



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 13th December 2016 at 7.30pm**

Present

Caroline Hyde (CH)	Chair
Hannah Francis (HF)	Vice Chair
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Marc Ben-Nathan (MB)	
Liz Bowen (LB)	
Jamie Efford (JE)	
Emma Fuller (EF)	
Matt Haigh (MH)	
Steve Harding (SH)	
Vicki Hayes (VH)	
Paul Joel (PJ)	
Louise Johnston (LJ)	
Ian Kelly (IK)	
Laura Latham (LL)	
Emma Mason (EM)	
Sarah Morgan (SM)	
Ben Tregenna (BT)	

Apologies: Apologies for absence from the meeting were presented on behalf of Fiona D'Arcy and Gemma Hartman-Ayers.

Also in attendance: Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome and Apologies for Absence

The Chair welcomed all present and introduced new Governor Sarah Morgan who was attending her first meeting of the Governing Body.

Given receipt of a further apology from Fiona D'arcy but mindful of her contribution to other meetings outside the Full Governing Body since July, it was

RESOLVED

- a) that the term of office of Fiona D'arcy be extended until the end of the academic year; and

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

- b) that the Link Governor role/responsibilities (for SEND) currently held by Fiona D'arcy be reallocated to Matt Haigh.

2. Declarations of Interest

No pecuniary interests were declared by those present.

3. Minutes

The Minutes of the meeting of the Governing Body held on 18th October 2016 were approved as a correct record and signed by the Chair.

4. Headteacher's Report

Using the latest PORAP, the Head teacher commented on and updated Governors on the current position with regard to post Ofsted priorities.

Priority 1 – Assessment - Governors were reminded of the School's decision to use the STAT System to measure and monitor pupil's attainment and progress and the principles underlying the 'assessment without levels' approach. Disappointingly, the system had proved to be difficult to manipulate and had failed to produce consistent and reliable data. The Head teacher proposed that the School revert to using an updated version of the SIMS Assessment tool. In response to a question, Governors were assured that end of year outcomes could be exported from one system to another for relevant years. Given the time and resources already spent on trying to overcome data discrepancies within the system, advice received that other schools had experienced similar problems, the inability of the Governing Body to identify genuine trends in the data produced and the need to hold the Head teacher to account for pupil progress, it was

RESOLVED

that the decision of the Head teacher to return to use of the SIMS Assessment tool to track and support pupil progress be endorsed.

Priority 2 – Teaching & Learning

Targets 1, 2 and 3 - It was reported that the Deliberate Practice CPD approach had now been implemented and that new appraisal/performance targets, which link to pay recommendations, had been set. Performance targets had been agreed with teachers which, underpinned by research evidence, related to both their own pedagogy and individual knowledge in core subjects. Governors noted that the appraisal process had included the introduction of 'Deliberate Practice' to all teachers and 1:1 interviews with line managers. During these meetings, teachers had made reference to their 'reflective journals' as a way to take ownership of their professional development and explain how they were seeking to improve their teaching and ultimately outcomes for children.

Feedback received from Learning Walks and lesson observations undertaken initially by the SLT and later by Judy Ruff had reflected the positive impact this approach was having on teaching performance.

Target 4 - The Head teacher confirmed that pupil progress meetings had taken place this term as per the appraisal cycle.

Target 5 - The Governing Body noted that the Story Time Phonics (STP) approach to teaching phonics had been introduced from Foundation Stage to Year 2 and that it was hoped to trial the initiative at Honeypot Pre School in the Summer Term, following training which the English subject lead planned to deliver during the Spring term.

Target 6 - The Head teacher confirmed that the SEND Plan would reflect the school's aim to diminish the difference between SEND pupils and their peers.

The Head teacher undertook to circulate a copy of the updated PORAP by email to Governors who were encouraged to forward any particular questions on the content for discussion at TALB Committee.

Safeguarding - Information received within the updated LA Safeguarding Training Material had indicated the number of children in the County subject to a S47 Child Protection Plan and of these seven were currently at Willingham School. As this figure was unusually high, the Head teacher considered that Governors should be made aware of the professional resource this demanded given the extent of support required to meet the needs of these children including attendance at Core Group Meetings and CP Conferences at Shire Hall. The Head teacher also asked that Governors be mindful that some parents had unhelpfully posted on Facebook comments and concerns which, even without naming a child, could identify them. Such behaviours could only worsen the problem. The Head teacher welcomed the assistance of Governors in trying to discourage this behaviour and asked that any parent who approached Governors about concerns of any kind be directed back to the School.

Behaviour – Governors also were made aware of the number of children from Foundation to KS2 whose behaviours required the intervention of the SLT on a regular basis. Although working with parents and agencies to overcome these issues, Governors acknowledged the disruption this caused to learning and the significant time involved in trying to resolve these situations.

Motto, Vision and Mission Statement – It was noted that progress on finalising these items would be reported to the next Governing Body meeting.

5. Policies for Ratification

Governors reviewed a series of policies (copies of which had been distributed in advance to the Governing Body).

It was acknowledged that policies relating to Safeguarding ultimately for Honeypot and the School should be aligned wherever possible. It was also noted by a Governor that the new LA Safeguarding Policy required minor amendment

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

to make it gender neutral. Recognising that there were good reasons why the policies for appraising performance and dealing with capability should either remain combined or separated, Governors agreed to reconsider this issue again in the future.

RESOLVED

- i. that subject to minor amendment to the text, the LA Model Child Protection Policy (Honeypot Pre School) be approved;
- ii. that the Health & Safety Policy be submitted to the February 2017 Governing Body meeting for consideration;
- iii. that the following policies and/or procedures be approved –
 - Whistle Blowing Policy & Procedure
 - EPM Model Whistleblowing Policy & Procedure
 - Policy for Appraising Performance and Dealing with Capability Issues for all school staff
 - Policy & Procedure for Handling Redundancy
 - Pay Policy
 - Discretionary Leave of Absence Policy
 - Management of Sickness Absence – Policy & Procedure
 - Effective Use of Teaching Assistants
 - Supporting Left Handed Writers;
- iv. that, given the need to resolve some anomalies in the text in readiness for a SEN Audit in January, the SLT be authorised to finalise the Special Educational Needs Policy after consultation with the Chair of the Governing Body and the appointed Link Governor, Matt Haigh; and
- v. that thanks be conveyed to Vicki Hayes for her efforts in bringing policies up to date and for making sure all the essential policies were in place.

6. Governing Body Business

- i. **Spring Term Briefings** – It was noted that Hannah Francis and Mark Ben Nathan would attend the Governor Briefing on 26th January 2017.
- ii. **Annual Governors Conference** – It was agreed that Steve Harding would attend the Annual Conference on 4th March 2017.
- iii. **Teaching & Learning Review** – It was agreed that Sarah Morgan would participate in the Teaching & Learning Review on 16th December.
- iv. **Appointment of Link Governor** – It was confirmed that Ian Kelly had been appointed Link Governor for Safeguarding.
- v. **Governor Visits** – The Chair thanked those who had responded and the SLT for accommodating Governor Visits. Governors were reminded to complete their feedback forms (copy to Hannah Francis) to ensure appropriate entries were made on the Monitoring & Evaluation Calendar.

- vi. **School Website: Progress** – Given the need to ensure that the website content meets new statutory requirements, the Governing Body requested JA to oversee the exercise and report back to the next meeting.
- vii. **Honeypot Pre School** – Liz Bowen gave a short report on the activities of the Pre School mentioning, in particular, the positive feedback received to the introduction of stay/play sessions with parents and a parent view type initiative. A short written report was circulated to Governors at the meeting.
- viii. **Governing Body Membership** – In view of the suggestion that Gemma Hartman-Ayers had resigned from the Governing Body and the potential that she be replaced by Kate Van Dort, Honeypot Manager the Chair requested the Head teacher to try to confirm Gemma's intentions to enable the matter to be resolved by the next meeting.

7. Reports and Updates from Committees

The Minutes of the Finance & Premises and Personnel Committees following their meetings held on 15th and 22nd November respectively were received. Respective Chairs gave a précis of the proceedings of each meeting. In the absence of formal minutes, the Chair of TALB Committee gave an account of a recent meeting.

In the course of this report, HF alerted Governors to the multi educational challenges presented by the early year's cohort and the focus which would need to be placed on evidencing their progress. She was pleased to add that a positive response had been received following a recent LA EYFS visit. The Chair considered that it would be critical to use baseline data to demonstrate continual achievement/progress irrespective of the starting point.

LL added that it was imperative to prepare children to enable their transition to Year 1 and, as is common practice, to ensure that Year 1 builds upon the Foundation Year curriculum.

In terms of the budget, LJ reported that a requirement for additional TA hours had halved the surplus that the school had expected to carry forward to the next financial year. Serious budget planning would also be required in the period to April 2017 to address the impact of reduced numbers on the school roll.

At this point, the Chair reported that she had received an approach from Earith Primary School with a proposal to share a Head teacher based on an Executive Head Model.

Having reviewed the terms of reference of the Personnel Committee at the last meeting and agreed that responsibility for 'Safeguarding' should lie with the Personnel Committee and 'Health & Safety' with the Finance & Premises Committee, it was

RESOLVED

that the revised terms of reference for the Personnel Committee, as circulated to the Governing Body, be approved.

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8. Outcomes and Key Messages

To close the meeting, the Chair reiterated the support of the Governing Body for the decision of the SLT to abandon the STAT system and return to use of SIMS, as it was essential to have confidence in a system which could provide consistent, comparative, meaningful and accurate data. Similarly, it was equally important to have access to EYFS baseline data to demonstrate progress and attainment. Lastly, in terms of the budget, the Governing Body acknowledged the hard work that lay ahead in finding a solution to the projected deficit position.

9. Date of Next Meeting

The next meeting of the Governing Body is scheduled to take place on Tuesday 7th February 2017 at 7.30pm.

A handwritten signature in blue ink, appearing to read 'Caroline Hyde', is centered on the page.

Chair

The Meeting ended at 9.02pm.