



**Minutes of Willingham County Primary School
Extraordinary Governing Body Meeting
Held on Tuesday 4th March at 7.35pm**



Present

Jonathan Lewis (JL) Acting Chair
Jo Aldhouse (JA)
Alyson Hammersley (AH)
Gemma Ayers (GA)
Caroline Hyde (CH)
Louise Johnston (LJ)
Hazra Awal (HA)
Emma Fuller (EF)
Nick Thompson (NT)
Fiona D'Arcy (FD)
Bev Lawrence (BL)
Marc Ben-Nathan (MB)
Graham Mumby (GM)
Steve Harding (SHa)
Laura Latham (LL)
Vyv Francis (VF) Headteacher

In attendance

Sharon McFarlane (SM) Camclerk

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

The meeting was opened by JL. Apologies were received and accepted by Kevin Smythe, Catherine Lee and Simon Hovell.

Governors were reminded of the need to declare any interests in the items for discussion — there were none.

The meeting was quorate.

2. Approval of the minutes from the Full Governing Body (FGB) meeting held on 11th February 2014.

The minutes of the FGB meeting held on 11th February 2014 were signed by JL and accepted as a true record. It was agreed that no amendments were required.

The minutes were given to JA to file in the school office.

An updated Action Plan is attached to these minutes.

3. Termly Operation Plan (TOP) / Local Authority (LA) review

A copy of the overview from the Senior Area Advisor Phil Garnham, was circulated to governors prior to this meeting.

It was agreed by all present that this document will remain Confidential and will not be circulated to parents.

VF outlined the TOP, the main points being:

Section one

- A new TOP will be produced every six weeks
- The TOP will be an agenda item at every FGB meeting
- Teaching staff hours had been calculated and attending two staff meetings a week are included in these.
- Senior Leadership Team (SLT) are to attend all Standards/TOP(STOP) committee meetings.
- JL suggested governors attend staff meetings which take place on Wednesdays and Thursdays, where possible, between 3.30 and 4.30pm and will send a reminder of the dates. VF will update meeting plans to include the topic of each staff meeting.

ACTION: JL to inform governors of staff meeting dates

VF to update staff meeting plans to include the topic/discussion for Each

Section two

- Literacy training is to take place on Thursday 6th March 2014.
- Numeracy and Literacy coordinators are to plan a focused learning walk to include governors
- Year groups from years one to six will use APP grids to assess attainment levels
- Sharing good practice is already in place. After a lesson has been observed, a group of pupils are taken out to assess what they have learned, before verbal feedback is given to the teacher. Teaching Assistants (TA's) will receive feedback in writing.

One governor asked if the group of pupils' responses were recorded. VF advised that the pupils were asked ten standard questions and the teacher was informed of their responses.

- Staff will use the new planning format from 17th March

Section three

- This section of the TOP is being lead by AH, Assistant Headteacher

- Homework in Literacy and Numeracy is to reinforce what has been taught that week and should be differentiated to enable to pupils to complete the task independently.
- Reading records are to be used by each year group to help reinforce communication with parents. JL asked if it can contain a weekly update for parents. VF agreed that it would.

Section four

- Furniture has been moved around in the EYFS classes, to allow free flow play.
- TA's will be given training and help to enable them to carry out their role more effectively.
- Improvement has been made to allow pupils to move more freely between indoor and outdoor spaces

One governor asked what morale is like amongst teachers. VF stated that the SLT have worked hard and teachers have taken on board what is require from them and why, One teacher advised that morale amongst teaching staff is good and they are starting to move forward.

In light of the resignation of two teachers, one governor asked who would be the EYFS staff lead. VF advised that adverts have been places for a full time teacher, a point two post to cover SEN release and a point six post to cover release for LL. Interviews are to take place on 21st March. JL advised that an EYFS staff lead will be in place when the new teachers have been deployed.

One governor asked if the GB are confident that the SLT can maintain stability and attainment if the two teachers were being released from teaching each afternoon. VF advised that Numeracy and Literacy lessons will not be affected.

One governor asked if the school currently ran a homework club. VF said they didn't. FD stated that the Gypsy Roman Traveler (GRT) parents had asked for an in school homework club. JL advised that this Pupil Premium funding could be used for this.

LL circulated a summary report of the actions that have already been put into place following the Teaching and Learning review.

One governor asked what 123 Magic training was. This was explained in detail by LL and informed governors that this is working well. Governors were advised that books and a DVD explaining the 123 Magic system was available if requested.

One governor asked what the end of year expectations were (summary report Q22). AH explained that these were the targets for learning. The targets pupils are expected to achieve are in their books and displayed on the classroom wall.

4. Governance Action Plan for governor review

A copy of the governance health check and response were circulated prior to this meeting.

As part of the LA review, four governors met with Chris Meddle, the Education Advisor to complete the governance health check. The suggestions and actions from this check were completed by JL and agreed by all present.

5. Governing Body structure to support improvements

A copy of the proposed new configuration of the GB was circulated prior to this meeting.

JL outlined the following:

- Finance and Premises committee to continue under existing configuration with JA becoming lead staff member.
- Strategy Committee to be suspended until end of academic year
- Personal Committee to continue but members of the committee to join the TOP / Standards committee to ensure cross cutting support for taking forward agenda.
- Standards Committee to split into two – Inclusion / Standards & TOP
- Inclusion to assume meeting slots of existing standards committee – ½ termly rotation
- Behaviour is to be added as a key function to the Inclusion committee
- TOP / Standards to meet fortnightly for remainder of the academic year – cycle of report from SLT, data, review of progress, actions, review of actions, next top priorities / actions

- FGB to meet twice every half term where possible

All present agreed with the changes stated in the new GB configuration

JL asked that he be informed if any governor was not prepared to offer 100% commitment to the GB.

6. Parents meeting

A meeting for parents will take place on Thursday 6th March at 7.30pm to inform them of the outcome of the LA visit.

JL and VF will lead the meeting and outline the following:

- Recap on the changes made in 2012/13 i.e. new Headteacher, Chair of Governors
- Try to engage parents more by explaining the four priorities within the TOP and update parents every six weeks on what has been done and what is to be done next
- Explain the format of the pupil reports

- Introduce the Parent Forum

Governors will wear lanyards and sit in the audience. Refreshments are to be provided after the meeting by the WSA.

JL requested that as many governors as possible attend. Eight governors confirmed their availability to attend the meeting.

ACTION: JA to send a reminder to parents through Parentmail, the school Comms system.

JL/VF to circulate the powerpoint that will be used at the meeting to governors prior to the meeting

JL to inform governors who could not attend the meeting of the outcome

7. Marking and Feedback policy

A copy of this policy was circulated prior to this meeting

VF stated that this policy was currently with teaching staff for comment/feedback. All present agreed to work with this policy but JL said that it would be advisable to see if the policy is working and make any necessary amendments before it is published on the school website and circulated to parents.

JL asked for feedback on this policy as soon as possible and will circulate it to governors with the staff changes/comments, once he has received them.

One governor asked what colour pen is used for marking. VF stated that is was green and that this would be stated in the policy.

ACTION: JL to re circulate the marking and feedback policy to governors once teaching staff feedback has been received.

8. Class structure/emergency budget issues

JL asked that this item be added to the next FGB agenda as the staffing structure has not been decided.

ACTION: JL/SM to add class structure to the next FGB agenda

9. Any other business

i. Headteachers report

A copy of this report was circulated prior to this meeting.

VF outlined the following:

- Current attendance is 94.7%, which is above the yearly target of 94.6%

- Four parents had been referred to the Education Welfare Officer (EWO) in relation to their child's attendance
- The class with the highest level of attendance for that week receives a certificate
- One member of the office staff has been given allocated time to focus on pupil attendance
- Varied responses have been received to the letter that was sent to parents re attendance, although parents seem to recognize that it is a government policy as opposed to it being implemented by the school

One governor stated that the headteacher's report suggested that pupil numbers are on a down hill trend, but detailed numbers suggest a "slight fluctuation" of within ten either way, over a few years.

JL stated that he had read a document "Between the Cracks", which stated that a child loses one whole term of education when moving schools. LL asked to see this report.

One governor asked if the Headteachers report will be made available to parents at the meeting that is to be held on 6th March. JL stated that the report is for internal information and would not be available to parents.

ACTION: JL to give LL the "Between the Cracks" document to look at

ii. Safeguarding

This item was led by FD, who stated that a Safeguarding visit had been carried out two weeks ago and highlighted the following:

- The report from this visit is nearly completed
- The Breakfast Club has moved to a different location and is doing well
- The classroom doors of the new classrooms are to be accessed by pupils to avoid a health and safety issue having parents in school.
- The After School Club is being run by new staff and the food has improved
- The playground is a small space for all pupils to access at one time so the staggering of KS1 and KS2 break times was suggested. VF stated that this is being looked at in the Summer term.
- E Safety needs reinforcing
- Newly appointed governors need to attend safeguard training

iii. Parent questionnaire

This item was led by FD, who highlighted the following:

- Only 25% of questionnaires were returned this year as opposed to double

this last year. One governor asked what this figure was as a percentage. LL confirmed that this was 36.54%

- The GB needs to decide the best time to circulate the questionnaire and the best method of sending it, to enable a bigger response. The Parent Forum will enable parents issues to be dealt with as they occur
- Parents stated that information relating to school events was given too late, although this has improved since last year

ACTION: VF to implement in house training for governors when a date has been agreed

AH to inform teachers of the three new classrooms that they need to be at their classrooms doors at the beginning and end of the school day

iv. One governor stated that local child minders and the Old Buttery were unable to access school information through Parentmail and found obtaining information re transitions difficult.

ACTION: JA to set up a Parentmail account for the Buttery, Honey pots and childminders

v. One governor asked if a staff member had volunteered to join the Parent forum. VF stated that the member of staff who had volunteered had given in their resignation, so she will ask staff again.

ACTION: VF to ask staff for volunteers for the parent forum

vi. One governor said that he did not understand the acronyms that are used and asked if the word or phrase could be said first.

vii. JL stated that data, targets and tracking will be an agenda item for the next FGB meeting.

vii. SHa and GA are to attend the Governor Induction training

ACTION: SM to send information re Induction training to SHa and GA

One governor asked if the governor visit template was available. JL will email a pack to all governors.

One governor suggested that governor visits should be a FGB meeting agenda item. All present agreed.

ACTION: JL to email the governor visit pack to all governors

JL/SM to add governor visits as an agenda item

viii. SHa stated that he was unable to set up a generic email account for all

governors to access. (Action from February FGB meeting). JA will look into a secure place on the website.

ACTION: JA to look at setting up secure place on website

JL thanked the staff for their hard work producing the paperwork for this evening's meeting.

10. Close of meeting

The meeting closed at 9.50pm

These minutes were approved and accepted as an accurate record of the meeting.

Signed:

Date:

(Chair of Governors)