



**Minutes of Willingham Primary School  
Full Governing Body Meeting  
held on Tuesday 18th December 2017 at 6pm**

**Present**

Caroline Hyde (CH)	Chair
Hannah Francis (HF)	Vice Chair
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Liz Bowen (LB)	
Fiona D'Arcy (FD)	
Emma Fuller (EF)	
Matt Haigh (MH)	
Laura Latham (LL)	
Emma Mason (EM)	
Sarah Morgan (SM)	
Kate Van Dort (KVD)	

**Apologies:** Apologies for absence from the meeting were presented on behalf of Vicki Hayes and Paul Joel..

**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 by those present.

**3. Minutes**

The Minutes of the meeting of the Governing Body held on 10th October 2017 were approved as a correct record and signed by the Chair.

**4. Ofsted Update**

Having not been inspected by Ofsted as had been anticipated during the term, the Chair reported that the school had the opportunity to request a deferral given the commencement, in post, of a new Head Teacher in January. Governors discussed the option and concluded that, as teachers had no objection to an early inspection in the New Year and as SMT were confident regarding progress

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

made - subject to the views of the new Head Teacher - Governors would not request a deferral.

The Chair expressed regret that, as Ofsted had not visited before Mrs Francis' retirement, she would not have the opportunity to lead the inspection process which would demonstrate the significant progress of the school.

EM undertook to draft a letter to all staff, for the Chair's signature, to thank them for their efforts in preparation for the Inspection and to extend the Governing Body's best wishes for Christmas.

## **5. Constitution Regulations**

As the Governing Body had recently been operating well with several vacancies, the Chair proposed that changes to the membership and a reduction in the number of Governors could be conducive to more efficient and effective working arrangements. Taking into account the recent skills audit, the Governing Body discussed a proposal to reduce the overall membership of the Governing Body from 21 to 17 and bring in Governors with the appropriate skill sets and flexibility and having reviewed the applications of two potential candidates, the Governing Body

### **RESOLVED**

- i. that the Governing Body of Willingham Primary School be varied to comprise the following –  
  
Three Parent Governors  
The Head teacher  
One Staff Governor  
One Local Authority Governor  
Eleven Co opted Governors  
  
**Total: 17 Governors;**
- ii. that, it be noted, that the reduced size of the Governing Body in recent months had proved to be effective during preparations for an impending Ofsted Inspection and that, going forward, it would be desirable to appoint Governors with a balance of experience and expertise;
- iii. that the new Instrument of Government be implemented with effect from 1st January 2018;
- iv. that Sarah Ashworth and Katy Stevenson be appointed as new Co opted Governor and Local Authority Governor respectively; and
- v. that the Clerk be requested to notify the change, by sending a copy of the minutes, to the Cambridgeshire School Governance Team.

## **6. Head teacher's Report**

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

A copy having been circulated in advance to Governors, the Head teacher reviewed the content of her report drawing attention to the following matters -

### **Attendance**

Although appreciative of the attendance summaries on pages 5 and 6, MH was concerned at the extent of work hours that might be spent on compiling the statistics. Whilst it was confirmed that these were produced by the SIMS system, Governors challenged the level of attendance data that needed to be shared at FGB given there was an Attendance Link Governor who could feed back.

Governors asked about the impact of working with specific parents and families on increasing attendance. LL talked about some individual anonymised cases which demonstrated significant engagement and positive impact.

### **Staffing**

Governors noted that despite interviewing, no appointment had yet been made to replace Emily Day, who would begin her maternity leave at the end of January. A letter had been sent to parents informing them of the situation. Further efforts to appoint to the vacancy would be made in January.

Governors recognised an improvement in staff absence in comparison with the corresponding period in the previous year.

### **Honeypot Preschool**

KVD anticipated that 33 children could transfer to reception from Honeypots in September 2018 and that, currently, this number would equate to one class. She remarked that numbers locally were not huge elsewhere either. In answer to a question from MH, KVD reported that she would expect almost all children attending Honeypots to transfer to reception but that the situation would become clearer after the deadline for school places on 15th January.

The Governing Body recognised the need to look at the impact of reduced numbers and schedule class size and structure conversations for the Spring 2 FGB.

### **Special Educational Need and Disability Provision**

MH indicated his intention, as Lead Governor for SEND, to visit the School in the New Year to discuss further work on interventions.

### **Safeguarding and E-Safety Update**

The Head teacher reported that she had issued an information sheet to parents on E-Safety containing advice on how to keep children safe on-line. In response to a suggestion from MH, the Head teacher agreed that it would be appropriate to reinstate a log for e-safety incidents/concerns.



EM reported that she had carried out a governor visit and had seen the Reflection Room in operation. She asked what happened to a child after a visit to the Reflection Room. Governors noted that visits were recorded and that teachers would meet parents to discuss their child's behaviour. LL offered to discuss the monitoring process with EM.

The Head teacher reminded Governors to sign the visitors record when coming into school and to give a reason for their visit.

### **Conclusion**

On the conclusion of her report, the Head teacher thanked Governors for their support of her and the school and their many contributions to important school issues/subjects. Mrs Francis extended her best wishes to the Governing Body for the future.

### **SOAP Review**

The Governing Body reviewed progress against the Key Performance Indicators. Having discussed the Autumn 2 indicators for Y6 and Y2, it was explained, in response to a question from MH, that SIMS data for all year classes would be reported to the next meeting of TALB. Governors observed that Y6 was performing well but Y2 less so although it was pointed out that results were exceeding National Outcomes. LL explained that the system maintained a record of every child so teachers could easily identify those not making progress as expected. LL confirmed that where a child was not achieving ARE, then the school would review their work and consider appropriate interventions.

Governors questioned the accuracy of Y6 Assessments in comparison with results last year, and LL assured Governors that these had resulted from marked 'tests', that Y6 was well supported by a TA focussed solely on interventions and 'one-to-one' and that the outcomes had been discussed rigorously in house.

The Chair was of the view that when further populated, the SOAP would become increasingly useful to the Governing Body.

### **Post-Ofsted RAP**

The Chair thanked the SLT for circulating the RAG rated RAP and advised Governors that this would be reviewed with the new Head Teacher in January.

### **PE Sports Funding**

The Chair reminded the Governing Body about the enhanced PE Sports Funding that the School would receive for this financial year. The School were awaiting the arrival of the new Head Teacher to discuss potential opportunities which might include expanded sports clubs, golden mile activities and other inter-school competitive activities.

## 7. Policies for Ratification

Governors reviewed the content of the Honeypot Pre School – Child Protection & Safeguarding Policy (a copy of which had been distributed in advance to the Governing Body). It having been explained that KVD had been advised to produce a separate policy to that used by the main school, Governors suggested that some consideration be given, in future, to a combined policy. Whereupon, it was

### RESOLVED

**that the Honeypot Pre School – Child Protection & Safeguarding Policy be adopted.**

## 8. Governing Body Business

- i. **Membership** – See Minute No 5 ante.
- ii. **Scheme of Delegation** – A copy of a proposed 'Delegation of Decisions' Planner had been circulated in advance to the Governing Body. Subject to some minor adjustments to be notified to the Chair, in writing, prior to 3rd January 2018, the Governing Body

### RESOLVED

**that the Delegation of Decisions Planner (dated October 2017) be approved.**

- iii. **Spring Term Governor Briefings** – It was noted that Governor Briefings would take place on 6th February, 7-9pm and 8th February, 1-3pm, both at the CPDC. Attendees to be advised. In noting that the new General Data Protection Regulations were to be covered during the Briefings, it was suggested that an update on their likely impact on the school be reported to the next meeting.
- iv. **Annual Governors Conference** – It was agreed that the Chair would attend the Annual Conference on 24th March 2018.
- v. **Governor Visits & Training Record** – EM made further reference to her visit to the Reflection Room and the action taken by the Head teacher when it became apparent that staff were not totally confident with answers on the Prevent Duty and Safeguarding. Mention was made of the availability of online training on the Prevent Duty that might be useful for staff.

## 9. Reports and Updates from Committees

The Minutes of the TALB and Finance & Premises Committees following their meetings held on 17th October and 13th November respectively were received. Respective Chairs gave a précis of the proceedings of each meeting. Subsequent to the Finance & Premises Committee, it was reported that the Central Heating Pump had failed and that it would cost approximately £5000 to replace. This would be considered at the first meeting in the New Year.



In the absence of formal minutes, EM gave an account of the recent meeting of the Personnel Committee and described the current staffing situation and plans to recruit to vacancies. She added that teacher workload had also been discussed although there had been no adverse feedback about workloads in recent teacher 1:1s. Given the information received earlier in the meeting on new pupil numbers, EM alerted the Governing Body to the possible need to reconsider the class structure.

## **10. Outcomes and Key Messages**

The Chair highlighted the opportunities presented by the PE Grant Funding, the intention of TALB to consider, in detail, the Autumn 2 17 data at a meeting early in the New Year and the decision taken to streamline the membership of the Governing Body by approving changes to the Instrument of Government.

Before closing the meeting and on behalf of the Governing Body, the Chair wished to place on record her sincere thanks to Vyv Francis. She added that Willingham Primary School was now a very different place driven by Mrs Francis' commitment to 'Children First' and that, despite the many challenges that she had faced over her time as Head teacher, hoped that there had been some notable 'highs' too. Lastly, the Governing Body extended their gratitude to Vyv Francis for her outstanding contribution and their best wishes for the future.

Mrs Francis also paid tribute to Laura Latham and Jo Aldhouse for their support.

The Chair also extended the Governing Body's appreciation to Laura Latham, and expressed their continuing support and confidence that she would establish a successful partnership with the new Head teacher.

## **11. Date of Next Meeting**

Noted - that the next meeting of the Governing Body was scheduled to take place on Tuesday 6th February 2018 at 7.30pm.



Chair

*The Meeting ended at 7.20pm.*