



# Willingham County Primary School

Meeting of the Full Governing Body on  
Thursday 28<sup>th</sup> September 2023 at 7pm (WPS)



## MINUTES

**Present:** Chris Shaw (CS) (Chair), David Morel (Headteacher), Jo Aldhouse (JA), Jennifer Hill (JH), Kate Van Dort (KVD), Cecilia Pipe (CP), Lara Feather (LF), Becca Ellard (BE), Annabel Targett (AT), Katy Stevenson (KS), Sarah Morgan (SM), Matt Unwin-Riches, (MUR), Louise Johnston (LS), Angela Walker (AW) (Deputy Head)

**Also attending:** Charlene Monk (CM), CamClerk

	Minutes	Actions
1.	<p><b>Welcome from the Chair</b></p> <p>The Chair welcomed all to the new academic year. The school's new CamClerk Charlene Monk was welcomed.</p> <p><b>Apologies</b> were received and accepted from Richard Hughes (RH), Helen McCarthy (HM), and Chris Woodward (CW).</p> <p>Sarah Morgan arrived at 19.04pm</p>	
2.	<p><b>Annual Pecuniary Interest/Code of Conduct (papers)</b></p> <p>The governors' Code of Conduct had been updated based on the 2023 Model Code from Cambridgeshire County Council (CCC) and is saved in GovHub.</p> <p><b>Action 01:</b> Governors were also asked to re-sign each year, and complete in GovHub.</p> <p><b>Decision: Governors APPROVED the Code of Conduct for 2023-24.</b></p> <p><b>Action 02:</b> Governors were also asked to complete and sign the Annual Pecuniary Interest Form via GovHub profile.</p>	<p>All</p> <p>All</p>
3.	<p><b>Declarations of Interest. *</b></p> <p>There were no declarations of interest concerning items on the agenda.</p>	
4.	<p><b>Elections</b></p> <p><b>Co-opted Governor</b></p> <p>KS unanimously elected as a new Co-opted Governor of the governing body.</p> <p><b>Chair and Vice Chair Elections</b></p> <p>CS was unanimously elected as Chair of the governing body for the 2023-24 academic year.</p> <p>RH was unanimously elected Vice-Chair of the governing body for the 2023-24 academic year.</p>	

	<p><b>Committee Membership and Chairs (Election and Voting)</b></p> <p><u>Personnel Committee</u></p> <p>HM was elected Chair of the Personnel Committee for 2023-24.</p> <p>Members of the Personnel Committee 2023-24 are as follows: HM (Chair), CS, DM (Staff) and JA (Staff). Additional Personnel Committee members may be identified when current governor vacancies are filled.</p> <p><u>Finance &amp; Premises (F&amp;P) Committee</u></p> <p>LJ was elected Chair of the F&amp;P Committee for 2023-24.</p> <p>Members of the F&amp;P Committee 2023-24 are as follows: LJ (Chair), RH, CW, CP, DM (Staff) and JA (Staff). Additional F&amp;P Committee members may be identified when current governor vacancies are filed.</p> <p><b>Action 03:</b> LJ fixed term ends November 2023</p> <p><u>Curriculum Committee</u></p> <p>SM was elected Chair of Curriculum Committee for 2023-24.</p> <p>Members of the Curriculum Committee 2023-24 are as follows: SM (Chair), BE, JH, MUR, LF, RH, SM, AT, KVD, DM (Staff) and AW (Staff). Additional Curriculum Committee members to be identified when current governor vacancies are filled.</p> <p><u>HTPM Committee</u></p> <p>HM &amp; CS nominated MUR to join HTPM Committee for 2023-24.</p> <p><u>Pay Body Committee</u></p> <p>CS, SA and MUR.</p> <p>Other Committee members to be appointed at the time.</p>	All																
5.	<p><b>Minutes*</b></p> <p>i. The minutes of the FGB meeting, held on 4<sup>th</sup> July 2023, were submitted signed by the Chair as a true record of the meeting.</p> <p>ii. Actions outstanding and Matters arising.</p> <p>Matters Arising from 4<sup>th</sup> July 2023 meeting:</p> <table><tr><th>Item</th><th>Action</th><th>Deadline</th><th>Responsibility</th></tr><tr><td>4</td><td><b>Action 1:</b> Presentation from the Inclusion Lead to be included on an Autumn Term FGB Agenda <a href="#">Gemma to be invited by CS to the Nov FGB Meeting – Action - closed</a></td><td>Autumn Term</td><td>Clerk</td></tr><tr><td>5</td><td><b>Action 2:</b> CS will conduct a safeguarding visit before the end of term. <a href="#">Action - closed</a></td><td>End of Term</td><td>CS</td></tr><tr><td>5</td><td><b>Action 3:</b> Circulate the LA Safeguarding report when received. <a href="#">Action - closed</a></td><td>ASAP</td><td>DM</td></tr></table>	Item	Action	Deadline	Responsibility	4	<b>Action 1:</b> Presentation from the Inclusion Lead to be included on an Autumn Term FGB Agenda <a href="#">Gemma to be invited by CS to the Nov FGB Meeting – Action - closed</a>	Autumn Term	Clerk	5	<b>Action 2:</b> CS will conduct a safeguarding visit before the end of term. <a href="#">Action - closed</a>	End of Term	CS	5	<b>Action 3:</b> Circulate the LA Safeguarding report when received. <a href="#">Action - closed</a>	ASAP	DM	
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Signed

Date

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	8	<b>Action 4:</b> Governors to pass recommendations for the co-opted governor vacancy to the Chair. <b>Action – closed – Vacancy has now been filled.</b>	ASAP	All Gobs																
	8	<b>Action 5:</b> Upload SATs monitoring visit to GovHub. <b>Action – closed – Complete</b>	ASAP	SM																
	9	<b>Action 6:</b> Finance and Premises will be rescheduled. <b>Action – closed – Rescheduled and met</b>	ASAP	LJ																
	9	<b>Action 7:</b> Dates for the new school year will be determined and circulated. <b>Action – closed</b>	End of term	CS																
	11	<b>Action 8:</b> Consider an appropriate gesture of thanks to give to staff for their hard work and to SA for her time as a governor. <b>Action – closed</b>	ASAP	CS																
<p>Matters Arising from 3<sup>rd</sup> May 2023 meeting:</p> <table><tr><th>Item</th><th>Action</th><th>Deadline</th><th>Responsibility</th></tr><tr><td>4</td><td><b>Action 6:</b> DM to share the flow chart / process of roles of staff, actions in the school improvement planning documentation and cycle. <b>Ongoing – Planning cover</b></td><td>ASAP</td><td>DM</td></tr><tr><td>6</td><td><b>Action 7:</b> Senior leaders to review the impact of the ESA work and the take up of before-and after-school clubs at the end of the school year. <b>Action – closed – Gemma feedback</b></td><td>July / Sept</td><td>Senior Leaders</td></tr><tr><td>6</td><td><b>Action 8:</b> Senior leaders to check that systems are in place to ensure all parents can access the information that is sent out from school. <b>Action – closed – anecdotal feedback</b></td><td>Next meeting</td><td>Senior Leaders</td></tr></table> <p>AW provided anecdotal feedback regarding Senior Leaders having systems in place to ensure all parents can access the information that is sent out from school. Staff awareness of those parents which find it difficult to read. Gemma has introduced Information sessions, available support, coffee mornings.</p> <p><b>Action 04:</b> Chair to ask Gemma to provide at update at the next FGB.</p>					Item	Action	Deadline	Responsibility	4	<b>Action 6:</b> DM to share the flow chart / process of roles of staff, actions in the school improvement planning documentation and cycle. <b>Ongoing – Planning cover</b>	ASAP	DM	6	<b>Action 7:</b> Senior leaders to review the impact of the ESA work and the take up of before-and after-school clubs at the end of the school year. <b>Action – closed – Gemma feedback</b>	July / Sept	Senior Leaders	6	<b>Action 8:</b> Senior leaders to check that systems are in place to ensure all parents can access the information that is sent out from school. <b>Action – closed – anecdotal feedback</b>	Next meeting	Senior Leaders
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6.	<p><b>Head Teacher’s report *</b></p> <p>A report was circulated ahead of the meeting; 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 as an appendix to these minutes for completeness.</p> <p>DM provided a brief overview of the Key Stage 2 (KS2) data provided within the written report, identifying progress in writing, however significantly below average. Key area in RAP to improve on is <b>Writing</b>. Looking at developing English disciplinary writing.</p> <p>Humanities and science research do’s and do not’s of writing and afterwards closely monitor, distribute responsibility and what it appears to be in each subject.</p> <p>Finance/Budgeting System</p>																			
<p><b>Agenda</b></p>																				

Signed

Date

	<p>Challenging current as LA have introduced a new budgeting system.</p> <p><b>Action 05:</b> Jo to provide a Finance / Budget update at next FGB.</p>	<b>JA</b>
<b>7.</b>	<p><b>Honeypots Report</b></p> <p>KVD provided a verbal update, noting the following changes: 30 new children, 2 new staff, experienced, positive and happy staff creating a culture of pleasure, proactive and happy environment.</p> <p>KVD noted that children are settling really well, with a noticeable improvement compared to last year. This September consists of more 2-year-olds, changing the dynamics of the setting, even though 3–4-year-olds take priority. KVD made it clear that Honeypots is a pre-school not a nursery.</p> <p><b>Challenge:</b> Governors asked KVD to confirm the start time of the school day?</p> <p>8.30am in the start time. There is not enough demand and capacity to offer wrap around care.</p> <p><u>SUDS Update</u></p> <p>DM provided a brief update relating to section 106 and SUDS (Drainage and the new building wrap around provision). <b>Original</b> application was submitted 5/6 years ago and to date no update. This is linked to the EYFS area improvements, <b>as any S106 or SuDS work will likely impact on longer term projects within this area.</b></p> <p><b>Action 06:</b> DM to chase for a response – ongoing.</p>	<b>DM</b>
<b>8.</b>	<p><b>Planning</b></p> <p>Discussions focused on planning priorities and core areas for governors in the academic year 2023 - 2024. Using the RAP and wider knowledge of the school, governors highlighted the key areas they wish to focus on, collectively and individually linked to Link roles, and book visits.</p> <p>Discussions focused on ensuring governors can understand the:</p> <ol style="list-style-type: none"> <li>1. Intent – what is intended.</li> <li>2. Implementation – how it will be implemented within the school.</li> </ol> <p><i>Impact – what change will / has happened.</i></p> <p>This work was completed with reference to the previously circulated RAP, <b>and Termly Overview</b>, which includes dates for various meetings and events in school.</p> <p>Agreed to align RAP &amp; termly review in line with FGB Meeting topics.</p> <p>All happy with the Link Roles.</p>	

Signed

Date

	<p><b>Action 07:</b> CS to update the Monitoring visit template.</p> <p><b>Action 08:</b> CS to invite Gemma back to provide an update on role and future plans. November FGB agenda item.</p> <p>Key Stage 2 Subject Leads to provide an update in January FGB.</p>	<p><b>CS</b> <b>CS</b> <b>Agenda</b></p>
9.	<p><b>Committee Updates *</b></p> <p>The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be addressed at the next FGB.</p>	<p><b>Agenda</b></p>
10.	<p><b>Governor Business*</b></p> <p><b><u>Governor Training and Board Development*</u></b></p> <ul style="list-style-type: none"> <li>• Governor Training and Board Development* <ul style="list-style-type: none"> <li>○ The LA training calendar had been circulated. Governors were reminded of the need to undertake regular safeguarding training.</li> <li>○ All Governors were reminded to complete KCSIE updated training on-line.</li> </ul> </li> <li>• Link roles for 2023 / 2024 - complete</li> <li>• School visit – key dates and planning - complete</li> <li>• Recruitment needs – none at present.</li> <li>• Policy review <ul style="list-style-type: none"> <li>○ All Governors to review and confirm acceptance of Code of Conduct</li> <li>○ All Governors to review and confirm acceptance of Terms of Reference</li> </ul> </li> </ul> <p>FGB Dates – review academic year dates and update.</p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> November 2023</li> </ul> <p>2024 Spring term</p> <ul style="list-style-type: none"> <li>• 18th January</li> <li>• 14th March – rescheduled to 21<sup>st</sup> March.</li> </ul> <p>2024 Summer term</p> <ul style="list-style-type: none"> <li>• 2nd May (inc Budget) – rescheduled to 30<sup>th</sup> April.</li> <li>• 4th July</li> </ul>	
11.	<p><b>Safeguarding Update*</b></p> <p><b><u>Safeguarding and Child Protection Policy</u></b></p>	

Signed

Date

	<p>The draft policy had been circulated prior to the meeting.  <b>Decision: The Safeguarding and Child Protection Policy 2023-24 was ratified.</b></p> <p><u>Complaints Policy</u>  The draft policy had been circulated prior to the meeting.  <b>Decision: The Complaints Policy 2023-24 was ratified.</b></p> <p><u>Annual Safeguarding Report</u>  LA format policy, clearly outlining the role of the DSL and Deputy DSL in school and Honeypot. The processes recorded are reflected.  <b>Challenge:</b> A governor asked if all agency staff had taken the training? And what checks are in place for Agency staff? All staff have completed the training. Agency staff have a central record for DBS, Safeguarding etc., which is provided to the school prior to the supply staff starting.</p> <p><b>Challenge:</b> A governor mentioned in another school a Year 6 was buddied with a reception child and the buddy was using inappropriate language. What provisions do we currently have in place? We actively talk to the children, and class teacher and identifying adult's children feel comfortable with. General school culture, with positive role modelling, behaviour for children. Learning point for older children being vigilant and socially responsible.</p> <p><b>Challenge:</b> A governor asked if a child knows what to do if they have a concern? Yes, covered as part of the PHSE curriculum. Additional supervision in the first few days.</p> <p><b>Challenge:</b> A governor queried the official year group for a child to be allowed to walk to school on their own? No official year group, verges towards Year 5 and Year 6.</p> <p><b>Challenge:</b> Are governors trained on "my concern"? Yes.</p> <p><b>Action 09:</b> DM to provide a 5-minute update at next FGB.</p>	
12.	<p><b>Summary of Actions*</b></p> <p>See table at end of minutes.</p>	CS Agenda
13.	<p><b>Date of Next Meeting*</b></p> <p>The next FGB meeting is scheduled for Thursday 9<sup>th</sup> November 2023 at 7pm.</p> <p>Personnel – 29<sup>th</sup> September 2023 (am)</p> <p>Curriculum – 19<sup>th</sup> October 2023</p>	

Signed

Date

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	F&P -4 <sup>th</sup> October 2023	
<b>14.</b>	<p><b>Review the Impact of this Meeting*</b></p> <p>The Chair reflected that it was positive and proactive to dealt with high volume of administration required for the FGB to be effective. Feedback from visitors has been very positive. The advance planning was agreed to have been useful, with specific topics in order to add value.</p> <p><b>Action 010:</b> Deep Dive of specific topics to add as a FGB standing agenda item.</p>	<b>Agenda</b>

**There being no further business, the meeting closed at 8.50pm.**

**Table of Outstanding Actions**

<b>Action No.</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
<b>Actions from the meeting of 28 September 2023 meeting:</b>			
01	<b>Action 01:</b> Governors were also asked to re-sign each year, and complete in GovHub.	All	asap
02	<b>Action 02:</b> Governors were also asked to complete and sign the Annual Pecuniary Interest Form via GovHub profile.	All	asap
03	<b>Action 03:</b> LJ fixed term ends November 2023	All	Nov
04	<b>Action 04:</b> Chair to ask Gemma to provide at update at the next FGB	CS	Nov FGB
05	<b>Action 05:</b> Jo to provide a Finance / Budget update at next FGB.	JA	Nov FGB
06	<b>Action 06:</b> SUDS - DM to chase for a response – ongoing.	DM	Nov FGB
07	<b>Action 07:</b> CS to update the Monitoring visit template.	CS	asap
08	<b>Action 08:</b> CS to invite Gemma back to provide an update on role and future plans, and invite Nicki WC to also attend. November FGB agenda item.	CS	Nov FGB
09	<b>Action 09:</b> DM to provide a My Concerns 5-minute update at next FGB.	CS	Nov FGB
10	<b>Action 010:</b> Deep Dive of specific topics to add as a FGB standing agenda item.	All	Nov FGB
<b>Actions from the meeting of 3<sup>rd</sup> May 2023</b>			
06	<b>Action 06:</b> DM to share the flow chart / process of roles of staff, actions in the school improvement planning documentation and cycle. <b>Ongoing – Planning cover</b>	DM	asap

Signed

Date

Signed

Date



**Appendix to FGB Minutes 28<sup>th</sup> September 2023: HT Report Questions from Governors**

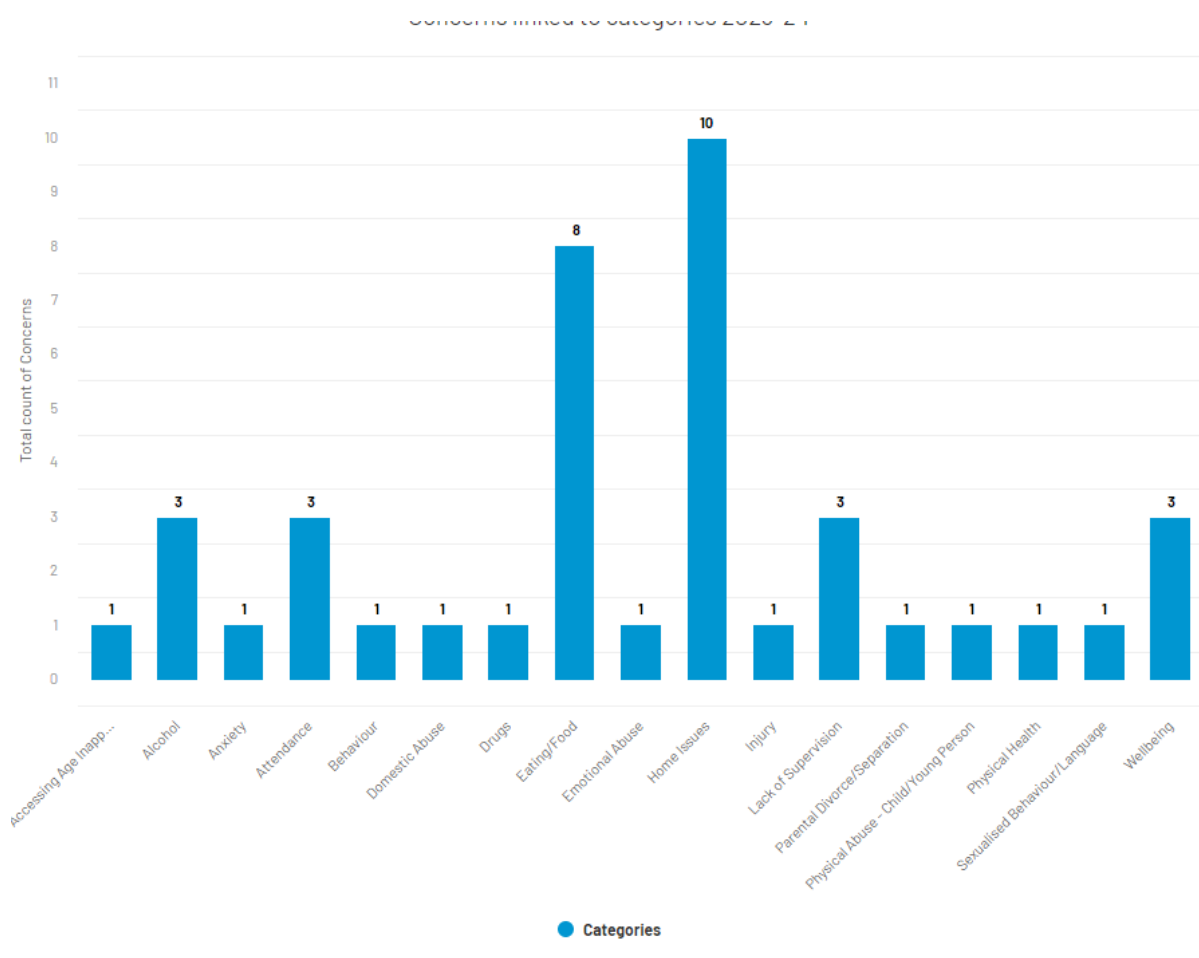
**Safeguarding**

- Please can you comment on the continued high number of Concerns logged in September to date – are there any themes emerging and if so, what is the school able to do to address them?

*Home issues (ongoing) and food/eating are the biggest concern areas. We are providing an increasing number of breakfast/AS club places to support parents with this and providing food bank vouchers etc. where needed. We are also supporting a high number of families with Early Help Assessments and working alongside Children's Services.*

- Please confirm the time period of the data shown, is it a rolling 12 months?

*I have updated the chart to show from previous 30days. Previous chart was from last September.*



- There have been 2 new s.17 and 1 new s.47 cases since we last met – what is being done to support the staff responsible to looking after these children to help them?

*Staff with children on S.17 and S.47 plans have regular check-ins and supervision with DSL/DDSLs.*

- Given the number of concerns linked to eating / home issues, is there anything the wider LA can do to support the families in need?

Signed

Date

*LA currently provide holiday support for parents on low incomes. This can be used to attend holiday clubs etc. which will include a meal.*

#### Executive Summary

- Did the school receive any feedback from the Ofsted briefings that took place?

*Very small number of attendees and a very small amount of feedback from non-attendees. It would appear that the vast majority of parents/carers are happy with the report and understand/trust the school's plans for improvement.*

#### Quality of Education

- Writing continues to be an issue in KS2, what is being built into the RAP for this academic year to try and address this?

Objective 3 of the RAP focuses on writing. Our aims are to identify a clear progression of non-negotiable/technical aspects of writing from EYFS to Year 6, as well as ensure writing within each discipline is clearly understood.

#### Personal Development

- Is the full list of clubs being published to parents and carers?

*The list of clubs went on the website earlier this week, under the 'Curriculum' tab. However, it needs to be signposted better for parents/carers. We will also work on the list of clubs being published either just before/at the start of each half-term.*

- What support is being given to staff to support them in setting up these clubs?

*Teachers are choosing what club to run and therefore can select something which they feel comfortable setting up & running. Clubs are generally utilizing resources we have in school, e.g. lego, crafts, dodgeball, additional resources within the PE scheme we use. Sam is managing the timetable each half-term. The expectation is to run the club one day a week for just half a term (which is built into the Directed Time calculation), therefore keeping the impact on lunchtimes minimal.*

#### RAP

- Reading objectives 1, 3 and 4, there is information and detail on the Intent of the school and leadership, but not as much detail on the actual changes, implementation or measurements of success, especially for objectives 3 and 4. Please can this be reviewed and added so it is clear what you intend to do to improve in these areas?

*At this stage of the year, the content is likely to be 'intent' as the implantation will happen on the result of the Autumn actions. It is a key strategic decision to try and reduce the amount of actions happening this year.*

- Who is taking ultimate responsibility for the objectives beyond DM?

*Within each action, the initials/roles in brackets identify the person/people responsible.*

- Can we discuss the value of objective 5 as safeguarding is something that we should all be doing and as something that the school already does well, is this a RAP item or not?

*Absolutely, it is a key strength of the school and to keep it such, it needs to remain a high profile. However, it may not need to be a specific RAP item.*

Signed

Date