



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 10th February 2015 at 7.35pm**



Present

Jonathan Lewis (JL)	Chair
Cath Lee (CL)	
Louise Johnston (LJ)	
Emma Fuller (EF)	
Fiona D'Arcy (FD)	
Bev Lawrence (BL)	Vice Chair
Marc Ben-Nathan (MB)	
Laura Latham (LL)	
Steve Harding (SH)	
Hannah Francis (HS)	
Vyv Francis (VF)	Headteacher
Gemma Ayres (GA)	
Jo Aldhouse (JA)	
Caroline Hyde (CH)	
Paul Joel (PJ)	

In attendance

Sharon McFarlane (SM) Camclerk

1. Honeypots and WSA update

1.1 Honeypots

Cathy Bamford (CB) and Kate Vandort (KV) from Honeypots updated governors with the following:

- Two part time and one supply staff have been recruited this term. One is working towards their Level 2 and the other two will be attending courses
- There are currently 80 children on role and 36 on the waiting list. There are no spaces for 3-4 year olds in the Summer term. The parents of 2 year olds will be contacted to offer places
- An open evening will be held in May

In response to questions, KV advised that 2 year olds attend on Wednesday and Friday afternoons, with 32 3-4 year olds attending for both AM and PM sessions, taking up a school meal, which they enjoy.

VF asked if a questionnaire had been sent to parents. KV said that it was sent after parents evening and no negative comments had been received. VF asked for a summary of the responses to be sent to her.

CL advised that the Honeypots Trust was holding an amount of £53,000. KV asked if staff could attend ELKLAN training to help support some of the Pre School children. GA advised that some school staff were attending "Communication Friendly Schools" training and this could be fed back to staff in Honeypots.

KV and CB were thanked for attending this meeting and for doing an outstanding job running Honeypots.

1.2 WSA

Sue Berry (SB) circulated the WSA cash flow forecast for 2014/15 during this meeting, and updated governors with the following:

- There are enough funds to pay for the swimming pool this year
- £10 will be funded per child in the EYFS to go on a trip as they did not go on one in the Autumn term
- The fun run has changed to the Fen Gallop and will be held in July. Proceeds from this will show in the following years forecast as it is being held so late in the school year. This also applies to the proceeds from the Summer Fare.

One governor asked if the change of date for the fun run would generate more or less funds. SB said that she thought more funds would be raised.

- Approx £1,200 raised from cake sales will be available to fund school trips for the Summer term
- There is a “gap” in the WSA fundraising calendar between April and May due to the fun run being moved to July. SB suggested an event that could be tied in with the school.

SB asked governors if they would like the WSA to fund the annual events on a regular basis and should give their decision by September.

ACTION: GB to advise SB of their decision on what they want the WSA to fund

In response to a question, SB said the WSA attend the Honeypots intake meeting to try and attract new members.

SB was thanked by the GB for all of her hard work

2. Welcome/apologies/Declarations of interest of items on this agenda

The meeting was opened and chaired by BL. Apologies were received and accepted from Druitt

BL introduced PJ to the GB and advised that he will take on the role as Community Governor, with immediate effect

ACTION: Clerk to inform governor services of PJ's appointment

Governors were reminded of the need to declare any interests in the items for discussion - there were none.

The meeting was quorate.

ACTION: Clerk to send Declaration of Pecuniary Interest form 2014/15 to JP

3. Election of Chair and Vice Chair

JL advised that due to work commitments, he would be resigning as Chair, but would still remain a governor.

It was proposed that BL would take over as Chair and CH as Vice Chair with immediate effect.

The proposal of both roles was unanimously agreed by all present

ACTION: Clerk to advise Governor services of the change to the GB.

JL was thanked by all present for his support while he was Chair

4. Approval of the minutes from the Full Governing Body (FGB)

Meeting held on 16th December 2014.

4.1 Accuracy

Not all governors had read the minutes so they will be approved by email and any changes are to be sent to the clerk by 22nd February.

4.2 Matters arising

There were none

4.3 Action list

An updated action list will be circulated with these minutes

5. Headteachers report

This item was led by VF, who gave a verbal report outlining the following:

- Celebrations: The choirs visit to the 02 was a huge success and the school was one of ten in Cambridgeshire to be chosen to take part in the BBC film day. KS2 parents were invited to see what the children had done and their picture was on the front page of the Cambridge Evening News.

ACTION: BL to send a letter of thanks to Lucy for organizing the event and will mention it on the next newsletter as a celebration

- Attendance: This has improved due to good support from office staff. The attendance policy is being used a training guide by others schools. The Senior Education Welfare Officer uses the school format.
- A one day Teaching and Learning review will take place on 24th February. A plan for the day was put together by Judy Ruff (SIP) yesterday. During the morning the LA will observe the SLT, meet with the School Council and talk to pupils in the playground. In the afternoon the SENCO and Math's and Pupil Premium leads will be interviewed independently. VF asked for governors to attend from 3.30 to talk to the LA and receive feedback. Governors will inform her of their availability. FB is available between 1.30 and 2.30pm. CL and BL will attend at 3.30pm. JL is available for a telephone conversation with the LA at 11am.

ACTION: Governors to inform VF of their availability to attend the Teaching and Learning review feedback

- The next RAP meeting will look at the report from 7th February 2014

ACTION: VF to circulate the 7th February 2014 report to governors

- VF circulated the key areas included in Fundamental British Values during this meeting. She said that staff and governors should know these and should be able to identify where it is being used and seen throughout the school. Governors are to look at this and feedback at the next FGB meeting.

ACTION: Clerk to add Fundamental British Values to the next FGB agenda

6. Reports and updates from sub committees

6.1 Pupil Support Committee

This item was led by FD who advised that the meeting had been postponed until after the Teacher and Learning Review.

LL advised that herself and the Y5 teacher are attending The Restorative Approach to Behaviour. Schools training will take place and she would like to introduce it across the school. A consultant may need to be bought in to train the staff.

FD had carried out the annual full Safeguarding review and with the Head the safeguarding action plan was updated. She was pleased with the outcome and advised that the safeguarding carried out in Honeypots was also very positive across all areas. A copy of this report will be circulated by VF.

FD will carry out a SEN review with GA after half term and a review of whole school behaviour in the Summer term.

ACTION: VF to circulate Safeguarding review carried out by FD.

6.2 Finance and Premises

This item was led by LJ who outlined the following:

- The budget will show a £400 carry forward into 2014/15, as predicted.
- £70,000 is to be obtained through extra funding, enabling the class structure to remain the same next year (13 classes).
- Honeypots is financially secure at present
- Notice has been served to terminate PCMs contract

One governor asked if the premises side of the committee had been approached by Bouygues Energy and service in relation to reducing energy costs. LJ advised that they had not been approached by this company

- **6.3 RAPS Committee**

. This meeting looked at the aspects of the governors' roles and discussed the changes that have been made to the GB in the last year

- **6.4 Personnel Committee**

- CL led this item and highlighted the following:
- This committee will be made up of the following governors- CL, VF, NT and CH
- The main focus will be on teachers performance and quality of teaching
- The Disqualification through Association declarations have been completed by staff

One governor asked if the school were aware of this new requirement and VF confirmed that it was and that this question was already being asked as part of the standard interview process for all positions.

The next parent Forum meeting will be held on 11th March 2015

7. SEN update/reforms

This item was led by GA, who outlined the following:

A Single Page Profile (SPP) has been introduced for those pupils from vulnerable, but not necessarily SEN groups. This includes a photo of the child and any important information re their needs, including their likes and dislikes. This can be seen by the child's new teacher during transition and supply teachers. A copy of the profile is kept in the staff room and in files in the classroom. This is also shared with Midday Supervisors to allow continuity and consistency of support across the school. Parents are involved in the process and have the choice to opt out of providing their own information. All parents have responded positively to date.

One governor said that it was positive that all parents are supportive of the profile.

In response to questions, GA said 50 SPP are in place and all pupils on role will be assessed. Michelle Lenk (a TA with a relevant background in similar work) is leading the process, which will be carried out using a rolling programme, possibly looking at two pupils per week.

- Individual Education Plans (IEPs) have been replaced with My Education Plan (MEP). This is completed with the child and signed by the parents. The IEP Writer is still being used to identify targets, although the software has its own problems.

In response to a question, GA advised that the MEP are currently used just for pupils with SEN, but should a pupil have a MEP and is in need of a Single File Profile, it would be put on the back of the MEP. Risk Reduction Plans, too, appear on the back of the SPPs.

One governor asked how pupils were assessed when they arrived at Willingham. VF advised that the receiving teachers should speak to the child's previous school. VF said that children who transfer from school mid-year can be vulnerable. SPPs may be

used by Honeypots to ease transition from children moving into EYFS.

- A “Snatch Pack” has been created for all staff. This is a folder of proformas given to every teacher. If a teacher has any concerns about any barriers a child may be showing, there are a number of checklists and strategies which ordinarily need to have been completed before either involving the SENCO or outside agencies. Thus, a portfolio of evidence would already have begun to be collected.
- Three pupils have been removed from the SEN register and two have been added.

One governor asked if the three pupils have been removed from the SEN register because they had received good intervention. GA advised that this could be because their behaviour or level of attainment had improved.

GA was thanked by governors for her report

8. Governing Body Business

8.1 New governor recruitment

An advert to recruit governors was placed in the Willingham News. BL has received two responses and has sent the governor eligibility form to them. To date these have not been returned.

PJ was recruited as a Community governor. (see item 2 of these minutes)

8.2 Governor training

BL reminded governors that the training was free and advised them to attend any training they feel is relevant to their role

BL and CH will attend the Governors Annual Conference in March

8.3 Governor visits

All governors were reminded to complete the visits pro forma when carry out a visit and giving it to JA. CH will carry out an audit on the governor visit file

ACTION: CH to carry out an audit on the governor visit file

8.4 Committees and members

BL has circulated an updated list of committee members and their structure

8.5 Termly governor briefing update

CL and EF attended this. The main items discussed were Cambridgeshire Annual School report, OFSTED EY Framework and School Led School

Improvement

9. Any Other Business

9.1 Road Safety update

This item was led by FD who advised of the following:

- There are now 40% fewer cars driving down Thodays Close and residents are pleased with the reduction of traffic. The coning off of the turning circle has been a huge success, apart from the driver of a UPS delivery van, who chose to remove the cones on the entry and exit of the turning circle, without replacing them. VF advised that she wants this incident followed up.
- All staff have been given a parking questionnaire to complete. The results of this will be looked at during the next FGB meeting.

One governor asked if the working party had looked at the impact of fewer cars parking in Thodays Close on in the village more widely. FD advised that the working party is aware of this and is advising people to contact the Parish Council as the issue is a community responsibility. A meeting will be held in the Summer term with residents in the village to help engage the whole community in solving the issue.

It was suggested that the turning circle be turned into additional staff parking spaces. FD advised that a barrier/swing gate is in the process of being made to go across the turning circle.

ACTION: Clerk to add staff questionnaires outcome to the next FGB meeting agenda

- **9.2 CONFIDENTIAL MINUTE**

10. Review and outcomes from meeting/key messages

This item was not discussed

Close of meeting

The meeting closed at 9.40pm

These minutes were approved and accepted as an accurate record of the meeting.

Signed: 

Date: 5-5-15

(Chair of Governors)