

## WILLINGHAM COUNTY PRIMARY SCHOOL

### Minutes of the meeting of the Governing Body, Tuesday 4<sup>th</sup> December 2012

**Present:** Fiona D'arcy, David Hawthorne, Simon Hovell, Louise Johnston, Catherine Lee, Jonathan Lewis (Chair), Vyv Francis (Head) Graham Mumby, Kevin Smyth, Hazra Awal, Al Shah, Caroline Hyde, Jo Aldhouse, Alyson Hammersley, James Singletery and Nick Thomson.

**Clerk:** Eric Smith

#### 1. INTRODUCTIONS/APOLOGIES FOR ABSENCE

Rebecca Walsh, Mark Andrews & Jane Miller apologised for absence.

#### DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

None

#### 2. MINUTES OF THE MEETING HELD ON 9<sup>th</sup> OCTOBER 2012

The Minutes were approved by the Governing Body as a true record and signed as such by the Chair.

#### MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> OCTOBER 2012

Page 1, Item 3, Minutes of the meeting held 3<sup>rd</sup> July – Taken forward to the next meeting of the full Governing Body.

**ACTION: Clerk and Chair to add to the Agenda for the next meeting of the full Governing Body.**

Page 1, Item 3, Minutes of the meeting held 3<sup>rd</sup> July – Safeguarding Policy has been circulated

Page 2, Item 3, Minutes of the meeting held 3<sup>rd</sup> July - Sex and Relationships Policy – Head and Chair to decide on the way forward.

**ACTION: Head and Chair to decide on the Sex and Relationships Policy.**

Page 2, Item 4, Future Structure – Governor Training Session – good attendance from Governors.

Page 2, Item 4, Future Structure – Elections for Staff Governors – Information sent to the Head and elections carried out.

Page 2, Item 4, Future Structure – Clerk has informed Governor Services of the re-adoption of Graham Mumby as a Community Governor.

Page 3, Item 4, Future Structure – Governors attending staff meetings - Head and Chair to decide on the way forward.

**ACTION: Head and Chair to decide on Governors attending staff meetings**

Page 3, Item 4, Future Structure – Clerk has sent the 'Governor Training and Development Programme' to the Chair for onward distribution

Page 3, Item 5, Update on the Website – Al Shah has sent the website slides to the Chair – Chair to action

**ACTION: Chair to circulate website slides**

Page 4, Item 5, Update on the Website – Al Shah has obtained a domain for Honeypots

Page 4, Item 5, Update on the Website – On Line Payments - Jo Aldhouse reported that the cost of online payments was 32p per transaction. It was agreed that Jo Aldhouse would investigate the use of PayPal as a means of online payment

**ACTION: Jo Aldhouse to investigate PayPal for online payments.**

Page 3, Item 5, Update on the Website – Colour Blindness Problems - Al Shah will be investigating further

**ACTION: Al Shah to investigate potential colour blindness problems.**

Page 3, Item 5, Update on the Website – Governor Pen Portraits – Al Shah reported that these had not been sent to him.

**ACTION: Al Shah to produce template for Governors to send pen portraits for inclusion on the website**

Page 3, Item 6.3, Sub Committees – Standards and Inclusion – Head has obtained Feedback from staff on the Staff/Governor event.

Fiona D’Arcy reported that she was still waiting for the Honeypots Safeguarding Policy.

To a question on the teaching of Spanish in the school the Head reported that it was a question of cost and that the school was not able to offer Spanish at present.

### **3. ROLE AND STRUTURE OF THE GOVERNING BODY, SKILLS AUDIT, DELEGATION OF RESPONSIBILITIES, CODE OF CONDUCT**

The Chair circulated a paper at the meeting regarding the reconfiguration of the Governing Body. Governors discussed in detail the items raised in the paper which had been agreed at the first meeting of the Strategy Committee.

Governors adopted the new committee structure as proposed, being the current Finance & Premises, Personnel, Standards & Inclusion Committees, with a Strategy Committee overseeing the business of these 3 committees.

The Terms of Reference for the Strategy Committee were agreed. The Clerk confirmed that the Quorum for all Committees was 3 Members of the relevant Committee by Regulation.

The Chair noted that the election process to fill the existing staff governor vacancies had taken place in November and Jo Aldhouse, Alyson Hammersley and James Singleterry had been elected unopposed. The Clerk confirmed that these 3 staff members became Governors at the time that the result of the election was announced.

It was agreed that Committees could invite members of staff to attend meetings as and when Committees felt that this was appropriate.

It was agreed that the Personnel Committee would have the Head as the sole member of staff and would be more focussed on personnel and performance management of the school, monitoring and taking action as appropriate. The Chair for the Personnel Committee will have to be elected at the next meeting of the Personnel Committee.

It was agreed that the school would take the lead in preparing and modifying policies to be adopted by the relevant Committee or FGB. To a question on whether this was a good use of teachers time, it was noted that staff will then have ownership of the policies. It was also noted that most of the Personnel Policies are based on model policies supplied by EPM and require no or very little modification.

It was agreed that the Standards and Inclusion Committee will be more focussed on the data produced by the school, understanding and application.

The Chair requested that all Governors complete the skills audit to determine skills available within the Governing Body and that the audit should be returned to the Chair by the end of the year.

**ACTION: All Governors to complete the Skills Audit.**

The Chair reported that Andrew Hatcher had resigned as a Parent Governor and that Rebecca Walsh (Community Governor) and David Hawthorne (Authority Governor) will be standing down at the end of the academic year. The Clerk explained the process for filling these vacancies. It was agreed that a Governor with HR expertise would be a useful addition to the Governing Body.

Governors considered the list of possible Link Governor Roles. The Chair noted that this was not a complete list, he did however request that all Governors consider what Link Governor role they would prefer and to contact him as soon as possible. He anticipated that this would be a 'Rolling List' with changes every 12 months. The Link Governor will be 'linked' to the specified member of staff, expected to make contact and to carry out a purposeful school visit.

**ACTION: All Governors to consider a Link Governor role**

In the information supplied by the Chair there was a 'Delegation Planner'. All Governors were asked to review with comments to the Chair.

**ACTION: All Governors to review the Decision Planner with comments to the Chair**

The Chair noted that he had had no adverse comments to the 'Code of Conduct for Governors' and it was therefore appropriate for all Governors to sign the code. This will be carried out annually.

**ACTION: All Governors to sign the 'Code of Conduct'.**

**4. HEAD'S REPORT**

The Head gave a verbal report to Governors, explaining that she was focussing on standards in her report, on overall pupil progress and rate of progress.

She explained that average pupil progress for each academic year was 3 points, which, for example was 12 points for the 4 years in KS2 (Years 3 to 6). The Head reported that progress in KS1 was broadly average, whereas there was accelerated progress in KS2. When the data were analysed it became apparent that most progress was made in Year 6 and the Leadership Team will be targeting accelerated progress in the middle years so that every year group contributes to pupil achievement. The Head noted that 'average' progress was no longer acceptable; being less than 'good' was now considered to be 'requiring improvement'. The Leadership Team was looking for 4 points of progress per Year Group.

Vulnerable Groups will also be targeted and the Head noted that the use of 'Pupil Premium' had to be reported. Ofsted in the next inspection will 'cameo' one pupil from a vulnerable group and track the progress, the interventions and the success (or otherwise) of these interventions.

To a question the Head agreed that accurate measuring and monitoring of pupils was essential so that pupils making poor progress could have early intervention.

The data obtained will show the effectiveness of interventions and target support for those pupils in need of support.

To a question the Head confirmed that SIMS (School Information Management System) was used to assist in data provision.

The Head explained that she was carrying out lesson observations comparing lessons to the Ofsted criteria. Feedback was given for every lesson observed to promote the features of outstanding teaching.

It was noted that there are 31 pupils on the SEN Register (26 at the start of the academic year), with 2 full statements pending. To a question the Head expanded on the process for producing a Statement, noting that the process is due to be 'simplified' in about 18 months time with supporting legislation due sometime in the New Year. To a question the Head acknowledged that the increase in the SEN Register will have funding implications.

Fiona D'Arcy updated Governors on 'Safeguarding' in the school. In February 2012 Fiona had carried out a school visit to review the documentation on Safeguarding. It was noted that training for staff on 'Safeguarding' was required and the Head will ensure that all 68 members of staff will have received training by the end of 2012. To a question Fiona confirmed that she will organise dates for Safeguarding Training for Governors

**ACTION: Fiona D'Arcy to arrange Safeguarding Training for Governors.**

Fiona is arranging a school visit for January 2013 to look at the school's current practice in relation to safeguarding.gather evidence of good practice (or otherwise) on Safeguarding. There will be a 'Feedback Session' following the visit for staff members. A formal report will be submitted to the Governing Body following an initial sharing of the report with the headteacher..

## 5. HEADLINES FROM SUB-COMMITTEES

### 5.1 PERSONNEL

Simon Hovell updated Governors. Four policies adopted. It was agreed that PPA lessons will be monitored with the standard appraisal process. An improved pupil staff ratio for the Breakfast Club was now in place following the hiring of an additional staff member, although, because demand remains high, the club still runs frequently with ratios outside the required 1:8 limit. Simon noted that the school was still short of lunchtime supervisors to meet the a more appropriate pupil staff ratio, however, it had been agreed that there should be a dedicated 'First Aider' present during lunch times and this had been agreed as a paid post. It was agreed that a presentation will be made by Honeypots to the full Governing Body at a future FGB Meeting.

**ACTION: Chair to arrange a presentation by Honeypots to the full Governing Body**

Simon noted that the school does not have a coherent strategy for staff and governor training. Al Shah has issued a pro-forma for all Governors to complete to determine gaps in Governor training. This will highlight training needs. It was agreed that governors gain more from training if two or more attend a course as they are able to discuss and consider the training given. Governors were requested to contact the Head if there was a cost involved prior to booking a course. There was debate on the induction of new governors and the Clerk will send information on the induction of new governors to the Chair

**ACTION: Clerk to send information on the induction of new governors to the Chair**

### 5.2 FINANCE AND PREMISES

David Hawthorne updated Governors. Rebecca Walsh and David Hawthorne will be standing down as Governors and in consequence from this committee. David presented a written report to Governors, updated Governors and answered questions accordingly. To a question on the canteen, David confirmed that the canteen was losing money; however, controls that had slipped recently were being re-introduced. It was agreed that the School Council and Parents should be consulted. To a question on pupil numbers, it was noted that numbers are likely to fall in future years with the subsequent impact on the budget. To a question on whether there was funding available from 'other sources', it was agreed that there was little alternative funding available. There may however be some benefit from the development at Northstowe. It was agreed that Nick Thompson will carry out a visit to check on risks and hazards in the school in the New Year.

**ACTION: Nick Thompson to carry out a visit to check on risks and hazards in the school in the New Year.**

### 5.3 STANDARDS AND INCLUSION

Fiona D'Arcy updated Governors as the new Chair of the Committee. Jane Miller has stepped down as Chair and is now the Vice Chair. Fiona confirmed that the Committee will be focussing on data on pupil progress and attendance. The committee will have an extra

meeting to review and understand data and Caroline Hyde and Fiona D'Arcy will be attending a training course on improving attendance.

**6. TRAINING UPDATE**

It was noted that some Governors had not attended the Governor Induction Course; all were encouraged to book the course and attend.

**ACTION: All new Governors to attend the Induction Course**

The Chair requested that Governors attend the Termly Governor Briefings

**ACTION: All Governors to attend Termly Governor Briefings**

The annual free in house training session is available - Governors to consider which course should be booked

**ACTION: All new Governors to consider which free in house training course should be booked.**

It was agreed that Governor Visits are not effective – Strategy Committee to consider

**ACTION: Strategy Committee to look at Governor Visits**

**7. ANY OTHER BUSINESS**

There was a short discussion on the problems with traffic in and around the school, especially with 'Afternoon Pick-up'. It was agreed that the Head and Chair will produce a briefing note on the problem for Governors to consider. The Chair gave a brief update on the progress towards addressing the ongoing traffic situation outside the front of the school at both drop off and pick up times and explained that, as things move forward, governors will be updated.

**ACTION: Head and Chair to write a briefing note on traffic in and around the school for Governors to consider.**

It was agreed that the Chair will review email address on yahoo website to ensure everyone has access to information.

**ACTION: Chair to send email addresses to all Governors**

**DATES FOR FUTURE MEETINGS OF THE FULL GOVERNING BODY**

5<sup>th</sup> February 2013

27<sup>th</sup> March 2013

7<sup>th</sup> May 2013

2<sup>nd</sup> July 2013

There being no further business the meeting closed at 9.41pm

Signed as a true record.....  
Chair

Date.....