



**Minutes of Willingham Primary School  
Full Governing Body Meeting  
held on Wednesday 15th January 2020 at 6.30pm**

**Present**

Katy Stevenson (KS) Chair  
Jo Aldhouse (JA)  
Justin Aves (JA)  
Emma Fuller (EF)  
Louise Johnston (LJ)  
Elise Kinnear (EK)  
Dan Lentell (DL)  
Matt Lockyer (ML)  
Emma Mason (EM)  
David Morel (DM) Headteacher  
Chris Shaw (CS)  
Kate Van Dort (KVD)  
Angela Walker (AW)

**Also in attendance:** Christine Brandon (Camclerk).

The meeting was quorate.

**1. Welcome & Apologies**

All Governors were welcomed to the meeting. Apologies for absence were conveyed on behalf of Sarah Ashworth, Sarah Morgan and Sarah Nelson.

**2. Declarations of Interest**

No pecuniary interests were declared.

**3. Minutes**

Subject to an amendment to Item 5 to clarify that the Personnel Committee would create a 'Personnel' rather than 'Behaviour' Dashboard, the Minutes of the meeting of the Governing Body held on 13th November 2019 were approved as a correct record and signed by the Chair.

In terms of outstanding actions, it was –

- noted that safeguarding training would take place at the Governing Body meeting in April;
- agreed that Governors should confirm by email to the Chair, one way or another, whether they had any comments on the Self Evaluation exercise by week ending 24/1;
- reaffirmed that Governors should be encouraged to use the new Visit Form once this had been approved by the Curriculum Committee. ML undertook to trial the new form. The Chair reminded Governors that suggested questions for specific Link Roles were available on 'The Key',

Headteacher: David Morel. Chair of Governors: Katy Stevenson

that visits were an integral part of the role of a Governor and that Governors could visit in pairs if preferred;

- agreed that JA should remind those Governors who had yet to undertake their 'Prevent' Training to do so; and
- noted that a date had been fixed for the appointed Working Group to meet to consider the amalgamation of the Equality & Diversity Policy and Duty Statement.

**ACTION: All Governors, DM, JA & Clerk**

#### **4. Head Teacher's Update**

The updated WPS Raising Attainment Plan together with outcomes statements on mathematics, reading and writing were circulated in advance to Governors. Governors were encouraged to use these 'deep dives' when preparing for school visits. Commending the approach, EF asked how outcomes would be followed up and how Governors would know if anything had changed. DM explained that outcomes would be recorded in the updated RAPs that followed. He urged Governors to refer to the '100 day plans' on the subject areas that they were intending to review to identify the rationale and reasons for the approaches that had been taken.

EF drew Governors' attention to the predicted Combined KS2 SATS results and the expectation that these were likely to be disappointing – 22% below last year's national attainment figure. AW added that it was her intention to report the outcome, in detail, to the Curriculum Committee who would in turn advise the FGB. Given these results, the Governing Body discussed the impact these might have on Secondary School transition and any assistance Governors might be able to offer to the process. EF clarified that it was the combined outcome at 43% that was disappointing and not individual subject figures. In view of the pressure on teaching resources, CS asked whether the school could encourage additional volunteers to come into school to help with reading, for instance. AW reported that the school currently had a full quota of parent volunteers but to let her know if Governors were aware of any ex teachers who might be prepared to volunteer their time on School. It was suggested that placing a notice in the forthcoming issue of 'Parent Mail' might help.

Given the shortness of time, the Chair asked Governors to direct any further questions on the RAP to the Head Teacher by email.

**ACTION: ALL Governors, DM - Parent Mail Notice.**

#### **5. Governing Body Business**

The Chair announced, with regret, the resignation of Governor Caroline Hyde and wished to place on record the gratitude of the Governing Body for all that Caroline had contributed to the School in recent years. Appointment to the vacancy would take place, having regard to the Skills Audit and having identified the skills that a new Governor might be able to offer to the Governing Body's performance going forward.

KS proposed that she should meet with Committee Chairs to begin to plan for the next Ofsted Inspection. She encouraged Governors to read the Ofsted Inspection Handbook and any reports that might be publicly available following recent Inspections locally. EF undertook to circulate a list of reports that were available after Inspections last term.

Governors were informed that art work by WPS Children would remain on display at the Fitzwilliam Museum, Cambridge until March. The Chair thanked Sarah Varty for her contribution to the success of this project.

**ACTION:** Chair, Committee Chairs, CS and EF. DM to convey appreciation to Sara Varty.

**6. Latest Committee Minutes**

The Minutes of the meeting of the Finance & Premises Committee held on 6th December 2019 together with a copy of the Zone 3 Risk Assessment had been circulated in advance to Governors.

**7. Schools Funding, Budgeting and Financial Monitoring**

Training on the foregoing subjects was presented to the Governing Body by Louise Johnston.

**8. Date of Next Meeting**

11th March 2020 at 7pm.

**ACTION:** All to Note.



Chair

*The Meeting ended at 8.30pm*

