



**Minutes of Willingham County Primary School  
Full Governing Body Meeting  
held on Tuesday 20th October 2015 at 7.30pm**



**Present**

Bev Lawrence (BL)	Chair
Caroline Hyde (CH)	Vice Chair
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Marc Ben-Nathan (MB)	
Liz Bowen (LB)	
Fiona D'arcy (FD)	
Jamie Efford (JE)	
Hannah Francis (HF)	
Emma Fuller (EF)	
Steve Harding (SH)	
Gemma Hartman-Ayers (GH-A)	
Vicki Hayes (VH)	
Paul Joel (PJ)	
Ian Kelly (IK)	
Laura Latham (LL)	
Cath Lee (CL)	
Nick Thomson (NT)	
Ben Tregenna (BT)	

**In attendance:** Mrs Anne Moller and Steve Ellison – Cottenham Village College and Christine Brandon (Camclerk)

The meeting was quorate.

**1. Welcome and Apologies**

The Chairman welcomed all present to the meeting. No apology had been received from Mr P Druiitt.

**2. Visit from Cottenham Village College (CVC)**

Steve Ellison, Executive Headteacher and Mrs Anne Moller, Chair of the Cottenham Academy Board of Trustees were welcomed to the meeting. Mrs Moller explained that, as one of the feeder primary schools for the CVC, it was helpful if the Governing Body understood how the governance arrangements of the College had changed since 2011 when Cottenham Village School and the Centre School had joined together to form one Academy Trust.

Under pressure from the government to reform, the Trust had reconsidered its governance structure and established a governing body for both the Village College and Centre School and three Committees responsible for Finance & Audit,

Headteacher: Vyv Francis. Chair of Governors: Bev Lawrence

Operations and Personnel. This arrangement enabled each governing body to focus on student attainment and achievement, to monitor attendance, teaching and learning with the Executive Headteacher and Board of Trustees left to oversee strategic direction and development of the Academy Trust including facilities and resources.

Mr Ellison added that the senior leadership of the school also had been restructured to match the new governance structure. Each school now had its own Headteacher and would focus on achievement and development of students and staff so that the education provision was as good as it could be.

In response to questions, Mr Ellison stated that the new arrangements had had a positive effect on the Village College, that the Governing Bodies contained a mixture of new and existing governors and that an attempt had been made to recruit governors/trustees with specific skills. Referring to the Committee structure and the number of governors involved in each area, Mrs Moller stated that it would be the expectation that Governors would serve on a maximum of two only and that Committees also would report to the Governing Bodies (and Board) to ensure a flow of understanding and information required under the new structure.

### **3. Declarations of Interest**

No pecuniary interests were declared by those present. It was confirmed that the DPIs of existing Governors were up to date and published to the school website and that the three new Governors had been handed forms to complete.

### **4. Election of Chair and Vice-Chair**

It was

#### **RESOLVED**

that Bev Lawrence and Caroline Hyde be elected Chair and Vice-Chair of the Governing Body respectively for the duration of the ensuing academic year.

### **5. Governing Body Membership**

It was

#### **RESOLVED**

- (a) that, as the only two candidates nominated by the closing date, Vicki Hayes and Ben Tregenna be appointed parent governors until October 2019; and
- (b) that Liz Bowen, Jamie Efford and Cath Lee be co-opted as Members to the Governing Body.

### **6. Minutes**

The Minutes of the meeting of the Governing Body held on 14th July 2015 were approved as a correct record and signed by the Chair.

Headteacher: Vyv Francis. Chair of Governors: Bev Lawrence



## **Staff**

The Headteacher reported that the School had recruited a new part time teacher who would be joining the staff at the beginning of the Spring Term. Katie O'Brien had experience of early year's provision as well as outdoor learning.

## **Performance Management**

The Governing Body noted that the Senior Leadership Team had begun to introduce a new system for managing performance (MITR) which would review 'in the round' the quality of teaching and learning over a period of time rather than during a one-off observation. Review of a teacher's performance would take account of a range of evaluative activities, including lesson observations, deployment of TAs, book scrutiny, classroom environments, discussions with groups of pupils and analysis of attainment data. Whilst commending this new approach, the Chair recognised that it would involve increased time commitment on the part of the Senior Leadership Team to monitor quality of provision in this way. In response, The Headteacher confirmed that, working together, the team now had sufficient capacity to implement and maintain this new approach.

## **8. National & Local Updates**

The Governing Body noted changes to **education inspection** introduced with effect from September 2015. It was explained that as Willingham is currently graded by Ofsted as a 'good' school, a one day inspection will be triggered to consider whether the school continued to warrant this grade and whether its safeguarding was effective. If further evidence was required to reach a decision or there was evidence of improvement or decline, then a full two day inspection would follow.

## **Safeguarding & Child Protection Policy**

A copy of an updated Safeguarding and Child Protection Policy (October 2015) was circulated. The Governors noted the four main elements and were reminded that FD was the governor lead for safeguarding. Given the importance and extent of the role, FD questioned whether additional governor support should be appointed given the need for Honeypots and the After School Club to be aware of issues and good practice. On conclusion of discussion, the Governing Body

## **RESOLVED**

that the Safeguarding and Child Protection Policy (October 2015) be adopted.

Governors questioned whether the policies had been published to the website and were informed that this was in hand.

## **Mobile Phone and Camera Policy**

A draft Mobile Phone and Camera Policy (October 2015) was distributed and Governors were invited to forward comments on the content to LL by 23rd October.

## **Appointment of Link Governor for Literacy**

Arising from discussion, it was noted that work to finalise the draft Communications Policy was still ongoing (**Item deferred to next meeting**).

By way of an update, LL reported that further training on the 'Restorative Approach' would be arranged with details sent to Governors by email. All Governors were strongly urged to attend.

The Governing Body also was reminded that training entitled 'Disadvantaged Pupils and Narrowing the Gap' would be held at the school on 3rd November at 7pm.

## **7. Headteacher's Report**

Providing a verbal summary of the **school's 2014/15 outcomes**, The Headteacher distributed a copy of the FFT Aspire Governor Dashboard relating to the school to the Governing Body and drew attention to several key areas.

Whilst encouraged to consider the content of the Dashboard outside the meeting, the Governors noted that the TALBS Committee would review the data in more detail at their next meeting. In response to a question from a governor, The Headteacher confirmed that she was confident in the data presented given that EYFS, Y2 and Y6 were moderated last year and the school's assessments were considered accurate.

### **Monitoring & Evaluating Calendar 2015/16**

The Governing Body reviewed the content of the Monitoring & Evaluating Calendar and recognised that this was a way to capture all that the school was working towards during the year. It was noted that the calendar would continue to evolve and would be updated regularly as a working document.

### **Raising Attainment Plan**

A copy of the Autumn 2015 'Raising Attainment Plan' was circulated to the Governing Body. The Governors acknowledged the two priorities –

- To raise attainment of all pupils for whom the school receives Pupil Premium funding and SEND pupils; and
- To ensure the quality of teaching across the school is at least good.

The RAP details the objectives, actions and numerical success criteria which had been identified to achieve these priorities. In response to a question from a Governor, The Headteacher replied that the previous year's results, the school's ongoing monitoring and evaluation processes and feedback from the School Improvement Partner and Local Authority Adviser had driven the targets which had been set. The Headteacher added that the SEND Action Plan would be circulated to the Governing Body once finalised.



The Chair outlined the role of the Link Governor for Literacy and invited written expressions of interest in the position to be submitted to her from those Governors who were not already undertaking similar roles.

## **9. Governing Body Business**

### **Governing Body Code of Practice**

A copy of the Code of Practice having been circulated in advance of the meeting and in the absence of any dissenting comments, it was

### **RESOLVED**

that the Governing Body Code of Practice be approved and adopted.

[The Code of Practice was circulated for Governors to sign].

### **Governors Training Programme**

The Chair reminded Governors of the availability of the Governors Training Programme administered by CCC via the Cambridgeshire Education Portal and urged Governors to take advantage of the courses offered.

### **Termly Briefings for Governors**

Mention also was made of the Termly Briefing for Governors that the Chair, Head and other Governors had attended on behalf of the Governing Board. Items discussed had included FFT Aspire, the new Ofsted Framework and the requirements of new Regulations for the publication of Governor Information on a school website. Other Governors were encouraged to attend future briefings.

### **Programme of Governor Visits**

Governors were reminded to complete the necessary forms when undertaking school visits. Organised visits would feature sessions on maths, English and the Pupil Premium.

### **Committees, Members and Terms of Reference**

### **RESOLVED**

- (a) that the following Committees be constituted and Governors appointed as members to them as listed –

**Finance & Premises** – Louise Johnstone, Bev Lawrence, Marc Ben-Nathan and Liz Bowen.

**TALBS** – Fiona D'Arcy, Emma Fuller, Steve Harding, Hannah Francis, Ian Kelly and Ben Tregenna.

**Personnel** – Cath Lee, Caroline Hyde, Nick Thompson, Paul Joel and Vicki Hayes.

- (b) that, having been circulated in advance to Governors, the terms of reference of each Committee be finalised and reconsidered at the next

Headteacher: Vyv Francis. Chair of Governors: Bev Lawrence



meeting and reviewed thereafter on an annual basis. **(Item for next meeting).**

#### **10. Reports and Updates from Committees**

The Minutes of the Personnel, Finance & Premises and TALBS Committees following their meetings held on 22nd and 23rd September and 13th October respectively were received. Respective Chairs gave a précis of the proceedings of each meeting.

Particularly highlighted was the requirement for all new Personnel Committee members to attend the Safer Recruitment Training. It also was confirmed that the three new Governors had already committed to induction training and that Jamie Efford would give a presentation to the Governing Body on the new assessment framework.

Following discussion on the confidentiality/security of school related documents stored in Governors homes and electronically on personal devices, and whilst not implying that information held was unsafe, the Governing Body acknowledged that the issue required further consideration and perhaps the formation of a protocol or guidelines to ensure the protection of information. It was considered that appointment of a Working Party might be appropriate for the purpose and that it be further considered at the next meeting **(Item for next meeting).**

#### **11. Any Other Business**

Governors were asked to have their photographs taken either after the meeting by Jamie Efford or on school photo day.

#### **12. Outcomes**

To close the meeting, Governors were reminded how key to the school were the the two priorities contained in the 'Raising Attainment Plan'.



Chair

*The Meeting ended at 9.32pm.*