



Willingham County Primary School

Meeting of the Full Governing Body on
Thursday 29th September 2022 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), Helen McCarthy (HM), Matt Unwin-Riches (MUR), Angela Walker (AW) (Deputy Head), Nikita Ellis (NE), Hanna Bowran-Pavey (HBP), Richard Hughes (RH), and Sarah Ashworth (SA).

Also attending: Amy Lorimer (AL), CamClerk

	Minutes	Actions
1.	<p>Welcome from the Chair</p> <p>The Chair welcomed all to the new academic year. The school's new CamClerk was welcomed.</p> <p>The Chair informed governors that Caroline Hyde (CH) had resigned her position as a co-opted governor over the summer. This creates an additional governor vacancy – to be discussed under agenda item 10.</p> <p>Apologies were received and accepted from Sarah Morgan (SM), and Chris Woodward (CW).</p>	
2.	<p>Annual Pecuniary Interest/Code of Conduct</p> <p>The governors' Code of Conduct had been updated based on the 2022 Model Code from Cambridgeshire County Council (CCC). This updated Code of Conduct was circulated in hard copy, and all present signed.</p> <p>Decision: Governors APPROVED the Code of Conduct for 2022-23.</p> <p>Action 001: SM and CW to sign updated Code of Conduct</p> <p>Governors were also asked to complete and sign the Annual Pecuniary Interest Form and return via email to the clerk.</p> <p>Action 002: Clerk to liaise with JA to circulate Pecuniary Interest forms.</p> <p>The Clerk informed governors that confirmations and declarations could all be completed electronically via GovernorHub, which would reduce the need for hard copy papers and keep records electronically.</p> <p>NOTE Declarations regarding Keeping Children Safe in Education (KCSiE)</p>	<p>SM, CW</p> <p>Clerk, JA</p>

Signed *Christopher Shaw*

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	2022) were discussed under agenda item 6.	
3.	<p>Declarations of Interest.*</p> <p>There were no declarations of interest concerning items on the agenda.</p>	
4.	<p>Minutes*</p> <p><u>To approve the Minutes of the meeting of the Governing Body held on 7th July 2022</u></p> <p>The minutes of the FGB meeting, held on 7th July 2022, were submitted and will be signed by the Chair as a true record of the meeting, subject to minor amendments:</p> <ul style="list-style-type: none"> • Item 10 – policy review names incorrect committee • Item 13 – change ‘his’ to ‘her’. • ADDENDUM - Additional edit noted after meeting: Attendance – remove Richard Hughes from ‘present’. <p><u>Actions outstanding and Matters arising from the Minutes (not included elsewhere on the agenda.)</u></p> <ul style="list-style-type: none"> • MU has liaised with the Head regarding queries from training. Action closed. • Head has updated the RAP, and circulated for this meeting. Action closed. • Chair to update tracker with dates for this term – Ongoing, Chair requested dates for committee meetings. Action ongoing. • No nominations were received for Vice-Chair role. To be resolved under agenda item 5. Action closed. • Parent governor elections – CS has drafted letter to parents inviting nominations – Action ongoing. To be further discussed under agenda item 10. 	<p>Committee Chairs, CS</p> <p>CS</p>
5.	<p>Chair and Vice Chair Elections</p> <p>CS was unanimously elected as Chair of the governing body for the 2022-23 academic year.</p> <p>RH was unanimously elected Vice-Chair of the governing body for the 2022-23 academic year</p> <p>Committee Membership and Chairs</p> <p><u>Personnel Committee</u></p> <p>SA was elected Chair of the Personnel Committee for 2022-23.</p> <p>Members of the Personnel Committee 2022-23 are as follows: SA (Chair), CS, HM, DM (Staff) and JA (Staff). Additional Personnel Committee</p>	

Signed

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	<p>members may be identified when current governor vacancies are filled.</p> <p><u>Finance & Premises (F&P) Committee</u></p> <p>LJ was elected Chair of the F&P Committee for 2022-23.</p> <p>Members of the F&P Committee 2022-23 are as follows: LJ (Chair), RH, CW, HBP, DM (Staff) and JA (Staff). Additional F&P Committee members may be identified when current governor vacancies are filled.</p> <p><u>Curriculum Committee</u></p> <p>It is anticipated that SM will be elected Chair of the Curriculum Committee; due to her absence today, this will be confirmed at the next FGB.</p> <p>Members of the Curriculum Committee 2022-23 are as follows: SM (Chair TBC), MUR, NE, DM (Staff) and AW (Staff). Additional Curriculum Committee members to be identified when current governor vacancies are filled.</p> <p>Governor Vacancies</p> <p>Governors noted that there exist four governor vacancies:</p> <ul style="list-style-type: none"> • 1x parent governor • 2x co-opted governor • 1x Local Authority (LA) governor (not a new recruit) <p>Governors discussed the potential benefit of including Honey Pots parents within the pool of potential governors, and asked KVD to liaise with potentially interested parties.</p> <p>The Clerk advised that an updated Governor Skills Audit should be used to identify skills needed to inform governor recruitment.</p> <p>Action 003: The Clerk was asked to liaise with CCC regarding the LA governor vacancy.</p> <p>Governors were informed that there is a member of staff potentially interested in joining the governing body; this could be as an associate governor or a co-opted role.</p> <p>Action 004: CS to follow up with interested staff member regarding possible governor role.</p> <p>To be further discussed under agenda item 10.</p>	<p>Agenda</p> <p>KVD</p> <p>Clerk</p> <p>CS</p>
6.	<p>Head Teacher's report (Paper to follow)*</p> <p><u>To receive a report from the Head teacher to include summary of start of the year, plans for the new inclusion role in the first term, and plans for the rest of the year,</u></p>	

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A report was circulated ahead of the meeting; DM noted that this was a short report to allow a focus in this meeting upon planning the year ahead. NOTE – some governor queries were submitted in writing prior to the meeting, and were responded to in writing in a manner available to all governors; these questions and responses are included below for completeness.

A link to the document, Keeping Children Safe in Education 2022 (KCSiE 2022), had been included in the Head's Report. Several governors reported they were unable to activate this link.

ADDENDUM The Clerk has circulated KCSiE 2022 and a form for governors to complete declaring that they have read and understood Parts 1 and 2 (if they choose to not use Governor Hub for confirmations).

DM informed governors that the three new members of staff have started their induction and had a positive start this term. In particular, Jason Emmess has provided immediate added value to the Senior Management Team (SMT).

DM provided a brief overview of the Key Stage 2 (KS2) data provided within the written report, identifying that maths is a known issue. Governors agreed that starting a new Maths curriculum in 2021-22 was not expected to generate large changes in-year; in 2022-23 this curriculum will be embedded and we hope to see more positive change.

DM noted the positive English subject leader reports and school improvement visitor reports, particularly the exciting work around writing. A recent English advisor visit supported SPAG being taught correctly – a big focus in the RAP for this term.

Challenge: A governor asked when will targets be set for the end of this academic year? DM explained that teachers will be in a position to make predictions later on this term. The school always aim to be above national averages. The KS2 data from this summer reflects the struggles of this particular cohort throughout their school journey, and includes a few pupils not actively in school; governors were encouraged to consider progress as well as outcomes. DM emphasised that the rounded, high quality curriculum provided at WPS is not entirely reflected in the narrow KS2 data presented here.

Challenge: Governors asked how long it is expected to take to catch up to national averages with maths results? DM noted that there are many aspects that contribute to children's test performance. There is an improvement compared to the previous year's (2020-2021) data. The year groups higher up in the school have a lot of maths 'gaps' from their school journey, which need to be filled. Staff governors noted that they see children's maths skills and vocabulary improving; children are able to talk about maths competently. Governors were reminded that when the Curriculum Committee considered buying in this new maths curriculum, it was agreed that significant changes would be expected in results in two to three years. This autumn-spring will be the first big look at this – one and

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a half years into the scheme implementation. Governors were reminded that this scheme is rebuilding maths teaching from the bottom up.

Challenge: A governor noted that implementation of the new maths curriculum requires the capability and understanding of the staff to deliver it, and asked 'are we there yet'? It was explained that the new curriculum is sold as a Professional Development program, and half of last years Professional Development time was spent on maths. There have been, for example, workshops at which staff are unpicking language and working to prevent over-simplification of concepts. DM stated that anecdotally, the teaching of maths feels more consistent across the school when observed, and that changes in staff vocabulary are apparent. DM noted that the LA;'s Maths and English Lead Advisor, Gary Casey, is coming into school for a walkaround in early November and a deep dive in late November. DM also noted that a recent staff questionnaire demonstrated that staff feel more confident and believe that maths teaching has improved.

Challenge: A governor noted the difficulty in achieving improvement in the Year 5 and 6 cohorts, as there is a limited amount of time available to work with them. This was acknowledged, but DM also referenced a positive email from a local secondary school teacher for History who stated that he can easily identify new year 7 pupils from WPS from the way they talked and learn in lessons.

Phonics

DM explained that the Phonics scores became available today and a first look reveals WPS to be a few points below the LA average. This is explained by a few children who started at the school recently with English as an additional language (EAL). Further phonics data will be evaluated at the next Curriculum Committee meeting.

Inclusion Lead

Governors were informed that the Inclusion Lead has taken on the additional role of Mental Health Lead. DM explained that support for children with emotional/wellbeing needs was designed to be short term, with direct impact assessment to ensure effectiveness. There is a hope for the Inclusion Lead to be able to spend more time in classrooms.

Staffing

Challenge: A governor asked, who is responsible for Phonics in Megan Aldhouses absence whilst on maternity leave? This is important given the review that is signposted in the PP Strategy as the current system is not validated. DM informed governors that Megan is fulfilling her Phonics lead role on her Keeping in Touch days prior to returning later in the autumn term

Challenge: A governor notes that Byrony Parkinson is not assigned a

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subject or to shadow a subject lead – please advise where you will be using her to support subjects? AW explained that this will be decided in conversation with Bryony, taking into account her preferences and the school's needs. Noted that this is an additional responsibility not actually required for an Early Career Teacher (ECT).

Governors were informed that the school has changed their delivery partner for the ECT program, and are already receiving feedback that the provision is improved.

Pupil Premium (PP)

The draft WPS PP Strategy 2022-23 and Review 2021-22 had been circulated prior to the meeting. Governors noted the need to update the dates in first sentence to reflect the period this is covering from 2022 onwards.

Challenge: Governors asked, is there an output from the termly 'Disadvantaged and Gap Analysis SMT meeting' that can be shared to allow governors to review the impact of the PP Strategy?

Challenge: Governors queried the total proposed cost for PPF investment and is this budgeted for if it exceeds the PP funding WPS receive?

Challenge: A governor asked, how does this tie into the work of the new Inclusion Lead in her new role and how will she bring this together to address all disadvantaged children in the coming year?

Governors asked if it was possible to invite Gemma to speak at the next FGB to talk through her objectives?

Action 005: CS to invite Inclusion Lead to speak at next FGB meeting.

Remedial Action Plan (RAP)

The WPS RAP 10.07.22 - 21.11.22 had been circulated prior to the meeting.

Challenge: Page 4 to 6 – can you update the school targets, and correct the dates etc for the 2022 / 2023 academic year please?

Challenge: To confirm – section 3 and the 100 plan represents the latest planning in relation to the RAP that will impact the next period before you observe?

Challenge: Can you share the weekly planner with focus areas for the PLs / SMT so we can see what is being reviewed?

Challenge: Can you share the Whole school Self Evaluation once complete please?

Challenge: Is GC the best person to be the Yr 2 moderator when she now works in EYFS?

Challenge: Please advise where the recommendations from the LA SIR English report are included, i.e. grammar in context / differentiation of KS1

**Chair
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	<p>for ARE / Yr 2 topic writing?</p> <p>A governor queried what 'SLPL' stands for in the RAP – this was confirmed as referencing the School Sports Premium Lead.</p> <p>Challenge: A governor noted as an overall observation – there is a lot on the 100 day plan! Is it achievable in 100 days to progress all areas to the standards expected, or will some areas not be achieved or regress as focus is spread either too thinly or onto other areas? DM explained that there is purposeful over-staffing in key areas such as English, to allow for RAP implementation.</p>	
7.	<p>Honeypots Report</p> <p>A report was circulated ahead of the meeting. KVD provided a verbal overview, noting the following changes to staffing: Amy has handed in her notice, recruitment is underway; and, Faye has decreased her hours to 4 days per week.</p> <p>KVD noted that children are settling really well, with a noticeable improvement compared to last year. The transition work undertaken in summer term was deemed to have been very successful.</p> <p>There was a discussion around the special educational needs and disabilities (SEND) of the current Honeypots cohort. KVD explained that four children are currently in the process of obtaining Education Health and Care Plans (EHCPs), which should be in place by the end of the autumn term. Two of these children are unlikely to attend WPS. Governors noted the potential need for 1:1 teaching assistant recruitment for next autumn, and associated budget implications. The Head and governors asked KVD to thank Hannah for her work on SEND paperwork.</p> <p>Challenge: Governors asked whether the issue of an EHCP affected the financial support to Honeypots, and whether there was potential for 1:1 support to stay with the child as they transition to WPS? KVD noted that the setting already receives good support from the LA including specialist teachers, speech and language therapists, etc. Financial implications are unclear at this stage. It was agreed that any Honeypots 1:1 support would / could be made available to facilitate transition.</p> <p>The school Inclusion Lead is already visiting Honeypots to get to know the children, which governors agreed was very positive. KVD noted that this will allow the Inclusion lead to identify possible 1:1 support that might be made available in school, and introduce children to staff early in the transition process.</p>	
8.	<p>Planning</p> <p>The governors spent 45 minutes in smaller discussions to plan priority and focus areas for the academic year 2022 - 2023. Using the RAP and wider</p>	

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knowledge of the school, governors looked to highlight the key areas they wish to focus on, collectively and individually linked to Link roles. This work was completed with reference to the previously circulated RAP, which includes dates for various meetings and events in school.

Link governor roles

Richard Hughes	ICT, Health and Safety (Short term cover pending governor recruitment)
Chris Woodward	Community Engagement, Pupil Premium
Sarah Ashworth	Compliance & Policy Review
Louise Johnston	Finance / SFVS & Spot Checks, EYFS inc Honeypots (short term cover pending governor recruitment)
Sarah Morgan	Curriculum
Chris Shaw	Safeguarding, Skills Audit, Data Analysis, Governor Development
Hanna Bowran-Pavey	Behaviour
Matthew Unwin-Riches	SEND
Nikita Ellis	PSHCE

The following vacancies were noted for link governors, pending governor recruitment:

- English & Maths Assessment
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It was noted that the Curriculum Committee fulfils the role of a link governor for Attendance on a collective basis. The Committee is aware of new guidance, effective September 2023, which places a high focus upon attendance.

Planned visits

- RH to complete website audit.
- RH to liaise with CMAT regarding audit of IT practice in school, and extent to which it matches up with school policies.
- RH to liaise with JA regarding data protection meeting.
- CS to arrange a safeguarding review with DM.
- NE to arrange Personal, social and health education (PSHCE) visit in early November.
- HM staff wellbeing visit scheduled.
- MUR to arrange meeting with Inclusion lead regarding SEND, and to liaise with Inclusion Lead regarding possible attendance at parents' SEND coffee morning on 17th October.
- DM to liaise with SM regarding visit.
- AW to liaise with CS and HM regarding Staff Performance Management – governors to talk to staff, particularly new staff, about their experiences of target setting. Plan for visit week after half term.
- AW to liaise with Curriculum Committee members to arrange audit of school office attendance paper trails – for example, how

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	<p>children leaving school early are recorded. Noted overlap with safeguarding for CS. (noted this is not on the RAP.)</p> <ul style="list-style-type: none"> • SA will complete SCR spot checks and suggested adding other spot checks, for example around trips and visits. • DM invited governors to attend a meeting regarding policy and protocol for school trips, with a focus on health and safety and on safeguarding – 5th October 11am. • HBP – SRBM visit • HBP to meet with School Sports Lead/Sam Price and Jason Enness to discuss impact upon behaviour in the playground. • HBP to meet with Gemma Hassan after she has completed Safer Spaces training course (after half term). • LJ to review risk assessments currently being compiled – date TBD. <p>Governors discussed the link governor roles for inclusion and SEND, and agreed to keep these roles separate to allow appropriate focus.</p> <p>A governor noted from recent safeguarding training, that governors might want to talk to the children more – this was discussed in the context of governor visits and possible governor presence at School Council meetings. DM invited the Curriculum Committee members to join him on Heads’ Observations.</p> <p>Governors agreed that forward planning should be a standing agenda item for September FGB meetings each year.</p>	Agenda
9.	<p>Committee Updates *</p> <p>i. Personnel</p> <p>The Personnel Chair confirmed that the committee met this Tuesday, had agreed panel members for Headteacher Performance Management (HTPM) and Pay. SA also advised that the policy schedule for personnel policies was continuing from last year. JA is working on various personnel policies.</p> <p>ii. Curriculum</p> <p>Curriculum committee has not met yet this academic year.</p> <p>iii. Finance & Premises</p> <p>The F&P Chair advised that the F&P committee will meet on 11th October 2023. Budgetary pressures from unfunded teacher and support staff pay increases were noted, as well as likely energy cost pressures. The decrease in national insurance contributions was noted.</p>	

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	<p><u>Policy review</u></p> <p>Governors were informed that there will be a large number of policies for ratification at the next FGB.</p>	
<p>11.</p>	<p>Safeguarding Update*</p> <p>CS advised that he will provide a report to governors after he completes a Safeguarding monitoring visit.</p> <p><u>Safeguarding and Child Protection Policy</u></p> <p>The draft policy had been circulated prior to the meeting. Queries relating to the draft policy were as follows:</p> <p>Challenge: A named Designated Safeguarding Lead (DSL) is not listed for Breakfast Club within the policy. DM confirmed that a trained member of staff is always available on-site.</p> <p>In response to a governor question, DM and KVD confirmed that DSLs can work across both WPS and Honeypots, which provides an additional level of coverage.</p> <p>KVD and DM explained that there are half-termly meetings for all the DSLs, at which every logged concern is discussed. This ensures that the whole team are aware of issues and can respond appropriately. It also allows challenge around the level of support required/being provided, and support to DSLs. It was noted that the safeguarding lead from Cottenham Village College attended the first part of the most recent meeting, which allowed identification of siblings of concern for both schools.</p> <p>DM also note that he has half-termly meetings with the local doctors surgery.</p> <p>DM explained that there were 32 safeguarding concerns logged so far this term, which is an unusually high number. Many of these relate to a small number of families.</p> <p>Challenge: A governor asked whether any of the logged concerns this term have resulted in learning, or review of procedures? DM explained that an incident last week involving a child who was able to leave the school site in the morning, had led to a review of procedures (the incident ended safely). DM is asking the LA to revisit the school to assess site security (this was reviewed and found satisfactory by the LA four years ago). There have been conversations with staff around focus on site security.</p> <p>Challenge: It was suggested that Safer Recruitment Training should be required of all SMT, including re-training where previous training was unaccredited.</p> <p>Decision: The Safeguarding and Child Protection Policy 2022-23 was ratified.</p> <p><u>Responding to Prejudice-Related Incidents Policy</u></p> <p>The draft policy had been circulated prior to the meeting.</p>	

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	Decision: The Responding to Prejudice-Related Incidents Policy 2022-23 was ratified.	
12.	Summary of Actions* See table at end of minutes.	
13.	Date of Next Meeting* The next FGB meeting is scheduled for Thursday 10 th November at 7pm.	
14.	Review the Impact of this Meeting* The Chair reflected that it was positive to have dealt with much of the administration required for the FGB to be effective. The advance planning was agreed to have been useful, with significant progress made to identify specific visits and focus areas for this term.	

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

Table of Outstanding Actions

Action No.	Action	Owner	Deadline
Actions from the meeting of 29th September 2022			
001	SM and CW to sign updated Code of Conduct	SM, CW	Next FGB
002	Clerk to liaise with JA to circulate Pecuniary Interest forms.	Clerk, JA	Half term
003	The Clerk was asked to liaise with CCC regarding the LA governor vacancy.	Clerk	Half term
004	CS to follow up with interested staff member regarding possible governor role	CS	Next FGB
005	CS to invite Inclusion Lead to speak at next FGB meeting	CS	Half term
006	The Clerk agreed to confirm statutory requirements for circulation of committee agendas and minutes, rather than best practice.	Clerk	Next FGB
Actions from the meeting of 7th July 2022			
	Update Tracker with dates for new academic term	CS	Next FGB

Signed

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	Parent governor elections – finalise paperwork and liaise with school office to distribute	CS	Half term
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Signed *Christopher Shaw*

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