



Willingham County Primary School



Meeting of the Full Governing Body on
Thursday 25th September 2025 at 7pm (WPS)

MINUTES

Present: Chris Shaw (CS) (Chair), Mona Paalanen (MP) (Headteacher), Angela Walker (AW) (Deputy Head), Jo Aldhouse (JA), Sophie Cunningham (SC), Cherie Davies (CD), Yvona Duncan (YD), Lara Feather (LF), Ann-Marie Garrett (A-MG), Louise Johnston (LS), Emily Lloyd (EL), Helen McCarthy (HM), Annabel Targett (AT).

Also attending: Charlene Monk (CM), CamClerk.

	Minutes	Actions
1.	<p>Welcome from the Chair The Chair (CS) welcomed all to the meeting.</p> <p>Apologies Apologies were received and accepted from Matt Unwin-Riches (MUR) (Vice Chair). The meeting was quorate.</p>	
2.	<p>Annual Pecuniary Interest/Code of Conduct/Annual Declarations Governors were asked to complete and re-sign the Annual Pecuniary Interest Form the Code of Conduct and check annual declarations of interest and confirmations made via GovHub profile.</p>	
3.	<p>Declarations of Interest. * There were no declarations of interest concerning items on the agenda.</p>	
4.	<p>Elections</p> <p>Chair and Vice Chair Elections CS was unanimously elected as Chair of the governing body for the 2025-26 academic year. MUR was unanimously elected Vice-Chair of the governing body for the 2025-26 academic year.</p> <p>Sub-Committee Membership and Chairs (Election and Voting)</p> <p><u>Personnel Committee</u> HM was elected Chair of the Personnel Committee for 2025-26. Members of the Personnel Committee 2024-25 are as follows: HM (Chair), CS, MUR, MP (Headteacher - Staff) and JA (Staff).</p> <p><u>Finance & Premises (F&P) Committee</u> LJ was elected Chair of the F&P Committee for 2025-26. Members of the F&P Committee 2024-25 are as follows: LJ (Chair), YD, MP (Headteacher - Staff) and JA (Staff).</p> <p><u>Curriculum Committee</u> Members of the Curriculum Committee 2025-26 are as follows: JH, LF, AT, CD, EL, MP (Headteacher - Staff) and AW (Staff). Chair and Vice-chair to be elected at the next Curriculum Committee meeting.</p> <p><u>HTPM (Headteacher’s Performance Management) Committee</u> Deferred to Personnel Committee.</p> <p><u>Pay Body Committee</u> Members of the Pay Body Committee 2025-26 are as follows: HM, CS and MUR Other Committee members to be appointed at the time.</p>	

<p>5.</p>	<p>Minutes*</p> <p>i. The minutes of the FGB meeting, held on 10th July 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="252 331 1318 1032"> <thead> <tr> <th data-bbox="252 331 336 394">No</th> <th data-bbox="339 331 1031 394">Action</th> <th data-bbox="1034 331 1166 394">Owner</th> <th data-bbox="1169 331 1318 394">Deadline</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="252 398 1318 436">Actions from meeting held on 10 July 2025:</td> </tr> <tr> <td data-bbox="252 441 336 521">01</td> <td data-bbox="339 441 1031 521">Clerk to undertake paperwork for Co-opted Governor (SC) Action - closed</td> <td data-bbox="1034 441 1166 521">Clerk</td> <td data-bbox="1169 441 1318 521">asap</td> </tr> <tr> <td data-bbox="252 526 336 678">02</td> <td data-bbox="339 526 1031 678">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. Action - closed</td> <td data-bbox="1034 526 1166 678">Chair/V-Chair</td> <td data-bbox="1169 526 1318 678">FGB01</td> </tr> <tr> <td data-bbox="252 683 336 913">03</td> <td data-bbox="339 683 1031 913">Chair to chase for a response regarding LA SEND ongoing discussions and challenges. Action – ongoing – Post meeting action 25.09.25 Chair to chase for a response regarding LA SEND ongoing discussions and challenges</td> <td data-bbox="1034 683 1166 913">Chair</td> <td data-bbox="1169 683 1318 913">FGB02</td> </tr> <tr> <td data-bbox="252 918 336 1032">04</td> <td data-bbox="339 918 1031 1032">The Chair asked that all Governors read and consider ahead of planning for 25/26 academic year. Action - closed</td> <td data-bbox="1034 918 1166 1032">All</td> <td data-bbox="1169 918 1318 1032">FGB01</td> </tr> </tbody> </table>	No	Action	Owner	Deadline	Actions from meeting held on 10 July 2025:				01	Clerk to undertake paperwork for Co-opted Governor (SC) Action - closed	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. Action - closed	Chair/V-Chair	FGB01	03	Chair to chase for a response regarding LA SEND ongoing discussions and challenges. Action – ongoing – Post meeting action 25.09.25 Chair to chase for a response regarding LA SEND ongoing discussions and challenges	Chair	FGB02	04	The Chair asked that all Governors read and consider ahead of planning for 25/26 academic year. Action - closed	All	FGB01	
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<p>6.</p>	<p>Head Teacher’s report *</p> <p>The <u>Headteacher report</u> was circulated ahead of the meeting.</p> <p>To note: Governors’ Challenges, and support, that 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 covered under Appendix to FGB Minutes 25th September 2025: <u>HT Report Challenges from Governors</u></p> <p>The Headteacher, MP, provided a summary of the report during the meeting covering successes and challenges, current context, attendance, child protection and safeguarding updates, comparison of concerns, staffing, achievements and standards, parental engagement, school improvement, teaching and learning curriculum, SEND, Premises and Health and Safety, Finance and the new Ofsted Framework published in early September.</p> <p><u>Governor questions/challenges/support followed:</u></p> <p>Challenge: How many EHCPs referrals are outstanding?</p> <p>Twelve (12) EHCP referrals are outstanding, this will increase due to new referrals. Governors acknowledged the frustrations around LA SEND ongoing discussions and challenges.</p> <p>Action – Chair to follow up with LA again as not been further movement or support since last escalation.</p>																									

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	<p>Challenge: Are observations indicating the difference in (Teaching Assistant) TA support being offered in classrooms following the reallocation of support from the start of term? Yes, the monitoring of TAs, through observations, are indicating less fragmentation, and a positive impact within the classroom.</p> <p>Challenge: Have the changes in TA support been observed and monitored via pupil voice? No, however visible evidence, through SMT observations, indicates the TA building relationships, whilst supporting and progressing the pupil(s). The TAs are offering one on one (1:1) pupil support whilst supporting other pupils, building independence whilst support others. Conversations happening between class teachers and TAs in order to attain the best way to manage and support pupils within the class.</p> <p>Challenge: Is the school full staffed with TAs? Yes, the school has twenty-six (26) TAs.</p> <p>Challenge: SUDS project, is there a plan in place to communicate to parents, with the move of pupils around the school once finalised? The headteacher has met with the SUDS Project Manager to discuss the next steps.</p> <p>Challenge: What are the fundamental changes of the new Ofsted framework and how does this impact the school’s approach to curriculum and teaching? The new Ofsted framework key focuses are:</p> <ul style="list-style-type: none"> • Strategic inclusion, involving case sampling vulnerable pupils. • Terminology changes, from catching up to keeping up. The school is currently behind with keeping up and has not been able to accelerate progress as needed. • Achievements will now be evaluated, writing focus in order to push key foundation skills. <p>Challenge: Has the headteacher had the opportunity to speak to other headteachers in the wider cluster about the new Ofsted framework? The Headteacher’s Conference will be taking place in November 2025. There has been no acknowledgement from the LA of the changes</p> <p>Challenge: With inclusion being the focus of the new Ofsted framework, does the inclusion lead/team have any comments? The DHT, Inclusion Lead (SENDCo) and Emotional Support Assistant, Inclusion Team, require time to digest first and will then develop a plan from the key themes. There were no further questions.</p>	
<p>7.</p>	<p>Honeypots Report The headteacher provided a brief verbal update noting the following:</p> <ul style="list-style-type: none"> • 42 new pupils have joined Honeypots since September 2025, with six-seven 2-year-olds. • All pupils and staff settling in well • Two new staff members 	

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	<ul style="list-style-type: none"> • New EYFS framework published early in the year, effective 1st September 2025 with the major changes around safeguarding requirements. All safeguarding processes are in place as honeypots forms part of the school's processes. • Few minor changes to the EYFS framework, with focus on healthy eating, preventing choking, and attendance monitoring. <p>Challenge: Do Honeypot pupils have a pupil passport, or similar that follows them through to school when they start in EYFS? No, however key information about pupils is recorded on Pupil Asset and My Concern providing an easy transition from the Honeypot setting to school.</p>	
8.	<p>Finance Budget Update</p> <p>i. Update on the School Teacher's Pay and Conditions process following the new changes The new changes were agreed in principle.</p>	
9.	<p>Planning</p> <p>i. Review of Academic Year – key learning / areas for improvement / priorities for next year.</p> <p style="padding-left: 20px;">a. Review school vision/values/ethos and strategic plan no changes noted.</p> <p style="padding-left: 20px;">b. A review of RAP – review areas for governors in the academic year 2025 – 2026 for visits.</p> <p>Action01: The Chair reminded all to review the SDP and highlight the key areas they wish to focus on, collectively and individually linked to Link roles visits and termly overviews/plans.</p>	All
10.	<p>Safeguarding*</p> <p>No specific themes. Covered as part of the Headteacher's report agenda item 6.</p>	
11.	<p>Committee Updates *</p> <p>Committees were reminded to review Terms of Reference (ToR) for approval at FGB02.</p> <p><u>i. Personnel</u></p> <ul style="list-style-type: none"> • the Chair of Personnel, (HM), summarised key points from the meeting that took place 22nd September 2025. • Staff wellbeing and attendance of staff discussed • TA allocation changes showing a positive impact • Wellbeing Working Group, chaired by SBM (JA) will take place next week • All staff took their wellbeing day last academic year • School received Bronze Mental Health award • All staff attended Safeguarding training during the school Inset day • GDPR training took place for all staff • Two flexibility requests discussed with one request agreed on a temporary basis 	SMT

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FGB01 25.09.25

Headteacher: Mona Paalanen

Chair of Governors: Chris Shaw

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	See table at end of minutes.	
12.	Date of Next Meeting* <i>6th November 2025, 7pm at the school</i>	
13.	Review the Impact of this Meeting* The Chair reflected and stated that the meeting was very positive, highlighting a good start to the academic year. Whilst Governors were provided with an overarching understanding around the new Ofsted framework, for the Governing body to consider and reflect on the changes.	

There being no further business, the meeting closed at 8.24pm

Table of Outstanding Actions

No	Action	Owner	Deadline
Actions from meeting held on 10 July 2025:			
03	Chair to chase for a response regarding LA SEND ongoing discussions and challenges. Post meeting action 25.09.25 Chair to chase again	Chair	FGB02
Actions from this meeting held on 22 September 2025:			
01	The Chair reminded all to review the RAP and highlight the key areas they wish to focus on, collectively and individually linked to Link roles visits and termly overviews/plans.	All	FGB02
02	SMT to investigate EDI Training relevant to the school's demographics.	SMT	FGB02
03	The Chair to contact the Headteacher at Cottenham Village College, secondary school, with the potential to recruit governors in supporting the Governing body.	Chair	FGB02
04	Chair to send Governors DfE Prevent training link for all to complete.	Chair	FGB02

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FGB01 25.09.25

Headteacher: Mona Paalanen

Chair of Governors: Chris Shaw



Appendix to FGB Minutes 25th September 2025:

HT Report Challenges from Governors

Governor questions

1. Was the behaviour policy covered as part of the INSET day?

Our approach to managing behaviour was covered in the Safeguarding update we do every September.

The behaviour policy was not covered as a separate item on the INSET day as there were no significant changes. It will be shared with staff after the next review in Curriculum Gov. The behaviour policy is one of the policies any new staff are required to read as part of their induction.

2. Could the curriculum evenings and phonic sessions be offered to parents virtually (live log-in) to improve attendance? Are these presentations now uploaded online for unavailable parents and carers to see?

All presentations will be shared with parents via email. Running the sessions virtually will be difficult in the format we do them.

3. IT plans to update the school website about news and clubs (e.g. lunchtime sport clubs)?

The school website calendar is up to date with any clubs that happen. The Clubs page will be updated shortly.

4. Any action plans after the questionnaire to improve the school menu for the children?

This is on the agenda for the next F&P governor meeting.

5. How has the new TA structure been working since the start of term - have there been any observable changes and what has the feedback been from teaching staff as well as TAs?

So far, we have only had positive feedback. It was agreed in Personnel meeting that a governor will capture TA voice in October.

6. Please can you update the 'referrals by month' data for concerns so it reflects the latest data?

It is up to date. There have not been any referrals since January 2025.

7. Are there any themes behind the spike in Emotional Health concerns, and if so, will we address as part of the PSHE curricular?

This is all addressed in PSHE curriculum. It is common at the beginning of the year. Support is in place.

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8. Have any of the EHCP's that were submitted and not assessed during the last academic year been progressed?

The EHCPs mentioned above are the submissions made last year. No new EHCPs have been submitted since the beginning of this academic year.

9. SUDS - do we have any additional dates and commitment for completion?

No, and I chased it yesterday. The project manager is chasing the contractor.

10. Pay rises - do the agreed increases make a material difference to the budget that we submitted?

No, not really, we have made other savings, and we received an additional grant from the government that covered the Teacher pay rises extra 1% as 3% was already budgeted. Financially we are not worse off.

11. Ofsted framework :- What plans are there to review and implement the direction (Met v Not Met / Expected Standard v Strong Standard guidance) into our SDP?

It's too early to say. I will discuss this with the School Improvement Advisor (SIA) as well. The Self Evaluation Form (SEF) will definitely be updated – the SIA has promised to create a template to assist with this.

12. Is there merit on completing an interim 'audit' of the school to the new framework as we will be 2 years into the 4 year cycle this year?

Again, too early to say. I will discuss this with the SIA.

13. 100 Day Plan - A number of the actions in yellow relate to HP - what additional support is being provided to ensure they deliver the objectives in this setting?

They are only yellow as they have not been fully implemented as the timing wasn't right. No further support as such is needed.

14. How will we measure the impact of these initiatives and objectives?

The impact will be triangulated using evidence from monitoring activities and assessment results.

The SMT will also review each objective against the statements at the top under the "What are we expecting to see?" .

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