



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 6th February 2018 at 7.30pm**

Present

Caroline Hyde (CH)	Chair
Hannah Francis (HF)	Vice Chair
David Morel (DM)	Headteacher
Jo Aldhouse (JA)	
Sarah Ashworth (SA)	
Fiona D'Arcy (FD)	
Emma Fuller (EF)	
Matt Haigh (MH)	
Vicki Hayes (VH)	
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 Liz Bowen and Paul Joel.

Also in attendance: Katy Stevenson (nominated Local Authority Governor) and Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome

The Chair welcomed Sarah Ashworth and Katy Stevenson to their first meeting of the Governing Body. It was explained that Katy had been nominated as Local Authority Governor and would observe the meeting pending ratification of her appointment by the County Council at the end of February.

The Chair took the opportunity to remind Governors of the importance of the confidentiality of school business and the collective responsibility of the FGB's decision making process.

Although subject to confirmation, the Chair reported that following a positive Ofsted experience, she was hoping to be able to announce that the school had been categorised as 'good' which would, going forward, offer the opportunity for it to develop as the Governing Body and SLT would wish. The Chair thanked the Head and Deputy Head teacher and all Governors who had contributed to the process.

In reserving special praise for Laura Latham, the Chair also acknowledged the contribution of the former Head teacher, Mrs Vyv Francis and suggested that, once in the public domain, she would write to Mrs Francis to formally extend the Governing Body's appreciation to her for the part she had played in achieving this successful outcome.

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 18th December 2017 were approved as a correct record and signed by the Chair.

4. Head teacher's Report

A copy of the Head teacher's report was circulated in advance to Governors. As this was much shorter than had previously been the case, DM outlined how he wished to approach future meetings of the FGB. Whilst understanding why it had been important for Governors to carefully review detailed data/information in the past, given the new status of the school, he envisaged that the FGB meetings could now concentrate on key strategic issues. DM also indicated that he would consider the Committee programme and increase both the involvement of middle managers and Committees in the review of policies.

Referring to a copy of the RAP (a copy of which had been circulated in advance), DM reported that this had been re-written after the inspection based on new Ofsted outcomes, previous SLT priorities and his early observations of the school. Having previously concentrated on Maths and learning targets for disadvantaged pupils, MH questioned the absence of these from the new RAP. DH assured Governors that achieving specific outcomes in Maths and English would remain the essential core purpose of the school and that performance in these subjects would continue to be monitored and evaluated. He added that it was his intention to develop middle management leadership in school and the addition of Maths and English Coordinator's to the new SMT group was an important step in achieving this.

In response to a question from CH about addressing assessment data, DM described his desire to improve the School's use of assessment information by the introduction of PiRA and PUMa. These were termly assessments of each year group and would enable the school to measure and predict pupil progress in maths and reading and benchmark their performance against national averages as evidence of progress for parents and Ofsted. In response to a question from EM regarding teacher workload, Governors understood that the new system should not add to teachers' workloads and that it had been well received by those with whom it had already been discussed. The introduction into Y1 is to be considered further. Following further questions, it was explained that Summative Information would provide a 'snapshot' of a term and indicate how a whole cohort

was progressing and, over time, how an individual pupil was progressing against ARE.

There followed discussion from Governors around the evidence that tests can create anxiety amongst some children. DM outlined how regular, but low stakes quizzes would be held in school more frequently to overcome fears and that communication was key and that it was important to manage the transition to the new process and ensure the well being of children by taking the steps necessary to reduce any anxiety that may arise as a result of the change. DM agreed to add this as an action to the RAP.

Given the opportunities presented by the new Ofsted rating, DM gave a presentation on the principles of a 'Knowledge Rich Curriculum' and indicated that this would form the strategic direction for teaching and learning in the school going forward. Initial focus would be placed on the subjects of history, geography and science. DM responded to questions from Governors on changes in teaching practice and the curriculum and accepted that these would take time to embed. Mention was made of a joint bid, via Astrea, for funding to support the development of KRC across the CWWC cluster and the potential to join, at no cost, the Inspiration Teaching School Alliance which would provide opportunities for professional development to meet the challenges of delivering a KRC to the school.

DM informed Governors that use of Quality Marks would continue for the Arts and consideration would be given to applying for Basic Skills and Primary Science Quality Marks. As it was important for Governors to understand the principles of KRC, it was noted that its introduction would be included in the new RAP and the subject revisited at future Governing Body meetings.

5. General Data Protection Regulations (GDPR)

The Governing Body was advised of the introduction of Data Protection Regulations with effect from 25th May and the steps being taken by the school to comply with the new requirements around the storage of personal information. JA explained that the school would have a duty to appoint a Data Protection Officer and that, as School Business Manager, she would not be able to take up this role due to a perceived conflict of interest. In terms of preparation, the Governing Body indicated its support for the decision to appoint ICT Services to take the necessary action to ensure the school complied with the Regulations from 25th May and to undertake annual audits.

6. Attendance (NPQH Project)

LL presented the results of her project to improve pupil attendance over the period March 2017 – February 2018. In particular, LL highlighted improvement in attendance in the school year to 30th January 2018 at 95.44% in comparison with the national average of 96% and the reduction of persistent absence to 10% which was lower than the national average of 10.4%. Governors were reminded that new IT based systems had been put in place to track and monitor attendance easing the workload of the Attendance Officer and increasing the efficiency of referrals. Examples of methods used to raise the importance of

attendance across school were also described. The Governing Body congratulated LL on the outcomes achieved and notably the conclusion following the Ofsted Inspection that the school had been rated as 'good' in meeting the criteria for attendance. Governors also commended the Ofsted comment that the attendance of children from traveller groups had improved significantly.

7. Policies for Ratification

The Chair thanked VH for her detailed work and suggested that, in future, a schedule for review of policies would ensure their regular submission to the Governing Body following detailed scrutiny and review by appropriate Committees. Whereupon and subject to some minor amendment to the Disciplinary Procedure, it was

RESOLVED

that the following policies be adopted –

- i. Disciplinary Procedure Relating to Misconduct for All Employees (January 2018);**
- ii. Disciplinary Rules for All Employees (January 2018);**
- iii. Pay Policy 2017;**
- iv. Policy & Procedure on Handling Redundancy (February 2018); and**
- v. Whistle-Blowing Policy & Procedure (January 2018).**

8. Governing Body Business

- i. Annual Governors Conference –** The Chair confirmed that she would be attending the Annual Conference on 24th March at Swavesey Village College and suggested that any other Governor wishing to attend should contact her for details.
- ii. Governor Visits & Training –** MH and EM indicated that they would be attending the next Termly Briefings for Governors. New Governors SA and KS were encouraged to register for impending 'Safer Recruitment' courses. In terms of Governor visits, MH reported on a recent visit around ICT curriculum/training and Governors generally were encouraged to review the RAP, identify interest areas and advise DM accordingly to enable a programme of future visits to be set up.
- iii. Membership: Expiry of Term of Office –** As her current term of office was due to expire at the end of February, the Governing Body

RESOLVED

that Caroline Hyde be appointed co opted Member of the Governing Body for a further 4 year term expiring at the end of February 2022.

- iv. Inspiration Teaching School Alliance –** Further to Item No 4, the Governing Body

RESOLVED

that, a proposal that Willingham Primary School joins the Inspiration Teaching School Alliance, be approved.

- v. **Homework** – It was agreed that an item be placed on the agenda for the next meeting on the 'Role of Homework', that the discussion paper previously sent to Governors be recirculated and that any comments expressed, in the meantime, be sent to the Chair.
- vi. **Parking Project** – FD updated Governors on the progress of the parking project for Thodays Close etc. She explained that in the week beginning 5th March, the Highways Authority would cone roads around the school to prevent parking. Highways Officers and the PCSO would be present to monitor the situation. A letter would be sent to parents and residents informing them of arrangements during the trial week. Additional spaces for car parking will be created in the school car park. A 6 week period of consultation would follow the trial. If no objections were received to formal notices during a further period thereafter, yellow lines would be installed.

9. Reports and Updates from Committees

The Minutes of the Finance & Premises Committee following its meeting held on 23rd January 2018 were received. The Chairs of the Finance & Premises and Personnel Committees gave a précis of the proceedings of each meeting. There had been no recent meeting of TALBs.

In the absence of formal minutes, VH gave an account of the meeting of the Personnel Committee mentioning discussion on objectives for staff as included in the new RAP, current vacancies, the flexible working policy, GDPR, policies generally and feedback from the staff questionnaire.

MH highlighted items discussed at the Finance & Premises Committee and these included the addition to their agenda of a regular Risk Assessment review of areas of the school site, according priority to the replacement of the central heating pump in the Asset Management Plan, reassessment of the ICT Upgrade and anticipation that the end of year balance was likely to be around £12K. The Committee was continuing to carefully monitor the performance of Honeypot Pre School. In terms of the overall budget for 2018/19 and 2019/20, the Chair indicated provisional figures of £1.146 and £1.114 respectively. Thirty eight families had already indicated a preference for Willingham School Reception Class.

EM updated Governors, in brief, on recent meetings of the Complaints Committee.

10. Catering Provision

The Head teacher reported that he had begun to explore the possibility of outsourcing the School's catering function with senior staff involved. Taking away

Headteacher: David Morel. Chair of Governors: Caroline Hyde

the cost of a new oven, Governors noted that the Kitchen had achieved an operating surplus of £1k in 2016/17 but that there were financial and time resource impacts of managing the facility internally. Governors asked about the impact of outsourcing on existing staff. The Head Teacher informed the Governors that current kitchen staff would be transferred to any new operator under TUPE regulations and subject to consultation with the School Council, the Governing Body

RESOLVED

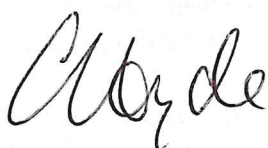
- i. that the Head teacher be authorised to invite tenders for the supply of on site school catering with effect from September 2018; and
- ii. that Matt Haigh be nominated to participate, on behalf of the Governing Body, in any selection process.

11. Outcomes and Key Messages

In concluding the meeting, the Chair wished to highlight again the 'fantastic' contribution made by the SLT and the former Head teacher to the Ofsted outcome, the importance of the consistent and transparent information to be provided under the new summative assessment systems and the exciting learning opportunities that will arise from the Knowledge Rich Curriculum.

12. Date of Next Meeting

Noted - that the next meeting of the Governing Body was scheduled to take place on Tuesday 27th March 2018 at 7.30pm.



Chair

The Meeting ended at 9.42pm.