



Willingham County Primary School

Meeting of the Full Governing Body on
Thursday 7th July at 7pm (WPS)



MINUTES

Present: Chris Shaw (CS) (Chair), David Morel (Headteacher), Jo Aldhouse (JA), Kate Van Dort (KVD), Richard Hughes (RH), Louise Johnstone (LJ), Matt Lockyer (ML), Helen McCarthy (HM), Katy Stevenson (KS), Matt Unwin-Riches (MUR), Angela Walker (AW), Chris Woodward (CW), Nikita Ellis (NE)

Also attending: Helen Andrews (HA) locum Clerk

1.	<p>Welcome from the Chair</p> <p>The meeting was held in a hybrid format, with the Clerk attending the meeting remotely via MS Teams. All governors were present in person.</p> <p>Apologies were received and accepted from Sarah Morgan, Hanna Bowran-Pavey, Richard Hughes, Caroline Hyde, and Sarah Ashworth.</p>
2.	<p>Declarations of Interest.*</p> <p>There were no declarations of interest concerning items on the agenda. No amendments to the Register of Pecuniary Interests were requested.</p>
3.	<p>Minutes (Paper)*</p> <p><u>To approve the Minutes of the meeting of the Governing Body held on 5th May 2022</u></p> <p>The minutes of the FGB meeting, held on 5th May 2022, were submitted and will be signed by the Chair as a true record of the meeting.</p> <p><u>Actions outstanding and Matters arising from the Minutes (not included elsewhere on the agenda.)</u></p> <ul style="list-style-type: none">• Associate Governor feedback from sub-committees – F&P and Curricular sub-committees agreed that an Associate Governors could be a welcome addition to their meetings.• LinkedIn – WPS profile and also advertisement of roles – There is no WPS profile. DM has created a profile with LinkedIn. Going to the next RAP, there will be a strategic target around wider communication and how the school can develop their social media presence.• HT feedback with staff on classroom location – DM has had a couple of conversations with staff; the art studio has been agreed and class allocations

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	<p>confirmed. Parents will be communicated in due course.</p> <ul style="list-style-type: none"> DM explained that the planning application for temporary classrooms was estimated to cost around £25,000 to set up. This has not been pursued any further. Action closed. Safeguarding training is outstanding for some governors – there has been some confusion around which training had to be completed. The Clerk reminded governors about the new KCSIE due to be implemented in September 2022. Governors will be asked to complete their annual safeguarding training in the new year to encompass new elements of the KCSIE 2022. Chair – WTD for school visit form – Completed, closed.
4.	<p>Head Teacher's report (Paper to follow)*</p> <p><u>To receive a report from the Head teacher to include data from assessments, update on summer term plan and any changes to RAP / 100-day plan, C-19 update, and update on pupil numbers issue</u></p> <p>A report was circulated ahead of the meeting. Staffing is confirmed apart from the PPA teacher from September. Classrooms have been allocated. The RAP is halfway through reviewing the last 100 days. There are some actions outstanding that will be picked up in the new academic year. End of Year assessment is complete, phonics dropped down from 90% to 73%. DM believes this will get higher throughout the year to about 81%. KS2 SATs reading has gone up slightly whereas maths and SPAG has gone down against pre-pandemic figures. DM has been able to conduct a small benchmarking against other local schools; data seems a mixed bag and relates to the individual circumstances of children during the pandemic.</p> <p>KS2 data has been skewed by a small cohort of children which was elaborated on further by DM at the meeting – 64% passed maths, 80% passed reading which is strong and 76% passed the SPAG test. 56% passed internal writing assessment. National averages suggest that maths is a frustration for school but, other scores are in line with 2018 figures. MD would have loved higher numbers but, it does reflect on the challenges of the pandemic and subsequent loss of learning. Teachers are starting to unpick their data to determine areas of catchup.</p> <p>Teachers are aware of their children's ability through regular pupil progress meetings. Catchups and interventions will be in place in the next academic year to follow-up on any gaps highlighted through teacher analysis of the data.</p> <p>Targets from the start of year 67% for reading and 54% for maths – there has been progress made. School estimates were not far off. At the start of the year, data was looking a lot more uncertain.</p> <p>The Annual Safeguarding Audit was circulated to all governors, it was noted that the PDF</p>

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	<p>format omits a lot of the schools' response to questions. The Clerk advised that the local authority are aware of the issue.</p> <p>The Teaching Structure for 2022-2023 was explained to governors. This will be shared with governors after the meeting. The structure is based on a 2-form entry structure. DM provided the details of teachers allocated to each class. A meeting will be held next week to determine the new Sports Lead.</p> <p>Governors were updated on attendance issues; the school is responding to persistent absence in accordance with local authority guidance. In terms of comparisons, the school has a strong attendance percentage against the county average.</p> <p>Communication around SEND with parents is an area that will be a focus from next year, implementation of longer parental consultations and will be invited to specialist workshops throughout the year.</p> <p>A discussion took place on the teaching of phonics requiring consistency of teaching across the school. The local authority is not concerned by the school using an unvalidated phonics scheme providing the phonics data is strong. Storytime Phonics is currently unvalidated with the DfE. DM believes that pupils will make progress once they have had the opportunity of a full year of learning via the scheme. There is currently no plan to change the scheme mid-year.</p> <p>Every vulnerable child in school and Honeypot now has a vulnerable child passport. They are updated every year during transition meetings at the end of each year. Behaviour is still good; the policy still works but will require a review in the new academic year in response to new guidance. A few visitors have fed back to say that the consistency of staff engagement with behaviour strategies and the behaviour of children during their observations are strong across the school. DM appreciates this positive feedback; it is so easy to only see the work that has to be done to improve things further.</p> <p>Challenge: A governor queried how the school communicated its Behaviour Policy to support behaviour at home.</p> <p>DM agreed there were things that the school can do to support parents with behaviour at home. The classroom counting strategy works well in school and can easily be shared with parents.</p>
5.	<p>Honeypots Report</p> <p>A breakdown of progress for the new EYFS cohort was shared and explained to governors. Transition arrangements are in place ahead of the new year. All children have made good progress. There are a small cohort who have low attendance or have English as an additional language that are falling slightly below age expected but, the data is very comprehensive. There are SEND and social challenges that effect some children's progress</p>

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	<p>within this cohort.</p> <p>A discussion took place on deferring the start of Reception for these children. Specialist teachers are being involved to unpick the reasons for them being ready for school.</p>
6.	<p>School Improvement Record of Visit (SIR) – Follow Up Actions</p> <p>The Chair felt the conclusion of the visit was very positive. DM believes it is a real opportunity to build the strategic role of the governing body. He asked, what did governors believe the school should be working on?</p> <p>Discussed the English visit extensively, it was a good report with only three actions points that were discussed at the curriculum sub-committee. One of these areas was areas to encourage writing for KS2. DM confirmed that disciplinary writing would be included in the RAP.</p> <p>Another area should be around getting each child up to age related expectation in the EYFS.</p> <p>RH suggested communication around social media for the school was a strategic focus for governors going forward. Parents need to feel connected to the school, not just when they drop off or collect their children. The weekly report is limited in its current A4 format, governors discussed the addition of children's work or photos which would be a great addition and make communications feel more inclusive. Maybe the school council could contribute?</p> <p>Nutrition and food values do not feel embedded throughout the school currently. A governor proposed this was an area that could be included – a new caterer has recently been appointed, there could be a piece of work from them that could promote healthy eating. DM added that this links in well with the DT curriculum.</p> <p>Online safety was another area raised by governors for consideration in the RAP.</p> <p>Challenge: A governor asked, what are we doing around staff welfare? Ofsted will ask all members of staff about what the school does to support their welfare. DM believes as an SMT, the school is good in this area. Its good to be working towards having a better work/life balance for staff in other schools.</p> <p>Staff and parents have appreciated the three parent consultations sessions held this academic year, the Zoom sessions have been well received and are in consideration of staff wellbeing. Staff also have three appraisal meetings each year.</p> <p>Challenge: A governor asked, when can we expect to see the next RAP? DM believes this will be around the last two weeks of September.</p> <p>Ratification: The governor strategic plan areas were agreed as: improving the quality of governor monitoring visits, improving governor visibility.</p>
7.	<p>Committee Updates & End of Year Review*</p> <p>i. Personnel</p>

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	<p>The Personnel Chair confirmed that the committee was up to date on its deferred policies, up to speed concerning all school recruitment. Staff wellbeing is being planned to be the focus for the committee meeting. Governors learnt the benefits of staff visiting other schools to observe best practice.</p> <p>ii. Curriculum</p> <p>The Curriculum Chair explained that the report of the latest English SIA visit was circulated and discussed in depth at the last meeting. It was a useful visit, there were a few very good action points raised around disciplinary writing. Tutor catch-up interventions are going well; impact is currently not obvious in the data but, it has improved confidence in the children. Subject Lead presentations have been very valuable. Arrangements to follow up with Subject Leads to evidence progress in their subjects will take place into the new year. Data only needs to be received by governors in headlines as this is not an area of concern by Ofsted. The Chair felt that things were going in the right direction in terms of acquiring a good knowledge of the curriculum at WPS.</p> <p>iii. Finance & Premises</p> <p>The Chair of Finance & Premises confirmed there were no concerns with the school's financial position. Marking and resources for the playground have been mostly funded by the WSA. These improvements have been well received by the children.</p> <p>H&S was reviewed at the last findings. No concerns to report with premises. The decoration around the building is getting tired, it is frustrating that the tight budget prevents the refreshment across the whole school.</p> <p>Governors shared a brief discussion on the risk incurred by the HoneyPot charity winding up and the limited use of any re-allocated funds this poses.</p> <p>The Chair asked all Committee Chairs to ensure the minutes of all meetings were shared with JA.</p>
9.	<p>Safeguarding Update*</p> <p>Annual Report feedback</p> <p>The SCR has been stripped back to reflect a more streamlined format in line with best practice advice. This will be reviewed termly. It has been recommended that an audit of MyConcern should be undertaken in March 2023, led by the local authority. As a priority, safeguarding training for governors will be completed early on in the school year to ensure this statutory requirement is ticked off as soon as possible. DM recommended the safeguarding training via The Key – it is more convenient than trying to find a mutually convenient time for all to attend a physical training session.</p> <p>There was a concern raised about a DSL to be available during Breakfast Club. Governors were reassured that DM is usually on site well before Breakfast Club starts. Contact details are provided on the Safeguarding Policy. Staff know where they can access the contact</p>

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	numbers for DSLs across the school.
10.	<p>Governor Business*</p> <p>i. Governor Training and Board Development*</p> <p>The new LA Governor Induction session was recommended by MU. The main focus of this session being "Ofsted Readiness". MU was really reassured by the fact that lots of things that were raised at the session were things that he was already familiar with through attending governor meetings, the governor referenced the Ofsted Framework.</p> <p>Action: MU was urged to email the Chair and Headteacher with any additional questions he had as a consequence of attending the recent Governor Induction training.</p> <p>ii. School monitoring visit reports*</p> <p>An audit of the school website was recently undertaken, a report is currently being written up. No major concerns were found, the website is compliant and is regularly being updated concerning developments to the curriculum. School visits will resume next year once a Monitoring Schedule is finalised.</p> <p>iii. Recruitment needs*</p> <p>Thank you to KS for her dedication in the role; the governing board needs a new Vice Chair and will have 1 co-opted vacancy from 1st September 2022 to fill.</p> <p>Action: The Chair asked any governors wishing to nominate themselves for the role of Vice-Chair to contact him over the summer holidays.</p> <p>ML is also stepping down from his role as governor at the end of the academic year. The Chair thanked him for his valuable contribution to the school during his tenure.</p> <p>Action: A Parent Governor election will take place in September 2022.</p> <p>iv. Policy review*</p> <p>The Health & Safety Policy was circulated to governors ahead of the meeting. It has been reviewed by the Curriculum Committee who have recommended it for ratification at the meeting:</p> <p>Ratification: Governors unanimously ratified the F&P Policy.</p>
11.	<p>Summary of Actions*</p> <p>MUR to send his questions resulting from his attendance at the Governor Induction training session to the Chair and HT to respond to.</p> <p>DM to update the RAP</p> <p>Chair to update the tracker with dates for meetings in 2022/23</p> <p>Any governors wishing to nominate themselves for Vice-Chair to contact CS over the summer holidays.</p> <p>A Parent Governor election will take place in September 2022.</p>

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12.	<p>Date of Next Meeting*</p> <p>2022 / 2023 term dates will be confirmed over the summer and circulated, inc. sub-committee dates</p>
13.	<p>Review the Impact of this Meeting*</p> <p>The Chair noted being ahead of timing for this meeting and thanked all governors for their preparedness ahead of the meeting. He also considered it useful to have the conversation around governor contribution to the RAP. Governors felt it was useful to validate the effectiveness of the school from SIA reports. The Chair, on behalf of the whole Governing Board, gave a huge thanks to all staff for their dedication to the school over such challenging times.</p> <p>DM thanked the previous Chair for her constant support throughout the whole pandemic. Her support was invaluable through this challenging, unprecedented time.</p>

There being no further business, the meeting closed at 8.55pm.

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