



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 1st April 2014 at 7.40pm**



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)
Fiona D'Arcy (FD)
Bev Lawrence (BL)
Marc Ben-Nathan (MB)
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 from Simon Hovell. No apologies were made by Graham Mumby and Nick Thomson.

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 Extraordinary Full Governing Body (EFGB) meeting held on 4th March 2014.

The minutes of the EFGB meeting held on 4th March 2014 were signed by JL and accepted as a true and accurate record. It was agreed that no amendments were required.

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

An updated action list is attached to these minutes for reference.

3. Headteachers report (verbal item)

VF stated that staff and governors are working hard to implement the targets on the TOP. A copy of the latest TOP was circulated to all.

Phil Garman, the SIP Advisor visited and VF highlighted his findings;

- Impact is not yet being seen although the Spring 2 data is not yet available
- Newly created/updated policies need to now be embedded
- Good quality teaching needs to be seen in every classroom
- It was clear that training had taken place
- It needs to be clear where progress is being made
- Impact needs to be seen by the next visit on 23rd May

One governor asked if impact was demonstrated through data. VF said it was and evidence needs to be shown.

A teacher has been recruited through an agency to teach one of the EY for the Summer term. VF stated that although there would be agency fees, money would be saved as the teacher would not be paid for holidays.

Anna Evans will be replacing Gillian Wicks for the Summer term on a fixed term contract, teaching four days a week.

Three teachers have signed up for the Teacher Improvement Programme, starting in the Autumn term. The programme runs for ten weeks and cover for the three teachers is being planned by VF.

The Parents evening went well, but parents requested a key to understand the data shown on their child's report. Parents commented that they could visually see progress has been made.

ACTION: JL/SM to put the TOP as an agenda item for the next FGB meeting

4. Budget

This item was led by LJ who said that the budget for 2014/15 had to be submitted by 9th May.

The budget for 2013/14 currently has a carry forward of £20,000 but if the structure of 13 classrooms is to remain next year, the carry forward will be spent. LJ stated that a one off payment will be requested by the WSA to secure a small carry forward.

A discussion took place and it was agreed by all present that the 13 class structure will remain.

One governor asked if the school can be overdrawn. LJ stated that the budget would not be overdrawn, but there would be no surplus.

One governor asked if the payment from the WSA would have to be paid back. JL stated that it did not.

One governor suggested that parents were asked to volunteer to support the WSA event, gardening etc. This was agreed and JL said that a document/policy needs to be produced for parent helpers to be given re H&S, etc. MB will add this as a topic of discussion at one of the Parent Forum meetings.

VF will advertise for a class teacher to start in September.

ACTION: LJ to meet with the WSA to discuss one off payment

VF to place advert for new teacher

LJ to send budget summary to governors

MB to add parent volunteers to the parent forum agenda

5. TOP update

See item 3 of these minutes.

6. Governor visits

VF said that she would remind teachers to contact the link governor for their subject, to organise a visit. The TOP targets should be a priority when visits are carried out. VF will circulate a governor visit pack to all governors.

ACTION: VF to remind teachers to contact link governors and circulate governor visit pack to all governors

7. Policies

i) Homework

VF said a homework club for Gypsy Romany traveler (GTR) pupils will be set up and put as an action for a future term on the TOP.

This policy was ratified and will be reviewed yearly

ii) Feedback and Marking policy

This policy was ratified and will be reviewed yearly

iii) SEN

This item was led by GA. GA said that a new SEN Code of Practice should be in place by September and Pupil statements will be replaced by an Educational Health Plan within the first year.

FD stated that the medical Needs protocol has not been included in the SEN policy. A discussion took place and it was agreed by all present that this was not necessary.

JL suggested the SLT could consider meeting at a later date with parents whose

children have a Statement of Educational Needs, to explain the changes.

This policy was ratified.

iv) Attendance

VF stated that the overall attendance is now 95.4%, the highest it has been. One governor had attended another school where certificates for attendance were given out termly also, but the certificates were colour coded i.e. green for 100% attendance and yellow for 98%+. It was agreed that the attendance policy will be re drafted to include this system.

One governor asked if the request for holidays in term time had reduced after the letter was sent to parents. VF confirmed that they had.

ACTION: VF to circulate attendance data to governors

VF to re draft the policy and re circulate to governors

Pupil Report Committee (Added item)

FD stated that twenty Local Authorities (LA) have been chosen to pilot a new recommendation as part of the Children and families Bill. FD asked if this recommendation is adopted by Cambridge LA how as a school, would it be implemented. A discussion took place and GA said the pupil Individual Education Plans (IEPs) will remain in place and will be kept with the teacher and annotated to show they are being used as a working document.

JL asked that FD feed back to the GB when an offer has been made.

JL said the safeguarding report had been circulate. VF said she will meet with FD after the Easter holiday to update the Safeguarding Action Plan. The Action Plan will be reviewed every term.

ACTION: VF and FD to update the Safeguarding Action Plan.

8. STOP Committee feedback

See item 3 of these minutes.

9. Training update

JL suggested a training session on data for all governors.

ACTION: JL to contact Phil to sort a date for training

10. Any other business - Parent Forum

This item was led by MB. MB said that the parent forum will take place once a term, on a Wednesday between 7.30 and 8.30pm. The agenda will consist of three topics. One being led by the school and two by the parents. There will be a parent forum area on the school website where a report from each meeting will be published.

The first meeting took place on Wednesday 26th March and was attended by sixteen parents.

A copy of this report is attached to these minutes for reference.

11. Review of outcomes from meeting/Key messages

- The TOP has been reviewed
- Parent Forum meeting has taken place and feedback has been given to the GB. Actions in response to be published on the school website.
- SEN reform was discussed
- Structure of thirteen classes has been agreed

12. Close of meeting

The meeting closed at 9.26pm

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

Signed:

Date:

(Chair of Governors)