



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 22nd January 2019 at 7.30pm**

Present

Caroline Hyde (CH)	Chair
Katy Stevenson (KS)	Vice Chair
David Morel (DM)	Headteacher
Jo Aldhouse (JA)	
Sarah Ashworth (SA)	
Liz Bowen (LB)	
Emma Fuller (EF)	
Emma Mason (EM)	
Sarah Morgan (SM)	
Kate Van Dort (KVD)	

Apologies: Apologies for absence from the meeting were presented on behalf of Matt Lockyer and Sarah Nelson.

Also in attendance: Megan Aldhouse, Emily Day and Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome

The Chair welcomed all present.

2. Declarations of Interest

No pecuniary interests were declared..

3. Minutes

The Minutes of the meeting of the Governing Body held on 11th December 2018 were approved as a correct record and signed by the Chair.

4. Presentation from EYFS Lead, Phonics Lead and Honeypot Pre-School Manager

Megan Aldhouse and Emily Day began their presentation by describing the approach they were taking towards the transition of children from Honeypot Pre-School and other local nurseries to Reception Class at Willingham School. They explained that they would visit every new starter in their own home, visit Honeypot Pre-School twice a week and invite children to taster and lunch sessions. Meetings were held with new parents/guardians to convey 'important' but routine information regarding use of water bottles, location of toilets etc. and on the Curriculum to introduce both Phonics and Maths and to encourage parents to help children at home. Short informal meetings with parents would be scheduled after school early in the new term to give feedback on how a child

Headteacher: David Morel. Chair of Governors: Caroline Hyde

The Chair thanked Megan and Emily for their input and contribution to the meeting.

Kate Van Dort, Honeypot Pre-School Manager began her presentation with an open invitation for Governors to visit the pre-school setting. She added that there were currently 65 children on the Pre-School roll of which 16 were 2-year olds. Kate explained that there was a high demand for places for 2-year olds and they were currently running a waiting list. The number accommodated at each session had to be capped because of the extra demand the age group placed on staff. Two places were externally funded as the children involved required extra help. Forty nine children were aged 3 or 4 years, five were pupil premium children and 10 were summer born. It was anticipated that forty pre-school children would start in Reception Class in September. There were 6 members of staff and, of these, 3 were full time, 2 part time and one who acted as relief when required. All staff were qualified to Level 3 and had been employed at Honeypot Pre-School for some time. Generally, the Pre-School operated a play-based setting although two structured sessions were held on Wednesday and Thursday afternoon to prepare children for school. Megan Aldhouse and Emily Day visit the Pre-School during these times to introduce use of phonics. Kate confirmed that those children who do not attend pre-school everyday also enjoyed some phonics sessions. Kate also mentioned that the Pre-School used the 'Literacy Spine' and 'Talk Reading' and that children enjoyed outdoor time everyday. Work was continuing to increase familiarity and use of data to record children's progress.

The Chair asked whether the Pre-School was as equipped as they would wish to be and, in response, Kate confirmed that, generally, it had sufficient resources but that she would like to have a canopy for shelter during the summer months.

Lastly, it was confirmed that the Pre-School budget was on track and the Governing Body recognised that much had been done by Kate, Jo Aldhouse and F&P to address the previous financial deficit.

To conclude the presentations, the Chair commented that it was very encouraging to hear how much focus was being placed on preparation for EYFS and early years delivery and that this offered every child the opportunity to make a good start to their school life. Sarah Ashworth added that, over time, this approach would be recognised by parents with school aged children and might impact positively on the annual intake figures.

5. Appointment of Deputy Head Teacher

Having been reminded of the recruitment process, the Head Teacher advised Governors that six applications had been received for the post of Deputy Head Teacher and provided an overview of the selection day format. Following a series of activities, lesson observation, presentation and formal interview, the Appointment Panel had agreed to offer the position to Angela Walker, currently employed as English Subject Lead at Milton Primary School. It was noted that Angela will assume her new post at the beginning of the Summer Term. The Head Teacher was hopeful, however, that she would be able to visit school in the meantime. The Head teacher expressed his appreciation for the time and efforts of those Governors engaged in the process and for the contribution of Jo Aldhouse in setting up the timetable and structure for the day.

Headteacher: David Morel. Chair of Governors: Caroline Hyde

7. Policies for Ratification

- i. **Complaints Policy** - Further to the minutes of the last meeting, a copy of the draft Complaints Policy had been circulated to Governors in advance. It was agreed that this should be referred to the Complaints Committee to review and consider prior to formal adoption.

ACTION: Complaints Committee to review the Complaints Policy

- ii. **Effective School Visits by Governors Policy** – The Chair presented the draft policy to the meeting, a copy of which had been circulated. She emphasised that the visiting programme was integral to the role of a Governor and that it was essential to give feedback as this would form part of the RAP assessment of the school's progress against agreed priorities. Attention was drawn to Appendix 2 – the Monitoring Report and Governors were encouraged to complete this electronically before sending by email to the Head teacher. The report would ultimately be placed on the secure area of the website. It was suggested that those Governors who had not previously undertaken visits should 'buddy up' with a colleague who had. Governors were encouraged to use the RAP Access Calendar (and new WhatsApp Group) to plan their visits and to keep others informed of arrangements made.

The Chair also recommended Governors to take advantage of LA training on the use of data to monitor and manage school performance. This referred to the use of 360o appraisals, RAPs, Headteacher Reports and Governor Visits as tools to monitor priorities/objectives/performance.

Whereupon, it was

RESOLVED

that Effective School Visits By Governors Policy (October 2018) be adopted.

8. Governing Body Business

- i. **Governing Body Self Evaluation** – The Self Evaluation Schedule had been circulated, in advance, to Governors for comment. The Chair thanked Emma Fuller for her help and commented that, overall, the performance of the Governing Board was strong but that there still were areas which it could develop and improve. CH undertook to review areas for action with the Link Governor, Emma Mason.

ACTION: CH and EM to review the Self-Evaluation for actions to implement for improvement

CH added that she had arranged to network with the Chairs of Waterbeach and Cottenham Primary Schools and also hoped to involve the Vice Chairs of each Governing Body in this meeting.

A handwritten signature in black ink, appearing to read 'Caroline Hyde', written in a cursive style.

Chair

The Meeting ended at 9.50pm.