



Willingham County Primary School

Meeting of the Full Governing Body on
Thursday 10th July 2025 at 7pm (WPS)



MINUTES

Present: Chris Shaw (CS) (Chair), Matt Unwin-Riches, (MUR) (Vice Chair), Mona Paalanen (MP) (Headteacher), Angela Walker (AW) (Deputy Head), Jo Aldhouse (JA), Cherie Davies (CD), Yvona Duncan (YD), Louise Johnston (LS), Emily Lloyd (EL), Katy Stevenson (KS) Annabel Targett (AT) and Sarah Morgan (SM) – arrived at 7.11pm

Also attending: Charlene Monk (CM), CamClerk.

Guest: Sophie Cunningham - Potential New Governor

	Minutes	Actions
1.	<p>Welcome from the Chair</p> <p>The Chair (CS) welcomed all to the meeting.</p> <p>Apologies</p> <p>Apologies were received and accepted from Lara Feather (LF) and Helen McCarthy (HM).</p> <p>Ann-Marie Garrett (A-MG) was not in attendance.</p> <p>The meeting was quorate.</p>	
2.	<p>Declarations of Interest. *</p> <p>There were no declarations of interest concerning items on the agenda.</p>	
3.	<p>Appointment of New Governor</p> <p>The Chair introduced new potential governor Sophie Cunningham (SC) to the Governing body.</p> <p>Governors had previously been informed that the Chair had received a recommendation regarding a potential new governor (SC).</p> <p>The Chair proposed, and the MWR seconded, SC be co-opted with immediate effect.</p> <p>After a brief discussion governors agreed to unanimously elect SC as Co-opted Governor.</p> <p>Action01: Clerk to undertake paperwork for SC Co-opted Governor role.</p> <p>The Headteacher raised her concerns around the representation of the governing body, with most Governors being parents of children at the school.</p> <p>The Governors noted the balance of parental and non-parent governors forming the board should be continually reviewed to ensure balance, whilst acknowledging the difficulties recruiting non-parent Governors.</p> <p>The Chair confirmed two (2) Governor vacancies remain.</p>	<p>Clerk</p>

	<p>Governors discussed recruitment needs and were asked by the Chair to think about if they knew any potential governors, especially with IT/safeguarding awareness background and expertise.</p> <p>Action02: Chair and V-Chair to conduct a recruitment round within the Community, to place an advertisement in the Willingham News and share on social media.</p>	<p>Chair / V-Chair</p>																								
<p>4.</p>	<p>Minutes*</p> <p>i. The minutes of the FGB meeting, held on 1st May 2025, were submitted, and signed by the Chair as a true record of the meeting.</p> <p>ii. Actions outstanding and Matters arising (not included elsewhere on the agenda)</p> <table border="1" data-bbox="296 703 1273 1386"> <thead> <tr> <th data-bbox="296 703 384 763">No</th> <th data-bbox="384 703 959 763">Action</th> <th data-bbox="959 703 1126 763">Owner</th> <th data-bbox="1126 703 1273 763">Deadline</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="296 763 1273 808">Actions from the meeting of 27 September 2024:</td> </tr> <tr> <td data-bbox="296 808 384 1003">08</td> <td data-bbox="384 808 959 1003">All Governors to look at the Spring overview list by week commencing, with focus areas, planning link visits – Speak to Staff member and MP in advance of Governor visits. Action - closed</td> <td data-bbox="959 808 1126 1003">ALL</td> <td data-bbox="1126 808 1273 1003">asap</td> </tr> <tr> <td colspan="4" data-bbox="296 1003 1273 1048">Actions from this meeting 1 May 2025:</td> </tr> <tr> <td data-bbox="296 1048 384 1216">01</td> <td data-bbox="384 1048 959 1216">Lunchtime Co to organise and conduct a parent survey regarding current menu choice, suggestions to change etc. Action - closed</td> <td data-bbox="959 1048 1126 1216">HT/ Lunchtime co</td> <td data-bbox="1126 1048 1273 1216">Next FGB 10th July 25</td> </tr> <tr> <td data-bbox="296 1216 384 1386">02</td> <td data-bbox="384 1216 959 1386">Early Reading Lead to record the Phonics session presentation for sharing with honeypot and school parents. Action - closed</td> <td data-bbox="959 1216 1126 1386">Early Reading Lead</td> <td data-bbox="1126 1216 1273 1386">Next FGB 10th July 25</td> </tr> </tbody> </table>	No	Action	Owner	Deadline	Actions from the meeting of 27 September 2024:				08	All Governors to look at the Spring overview list by week commencing, with focus areas, planning link visits – Speak to Staff member and MP in advance of Governor visits. Action - closed	ALL	asap	Actions from this meeting 1 May 2025:				01	Lunchtime Co to organise and conduct a parent survey regarding current menu choice, suggestions to change etc. Action - closed	HT/ Lunchtime co	Next FGB 10 th July 25	02	Early Reading Lead to record the Phonics session presentation for sharing with honeypot and school parents. Action - closed	Early Reading Lead	Next FGB 10 th July 25	
No	Action	Owner	Deadline																							
Actions from the meeting of 27 September 2024:																										
08	All Governors to look at the Spring overview list by week commencing, with focus areas, planning link visits – Speak to Staff member and MP in advance of Governor visits. Action - closed	ALL	asap																							
Actions from this meeting 1 May 2025:																										
01	Lunchtime Co to organise and conduct a parent survey regarding current menu choice, suggestions to change etc. Action - closed	HT/ Lunchtime co	Next FGB 10 th July 25																							
02	Early Reading Lead to record the Phonics session presentation for sharing with honeypot and school parents. Action - closed	Early Reading Lead	Next FGB 10 th July 25																							
<p>5.</p>	<p>Head Teacher’s report *</p> <p>The Headteacher report was circulated ahead of the meeting.</p> <p>The Headteacher, MP, provided a summary of the report during the meeting noting the following:</p> <ul style="list-style-type: none"> • The staffing structure for 2025-26 is in place with strong focus on embedding stronger teacher and TA teams in a classroom. • S106 building has been approved in planning <p><u>Challenges</u></p> <ul style="list-style-type: none"> • SEND support from the LA 																									

Signed

Christopher Shaw

Date

06 Jan 2026

	<ul style="list-style-type: none"> ○ No progress or updates on EHCNAs – Chair raised with LA, and escalated concerns to LA Service Director for Education. ○ No LA support and inconsistency of LA staff ○ The LA Service Director for Education acknowledged the Chair letter of complaint, but no further response or follow up received. <p>Action03: Chair to chase for a response regarding LA SEND ongoing discussions and challenges.</p> <ul style="list-style-type: none"> ● Broadband installation <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> ● The Annual Safeguarding Monitoring Report for Governors was discussed with the Safeguarding Governor (KS) and submitted to the LA (the report was uploaded to GovernorHub prior to the meeting) ● A pupil behaviour survey has been launched by the School Council, not all results received yet. <p>Challenge: From the pupil behaviour survey results so far, have pupils felt safe and supported? Yes, most pupils reported that they felt safe and supported.</p> <p><u>Suspensions</u></p> <ul style="list-style-type: none"> ● No suspensions this summer term. ● The Chair reflected this is a very good and positive outcome, showing that the continued patient and consistent support from staff to the individual pupils has resulted in positive outcomes and should be commended. <p><u>Staffing</u></p> <ul style="list-style-type: none"> ● Three flexible working requests discussed in Personnel; one accepted, one accepted pending requirement, one not accepted. ● Appointed an ECT (Early Career Teacher) for the Class teacher Maternity post for academic year 2025 / 2026 with temporary maternity contract. ● Currently recruiting a three-day HLTA (High Level Teaching Assistant) ● Honeypot recruitment has been successful – no additional vacancies. ● PPA will be covered next academic year with a combination of school staff, one supply staff for one day (temporary) and Sports coaches for two afternoons <p><u>Parent Engagement</u></p>	<p style="text-align: center;">Chair</p>
--	--	---

Signed

Christopher Shaw

Date

06 Jan 2026

	<ul style="list-style-type: none">• 19 responses received so far for the parent/carer lunch survey, the survey closes tomorrow (11 July 2025). <p><u>School Improvement</u></p> <ul style="list-style-type: none">• The new SDP (School Development Plan) has been shared with support staff and teachers in meetings.• All staff have received an email around empowering to excel in their role. Additional focus on teachers to use their professional knowledge, expertise and judgement to achieve the best outcome for all pupils in their class.• A recent staff survey, whereby 18 responses were received, felt that the new appraisal process supported staff CDP• The last step on Steplab is focusing on pace and engagement <p>Challenge: Have SMT members received sufficient training on how to coach and performance manage staff? Is more available to support them from StepLab?</p> <p>Yes, there have been some training available to SMT, but not a lot.</p> <ul style="list-style-type: none">• SMT have decided to create a new Writing and Reading Spine to further improve writing and reading outcomes. This work has already started and will be shared in full with staff in the autumn term. <p><u>SUDS</u></p> <ul style="list-style-type: none">• SUDS work almost finished (wooden parts i.e. benches and arborees missing) – completion date TBC. <p><u>Finance</u></p> <ul style="list-style-type: none">• Some staffing changes and teacher pay rises has affected budget, but not significantly• Support staff pay rise still pending• Broadband installation has included Excess Construction Charges (ECC), although challenged, the school agreed to reduce the speed of the internet to off-set the ECC price. <p><u>End of Year Outcomes 2024/25</u></p> <p>The Deputy Head (DT) uploaded the End of Year Outcomes 2024/25 document, with an overview of the statutory end of year results, to GovernorHub in advance of the meeting.</p> <p>Noting the comparative data is incomplete and that this document is the first draft of statutory assessment results.</p> <p>The DT drew Governor’s attention to the following: -</p>	
--	--	--

Signed

Christopher Shaw

Date

06 Jan 2026

<p><u>EYFS Children Achieving a Good Level of Development (GLD)</u></p> <ul style="list-style-type: none">• 5 pupils were close to achieving GLD, confirming bridging the gap of achievement <p><u>Year 1 Phonics</u></p> <ul style="list-style-type: none">• 69% pass rate, increased and progressive, but needs to accelerate in EYFS• 12 pupils out of 45 did not pass, however more pupils were closer to passing, that over the last 2 years• Massive impact highlighted due to repeated learnings of phonics• EYFS Phase Lead, undertook analysis of the Year 1 phonic test and noted that out of 40 wordsover half of the screening check was based on EYFS content.• Highlighting blending orally, as an area for improvement<ul style="list-style-type: none">○ EYFS pupil assessments undertaken 2 weeks ago○ From September 2025 onwards blending assessments to take place half termly <p><u>Year 4 The multiplication tables check (MTC)</u></p> <ul style="list-style-type: none">• Widening gap of those achieving the pass rate <p><u>KS2 Meeting expected standard and above</u></p> <ul style="list-style-type: none">• <u>Reading</u> – Data dips, however work ongoing• <u>Maths</u> – 70%, increasing yearly, no big trends• <u>RWM Combined</u> – noticeably increased from 42% 2023/24 to 60% 2024/25. <p><u>KS2 Average point score</u></p> <ul style="list-style-type: none">• <u>Reading</u> – 104.7 average, in line with the last 2 years• <u>Maths</u> – 103.8 increased over the last 2 years <p>Next steps, Curriculum Governors will be provided with more information to undertake further discussions, once SMT have analysed all the complete data.</p> <p>Challenge: Is individual pupil progress tracked and are pupils making progress relevant to their potential, is school identifying individual needs and continuing to undertake regular reviews?</p> <p>Yes, the Class teacher and Phase Lead analyse progress termly so each child is supported and has opportunity to progress compared with their potential.</p>	
---	--

Signed

Christopher Shaw

Date

06 Jan 2026

	<p>Governors' Challenges, and support, in advance of the meeting with answers, is covered under Appendix to FGB Minutes 10th July 2025: HT Report Challenges from Governors</p>	
6.	<p>Honeypots Report</p> <p>The Honeypots Manager provided a written report that was circulated ahead of the meeting.</p> <p>Challenge:, What can pre-school do to prepare the pre-school children, based on the EYFS phonics data?</p> <p>The Headteacher informed all that the Honeypot Manager, (KVD) is closely involved in EYFS planning, and is offering the pre-schoolers as part of the NELI intervention program, for communication and language based around 20 books and small group work, the opportunity to build upon phonics, offering a language rich environment.</p> <p>All changes in Honeypots are being implemented this year, with NELI, curriculum changes and the encouragement of parental engagement.</p> <p>Challenge: What is the ratio of EYFS intakes/admissions for the new academic year from Honeypots?</p> <p>The majority of the EYFS intakes for the new academic year will be transitioning from Honeypots (40), other pupils from a mix of groups/other settings.</p> <p>Challenge: Could daily feedback be given to Honeypot parents, for parents to continue to support their child and to promote parental engagement?</p> <p>A written knowledge guide per term is collated for all Honeypot parents and a concise handover is provided to the school during transition.</p>	
7.	<p>Finance Budget Update</p> <p>As mentioned under the Headteacher report, agenda item 5, the School Business Manager (JA), provided a verbal financial summary as follows:</p> <ul style="list-style-type: none"> • Some staffing changes and the teacher pay rise has affected budget, but not significantly • The school is currently in the same financial position as projected • Support staff pay rise still pending <p>Chair of the F&P committee (LJ) remains supportive of the changes and budget position.</p>	
8.	<p>Planning</p> <p>The Chair informed the governing body that the Headteacher, Chair and Vice-Chair had recently met to discuss the school's vision and focus. Noting that the headteacher has now been in post for four school terms, and first full academic year.</p>	

Signed

Christopher Shaw

Date

06 Jan 2026

	<p>At the last FGB the Headteacher provided her observations, now the focus areas for improvement are evolving and priorities are required to be set for the 2025/26 academic year (part of School Development Plan).</p> <p>The school already has a clear vision and purpose and structures in place.</p> <p>The Headteacher then drew Governor’s attention to the WPS and HP 100 Day Plan 2.6.-24.10.2025.docx - GovernorHub document which was uploaded to GovernorHub in advance of the meeting for consideration, and stated that after one year’s reflection it was identified by the schools SMT that staff lack empowerment and demonstrate a high level of dependency on SMT.</p> <p>Resulting in the need for focus on empowering every member in the school community to excel in their role, using their professional knowledge, expertise and judgement to achieve the best outcomes for all children. Eight desired aims have been drafted by SMT to reflect the intended outcome of future work in this area.</p> <p>There are two initial clear objectives set to support this over the next 75 days.</p> <p><u>Objective 1</u> - Rewrite and implement English Curriculum for better quality outcomes</p> <p><u>Objective 2</u> - Retrieval is planned and purposeful and impacts pupil’s participation and learning.</p> <p>Challenge: Has StepLab, helped/assisted with providing staff with a sense of empowerment?</p> <p>Yes, StepLab has assisted with empowerment, highlighting accountability with observation but not entirely.</p> <p>The Chair reflected that even though the data results had not significantly improved, teaching had significantly improved.</p> <p>The Chair thanked the Headteacher and SMT for all efforts and work around focused development areas for the new academic year.</p>	
<p>9.</p>	<p>Safeguarding*</p> <p>Safeguarding Link Governor (KS) undertook a safeguarding visit last month and provided a summary as follows: -</p> <ul style="list-style-type: none"> • SCR (Single Central Record) is up to date and complete – JA was thanked for her work in maintaining this. • The Annual Safeguarding Monitoring Report for Governors was discussed and submitted to the LA (uploaded to GovernorHub prior to FGB) • The school uses the My New Term recruitment software platform. This covers all aspects from the advert, application, reference and offer 	

Signed

Christopher Shaw

Date

06 Jan 2026

	<p>process. The platform includes safeguarding information at all stages and covers safer recruitment practices (i.e. checking for gaps in employment, overseas work certification, declarations, convictions disclosure etc). In addition, School Business Manager (JA) carries out online checks, qualification and identification checks. There is always a specific safeguarding Challenge.</p> <ul style="list-style-type: none"> • Safeguarding was also covered as part of the Headteachers Report, under agenda item 5, Headteacher Report. 	
<p>9.</p>	<p>Committee Updates *</p> <p><u>Personnel</u></p> <ul style="list-style-type: none"> • In the absence of the Chair of Personnel, (HM), MUR summarised key points from the meeting that took place 30th June 2025. • Staff wellbeing discussed, working towards achieving a school mental health award, work ongoing. • School Business Manager, JA will Chair the Wellbeing Working Group • Observed that there is a lack of Headteacher network groups and support for Headteacher from LA • Teachers are generally happy with placements for next year (new academic year). • Reviewed staffing and recruitment – currently recruiting a three day a week HLTA (High level Teaching Assistant) • Discussed and plan in place to cover Catering Manager • Discussed plans to cover known Site Manager absence during the summer holiday. • Discussed three flexible working requests, with two agreed, included a member of SMT decreasing to 80% FTE (2 half days) for one term and one request rejected <p><u>Curriculum</u></p> <ul style="list-style-type: none"> • The Curriculum Committee are due to meet on 17th July 2025. <p><u>Finance & Premises</u></p> <ul style="list-style-type: none"> • The Chair of Finance & Premises Committee, (LJ), summarised key points from the meeting that took place on 26th June 2025. • Catering challenged discussed • SUDS work discussed • Discussed plans to cover known Site Manager absence. • Challenges with the school internet/ broadband 	

Signed

Christopher Shaw

Date

06 Jan 2026

	<ul style="list-style-type: none"> • Looked at the S106 planning outcome in detail – awaiting outcome of tender. • Noted the LA cost savings, (tree inspections, Compliance Audit) that will place additional financial burden on schools to undertake • LA Internal Audit Findings to be discussed at next F&P meeting. 	
<p>11.</p>	<p>Governor Business</p> <p style="padding-left: 40px;">i. Governor training and Board Development</p> <p>The Chair of Governors drew Governor’s attention to the Governance Guide update document, which was uploaded to GovernorHub prior to the meeting.</p> <p>Action04: The Chair then asked that all Governors read and consider ahead of planning for 25/26 academic year.</p> <p>The Chair also drew Governor’s attention to the Hoot, a free Governor Resource, the link was added to GovernorHub prior to the meeting, that provides Governors with news and updates on governance across the sector with podcasts, webinars, events and training opportunities.</p> <p>The Chair also reminded all Governors of the NGA self-guide tutorials.</p> <p>As the Governing body has opted not to subscribe to the Local Authority Governor Services training and advice package, the LA has a statutory duty to ensure that maintained settings are well run and Governors are effective in carrying out their role.</p> <p>The Governing Body themselves must ensure they have the training to fulfil their core functions.</p> <p>Therefore, from Autumn Term 2025 the Governing body will be required to submit a Termly Training record and Annual skills audit to the LA.</p> <p>Moving forward, into the new academic year, if all Governors can populate their training profile tab in GovernorHub with all training they attend, with training certificate, the Clerk will then create a termly training report for submission to the LA.</p> <p style="padding-left: 40px;">ii. Link Roles for 24/25 and 25/26</p> <p>No changes to Link Roles for 25/26.</p> <p>New Governors to be allocated Link Roles based on gaps, and matched to skills / experience where possible</p> <p>Chair to update and provide summary at September FGB.</p> <p style="padding-left: 40px;">iii. School Visits and Key Dates</p> <p>The Safeguarding Link Governor (KS) undertook a termly Safeguarding visit.</p>	<p>ALL</p>

Signed

Christopher Shaw

Date

06 Jan 2026

FGB Minutes 10/07/2025

	<p>YD undertook a lunchtime visit and reported how well-mannered the pupils were and observed that staff were very supportive.</p> <p>YD to create a report and upload to GovernorHub.</p> <p style="padding-left: 40px;">iv. Recruitment needs and Board vacancies</p> <p style="padding-left: 80px;">a. Two Governors term of office ending 31 August 2025</p> <p>The Chair of Governors, (CS) thanked Co-opted Governors (SM & KS) for all their hard work and dedication, knowledge and insight spanning over 10 years.</p> <p>SM & KS thanked the Headteacher and all the school staff and wished the school all the success for the future.</p> <p>The Chair of Governors has received a recommendation for a co-opted governor, who is also a parent, and will be meeting with the potential governor next week.</p> <p>As already mentioned as part of Appointment of New Governor</p> <p>Agenda item 3, it was noted that the balance of governors who are also parents and non-parental governors forming the board should be continually reviewed to ensure balance.</p> <p style="padding-left: 40px;">v. Policy Review</p> <p>None for FGB</p> <p style="padding-left: 40px;">vi. Annual Impact Statement</p> <p>The Chair of Governors to circulate for Governor’s feedback.</p> <p style="padding-left: 40px;">vii. Annual Governance Planner 2025/26</p> <p>The Chair of Governors to upload to GovernorHub.</p> <p style="padding-left: 40px;">viii. FGB dates</p> <p>The Chair of Governors to upload dates to GovernorHub for Governors to access once confirmed.</p>	
<p>11.</p>	<p>Summary of Actions*</p> <p>See table at end of minutes.</p>	
<p>12.</p>	<p>Date of Next Meeting*</p> <p><i>Post meeting – FGB 25/26 confirmed as: -</i></p> <ul style="list-style-type: none"> ● 25th September 2025 ● 6th November 2025 ● 15th January 2026 ● 19th March 2026 ● <u>7th May 2026 TBC</u> ● 9th July 2026 	

Signed

Christopher Shaw

Date

06 Jan 2026

FGB Minutes 10/07/2025

13.	<p>Review the Impact of this Meeting*</p> <p>The Chair reflected on the impact of the meeting and stated that the meeting was very positive with the welcoming of a new Co-opted Governor to the governing body and the impactful discussions around the vision and clear areas of focus for the new academic year.</p>	
------------	--	--

There being no further business, the meeting closed at 9.04pm.

Table of Outstanding Actions

No	Action	Owner	Deadline
Actions from this meeting 10 July 2025:			
01	Clerk to undertake paperwork for Co-opted Governor (SC)	Clerk	asap
02	Chair and V-Chair to conduct a recruitment round within the Community, to place an advertisement in the Willingham news and share on social media.	Chair/V-Chair	Next FGB 25 th Sep 25
03	Chair to chase for a response regarding LA SEND ongoing discussions and challenges.	Chair	Next FGB 25 th Sep 25
04	The Chair then asked that all Governors read and consider ahead of planning for 25/26 academic year.	All	Next FGB 25 th Sep 25

Signed

Christopher Shaw

Date

06 Jan 2026



Appendix to FGB Minutes 10th July 2025:

HT Report Challenges from Governors

Concerns and Safeguarding

- The "Concerns by type last 30 days" report seems to be the same as the one included in the April HT report - can you confirm if this needs to be updated or if the reporting trends are the same?

Apologies, I had accidentally left the April "Concern by type" -graph in the original July report. I have now deleted it and added the Concern by number, which was missing for July and causing my confusion.

- If the reporting trends are the same - there continues to be a rise in behaviour related incidents - what is being done to address this as this is a new and increasing concern area? We use the category of "Behaviour where there is a safeguarding concern" for most behaviour concerns that are logged on My Concern. However, they are normally not serious and there is no trend or anything that needs to be addressed as such.

Parental Engagement

- What feedback did you receive from the 8 parents at the Phonics workshop - did they find it valuable?

Parents did enjoy and found it helpful. Some mentioned it would be good for this to run in September, so Miss Parkison is already planning for that.

- What can we do to improve the level of attendance at parent workshops? Do we need to consider changing the times / medium, i.e. move to online?

We can discuss that in Governors as well. It is difficult and we have trialled lots of different approaches. We are not going to say no to trying something else.

S106 / SUDS

- Do we have a proposed start date for the works?

For the S106. No, we do not.

- Is there a communication plan from the school to the wider community of Thorday's close, and parents / carers?

No, as we do not have a plan or don't even yet know who won the contract. Need to wait for LA guidance on that.

- Do we have a completion date for the outstanding SUDS elements?

No, we do not.

100 day plan / SDP

- There is no specific mention of Maths in the plan - why not, and how will we ensure it remains a focus please?

Signed **Christopher Shaw**

Date **06 Jan 2026**

FGB Minutes 10/07/2025

Maths has been a big focus this year and the results are looking promising. More to follow in Curriculum Governors.

We will pick an aspect of Maths for the next 100-day plan from October half term onwards.

Signed

Christopher Shaw

Date