



Willingham County Primary School Governing Body

FULL GOVERNING BODY MEETING

Thursday 16th March 2023 at 7.00pm

MINUTES

ACTION GRID

Item	Action	Deadline	Responsibility
4	Update training records on GovernorHub in respect of completion of 'Safeguarding for Governors' training and KCSiE training.	ASAP	Specific governors
4	Key members of FGB to undertake Safer Recruitment Training via GovernorHub Knowledge.	ASAP	Specific governors
5	'Flesh out' Budget and Class Structure for 2023-24 Scenario 2 for the next Personnel Committee Meeting to consider.	As appropriate	DM, JA
9a	Add a copy of the school's Ofsted Inspection Data Summary Report (IDSR) to the meeting folder.	ASAP	DM

FULL GOVERNING BODY MEETING

Thursday 16th March 2023 at 7.00pm

MINUTES

Present: Jo Aldhouse (JA), Sarah Ashworth (SA), Lara Feather (LF), Jenny Hill (JH), Richard Hughes (RH – Vice Chair), Louise Johnstone (LJ), Helen McCarthy (HM), David Morel (DM – Headteacher), Cecelia Pipe (CP), Chris Shaw (CS – Chair), Matt Unwin-Riches (MUR), Kate Van Dort (KVD), Chris Woodward (CW).

Also Present: Richard Walmsley (Locum Clerk)

	Item	Action
1.	Welcome and Apologies for Absence The Chair welcomed Lara Feather (LF) and Jenny Hill (JH) to the Meeting as prospective Co-Opted Governors (see Item 4 below) and introductions were made. Apologies for absence were received from Sarah Morgan (SM) and Angela Walker (AW). Both were accepted.	
2.	Declarations a) Pecuniary interest None. b) Personal interest or involvement None.	
3.	Minutes of the last Meeting The Minutes of the Meeting of 19 th January 2023 were accepted and signed as a true and accurate record.	Accepted
4.	Matters Arising and Action Points <ul style="list-style-type: none">• (From 10.11.22) JO confirmed that all governors who are not school employees had completed 'Safeguarding for Governors' training and KCSiE training. The Clerk noted that some training records on GovernorHub needed to be updated accordingly.• (From 29.09.22) JO confirmed that SM and CW had signed the updated Code of Conduct.• (From 29.09.22) The Clerk confirmed that non-staff governors had complete their KCSiE declarations on GovernorHub.• The Chair confirmed that a set of documents to enable governors to be ready for an inspection had been collated in the 'Ofsted Preparation' folder on GovernorHub.	Done All Done Done Done In

Signed: *Christopher Shaw*

Date: 24 May 2023

	<p><i>Sounds-Write programme?</i></p> <p><i>A – [This was discussed in detail at the meeting.]</i></p> <p>The Governors thanked DM for his comprehensive report.</p>	
<p>6.</p>	<p>Safeguarding Update</p> <p>DM reported on the number of logged concerns by month over the last calendar year, the number of concerns logged by category since September 2022 and the number of referrals made month-by-month since May 2019. The current levels of support showed one pupil at risk of exclusion, three on a Child in Need (CiN) Plan, one on a Child Protection Plan (CPP), and eight on Early Help Assessment (EHA). Since September 2022 there had been one exclusion warning, five prejudice-related incidents, seven bullying behaviour investigations, 26 low level behavioural concerns and no formal complaints.</p> <p>Governors were informed that MyConcern was being used to log behavioural concerns, including all low-level behaviour. Advice had been received from the local authority regarding the recording of behaviour and safeguarding concerns. The Safeguarding Team meets weekly. There was a good approach to the use of MyConcern by staff who found the logging process onerous but worthwhile. Governors noted that DM and CS had met to discuss how the school records behavioural and safeguarding concerns, taking into consideration the time/work impact of recording all concerns on staff wellbeing.</p> <p>DM reported that in the responses to the staff questionnaire, work-life balance was always an area of concern, but governors should be aware that work-life balance was not just limited to the teachers' working hours but also to the emotional drain of the job.</p> <p><i>Q – It appears the termly average number of cases has increased academic year to date with the first half of the spring term the highest so far this academic year. What is the background to this and how are you addressing this with staff and pupils?</i></p> <p><i>A – The increase in concerns coming through has been addressed through increasing the number of meetings the DSL team is having; they are now meeting once weekly to discuss and consider the 'open' concerns.</i></p> <p><i>Q – How is the school supporting the child and family of the 1 'at risk of exclusion' pupil?</i></p> <p><i>A – An EHA has been completed for the family and the child has an individual behaviour plan and risk reduction plan. A 1:1 TA has been put in place in the mornings to help manage the child's emotions within the classroom. This has resulted in a reduction in the number of significant incidents following a period of internal isolation earlier in the term.</i></p> <p><i>Q – What is being done to address the increase in bullying issues that are being seen?</i></p> <p><i>A - Bullying behaviours and perceptions of bullying behaviours are complex, and each situation is different. The school's general approach to behaviour and support that we give children to discuss their concerns means that we are able to pick up on concerns. In each of the allegations/identification of bullying behaviours, specific</i></p>	

Signed: *Christopher Shaw*

Date: 24 May 2023

actions have been put in place and recorded within Pupil Asset. This might have included but not be limited to: time with ESA, either individually or with both perpetrator and recipient; support for victim to understand different forms of behaviour; whole class/group lessons through PSHCE lessons; meetings with parents; education of pupils.

Q - What are the latest attendance figures – are there are concerns to flag from these?

A – The attendance figures are as shown below:

SPRING				
6/1/23	94.31	5.21	0.49	1 child on roll but not attending (Sawston)
13/1/23	94.46	5.05	0.49	1 child on roll but not attending (CME)
20/1/23	94.69	4.91	0.4	AB off roll
27/1/23	94.72	4.89	0.39	Sickness bug R and Yr1
3/2/23	94.86	4.78	0.36	
10/2/23	94.93	4.70	0.37	
24/2/23	95.00	4.62	0.38	1 child moved, awaiting school place
3/3/23	95.1	4.54	0.36	

The Governors thanked DM for his report.

7. Honeypots Report

KVD gave an update on current pupil numbers in the Pre-School and advised that for September 2023 there would be 60 children on role, rising to 66 in January 2024 and again to 68 in April 2024.

She advised that places are still in high demand, and she had more enquiries from parents living in Northstowe who are struggling to find a setting but was prioritising Willingham children and those that intend to apply for a place in Reception.

Q – What trends are appearing around safeguarding, and what is being put in place to address these?

A - Safeguarding has been high this term with many children and families needing extra support and guidance. The trends are to do with drugs and alcohol abuse of parents/carers which is coming through to the school.

JO reported that there would be nine Pupil Premium pupils joining the school from Honeypot and potentially two with an Educational Health and Care Plan (EHCP), both of which were going to Panel in the week following the Meeting.

8. Committee Minutes/Updates

Signed: *Christopher Shaw*

Date: 24 May 2023

	<p>a) Finance and Premises Committee</p> <p>LJ gave an overview of the Finance and Premises Committee Meeting of the 2nd March 2023. She noted that much of the business conducted in the Committee Meeting had also been covered in the FGB Meeting under the Head Teacher’s Report.</p> <p>i. Schools Financial Value Standard (SFVS) Checklist - A copy of the SFVS Checklist, completed at the Committee Meeting, had been circulated prior to the FGB Meeting for approval. LJ noted the Asset Register is currently being reviewed and an internal audit will take place within the next few months of items to be listed to create an accurate up to date Register.</p> <p>The Meeting approved the SFVS Checklist Return.</p> <p>b) Curriculum Committee</p> <p>RH gave an overview of the Curriculum Committee Meeting of the 6th March 2023. He noted that the staff were happy with the school’s use of Purple Mash (a platform that provides planning, support and resourcing for the computing curriculum).</p> <p>The following policies had been approved by the Committee:</p> <ul style="list-style-type: none"> • Remote Education Policy • PE Policy • Collective Worship Policy • Attendance Policy <p>With reference to online safety, the governors noted that certain pupils had been appointed Digital Leaders with a key role of helping to educate their peers about online safety. The Digital Leaders Team currently meet each half term but there were plans for weekly meetings in the future.</p> <p style="padding-left: 40px;"><i>Q – Are you happy with the provision of online safety for pupils?</i></p> <p style="padding-left: 40px;"><i>A – Yes.</i></p> <p>c) Personnel Committee</p> <p>SA gave an overview of the Personnel Committee Meeting of the 7th March 2023. The Committee had discussed the findings of the staff questionnaire. HM to follow up as Staff Wellbeing Link.</p>	Approved
9.	<p>Governor Business</p> <p>a) Governor Training and Board Development</p> <p>A copy of the Governor Training Report (downloaded from GovernorHub) had been circulated prior to the Meeting.</p> <p>i. Reports from governor training attended.</p> <p>MUR gave a summary of the ‘Analysing and Using Data’ course attended on 6th March.</p> <p>DM agreed to add a copy of the school’s Ofsted Inspection Data Summary Report (IDSR) to the Meeting folder.</p>	DM

Signed: *Christopher Shaw*

Date: 24 May 2023

	<p style="text-align: center;"><i>Q – When will the next lot of data be ready?</i></p> <p style="text-align: center;"><i>A – This has just been done and will be uploaded to Pupil Asset tomorrow. It will then be analysed, and Pupil Progress Meetings will take place over the next two weeks. The data will be available at the next Curriculum Meeting.</i></p> <p>ii. Planned training for this term (including Safeguarding training).</p> <ul style="list-style-type: none"> • MUR - Improving Outcomes for Disadvantaged Pupils (20th March) • RH – Getting Ofsted Ready (8th May) • HM - Headteacher s Performance Management Review (28th June) • DM reminded the FGB on how to log concerns on MyConcern, should they need to during any visit and checked that all members were able to access the site. <p>b) GovernorHub</p> <p>There was nothing to report.</p> <p>c) Governor Recruitment</p> <p>CS advised that there were two Parent Governor vacancies on the board and that he was meeting with a potential candidate during the week after the Meeting.</p> <p>d) Co-opted Governor (AW) term of office ends on 06/05/2023.</p> <p>Governors noted that, provided the full complement of governors on the board remained at 15 or above, AW could be co-opted again at the next FGB meeting.</p> <p>e) School Visit Reports</p> <p>Planned visits included:</p> <ul style="list-style-type: none"> • CS – Safeguarding • LJ – Local authority visit • MUR – Review of attendance • HM – Staff welfare • MUR - SEND <p>f) Policy Review</p> <p>There were no policies for review.</p>	
10.	<p>Any Other Business</p> <p>None.</p>	
11.	<p>Dates of the next Meetings:</p> <p><i>Personnel – 25th April 2023</i></p> <p><i>Curriculum – 25th April 2023</i></p>	

Signed: *Christopher Shaw*

Date: 24 May 2023

	<i>Finance and Premises 27th April 2023</i> <i>FGB – 3rd May 2023</i>	
12.	Review of the Impact of this Meeting <ul style="list-style-type: none">• The Meeting was well-structured.• The discussion about the budget, including challenge and different scenarios to consider was valuable.	

Signed: *Christopher Shaw*

Date: 24 May 2023