



**Minutes of Willingham Primary School  
Full Governing Body Meeting  
held on Wednesday 13th November 2019 at 7.00pm**

**Present**

Katy Stevenson (KS) Chair  
Jo Aldhouse (JA)  
Sarah Ashworth (SA)  
Justin Aves (JA)  
Emma Fuller (EF)  
Caroline Hyde (CH)  
Louise Johnston (LJ)  
Elise Kinnear (EK)  
Dan Lentell (DL)  
Matt Lockyer (ML)  
Emma Mason (EM)  
David Morel (DM) Headteacher  
Sarah Morgan (SM)  
Sarah Nelson (SN)  
Chris Shaw (CS)  
Kate Van Dort (KVD)  
Angela Walker (AW)

**Also in attendance:** Christine Brandon (Camclerk).

The meeting was quorate.

**1. Welcome**

All Governors were welcomed to the meeting.

**2. Declarations of Interest**

No pecuniary interests were declared.

**3. Minutes**

The Minutes of the meeting of the Governing Body held on 25th September 2019 were approved as a correct record and signed by the Chair.

**4. Appointment of New Governor**

**RESOLVED**

that Louise Johnston be appointed co-opted member of the Governing Body.

The Chair welcomed Louise's return as a Governor at Willingham School.

**ACTION: JA & Clerk**

Headteacher: David Morel. Chair of Governors: Katy Stevenson

## 5. Head Teacher's Report

A summary report by the Head Teacher had been circulated in advance to Governors together with a copies of the Pupil Premium Strategy 2019-20 and DoEd KCSIE Statutory Guidance (September 2019).

### Pupil Premium Strategy

The Chair asked Governors to consider how the School could measure whether the Pupil Premium Strategy was working beyond academic outcomes in English and Maths. DM suggested that alternative and wider outcomes might be created around improvements to social skills, attendance and behaviour for instance particularly as levels of attainment were linked to attendance.

DM and AW reinforced the School message that with equitable knowledge and opportunities all children could achieve their potential and that all children should be supported regardless of need. The offer of specific support to PPF pupils might include payment for school trips and musical or sporting experiences. DM described the current three-tiered approach to supporting disadvantaged pupils based on the theory that improving the quality of teaching for all pupils could also have a positive impact on disadvantaged children as well. Schools known for best practice in this area focussed on the whole class approach and whole class learning. Governors sought reassurance that PP pupils would not be disadvantaged by a blanket approach to allocating the PPF budget.

Mention also was made to the termly 'Pupil Progress Meetings', the analysis of termly/annual/historic assessment data to identify any dips in performance (potentially over longer periods) but again this exercise might not recognise or measure the impact of individual support or 'the bigger picture'.

CS suggested that the Strategy should comprise data to enable Governors to recognise the number of interventions that might have been necessary to maintain attainment levels. DM confirmed that no pupil would be left to struggle and that a significant amount was spent on interventions to 'plug gaps'. DM was hopeful that this level of funding would reduce over time.

CS proposed the adoption of a 5 year plan for inclusion in the School RAP. This could provide for 3 tiers of funding and objectives for each tier with outcomes measured and the Strategy held to account every 100 days. Governors also suggested that the Link Governor should review behaviour and attendance data regularly, report annually to the FGB and be able to contact the PPF Co-ordinator directly. EK (PPF Link Governor) reported that she was due to attend a training course which might be of assistance to outline ways to measure PPF attainment. To conclude, the Chair indicated that outcomes would be reviewed again in March 2020 but that in the meantime, Governors would be invited to respond to information circulated on this issue.

### Behaviour Policy

The Chair questioned progress on the implementation of the Behaviour Policy, whether its success or otherwise was supported by data, whether children



were engaged with the new policy and whether it was being applied consistently.

In response, DM reported that all staff were supportive of the policy and its outcomes. A first review had recently been completed and feedback received on those procedures that were working well, those that were not and those that could be deleted without detriment to the overall strength of the policy. DM believed that the consistency of the message was good and effective in terms of the impact it had made in practice. Information on the new policy had been circulated to parents via letter without adverse response. Supply teachers to the School had commented positively on the difference it had made to the school environment and pupil focus. Questionnaires seeking feedback from parents and staff would be issued in 2 weeks. Good feedback already had been received from the School Council. Notwithstanding, DM acknowledged that whilst pleased with the impact of the new processes thus far, the policy was still a work in progress and that procedures would continue to be reviewed over time.

Whilst pleased to receive a positive report on implementation, a Governor suggested that this should be demonstrated by outcomes and data. Having been advised that there were insufficient resources to collect data, Governors discussed various approaches that might not involve as much time/effort for example - data specific to a year group, random class selection. It was also questioned whether the school should monitor a child's behaviour or the teacher implementation of the policy? A Governor asked whether incidents now managed under the policy might previously have resulted in an exclusion from school and that cases such as these being dealt with via an alternative route might be a good measure.

**ACTION:** The Personnel Committee to create a School Dashboard to illustrate the impact of the policy using existing information and data.

### **Honeypots Update**

KVD reported that 73 children would be registered with Honeypots from January (of these 15 were still 2 year olds) and that 47 had requested places from September 2020. Staff had increased their hours accordingly. KVD confirmed that both she and DM continued to discuss how to develop language and phonics skills to enable transition to EYFS.

## **6. Finance Overview**

JA reported that she had recently attended a Heads Forum at which had been announced draft school funding contributions for 2020/21. Final figures would be made available in January. JA expected that the School would be in a position to carry forward £80,000 but that this figure would be difficult to sustain going forwards. CH to attend the School Funding Update on 20th November and circulate a summary of the key points.

**ACTION:** Finance & Premises Committee to discuss the new School Funding Mechanism at their next meeting.

## **7. Policies for Ratification**

- i. **Complaints:** New policy still under review by the Curriculum Committee.

**ACTION: Curriculum Committee.**

- ii. **Safeguarding:** Under review by the Head teacher.

**ACTION: DM**

- iii. **Pay Policy:** Copy circulated in advance to Governors. Whereupon, it was

**RESOLVED**

**that the Pay Policy (September 2019) be adopted.**

- iv. **General:** It was noted that the following policies had been reviewed by the Finance & Premises Committee –

- GDPR Data Retention
- Subject Access Requests
- Freedom of Information
- Data Protection
- Data Breach
- Guide to information available from WPS under the ICO Publication Scheme
- Management of Sickness Absence; and
- CCTV Policy.

## **8. Governing Body Business**

- i. **Governing Body Self Evaluation:** Circulated and awaiting response. Governors encouraged to review.

**ACTION: ALL GOVERNORS**

- ii. **Link Roles & Governor Visit Evaluations:** The Chair referred to a document that she had circulated that suggested key questions for Governors to ask when undertaking visits. Link roles were confirmed. Agreed to add appropriate link staff contact to schedule.

**ACTION: CHAIR & ALL GOVERNORS**

In terms of visits, the Chair encouraged Governors to fix times/dates, to undertake these in pairs, to confirm the visit date with her and to complete the record form afterwards. Paper copies would be made available on reception. Governors were requested to scan and return these to school office on completion. Ultimately they would be published on the school website after review by DM.

**ACTION: ALL GOVERNORS**

- iii. **RAP**

No comments.

**ACTION: Chair to forward RAP actions to DM.**

- iv. **Training:** The Chair announced that Finance Training for all Governors would take place at 7pm on 15th January 2020. As this was the scheduled date of the next FGB, that meeting would consider urgent business only and start at 6.30pm.

**ACTION: ALL GOVERNORS**

The Chair also announced that an external Safeguarding Training Course would be arranged for all Governors. It was suggested that  
Headteacher: David Morel. Chair of Governors: Katy Stevenson



this be offered to the Governing Bodies of neighbouring schools as a way to share costs.

**ACTION: JA**

Having been encouraged to read Parts 1 & 2 of the Statutory Guidance on KCSIE, the Head teacher tabled a quiz for all Governors to undertake in the meeting. Feedback on the exercise was positive as it had helped Governors to better understand their responsibilities. Prior to the meeting all Governors had undertaken online Prevent training.

**ACTION: All Governors to forward Prevent training certificates to JA.**

DL to register for a place on the National Chairs Development Programme in 2020

**ACTION: CHAIR/DL**

- v. **Recognition of Significant Contribution to The School:** The Chair nominated Jo Aldhouse and her Office/Reception Team and asked that she pass on the message to them.

**ACTION: JA**

## **9. Key Takeaways from Committee Meetings:**

### **Curriculum**

SM reported that the Committee had considered, where appropriate, integrating WPS policies with those applicable to Honeypots particularly where it was of benefit to have consistency of approach. The Committee also had received a presentation from DM on KS 1 & 2 data and would continue to look closely at the Behaviour Policy over the coming months.

### **Finance & Premises**

The Minutes of the meeting of the Committee held on 18th October had been circulated in advance. SN drew particular attention to the long term impact of appraisal recommendations on the budget and future staffing and teacher structure.

### **Personnel**

SA reported that Appraisals had been completed and that the Committee had reviewed the Equality & Diversity Policy and Duty Statement. Currently these were separate documents but there was a view that they could be combined. If that was the outcome, the new policy would be reported to the Governing Body. It was agreed that SA, CH and SM would form a Working Group to look specifically at the amalgamation of these two policies. In terms of Appraisals, it was noted that SA and SM were to meet DM to undertake spot checks on staff objectives.

The Chair thanked all Governors for their contribution to the Appraisal process.

**ACTION: SA to convene Working Group. SA & SM to conduct spot check exercise with DM.**

## 10. Any Other Business

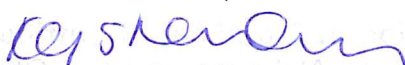
Given the previous concerns of the FGB, CH questioned whether the School was aware of the DoE Survey on Teacher Workload. It was noted that this would be used as part of the next Staff Questionnaire.

Instead of class 'Secret Santas', DM undertook to consider whether the school should encourage kindness and giving by the placing of presents under the 'Gifting Tree' in the Grafton Centre.

**ACTION: DM**

## 11. Date of Next Meeting

15th January 2020 at 6.30pm with Training to follow at 7pm



Chair

*The Meeting ended at 8.55pm*