



**Minutes of Willingham Primary School
Full Governing Body Meeting
Wednesday 10th March 2021 at 7pm (Virtual)**

Katy Stevenson (KS) Chair
 Jo Aldhouse (JA)
 Justin Aves (JAv)
 Hanna Bowran-Pavey (HB) (part)
 Emma Fuller (EF)
 Richard Hughes (RH)
 Louise Johnston (LJ)
 Elise Kinnear (EK)
 Matt Lockyer (ML)
 David Morel (DM) Headteacher
 Sarah Morgan (SM)
 Chris Shaw (CS)
 Angela Walker (AW)
 Chris Woodward (CW)

Also in attendance: Trudie Davidson (Cmclerk)

The meeting was quorate

1.	Apologies Apologies were received from Sarah Ashworth (SA) and Kate Van Dort (KVD)
2.	Co-option of New Governors Governors were asked to consider and vote on the co-option of CW and RH. <u>AGREED</u> to co-opt.
3.	Welcome the Chair and Introductions CW and RH joined the meeting. The Chair welcomed the new governors including HB, who had recently been elected as a parent governor, to the board and the board introduced themselves.
4.	Declarations of Interest There were no additional declarations of interest.
5.	Minutes (previously circulated) The Minutes of the meeting of the Governing Body held on 13 th January 2021 were <u>APPROVED</u> as a correct record and will be formally signed by the Chair who will send a copy to the Clerk and the school. ACTION: Chair to complete. Actions outstanding and matters arising (not covered in the agenda): i. Terms of Reference – Curriculum ACTION: c/f SM to send ii. DBS checks – JA noted that as long as governors had met virtually this should be OK at the moment. Item closed. iii. Curriculum Minutes – ACTION: c/f SM to amend the Curriculum Committee minutes as detailed in previous FGB minutes iv. Dates of Committee Meetings – ACTION: Chairs to send list of dates to JA for inclusion on Teams v. Budget – This will need approving at the next FGB meeting. ACTION:

Headteacher: David Morel. Chair of Governors: Katy Stevenson

	<p>Chair/Clerk to include on next agenda</p> <p>vi. Policy schedule – ACTION: c/f SA/JA</p>
6.	<p>Head Teacher's Report (previously circulated)</p> <p>Governors were invited to submit questions in advance. The Head shared his responses at the meeting. These and questions submitted during the meeting are summarised below.</p> <p><i>Q. Can we please have a headline update on the budgets for next year and how we are looking financially against what was discussed and proposed at the last meeting around class numbers and structure please?</i></p> <p>A. Please see report from Finance Committee Chair below.</p> <p><i>Q. Did you conduct an updated teacher survey about the return of pupils and their return to working on 08 March, and what was their feedback?</i></p> <p>We have not done this, but intend to do so before the end of term and will share the outcomes with the Personnel Committee.</p> <p><i>Q. What have we identified as a solution for the Staff PD that will focus on WPS FoE and RAP priorities, and when will this be delivered? I do understand the need for assessment over the next 3 weeks but what is the longer term plan to replicate the success of the first 20/21 term where we saw great progress between September and December in the children's learning.</i></p> <p>A. Professional Development (PD) has continued to support development of RAP priorities during lockdown and AW/DM reviewed the 100-day plan earlier this week.</p> <p>We are pleased with the level of PD that we have managed during the most recent lockdown and the continued focus on improving teaching (both remote and longer-term). This was echoed by the School's Improvement Partner in a meeting this morning, who was really impressed with the way that staff have continued to have the appetite for further development despite the challenges they faced and the evaluation and response that we've put in place during lockdown "The leaders have been very strategic in using the evidence and information from the monitoring strategies to inform practice and to encourage staff to share ideas and engage in professional dialogue," (from the latest KIT report). PD is a strength of the school and something that sets us apart from other schools – this has been apparent in all previous staff questionnaires and in the meetings with potential candidates for the September Teaching role.</p> <p>The SMT will meet again to formulate the next 100-day plan after Easter (14th April) and this will lay out the PD and monitoring for the next 100 days (Governor representation at this meeting would be warmly welcomed). The overarching RAP has not changed, nor has the strategic approach to 'catch-up' – the specific tactics and vehicles for that recovery may be adjusted and developed further, but all to the same ends.</p> <p>Work plans are in the FGB Teams folder which everyone should have access to now.</p> <p><i>Q. Appreciating that it has been an extra-ordinary start to his time with us, can you give an update on how Mr Sayers has settled into his role on the SMT? Following lockdown 1 we identified the need to further strengthen the SMT so it could support you and AW and that you needed to ensure you were sharing the workload, do you feel this has been achieved in lockdown 3.0?!</i></p> <p>A. Please see Curriculum Committee Chair's report below.</p>

Q. How accurate will the data will actually be. I ask because one of mine did a reading sats paper first lesson on Monday morning! He came home and said that he knew he did not do very well as he found it difficult to concentrate etc and I wonder for how many others this is true too? Particularly as in this case it was the first morning with a new teacher! Perhaps waiting until later this week when children were settled and back in routines would have given a more accurate picture of where they actually are?

We have asked staff to complete the assessments within the first two weeks back so we can look at the data in the week before Easter and have summary trends.

A couple of classes did a PiRA/PUMA test on the first day back and the 1-1 phonics testing started the first day back; all classes are doing at least one this week. The children, as always, have taken everything in their stride: quizzing and testing is quite normal for them and we also trust the staff to do what is right for the children, if a class is wobbly, there is flexibility to move them around within the two weeks (this hasn't happened!).

From the September reopening, we know many children took a number of weeks to rebuild stamina for working, therefore whether the test happens on day 1 or day 6 or reopening is not going to make a huge difference.

As with all of the termly tests, they are a moment in time, a snapshot to gain a picture of how the cohort and individuals are doing so we can track it over time/between cohorts. As teachers mark the tests, they will take note of any areas that stand out as being weaker than expected following lockdown, but we are using the tests to see the impact generally on each cohort as a whole and on individual children.

We do take the feedback on board.

Q. Do you have any short-term plans for transition years to Early Years to Year 1 and Year 6 to secondary?

A. Yes a significant proportion of the catch-up funding will cover an extra teacher in Yr 5/6. The summer term is a good chunk of time, especially without SATs, and another teacher will allow for small classes every morning. The long term strategy for the funding is to pay for more teacher time. There are two teachers returning from maternity leave – one after Easter with time to support staff for curriculum development and also small group work, and the other towards the end of the summer term. This teacher has no current timetable and is an EYFS specialist so will support transition to Year 1 and also Honeypot children coming in. We will know in the next few weeks where the greatest need is.

Q. It is Day 3 of the first week of re-opening fully – how is the mood?

A. It has been a very positive few days. As with every time coming back the staff have been incredible and the children amazing. On walking around the school it has been brilliant, and quite emotional, looking into full classrooms and seeing children quiet and content working at their desks and then outside playing with others, some of whom they will not have seen for a long time. They have got back into routines quickly.

There were two absences on the first day due to illness (not COVID related). Four were away on Tuesday and eight today. Most of these were 'tummy ache' which may be anxiety after the initial excitement so this is something we need to keep a close eye on. Two of the eight are longer term concerns.

Staff are being very vigilant and have picked up a few safeguarding issues but nothing of major concern and no huge influx.

	<p>Behaviour on return has been really good.</p> <p>It is important to be aware that the reality is to catch up the children will need to do more and work harder and this can be difficult to accept. We either need to be more efficient in the classroom, or the school day may have to change, to allow this to happen.</p> <p><i>Q. How are you planning to monitor and evaluate teaching now or next term?</i></p> <p>A. We have a strong SMT team and we will be building a picture over time through professional development – monitoring – staff review. The work plans on Teams will show that we are better at plotting and being explicit about staff expectations. We have been able to observe lessons via Zoom/Teams.</p> <p>The Chair noted the peer curriculum reviews and parents' evenings via Zoom/Teams along with some of the staff working from home were a few advantages of lockdown. It may be continuing with these would be beneficial? We don't want to lose the efficiency and balance that this has brought.</p> <p><i>Q. Thinking ahead to recruiting new children to EYFS. Has the virtual tour been rolled out? And if so how?</i></p> <p>A. Yes it is almost ready to go. There will be a variety of events over the summer term – visits, parent lunch/evenings – some of which will hopefully be in person. The office staff have been fantastic at pulling together a welcome pack which will go out along with the video.</p>
7.	<p>Committee Updates</p> <p>i. Personnel – SA reported that there are two main areas being looked at.</p> <p>a) There is one vacancy at the moment. DA reported that there had been 29 people so far ask for a Zoom chat or a look round which was great.</p> <p><i>Q. Do we know why there has been such a good response?</i></p> <p>A. Not really and it may be possible to go back and ask at some stage but our adverts do stand out compared to more generic ads from other schools. They are interesting, personal and specific. Quite a few of those who have contacted us may not apply, and this is ok, they are not all NQT and are from across the country.</p> <p>b) The committee are working on a large salary review project to look at historical discrepancies and to ensure clarity and transparency. The Chair noted is is a vast amount of work which will make a huge difference and thanked everyone involved. DM also thanked CS and SA for their support in this work and also noted it should be recognised that this project although positive may throw up some roles that need adjusting and this could be challenging. CS agreed and noted that it was the right thing to do to address the wider impact and fairness for all.</p> <p>LK also circulated a letter from Rosemarie Sadler (LA) congratulating the school on the phonics outcomes for Year 2.</p> <p>ii. Curriculum – SM reported the committee had met last week and were fortunate that all SMT joined and spoke very eloquently about the provision during lockdown, and going forward, ensuring a broad and balanced curriculum.</p> <p>It was good to see that Jason has really settled in well and quickly which has been impressive considering the challenges of starting a new school at this time. It was also lovely to see how well he is being supported especially by Megan and Gemma.</p> <p>There were 155 responses to the parent survey showing a big improvement</p>

	<p>in engagement. Approximately 90% felt provision was good or excellent which was a great message to send to everyone and a big thank you to all the staff.</p> <p>iii. Finance & Premises – LK reported they met a couple of weeks ago. It looks like for the year end (March) there will be around a £50k surplus to carry over.</p> <p>They have met with the LA financial advisor looking at the proposed 13 class structure which is affordable for at least the next two years. Will meet again and then bring the budget proposal to the FGB in April.</p> <p>ML reported that he has met with DM to look at classroom space considering the Art, ICT and Breakfast/After-School areas. Partitioning the Art or ICT would be expensive so thought the Breakfast/After-School area would be best option. It does have a few issues (security, kitchen etc) and it is hoped some associated costs may be covered by the LA.</p> <p><i>Q. Looking at the current growth trajectory in the village will we reach capacity at some point?</i></p> <p>A. Historically growth predictions have been very unreliable and not sure we will get to capacity (2 form entry for all years) soon. This would be great but would mean we would have to lose the valuable Art Studio – unless we had a new building (See F&P minutes).</p>
8.	<p>Policies (previously circulated)</p> <p>PREVENT – This is a LA written policy. Governors <u>AGREED</u> to ratify the policy.</p> <p>The Curriculum Committee have three policies it is looking at and will seek to approve at a later date via email:</p> <p>PE</p> <p>Educational Visits</p> <p>Collective Worship</p> <p>KS noted that as she is stepping down as Chair in the summer, although remaining on the governing body, she has volunteered to go through all the policies and tidy formatting, grammar etc.</p>
9.	<p>Governing Body Business</p> <p>i. Recruitment/Training – The Chair noted there was an advert in the Willingham News for a governor (HR) but nobody had come forward so far. ACTION: CW to look at how we might attract a new governor</p> <p>ACTION: All governors to report any training undertaken to CS if not already done so, and to keep updating. CS to put a list of who has done what on Teams</p> <p>ii. Safeguarding Report - KS reported she had done an online review and will do a physical walk around as soon as it is possible. This was all good and positive. KS noted that the software MyConcern was very robust and intuitive, there are more designated safeguarding leads on site and training is up-to-date. The Single Central Records (People Asset) is secure and up-to-date. There was great outreach work undertaken over the lockdown and contacts were relatively low.</p>

	<p>iii. Housekeeping – Everyone should have access to Teams (speak with JA if not) and this will eventually be the go-to place for minutes, papers etc. ACTION: All governors to provide a short bio – name, role, link role – and photo to SA for inclusion on the website.</p> <p>iv. Policy compliance review and schedule – ACTION: SA/JA</p> <p>v. Governor Visits – what do we not know and how can this be addressed – KS reported she had attended the virtual governor conference which was very useful. It is thought Ofsted visits will start again asap and it was important governors were clear and had a good understanding of how we evaluate and how the school runs. It was important to listing to SMT training days, ask questions and be informed to build on the knowledge we have between us. ACTION: All governors to book on the Ofsted training DM noted that the Ofsted backlog was massive and although the school would be due a visit next year it would probably be at least a year after that. EF noted it may be better for governors to also have some bespoke training. ACTION: KS and CS to look at this and take forward</p> <p>Q. <i>How are the staff doing?</i> A. Good. In many ways this re-opening has been easier as we had more notice and most things are already in place.</p>
9.	<p>Date of Next Meeting 28th April 2021 at 7.00pm (virtual)</p>
10.	<p>Review of Outcomes from Meeting/ Key Messages/ Close KS reiterated governors support and the importance of wellbeing for staff and children and the reassurance of parents and thanked all. Meeting closed: 20:50</p>

Signed: *Katy Stevenson*

Date: *12.05.2021*