



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Wednesday 25th September 2019 at 6.30pm**

Present

Sarah Ashworth (SA)
Liz Bowen (LB)
Elise Kinnear (EK)
Dan Lentell (DL)
Emma Mason (EM)
David Morel (DM) Headteacher
Sarah Morgan (SM)
Sarah Nelson (SN)
Chris Shaw (CS)
Katy Stevenson (KS)
Kate Van Dort (KVD)
Angela Walker (AW)

Also in attendance: Christine Brandon (Camclerk).

The meeting was quorate.

1. Election of Chair & Appointment of Vice Chair

It was proposed, seconded and

RESOLVED

that Katy Stevenson be elected Chair of the Governing Body for the ensuing academic year and Matt Lockyer appointed as Vice-Chair.

Katy thanked those Governors able to attend the Strategy Meeting. Although a useful session, Katy was of the view that there was still lots of work to do particularly around Governor Visits and she undertook to circulate a paper on participation which would again review Link Roles and seek to base future visits on the Link subject. It would be the objective to plan one visit per Governor per year.

ACTION: Chair

2. Welcome & Apologies

All Governors were welcomed and apologies for absence from the meeting were received on behalf of Jo Aldhouse, Emma Fuller, Caroline Hyde and Matt Lockyer.

3. Declarations of Interest & Code of Conduct

No pecuniary interests were declared.

Governors acknowledged receipt of new Code of Conduct Guidance (a copy of which had been circulated in advance) and resigned a copy of the Code to post to the School's website.

ACTION: JA

Governors were encouraged to familiarise themselves with revised guidance on 'Keeping Children Safe in Education (KCSiE)' a link to which had also been circulated in advance of the meeting.

4. Minutes

The Minutes of the meeting of the Governing Body held on 16th July 2019 were approved as a correct record and signed by the Chair.

Regarding Minute No.8 and the reference made to staff objectives and the Mission Statement, it was confirmed that this subject would be considered by the Personnel Committee. It was also recommended that all Members of that Committee should receive 'Safer Recruitment' training.

ACTION: SA

5. Head Teacher's Report

A summary report by the Head Teacher, to which had been attached the new RAP for 2019/20, had been circulated in advance to Governors. As no comments on the RAP were forthcoming, DM suggested that Governors should raise any questions they might subsequently have on the content outside the meeting.

In terms of the new **Mission Statement, Vision & Drivers**, DM referred to the examples that had been circulated and explained that the School was hoping to source funding towards production of new visuals. **KS and EK both offered to complete funding applications for this purpose.** Feedback on the Mock Posters was given by Governors and DM confirmed that the final branding would be used on all school communications and be subject to review by the Governing Body when ready. In response to a question from the Chair as to what action had been taken so far to embed the new 'Mission Statement', DM explained that training had taken place with all staff and parents had been briefed on the Mission Statement and Values. He believed both had been well received. Consideration also had been given to their application to 'Honey Pots' and how this might work. Assemblies had been used to pass on the messages to children and there was a daily focus on the terms being used. The Governing Body was anxious to ensure that explanations of terms was consistent and suggested that an agreed definition of, for example, the word 'integrity' should be shared with Staff and Governors to ensure, having regard to the latter, that appropriate language was used on visits. DM also described how the 'values' had evolved mentioning feedback received anecdotally and from parent/staff questionnaires. Ultimately, he had, together with the former Chair and Vice-Chair, drawn together what they had concluded was a manageable set of aspirational values which would be also be used in recruitment and induction. Although the School Council had not been explicitly involved, account had been taken of information and responses that had been given at School Council meetings. Following a question from EK, it was noted that elections to the School Council were currently taking place, that it was expected to meet during

the next two weeks and that it would be asked to consider the Behaviour Policy, Family Dining, the Statement, Vision & Drivers.

Governors were apprised of the positive feedback received thus far from teachers, parents and children and the early impact of the new **Behaviour Curriculum**. Having observed the new curriculum in operation during a visit, the 'Inspirational Trust' had invited the School to present to them on how it had been introduced. DM described the practical ways in which behaviour was being managed, experience so far of the impact on school life and the use of SIMS for analysing and tracking behaviour. It was acknowledged that consistency in the application of the Curriculum was essential and important that the language used in the final Policy document when referring to victim and perpetrator was current and sound. DM was hopeful that this would be available by Half Term. Governors suggested that the School should use 'Parent Mail' to give an update on the impact of the new Curriculum at the end of term. DM undertook to share the Communications Plan with the Governing Body.

ACTION: DM to update FGB on Behaviour Curriculum at next meeting. Final Policy and Communications Plan to be circulated to Governors. DM to provide an update via Parent Mail on the progress of the Behaviour Policy implement at the end of this half-term.

Arising from discussion, it was noted that the outcome of the Homework Review would be submitted to the next FGB meeting.

ACTION: DM

Honeypots Update

KVD reported that 40 children had started at Honeypots and that all but two would transfer from Honeypots to Reception next September. Children had mostly settled well. Beth Houghton, new Deputy Manager was enjoying her new role. How to support children in developing phonics ahead of their transfer to Reception would be considered later in the school year. Honeypots had received a new projector which would be a great asset. Referring to discussion at the last meeting on tracking the progress made by Honeypots children in comparison with those from other nursery settings, DM reported that this might be possible using SIMS but that JA would need to ask for permission to use the system for this purpose. If this could be achieved, there was a suggestion that this might impact parental decisions on school choice. It was also considered that other pre-schools might share data collected via their own progress tracking systems.

ACTION: DM/JA to report on progress at next meeting.

6. Governor RAP Objective

Referring to the new RAP, the Chair explained that the Governing Body's contribution and objectives/actions had been outstanding for some time. KS asked Committee Chairs to draft a 'meaningful and achievable action' for their Committees to try to get this project underway. In the meantime, KS undertook to circulate an ideas paper to Governors for comment. DM advised that the

Headteacher: David Morel. Chair of Governors: Katy Stevenson

Governing Body needed to demonstrate purpose, aspiration, accountability and value and that actions around skill sets and training might be the place to start.

ACTION: Chair and Committee Chairs

7. Governor Visits Schedule

The Chair reported that she would like to review the current Link Roles having regard to advice available through the NGA and 'The Key'. She had recognised that some roles were more onerous than others and that current appointments might not necessarily reflect Governor Skill sets. KS envisaged that, in future, Governor visits could be conducted in pairs, be scheduled around link roles and be used to test both 'Vision' and 'Safeguarding'. It was suggested that an additional Link Governor Role to ensure compliance with policies and professional development might be considered. The Chair undertook to draw up a revised schedule of link roles and to circulate this in time for approval at the next meeting.

ACTION: Chair

8. Appointment of Committees, Adoption of Terms of Reference & Summary of Recent Meetings

Personnel Committee

SA reported that Governors had reviewed the format of the Committee and its operating practices and were hopeful that the changes would elicit clearer actions and allow more time to review policies. JA had created a secure area on the School Website for Personnel Committee papers. Work on the pay review and performance appraisals was underway and the Pay Review Committee was scheduled to meet on 4th October. In future, only key messages from the Committee would be reported to the Governing Body.

Curriculum Committee

SM reported that Curriculum had replaced the former TALBs Committee but had not yet met.

Finance & Premises Committee

The Minutes of the meetings held on 19th July and 17th September were presented. SN drew attention to several items including purchase of a new heat exchange and flue following failure of the Honeypots Boiler, approval of a recommendation from the Personnel Committee in respect of the Head Teacher's Performance and consideration (and review) by KVD of a parent request for Honeypots children to be accepted at the After School Club.

Having received the terms of reference of all Committees in advance of the meeting, the Governing Body

RESOLVED

that the proposed membership and terms of reference for the Curriculum, Finance & Premises and Personnel Committees be adopted.

9. Policies

Headteacher: David Morel. Chair of Governors: Katy Stevenson

In terms of the policies referred to on the agenda, it was reported that

- i. The Policy Review Schedule had been updated by JA and KS but was to be rechecked before it could be circulated to Governors.
ACTION: JA/KS
- ii. DM undertook to circulate the final Behaviour Policy when ready.
ACTION: DM
- iii. A new Model Complaints Policy had been received from the County Council that day so would be submitted to a meeting of the Curriculum Committee for review.

10. Governing Body Business

- i. **Membership** - The Chair reported that Liz Bowen would retire from her role as Governor on 18th October at the end of her term of office. The Governing Body thanked Liz for her contribution to the school and acknowledged that her financial skills would be very difficult to replace.
- ii. **Appointment of Link Governors** - To be confirmed at the next meeting following further review. **ACTION: Chair**
- iii. **Governing Body Self Evaluation** - The Chair undertook to finalise the evaluation in time for the next meeting. **ACTION: Chair**
- iv. **Recognising Success** - Noted that this item would be included on the agenda again for the next meeting. **ACTION: Clerk**

11. Date of Next & Future Meetings

13th November 2019 at 7pm.

15th January, 11th March, 29th April and 24th June 2020.

12. Any Other Business

S106 Funding

DM reminded Governors that the question of S106 funding arising from development in the village had last been discussed some 12 months ago. After further exchanges with the County Council he was now able to report that £750,000 would be made available for a specific project at the school. This could be a purpose built After School Club and Community Space which potentially might also need to accommodate the village library should the need arise. A project manager was to be appointed. As a first step, DM anticipated that a feasibility study would be conducted within the next four weeks.

Following a suggestion by a Governor, DM undertook to discuss with the Project Manager a further option - to operate the school pool commercially and make it available and accessible for community use.

The Chair undertook to ensure that the local District Councillor was aware of the decision and to circulate a copy of the briefing notes she had produced on S106 Funding last year. **ACTION: Chair**

School Funding

Governors noted that JA would be attending a meeting on Pupil Funding.

Headteacher: David Morel. Chair of Governors: Katy Stevenson

Chair's Messages

KS reported that she had decided not to close the meeting with key messages in the same way as the former Chair.

Committee Chairs were requested to send their minutes to JA to upload to the School Website. **ACTION: Committee Chairs**

Governors were requested to pass on a copy of their training certificates to JA for inclusion in the SCR. **ACTION: All Governors**

Requested that DM should organise safeguarding training for Governors. **ACTION: DM**

Governors encouraged to check whether they were able to access the Governors Section of the Website as all agenda papers would be placed there in the future. **ACTION: Governors/Clerk**

Noted that a WSA event held on 20th September had raised over £1000. The Governing Body expressed their appreciation to the WSA for this great effort.

Governors were encouraged to attend Harvest Festival Assemblies taking place on 27th September.



Chair

The Meeting ended at 8.35pm