



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 20th June 2017 at 7.30pm**

Present

Caroline Hyde (CH) Chair
Hannah Francis (HF) Vice Chair
Vyv Francis (VF) Head teacher
Jo Aldhouse (JA)
Liz Bowen (LB)
Fiona D'Arcy (FD)
Emma Fuller (EF)
Matt Haigh (MH)
Vicki Hayes (VH)
Louise Johnston (LJ)
Laura Latham (LL)
Emma Mason (EM)
Sarah Morgan (SM)
Marc Ben Nathan (MBN)
Ben Tregenna (BT)

Apologies: Apologies for absence from the meeting were presented on behalf of Jamie Efford, Paul Joel and Kate Van Dort.

Also in attendance: Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome

The Chair welcomed all present.

2. Declarations of Interest

No pecuniary interests were declared.

3. Willingham School Association

Governors were advised that, due to family concerns, Emma Bowyer was unable to be present but would be invited to attend the July meeting instead.

4. Minutes

The Minutes of the meeting of the Governing Body held on 2nd May 2017 were approved as a correct record and signed by the Chair.

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

5. Head teacher's Report

The Head teacher made comment on the following matters during her report to the Governing Body –

Safeguarding Audit & Training

The Head teacher acknowledged that the annual Child Protection and Safeguarding Monitoring Report would need to be returned to the LA by 29th September. The Head teacher added that she had recently attended Refresher Training on Child Protection and that requirements and guidance had been extended to include protecting children from suspected extremism and radicalisation, child sexual exploitation, child mutilation and children going missing (from home). LL would be attending Refresher Training in October. A sheet highlighting comments made by Ofsted was circulated to illustrate what would be expected, in terms of all aspects of safeguarding, from the school, Governors and children during the inspection visit. It was noted that all staff would be retrained on Safeguarding Policy & Procedures in September. Governors were required to join one of the sessions led by the Head teacher, as Designated Safeguarding Lead.

LL reported that she had also recently attended a session on safeguarding for Primary Schools delivered by Education Child Protection, which included sessions on the effect of parental offending on children in terms of police presence in the home and prison visiting, child and adolescent mental health and neglect of children and sexualised behaviour in children.

It was agreed that draft Intimate Care and Acceptable Use Policies should be submitted to the next Governing Body meeting.

Staff Update

The Head teacher was pleased to report that the school would be fully staffed for the Autumn Term albeit arrangements for maternity leave cover still needed to be finalised. Governors were thanked for their involvement in this exercise. Teachers had been informed of their new year classes and where they would be located within the school buildings. Following an exchange of views, it was agreed that this information should be released to parents on 29th June ahead of details of the classes into which children had been placed on the 30th June. The Governing Body was reminded that moving to a 12 class structure would release one classroom for alternative use. This will be converted to an Art & Design Studio to show case a particular strength of the school and enable additional art & design clubs to be offered to children. It was also the intention to make use of the room as a space where children could go during lunch if in need of calm and quiet time.

Class Structure

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

Governors were reminded of the class structure for the new school year as follows –

Foundation x 2 classes

Year 1 x 2 classes

Year 2 x 2 classes

Mixed Year 3/4 x 3 classes

Year 5 x 2 classes

Year 6 x 1 class

End of Year Assessment

Although still provisional and moderated in house, teacher assessment of 39, year 6 children had suggested that 82% had achieved ARE in reading, 77% in writing, 82% in maths and 87% in science. Regarding phonic screening, 68% had achieved ARE in Year 1 and 79% in Year 2. Detailed data would be available for the next TALBs and Governing Body meeting.

New Server

Governors were advised that replacement of the server might disrupt access to the school website/systems etc. over the period 5th – 7th July.

Values & Visions

A copy of the School Vision Statement was circulated. It was explained that a range of activities based on the Vision would be planned for 'change over' day when children spent time in their new classes. The vision would be launched in September. It was hoped to display a mosaic incorporating the school values in reception and to have further displays elsewhere in the school and ultimately on the website.

6. Monitoring & Evaluating School Improvement

The Governing Body was advised of the key messages arising from the recent Teaching & Learning Review led by Phil Garnham and Belinda Harvey. In general terms, the feedback received was positive and clear progress was identified around key areas. The review underlined how important it was to be 'Ofsted Ready' and discussed the expected 'lines of enquiry' such as safeguarding. The Head teacher suggested that there were several areas to work on to ensure that the school had collated the evidence to confidently demonstrate the direction of travel. A copy of Phil Garnham's report would be circulated once received to allow further discussion at the next meeting. The Governing Body recognised that it was important to understand the Ofsted process on the day of inspection and key points to convey to the Inspector.

The Chair noted that once the FGB had the end of year results, the strategic priorities for the next academic year could be embedded before the summer holidays and work on Governor visit strategy and monitoring could be established for September.. Regarding the monitoring and reporting on strategic priorities for 2017/18, the Chair suggested that whilst the 'Raising Attainment Plan' was an excellent operational

document, it was often challenging for Governors to easily see the progress and impact so for FGB reporting, it is intended to replacing this with a SOAP – school on a page profile. In terms of monitoring performance outcomes, it was also the intention to schedule meetings of TALBs and FGB close to the end of half terms to allow for the reporting of up to date data.

7. Academisation

i. Presentation by Lesley Birch, Executive Principal, Cambridge Primary Education Trust (CPET)

The Chair welcomed Lesley Birch and Jonathan Newman, Head of Histon & Impington Primary School to the meeting. Lesley explained that the Trust currently comprised Histon & Impington Primary & Infants School, Hatton Park School in Longstanton and that it had been awarded a new primary school in Trumpington which was due to open in the autumn. It was the ambition of CPET to engage with further schools in the local area. Lesley explained how the approach of the Trust benefitted children, staff, schools and the communities in which they operated.

A period for questions and answers followed.

ii. Update from Working Party

The Governing Body was advised that progress was being made with the Astrea Academy Trust and that a meeting had been arranged with the Finance Director. In terms of their approach to capital funding, it was understood that individual schools were expected to bid for funds from a central Trust pot which were then awarded on the basis of a business case. The Trust was still keen on welcoming Willingham School into the Trust. As a next step, Governors acknowledged that they would need to visit Schools within the Astrea Trust (South Yorkshire) and to consider visiting CPET schools as an alternative option. The Chair requested Governors to let her know their availability for visits. It was accepted that both options should continue to be examined and that some consideration should be given to the decision making process.

8. Update on Head teacher Recruitment

Governors were informed that the advertisement for a new Head teacher had now been published and that shortlisting of candidates would take place on 4th July with a view to final interview on the 14th July. It was noted that Belinda Harvey would attend the shortlisting as well as the interview dates on behalf of the LA. A Special Meeting of the Governing Body would take place on the evening of the 14th July to confirm the recommendation of the Selection Panel. Governors were thanked for their contributions thus far. Three candidates had already taken the opportunity to visit the school.

9. Reports and Updates from Committees

The Chairs of Personnel, Finance & Premises and TALBs Committees reviewed the business considered at each of their meetings.

Regarding the Personnel Committee, VH reaffirmed the position in terms of the availability of a full complement of staff for the Autumn Term and the efforts that had been made to accommodate maternity leave. Given the number of policies approved by the Governing Body during the academic year, a Governor suggested that it would be useful for a list of these to be circulated. Governors were advised that a staff questionnaire would be issued early in the new school year to meet the Governing Body's request to consider morale and well being initiatives.

It was reported that TALBs had considered the impact of sickness on the capacity of the SLT and recognised that an urgent focus on SEN children had taken priority over updating the RAP. The Committee wished to analyse the use of the Reflection Room to try and reduce the number of visits/incidents. The school also was still awaiting the outcome of a parent appeal against a decision of the Discipline Committee to confirm the permanent exclusion of a child.

In terms of the Finance & Premises Committee, it was noted that the number of children attending Honeypots Pre School was improving but that it was too early in the year to identify any overall budget issues. The Committee had considered the Asset Management Plan and approved the provision of a new cooker and server. It was acknowledged that the Committee needed to discuss with the WSA those items that the school would wish to prioritise. There had been no health and safety issues to consider.

Whereupon, on the recommendation of the Personnel Committee and, as copies of the four new policies had been circulated in advance to the Governing Body, it was

RESOLVED

that the following new policies/procedures be adopted –

- **Personal Information Policy;**
- **Procedures for Dealing With Allegations of Abuse against Teachers, Other Staff and Volunteers;**
- **Code of Conduct for Adults working with Willingham Primary School and Honeypots Pre School; and**
- **Recruitment Selection: Policy & Procedure.**

10. Governing Body Business

- i. **Governor Training Programme** – Governors noted upcoming training opportunities as follow: Termly Workshop to Improve Governance and Preparation for Heads Performance Review Training.
- ii. **Governor Visits & Feedback** – The Governing Body were encouraged to complete their returns, to continue to undertake visits and to log onto Parent

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view. It was important to capture thoughts and ideas on those activities that the school does so well as for instance the Maths Foundation Evening. It was also suggested that the Governing Body should formally recognise good staff performance at every meeting. In terms of quick wins ahead of any inspection, the Chairman called for volunteers to paint the pirate ship.

- iii. **Calendar of Meetings** – It was noted that the Calendar would be available for approval at the next Governing Body meeting and that dates would be set to better enable Governors to review current pupil progress data. It was envisaged that a draft timetable would be distributed ahead of the next meeting.
- iv. **Membership** - The Governing Body was advised of the resignation of Ian Kelly with immediate effect and the need, therefore, to appoint a replacement lead Governor for Safeguarding as a priority.

11. Date of Next Meeting

It was noted that the next ordinary meeting of the Governing Body was scheduled to take place on Tuesday 18th July 2017 at 7.30pm.

A Special Meeting of the Governing Body would be needed following the Head Teacher Selection Panel and it was suggested that this might occur at 6pm on the 14th July (to be confirmed)

12. Outcomes and Key Messages

In closing the meeting, the Chair underlined the action that still was required to be 'Ofsted Ready', the progress/research underway to learn about the academy process and the opportunities offered by CPET and Astrea and the intention to fix a calendar of Governing Body meetings for 2017/18 that better align with the availability of up to date performance data.



Chair

The Meeting ended at 10.06 pm.