and OFSTED recognising the value of the knowledge-rich curriculum approach. He suggested that this school is

Headteacher: David Morel. Chair of Governors: Caroline Hyde

making good progress with a knowledge-rich curriculum, which will stand us in good stead for the next inspection.

KCSiE Changes

- The September 2018 version of Keeping Children Safe in Education (KCSiE) was circulated prior to the meeting. The Head provided a verbal overview of the key changes to this document, asked that all governors read Part 1, and asked that any governors who may be involved in recruitment also read Part 3.  
**ACTION - ALL**
- The next teacher training day will include a section on KCSiE – governors will be invited to join staff for that training.  
**ACTION - HEAD**
- The Clerk stated that all governors will be required at the next FGB to sign a declaration that they have read, understood, and will implement KCSiE 2018. This declaration is required to be recorded within the school's Single Central Record.  
**ACTION - CLERK**

**6. Governor Visits Schedule**

The governing body agreed that governor visits will be set in conjunction with the SMT, once the RAP calendar has been shared with governors and link governors can see where potential visits could happen  
**ACTION – ALL**

**7. Policies**

*i. Safeguarding & Child Protection Policy*

This policy had been circulated prior to the meeting. The Policy was **APPROVED** subject to the following correction:

In the section on female genital mutilation (FGM), change the wording 'over 18' to 'under 18'.

*ii. Governor Visit Policy & Procedure*

This policy was not due for revision but the Chair suggested (based on information from 'The Key' website) that it would be appropriate to revise the visit report form. A revised form will be circulated for governor input for the next FGB meeting.  
**ACTION - CHAIR**

*iii. Statement of Policy on Trade Union Membership and on Recognition of Trade Unions*

This document had not been circulated prior to the meeting and has not been updated recently. Governors agreed to review an updated version at the next FGB meeting.  
**ACTION - HEAD**

*iv. Appraising Performance Policy*

This policy had been circulated prior to the meeting. The Chair verbally reviewed the main changes to this policy, which bring into line appraisal dates for teaching staff and support staff – these all now run 1<sup>st</sup> November to 31<sup>st</sup> October to match pay dates. The revised policy also clarifies protocols for observations. The governors **APPROVED** this policy.

*v. Policy for the Use of Mobile Phones and Cameras*

This policy had been circulated prior to the meeting and was **APPROVED**.

The Clerk highlighted issues around 'smart-watches', many of which contain cameras. Governors agreed that the TALBS committee would consider the presence of smart watches in school and develop any specific protocols required.  
**ACTION - TALBS**

*vi. Attendance Policy*

This policy had been circulated prior to the meeting. The Policy was **APPROVED** subject to the following corrections:

- Section 4, 5<sup>th</sup> paragraph – add full stop. Re-word last sentence to clarify meaning.
- Section 7.4, page 7 – correct typographical error at end of second line.

**Agenda item 8 was moved to the end of the meeting.**

**9. Governing Body Business**

Training for New Governors

New governors confirmed that they have attended or booked induction training.

Any governor attending training will complete the feedback form and return to the new link governor for training – EM.  
**ACTION - ALL**

The Head invited governors to teacher training sessions on 3<sup>rd</sup> January 2019 (training on knowledge-rich curriculum) and 4<sup>th</sup> January 2019 (training on marking).  
**ACTION - HEAD**



Review & Appointment of Link Governors

Link governors were appointed as follows:

- Katy Stephenson - Safeguarding
- Matt Lockyer - EYFS incl. Honeypots / Health & Safety
- Liz Bowen - Finance / SFVS and spotchecks
- Emma Fuller - Maths & Literacy
- Caroline Hyde - Attendance & Sports Funding
- Sarah Nelson - Pupil Premium & LAC
- Emma Mason - Governor Development
- Sarah Morgan - SEN
- Sarah Ashworth - Curriculum

Review of Governing Body Self Evaluation/Succession Plan

The Chair suggested that the Self Evaluation document could initially be completed by Committee chairs and vice-chairs, and then worked on collaboratively by the governing body as a whole. This approach was agreed.

**ACTION - CHAIR**

Calendar of Meetings

A draft calendar of meetings had been circulated. Governors noted that dates for future Finance & Premises Committee meetings, and TALBS Committee meetings, may change.

The Head requested that governors consider holding Personnel Committee meetings during the daytime. Governors agreed that this would be possible.

Revised meeting dates/times to be circulated.

**ACTION – CHAIR/CLERK**

**10. Appointment of Committees, Adoption of Terms of Reference & Reports/Minutes of Recent Meetings:**

• Personnel

SA was appointed Chair and EM Vice-Chair of the Personnel Committee.

Terms of Reference were agreed with no changes to the 2017-18 terms of reference.

Chair SA provided a verbal report from the Personnel Committee meeting on 18/9/18 which covered staffing and recruitment issues as already discussed under the Head's report. The Personnel Committee also considered recommendations regarding pay uplifts (with further input from the F&P committee).

LB explained to the governing body the recommendations from the government and recommendations from the Pay Working Party, and detailed financial implications for each.

After much discussion around the recommendations, funding, future changes to pension contributions, and long term financial sustainability, the governing body **AGREED** to implement the recommendations of the Working Party, i.e.:

- 3.5% uplift to all mainscale *and unqualified* (W)
- 2% uplift to Upper Pay Scale
- 2% uplift to allowances (TLRs etc).

***At this point the Head and Deputy Head left the meeting.***

The governors discussed potential uplifts to the leadership scale and **AGREED**:

- 1.5% uplift to the Leadership Scale.

***The Head and Deputy Head returned to the meeting.***

• TALBS

SM was appointed Chair and KS Vice-Chair of the TALBS Committee.

Terms of Reference were agreed with no changes to the 2017-18 terms of reference.

Chair SM provided a verbal report from the TALB Committee meeting on 18/9/18, at which summer 2018 results were discussed. Reading attainment and progress were highlighted as an issue across the school, and progress in writing also identified as an issue.

Governors noted that subject leads have been appointed for every subject; for some subjects there are multiple leads covering different areas (for example for English, there is a lead for phonics, a lead for reading, a lead for writing, and so on).

Phase leaders will be invited to present to the TALBS committee once per term.

- Finance & Premises

SN was appointed Chair and LB Vice-Chair of the Finance and Premises Committee.

Updated Terms of Reference were AGREED (changes to the 2017-18 terms of reference comprised only changes to financial authorisation levels).

Chair SN provided a verbal report from the Finance and Premises Committee meeting on 24/9/18 which covered the Teacher Pay Review, and a review of spending around Pupil Premium and SEND. Minutes from this committee meeting had been circulated.

- Complaints Committee

The FGB agreed that, if required, LB, ML and EF would serve on a Complaints Committee.

- Pay Review Panel

The FGB appointed the following governors to serve on the Pay Review Panel: SM, EM, and SA. EM was appointed Chair of the Pay Review Panel. This Panel will meet this Friday.

- Head Teacher's Performance Review Panel

The FGB appointed the following governors to serve on the Head Teacher's Performance Management (HTPM) Panel: SM, EM, and SA. SM agreed to complete governor HTPM training on 9<sup>th</sup> October, and SA will try to attend, or undertake alternative training.

EM was appointed Chair of the HTPM Panel.

Governors noted that, following a visit by the school's LA's Primary Advisor Anne Fisher, the next HTPM date needs to be set in July 2019, and a yearly cycle established from July to July. HTPM objectives need to be reviewed to ensure that they remain appropriate for this revised timeframe.

The Head requested that governors consider providing input to the appraisal of the Deputy Head. The HTPM Panel agreed to input to Deputy Head performance appraisal.

## 11. Date of Next Meeting

Meeting dates to be re-confirmed via email.

## ANY OTHER BUSINESS

The Head requested that governors consider a parent request to 'hold a space' for two pupils who will take an extended (two-month) period of unexcused absence next Spring. The Head explained that it is not possible to authorise absence for this long a period, and detailed the reason for the absence, emphasising that these pupils are members of our school community. The parents have indicated a commitment to working with the school to support learning during the period of absence. **Governors asked about capacity to accept new pupils into the two affected classes** and the Head explained that spaces in some year groups are very tight (for example, admission of new pupils into Year 4 would require us to go above PAN). **For comparison, governors considered the requirements to hold spaces open for specific groups of pupils such as children of travellers travelling for work. Governors discussed issues including setting precedent, disruption to learning, and current building developments in the village that may lead to pressure on school spaces next spring.**

After much discussion, the governors agreed that the preference would be to hold a space for these two pupils; however, the school will check with the Education Welfare Officer to ensure that the school is legally able to do so.

**ACTION - HEAD**

## 8. Governors Secure Area Demo

All present attended a demonstration of the secure file storage area available for governor use.

## 12. Outcomes and Key Messages

- The FGB were satisfied that the RAP accurately reflected the school's objectives and strategic goals for the forthcoming academic year, and that attainment targets had been set to reflect strong ambition and a desire to address 'greater depth' attainment.

- Governors were reassured by recent HMI & Ofsted comments regarding knowledge rich curriculum that the School, under the leadership of the new Head, were correct in their approach and were making good progress with the KRC.
- The future funding situation will mean that the Governing Body will need to start early planning for future class structures to manage the challenge of curriculum planning and the KRC effectively.
- Our thanks to Fiona D'Arcy for her long commitment to Willingham Primary School as an active and passionate member of the Governing Body.

(Signed)



The Meeting ended at 9:00pm.

(Chair)

