



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 21st October 2014 at 7.35pm**



Present

Jonathan Lewis (JL) Chair
Jo Aldhouse (JA)
Alyson Hammersley (AH)
Gemma Ayers (GA)
Caroline Hyde (CH)
Cath Lee (CL)
Louise Johnston (LJ)
Hazra Awal (HA)
Emma Fuller (EF)
Fiona D'Arcy (FD)
Bev Lawrence (BL)
Marc Ben-Nathan (MB)
Laura Latham (LL)
Nick Thompson (NT)
Steve Harding (SH)
Hannah Francis (HS)
Vyv Francis (VF) Headteacher

In attendance

Sharon McFarlane (SM) Camclerk

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

The meeting was opened by JL. Apologies were received and accepted from Pete Druitt. No apologies were received from Michelle Larbey.

ACTION: JL to contact Michelle Larbey re her position on the GB

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

All governors present completed the Declaration of Pecuniary Interest from for 2014-15.

These will be given to the school office to file with a copy of these minutes.

The meeting was quorate.

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2. Election of Chair and Vice Chair

It was unanimously agreed by all present that JL is to remain as Chair and BL will take on the role as Vice Chair of the GB with immediate effect.

3. Approval of the minutes from the Full Governing Body (FGB) Meeting held on 8th July 2014.

3.1 Accuracy

The minutes were signed by JL as a true and accurate record of the meeting.

3.2 Matters arising

There were none.

3.3 Action list

Action 1 – This action is to be carried forward to the next list

Action 2 - This action is to be carried forward to the next list

Action 3 – JA to publish attendance policy on website and VF to send reminder to parents re this policy via the newsletter

Action 4 – JA to publish safeguarding policy on the website

Action 5 – Completed

Action 6 - This action by VF is to be carried forward to the next list

Action 7 – SEN Code of Practice - To be added as an agenda item at the next FGB and led by GA

An updated action list is attached to these minutes for reference.

One governor advised that “The Key” is a good resource re SEND. JL circulated this link to governors during this meeting.

4. Headteachers report

This item was led by VF, who circulated her report (Summary of School Context and Improvements Oct 2014) during this meeting.

VF outlined the following:

- EYFS – the 2013/14 outcomes for this cohort were above LA and national outcomes. The average point score for this cohort was 34 points, in line with national figures. 68% of pupils left EYFS with a good level of development.
- Y1 Phonics screening – A small percentage of pupils met the expected standards than nationally – Nationally 74%, Willingham 86%. One SEN pupil did not take the test.

Intensive phonics is being carried out in the current Y2 class for those who did not achieve a pass in the phonics screening test.

One governor asked if the “nonsense words” in the test confused or caught out the pupils. In response LL said that they did not.

One governor asked if there was a difference in the scores from pupils taking FSM. LL advised that there was no difference in the results between gender and those pupils in receipt of FSM's.

One governor asked “what is guided reading?” This was answered in depth by AH.

AH said that all staff had received training in guided reading and the challenge of implementing guided reading across the school will take place during the next half term. All KS2 books have been banded to work alongside the Accelerated Reading Scheme.

VF said that during their visit on 17th September, Judith Ruff (SIP) and Phil Garnham (SEO) were please with the way the EY’s is being run and they had both carried out two learning walks. PG said that he had seen improvements across the whole school.

VF said that a questionnaire will be sent to the parents of the 2014 EY cohort asking how they felt the transition, etc for their child was carried out.

Planning for 2015 EY cohort is already taking place.

One governor said that she thinks the EY parents felt reassured when they were given the choice whether their child started full or part time.

ACTION: VF to re circulate the phonic screening data to governors

- Y2 – Four pupils with significant needs (two GRT, one EAL, one SEN) , who were all below the national average when they arrived at Willingham, joined the cohort in January. . Average attainment and progress is below national and LA averages for this cohort. The results, with these four pupils data being removed, shows attainment and progress in all subjects is in line with, and a smaller number in some areas above the LA and national averages, excluding level 3+ writing – national 16%, Willingham 13%.
- Y6 – These results were below government floor standards. It was believed that the end of KS1 data for these pupils was inaccurate and reported as being significantly above the actual levels attained.

JL advised that the GB needs to respond positively to these results. AH advised that the current Y6 cohort is on target to achieve national expectations.

JL informed the GB that he has received a letter from Keith Grimwade (KG), LA Service Director for Learning, who informed him that due to the low Y6 results fro 2014, the Schools Intervention Service has categorized Willingham Primary School as “red”.

JL advised that focus needs to be placed on progress and attainment and progress needs to be shown for EYFS, Y1 phonics, Y2 and Y6.

KG did recognise in his letter that due to staffing changes,

improvements in teaching and learning were evident.

- A target pupil form has been completed by teachers for every vulnerable child in their class along with a Venn diagram showing attainment and vulnerable pupils, who will updated every six weeks.

One governor asked for an example of how using the above forms and diagrams might show/make any difference. VF explained that interventions were being implemented and data produced at the next Pupil Support meeting will show if the interventions have made a difference.

SEN and Pupil Premium Pupils

Progress and attainment for these pupils was lower than national data, therefore continuing to improve provision for these pupils remains a priority.

VF highlighted the twenty five achievements and successes that have already been made and put into place. A copy is attached to these minutes for reference.

SEN reforms will be discussed at the next parents meeting.

5. Reports and updates from sub committees

5.1 Pupil Support Committee

This item was led by FD who outlined the following:

- The Safeguarding policy, SEF, RAP and in year progress data by groups, e.g. SEN was looked at

This was a positive meeting and the committee focused on challenging data and information and having the challenges recorded.

The committee has asked for more in depth data to look at as opposed to the present overview.

5.2 Finance and Premises

This item was led by LJ who outlined the following:

- There was currently a £15,000 overspend on the supply teacher budget. This overspend was due to teaching staff attending courses and training.
- Honeypots were doing well and are very positive.
- The ASC is building up a few debts. IT was agreed that new T&C's will be sent to users. See item 6i of these minutes.
- Premises – painting of some of the school had taken place during the summer holiday as well as the OSC kitchen being re fitted.

5.3 RAPS

All items discussed at this meeting will be covered by this agenda.

ACTION: All Chairs of sub committees were reminded by JL to circulate minutes from their meetings prior to the FGB meeting and provide a hard copy to be filed in the school office.

6. Documents

6.i Topic Teaching Statement – for website

All present were asked by VF to refer to the website to view this document.

ACTION: All governors to view the above on the website

6.2 Ratification of After School Club (ASC) T&C's

JA stated that the T&C's had been approved and will be published on the website. It was agreed that the following would remain in the T&C's: If ASC payments had not been made by the deadline, an additional payment of £2 would be charged.

ACTION: JA to circulate the ASC T&C's to governors and publish them on the website

6.3 Safeguarding policy

It was agreed by all present to adopt this policy. It will be signed by JL and circulated to governors.

One governor asked if parent helpers were required to undertake the DBS check. A discussion took place and it was agreed that JA would contact EPM for clarification. JA would also provide a list of governors who have not been DBS checked.

ACTION: JL to sign the Safeguarding policy and circulate to governors

JA to contact EPM re clarification of parent helpers being DBS checked and produce a list of governors who had not been DBS checked

7. Governing Body Business

7.1 Review of GB Code of Practice

JL will sign this and circulate to governors

ACTION: JL to circulate the GB Code of Practice to governors

7.2 New Governor Recruitment

JL stated that there was one community governor vacancy on the GB. VF will approach Diane Bryant (RGT parent) and CH will approach the new Baptist Minister. If the vacancy cannot be filled an advert will be placed in the Willingham News.

ACTION: VF will approach Diane Bryant (RGT parent) and CH will approach the new Baptist Minister re their interest to join the GB

7.3 Governor training

i. Next steps following OFSTED training

The RAPS committee will look at the feedback from the OFSTED training that was held on 30th September.

ii. Other relevant training

VF will ask Phil Garman (PG) when he visits next Thursday for governor training on Pupil Premium and RAISE.

ACTION: VF to ask PG for Pupil Premium and RAISE training

7.4 Governor visits and link governors

CH advised that all completed governor visit reports are to be sent to her to file.

See the attached link governor chart for reference.

7.5 Structure of sub committees and members

HF and PD will attend the next Pupil Support and RAPS sub committee meeting to decide which committee is most suitable re their skills and expertise. Both will feedback their preferred choice at the next FGB meeting, when the full sub committee structure will be decided.

ACTION: Clerk to add sub committee structure as an agenda item for the next FGB meeting

7.6 Termly governor briefings

One governor will attend the termly briefings on a rota system which will be set up by BL and circulated. It was agreed that if governors could not attend when it was their turn, they had to provide their own replacement to attend.

8. Any other business

i. Road Safety Proposal.

This item was led by GD, who circulated her proposal to governors prior to this meeting.

A discussion took place and It was agreed that parents, residents and the

local PCSO would need to meet before any decision could be made re this item. A working party was set up comprising of FD, VF, NT, KL and LJ, who will meet and feed back at the next FGB meeting.

ACTION: Clerk to add Road Safety Working party (RSWP) as an agenda item for the next FGB meeting

ii. Parent Forum meetings

MB advised that the next parent Forum meeting will take place on 12th November. Parent Helpers will be one topic of discussion. The other two topics have yet to be decided.

iii. Staff update

See confidential minutes

9. Review of outcomes from meeting/key messages.

- Governor and staff need to be focused on the successes that have been achieved to date
- A RSWP has been set up
- Link governors have been put in place

Close of meeting

The meeting closed at 9.50pm

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

Signed:

Date:

(Chair of Governors)