



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 14th July 2015 at 6.30pm**



Present

Bev Lawrence (BL)	Chair
Caroline Hyde (CH)	Vice Chair
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Marc Ben-Nathan (MB)	
Pete Druitt (PD)	
Hannah Francis (HF)	
Emma Fuller (EF)	
Steve Harding (SH)	
Gemma Hartman-Ayers (GH-A)	
Louise Johnston (LJ)	
Ian Kelly (IK)	
Laura Latham (LL)	
Cath Lee (CL)	
Nick Thomson (NT)	

Also present: Jamie Efford (new Assistant Head)

In attendance: Ann Abineri (Camclerk) and Christine Brandon (Camclerk)

The meeting was quorate.

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

The meeting was opened and chaired by BL. Apologies were received and accepted from Paul Joel and Fiona D'Arcy. Governors were reminded of the need to declare any pecuniary or other interests should they arise.

The Chair thanked Sharon McFarlane, former Camclerk for her support of the Governing Body.

2. Approval of the minutes from the Full Governing Body (FGB) meeting held on 22nd July 2015

2.1 Accuracy

One amendment noted: Pete Druitt was present. It was agreed that once this

Headteacher: Vyv Francis. Chair of Governors: Bev Lawrence

A Governor asked about continuity with Honey Pot Pre School and the Headteacher confirmed that links were now becoming well established which it is hoped will continue to smooth transition. A Governor asked about getting parents involved in improving writing achievement. The Headteacher recognised the importance of this and reported that a writing workshop was going to be planned. A Governor pointed out that the policy for left handed children would be useful in the improvement of writing and the Headteacher acknowledged this.

The Headteacher also reported to Governors on staff absences. In respect of staff recruitment, the Headteacher reported on a visit from Chris Meddle followed by a Local Authority audit. The audit findings had been reported to the personnel committee and the GB was pleased to note that an overall opinion of 'Substantial Assurance' had been achieved. The GB were pleased to note that Pupil Premium children were being offered funded places in the Breakfast, After School Club and other activities including gymnastics and individual music lessons. This was highly beneficial to improving outcomes for these children.

The Headteacher asked to introduce a further item and this was dealt with here. She explained the school's principles on Communication and Confidentiality and emphasised that these applied to all staff and Governors. The key points were:

- The importance of confidentiality cannot be over-emphasised
- Parents raising concerns with Governors should be asked to address the matter swiftly with the relevant member of school staff
- Nothing should be said that brings any individual or the name of the school into disrepute
- Respectful use of social media
- The school and the Governing Body are corporate bodies and should be seen to act as such
- Treating one another with respect; and
- All Governors, along with all staff have a duty of care to pass on safeguarding concerns directly to the school's designated safeguarding officer.

A short discussion took place on the importance of pointing out to a person who may be about to disclose a sensitive matter, that safeguarding concerns should be passed on only to the designated person.

4. Governing Body Business

Governor Visits - these are being fed back to Caroline Hyde. **Action: ALL**

Caroline Hyde undertook to contact Governor Services to book an in-house training session. The Headteacher suggested that this should be on supporting disadvantaged children and narrowing the achievement gap. **Action: CH.**

2015-16 Planner: BL to prepare and circulate this. **Action: BL.**

The results of the Audit of Governing Body Effectiveness had been circulated and a working party had taken place. It was agreed that completing the audit had been a useful exercise.

5. Any other business

There was none.

6. Review of outcomes from meeting / key messages

BL reminded those present that the key outcome of this meeting was the celebration of improved achievement data.

BL thanked the Senior Leadership Team.

The Headteacher thanked the Governing Body for their skilled support and commitment.

Chair



Meeting closed: 7.30pm