



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 10th October 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)	
Laura Latham (LL)	
Emma Mason (EM)	
Kate Van Dort (KVD)	

Apologies: Apologies for absence from the meeting were presented on behalf of Vicki Hayes (VH), Paul Joel (PJ), and Sarah Morgan (SM).

Also in attendance: Dave Morrell (DM – Incoming Head teacher for January 2018) and Amy Lorimer (Camclerk).

The meeting was quorate.

1. Election of Chair & Vice Chair of the Governing Body

CH was unanimously elected Chair of the Governing Body.

HF was unanimously elected Vice-Chair of the Governing Body.

2. Welcome

The Chair welcomed all to the meeting, and confirmed that DM was attending in a visitor/observation role (no voting rights).

The Governing Body expressed their thanks to previous governors LJ, MBN and BT, for their contributions to the governing body.

3. Declarations of Interest

The Clerk declared that she clerked for various local schools and the Board of Trustees at the Cambridge Primary Education Trust. It was agreed that the Clerk would leave the meeting for the discussion around potential academisation – this item to be moved to the end of the agenda.

No other interests were declared.

The Code of Conduct was circulated and all governors present signed.

4. Minutes

The draft Minutes of the meeting of the Governing Body held on 20th June and 18th July 2017 were circulated prior to the meeting; it was noted that minor edits from CH and VF had not been incorporated into the version circulated. Governors agreed that the revised minutes would be circulated by email for governor approval.

5. Head Teacher's Report

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

Safeguarding

The Local Authority Safeguarding Monitoring Report was submitted in September 2017 and a copy had been circulated for information. The Head noted that there was a strong focus on E-Safety, a topic which had come up at the school's Safeguarding Meeting. An E-Safety update will be provided for governors at the next FGB meeting. Governors recognised and thanked VF for the high-quality safeguarding training she had provided.

School on a Page (SOAP)

The Deputy Head introduced the report 'School on a Page' ('SOAP'), which has been produced to give the full governing body a consistently presented and easily accessible overview of attainment and progress against objectives. It was noted that the TALBS committee will continue to look at data and targets more thoroughly. The Deputy Head highlighted trends apparent. Governors noted that some areas had not been completed, but thanked the Deputy Head for a useful report format with a good level of detail.

Governors queried aspects of the SOAP including:

How are 'High Prior Attaining' students identified? In EYFS this relates to attainment beyond the learning goals; in other years this correlates to attainment at Greater Depth.

What the 'disadvantaged' students category includes? Only Pupil Premium students are included on the SOAP currently.

How have the targets been derived? They reflect the school's high ambition but have been developed with teaching staff based on pupil data including KS1 outcomes, progress through KS2, and in-school test data. They are also informed by National outcomes as well as last year's KS2 results. **Are the targets overly aspirational?** No. **Has data from the Fisher Family Trust been used to inform target setting?** Yes, this was used as a comparison against the teacher's current predictions.

How is 'progress' evaluated, especially given changes in the curriculum? VF and LL outlined the triangulations between SIMS data, pupil progress meetings with teaching staff as well as book scrutiny and LA observations. . This will be further discussed at TALBS.

Raising Attainment Plan (RAP)

The Head explained that a draft version of the RAP was positively shared with the LA school advisors Phil Garnham and Belinda Harvey at their last review meeting. Some targets within this document are in draft form (year 5). This RAP focuses on the school's primary objectives, and will be used to focus resources. It was noted that the Strategy Committee had reviewed with the Head the strategic priorities as established in the RAP based on those identified in the final FGB of 2016/17

Within the RAP are termly operation objectives and this will be continually updated with the RAP RAG-rated at the end of each term. Governors acknowledged the need for demonstrable impact.

Governors noted that the targets in brackets are 2017 national averages (footnote to be added to RAP).

Governors asked about the higher targets for this years EYFS Greater Level of Development target. LL explained it is based upon the pupils in this cohort (and noted differences to last year's EYFS cohort, which has more complex barriers to learning).

The Chair invited questions and comments on the draft RAP. Governors were positive about the succinct format and the inclusion of national averages as benchmarks for comparison. Governors requested that 'impact statements' be added back in for each strategic objective, and this was agreed by the Head.

Teacher Workload and new Feedback Policy

Teacher workload was highlighted as a focus for the SLT, and the research findings regarding reducing staff workload had been circulated. Governors queried, of the three key areas identified in the report, which was a priority for this school, based on the most recent staff survey? The last staff survey was over a year ago, so another staff survey is needed. The main priority based on the last survey was the amount of time required for staff planning and producing resources and written lesson plans. This has been addressed in part by 1) where possible, using teachers' whiteboard presentations as lesson plans, and 2) ensuring that year group teachers have their PPA time together to facilitate effective planning and resource preparation. Governors queried the specific use of whiteboard presentations in this way and whether it captured lesson planning effectively and the Head explained more about this, and invited governors to visit school to see how it was used in practice. The feedback from teachers has been very positive.

LL introduced the new 'Feedback Policy', and the governors discussed the reduction in marking required where the marking is not positively impacting upon learning. The SLT explained approaches used for feedback, including colour-coded highlighter pens. Governors were informed that that the policy is evidence-based and focused on reducing teacher workload; the SLT emphasised that they do not expect teachers to have to take books home for marking very often. Governors asked whether the

impact of this policy is being monitored? Yes via staff meeting discussions and book scrutiny – but noted this policy has only been in place for four weeks so impact assessment will be monitored going forwards.

Governors noted that a termly 'planning day' is now in place for all teachers.

Governors discussed availability of pupil data, which was also highlighted as a concern in the last staff survey. It was noted that since that survey, the school had changed to SIMS for data management. The Head noted LL's extensive work over the summer to process and analyse data, to provide staff with useful and usable data - that could be used for tasks such as SEN provision mapping. Year group data is now available to teachers on the school servers.

The requirement for data input by teachers has been reduced from twice a term, to once a term (following new recommendations). There is a strong focus instead upon measuring and recording progress against learning objectives – teachers are finding this useful.

Homework was discussed in terms of its impact upon learning and its implications for teacher workload. Suggestions to change the use of homework at the school included reduction in homework assignments, changes to the scheduling of homework, and the potential to remove weekly homework and instead have termly or half-termly self-led projects. The Head provided governors with a hard copy of the Sutton Trust report (2012) measuring impact of various approaches and interventions (governors noted they had looked at this before); this report found that homework in primary years generally had a minimal impact upon learning. The Chair offered to circulate a paper presented by a governor at a different school on the subject of homework.

The benefits and drawbacks of homework were discussed, particularly in terms of parental engagement. Potential overlap with the weekly emails already sent to parents summarising learning objectives were discussed.

The OFSTED school inspection framework was referenced in terms of homework.

It was agreed that governors will consider changes to homework at the next meeting, and that parent opinions will be sought via incorporation into an imminent parent questionnaire.

Governors acknowledged that the expectation of an imminent OFSTED visit will inevitably add stress and worry to staff, and the governors wish to minimise this as much as possible.

6. Policies

The following policies were approved subject to correction of minor typographical errors.

RESOLVED

that the following policies/procedures be adopted –

- i. Accessibility Plan 2017 -2020**

- ii. **Feedback Policy (Sept 2017)**
- iii. **Positive Behaviour & Relationships Policy 2017**
- iv. **Presentation & Handwriting Policy 2017**
- v. **Safeguarding & Child Protection Policy**
- vi. **EYFS Policy 2017**

Governors discussed the boundary between policy and procedure, particularly with reference to the EYFS policy.

7. Safeguarding & Child Protection Annual Monitoring Review 2016/17

This was discussed under Agenda Item 5 above.

8. Teacher Workload/Feedback & Marking Policies

This was discussed under Agenda Item 5 above.

9. Willingham Primary School: Self Evaluation/Governor Skills Audit

The Chair thanked those who completed the skills audit, and confirmed that potential gaps with a view to succession planning comprise HR and finance; these will be a focus for future governor recruitment.

Self-evaluation – The GB self-evaluation was due to be completed this term.

10. Head teacher's Performance Review: Preparation

It was agreed that the Head Teacher's Performance Management would be conducted by VF, CH and LB, with external advisor Belinda Harvey. The Chair highlighted webinar training on performance management for any one on this performance review who has not already undergone training.

11. Governing Body Business

- i. **Membership** - It was noted that the governing body currently has seven vacancies, including the LA Governor position and co-opted roles. It was suggested that the governing body be reduced in size by changing the number of parent governors from 7 to 4.
The Chair reported interest from a potential new governor, who has an HR background – governors agreed that the Chair should meet with the potential governor with a view to a co-opted governor role.
- ii. **Calendar of Meetings** – Governors noted that in addition to the fixed dates, the Strategy Committee and SLT were meeting every other Monday. The Professional Development day on 3rd January was highlighted as a potential opportunity for governors to join with staff in welcoming the new Head Teacher and hearing his strategies and priorities.

- iii. **Governor Training Programme** – Governors noted upcoming training opportunities including the local authority provision. It was noted that slides from the termly briefing are available on the Hub. Belinda has offered to conduct specific training for the governing body around OFSTED – this will be scheduled for early November.
- iv. **Governor Visits & Feedback** – The Governing Body were thanked for the visits already conducted this term, and it was agreed that there were four critical visits to complete before the end of this term: SEN, EYFS/Honeypt, Pupil Premium, and a curriculum-based visit.
 It was acknowledged that best practice is for at least two governors to visit together, to provide a triangulated view – this is encouraged where possible although time restrictions will obviously play a part in this.
 A reminder that completed governor visit forms should be sent to HF for collation and distribution.
- v. **Scheme of Delegation** – The Chair apologised for not circulating the revised Scheme of Delegation – this will be circulated via email and reviewed at the next FGB meeting.
- vi. **Other** – Book donations are being received by the school following the recent appeal, and a £100 donation from a parent had already been received. Governors offered to help with sorting of donated books – The Head invited governors to next Friday's Professional Development Day (to include staff training on E-Safety and Physical Intervention, work in classrooms on reading areas and displays – including work with the donated books, and to end with a walk around each classroom celebrating the learning environments). Governors also offered to come into school on the last weekend of half term to help if access was available.
 The Governing Body expressed heartfelt thanks to the team from the local Co-Op, who not only donated their time to re-paint the pirate ship, but even provided paint.
 The Governing Body expressed strong thanks to Elm Leisure of Over, who have supplied nearly £1000 worth of materials for the school's outdoor pool.
 Those governors who helped to work on the EYFS outdoor area over the summer were also thanked.

12. Appointment of Sub-Committees and Reports/Minutes of Recent Meetings

A verbal report was provided for the recent **Personnel** Committee meeting – VH to continue as Chair. The committee discussed sickness absence, a flexible working request, pay recommendations and staff wellbeing.

A verbal report was provided for the recent **Finance and Premises** Committee meeting, for which draft minutes had been circulated. The committee focused on funding priorities, and supported the teacher pay review recommendations from the Personnel committee. The Committee approved the flexible working request and appointment of a fixed term Family Support Worker. Budgets for this and next year were discussed; budgets and capital expenditure for this year are on track (partly due to generous donation from Elm Leisure). Noted that the number on roll for census this year is 313;

next year's budget has been based on a roll of 313. The committee also reviewed the financial sustainability of Honeypots, and a potential new contract for photocopiers and printers.

The **TALBS** committee has not yet met this term.

9.00pm – The Clerk left the meeting.

13. Academisation Update & Feedback from MAT Visits

The Chair delivered a presentation regarding the school's decision to academise and the subsequent selection of a Multi-Academy Trust partner in order to update all members of the governing body and DM. The presentation included detailed feedback from the summer term visits that had been made to both Astrea Academy Trust and CPET.

It was agreed that given the Ofsted focus and the arrival of a new Headteacher that a decision regarding a MAT partner be postponed until the end of Spring 2 to enable DM to visit Astrea Academy Trust and further questions regarding finance and the academisation process to be answered.

14. Date of Next Meeting

Monday 18th December – 6pm (to be followed by Vyv's Leaving Do at Royal Bengal)

15. Outcomes and Key Messages

In closing the meeting, the Chair noted -

- that the governing body had identified the key strategic priorities for the academic year based on our outcomes and data, and these were reflected in the RAP and termly operational plan. The new SOAP format provided a clear and consistent format for all governors to understand the overall progress of the school.
- That the SLT had put in place a number of measures to ensure teachers workload was being effectively managed and underlined the need to minimise the stress of an imminent Ofsted for all
- That the new Feedback policy was to be welcomed but that it would need to be monitored to ensure consistency and impact.



Chair

The Meeting ended at 9:40 pm.

