



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 5th May 2015 at 7.40pm**



Present

Bev Lawrence (BL)	Chair
Cath Lee (CL)	
Louise Johnston (LJ)	
Emma Fuller (EF)	
Fiona D'Arcy (FD)	
Marc Ben-Nathan (MB)	
Laura Latham (LL)	
Hannah Francis (HF)	
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Paul Joel (PJ)	
Nick Thomson (NT)	
Caroline Hyde (CH)	Vice Chair
Ian Kelly (IK)	

In attendance

Sharon McFarlane (SM) Camclerk

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

The meeting was opened and chaired by BL. Apologies were received and accepted from Jon Lewis, Steve Harding, Pete Druitt and Gemma Ayres.

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

IK gave the clerk his signed Governor Declaration of Pecuniary Interests form

The meeting was quorate.

Item 5.3 of these minutes was held at this point of the meeting.

BL proposed that IK be elected as a parent governor member of the GB. This was unanimously agreed by all present. IK was welcomed to the GB.

ACTION: Clerk to inform Governor Services of the changed to the GB

2. Approval of the minutes from the Full Governing Body (FGB) meetings held on 16th December 2014, 10th February 2015 (including confidential minutes) and 24th March 2015 (including confidential minutes)

2.1 Accuracy

The minutes from the above meetings were signed as a true and accurate record, noting that NT was present at all the meetings stated above, although his name was omitted from the minutes

2.2 Matters arising

JA asked the clerk to send her a copy of all of the approved minutes to publish them on the website

ACTION: Clerk to send a copy of all approved minutes to JA

2.3 Action list

An updated action list will be circulated with these minutes for reference

3. Budget 2015/16

This item was led by LJ, who circulated the 2015/16 budget summary prior to this meeting. LJ outlined the following:

- Extra pupil premium funding was one of the reasons for having a great than expected carry forward of £17,000, along with under spent budget in property management. The new staff structure has been included in the 2015/16 budget from September 2015. Due to the site manager reducing costs on quotes, etc the capital fund will have a carry forward of £3,000. LJ said that the “wish list” is longer than the carry forward figure so care needs to be taken when allocating this money.
- VF advised that a alternative solutions to dividing the two reception classrooms is being looked into. One governor said that the Y1 toilets need refurbishing. LJ advised that the server is reaching its capacity for memory and may last one more year.

In response to a question, VF advised that the capital spending is prioritized by looking at Health and Safety and Standards.

IK asked if the GB had considered leasing the ICT equipment over a three year period. JA advised that the school subscribe to the ICT service, but would send the information to assess costs, etc.

ACTION: JA to send ICT information to IK

In response to a question, HF said she would send her report re how the £76,000 income for PP is being spent. BL explained PP to the new governors

One governor asked how the UIFSM (universal infant free school meals) was funded. This was explained by JA.

In response to a question, JA advised that she had increased the Professional Development and Training line of the budget for the coming year to reflect the anticipated

training needs of the school, including the support needed for our recently appointed NQT's. VF said that WPS are again linked to Histon and Impington Teaching school.

- Breakfast Club made a small loss whilst the ASC has made a healthy surplus.

One governor noted that this was the second year the ASC had made a surplus and asked if the money could be used to improve the ASC environment. JA advised that the surplus helps to balance elsewhere; but whether any money could be spent to improve the after school club room would be picked up by F&P.

VF stated that the ASC is also being attended by PP pupils, with a positive impact.

- The class structure will stay the same for 2015/16.

One governor asked if the school planned to continue to run 13 classes in the future or whether the mixed year groups, currently years 3 & 4 could be separated. BL explained that the budget would not allow for 14 classes and that actually on pupil numbers alone we are deemed to be a 12 class school. Governors were aware that it gives them time to look at another strategy for when these pupils are in years five and six, but the budget constraints will remain. VF said the school acknowledged the impact of year six at a time of preparation for transition to secondary school and regardless of class arrangements, we would like to reflect this important period. Another governor emphasized that some of the best SATS results in this area are from mixed year group schools. VF stated that the critical factor was good quality teaching.

The 2015/16 budget was approved by all present.

JA was thanked for her hard work on producing the budget.

4. Headteachers report (verbal report) – to include the new RAP

This item was led by VF, who highlighted the following:

- **RAP**

VF circulated a draft copy of the RAP and explained the document to the new governors. VF stressed it is a draft and incomplete document that governors need to be aware of what the key priorities are and BL said that sub committees need to take ownership of the document and actions.

In response to a question, VF stated that this is a working document and is RAG rated. In order to raise standards, these objectives are a priority.

- **TALBS Committee** (Teaching, Achievement, Learning, Behaviour and Safety)

A schedule for the remainder of 2014/15, for this committee was circulated at this meeting. The committee will meet half termly, focusing on alternate half terms on "Teaching and Achievement" (lead members will be VF, LL, GA and EF) and "Behaviour and Safety" (lead members will be VF, LL, GA and FD).

- **Notice of Visit (NOV) – Outcomes and feedback from website audit**

The Nov was circulated at this meeting and VF reminded governors that these

documents are confidential.

VF advised that the statutory elements of the website audit need to be addressed as a matter of urgency.

In response to questions, VF advised that the school does have a Complaints policy and JA was currently the lead on publishing documents on the website.

VF suggested that governors read the OFSTED Principles/Framework for school inspections and look at other school OFSTED reports to give them an idea of what inspectors are looking for. VF also advised new governors to participate in a learning walk to familiarize themselves with the school, staff, pupils, etc. and to liaise with VF on dates

- **Go Ape event**

Thirty three members of staff, including those recruited for September attended the teambuilding event. Positive feedback has been received.

- **SATs**

In preparation for SATs, breakfast booster sessions in Maths have taken place and VF and NH have led additional sessions in Maths and SPAG for those pupils who are being entered into level six.

In response to a question, VF said that twelve pupils were sitting the SATS at level 6 in Literacy, and the number was higher for those sitting level 6 in Math's.

LL advised that breakfast is being provided for those pupils taking the SATs tests and the Y6 pupils have worked hard with a positive attitude.

In response to a question concerning expected SATS results, VF said she is confident that this year's results will be better than last year.

- **Interim subject area leads and areas of focus**

This document was circulated at this meeting. VF said that due to the recent staff changes subjects have not had a consistent lead, so this document will come into effect immediately, covering the two main subjects, Math's and Literacy. Only contracted staff members (not supply) have been given subject responsibility and each member of staff will get one day release to produce a report on their area.

It was agreed that reports were to be completed by the first week after this half term.

In response to a question, VF advised that this is a good opportunity for staff development and those staff who she had met understood why we were asking and were willing to take on this task.

In response to a question, VF advised that the finished report will be sent to her to enable her to see what needs to take priority, etc.

In response to a question, VF advised that this is an interim arrangement and subject leaders will be in place for September.

Governors agreed that this is a good opportunity for teachers. This item will be picked up by TALBS meeting for review

ACTION: Clerk to add Interim subject area leads update to the next FGB meeting agenda

5. Governing Body Business

5.1 Committee and members with RAP link

This item was led by BL who advised that the RAP was discussed and how it links to the TALBS.

IK will attend one of the TALBS and Finance committee meetings during summer term, to enable to place him on the committee that will best benefit from his skills.

5.2 Governor visits

This item was led by CH who circulated the Link Governor Visit schedule at this meeting and reminded governors that reports for visits need to be completed and sent to her to file. A discussion took place and it was agreed that the form to be completed for governor visits would be left at the school office so it could be picked up when signing in to carry out the visit. CH showed the relevant form to governors, explaining how it should be completed and will circulate a template to governors after this meeting. It was agreed that governor visits will become a permanent agenda item under governor business. Governors were asked to carry out a visit before the end of this term.

ACTION: CH to send the governor visit template to governors and leave a supply of these in the school office

Clerk/Chair to add governor visits to every agenda

5.3 New governor recruitment

See item 1 of these minutes

BL advised that she would continually attempt to recruit governors, especially from the wider community

5.4 Governor training and termly briefings

Governors confirmed they had received the Summer term training programme. HF and SH will attend the termly briefing on 12th May 2015. They will meet with a governor from Waterbeach Primary to create/maintain networking links.

VF has completed the E-Safety and Safeguarding training

6. Update from sub committees

6.1 Personnel

This item was led by CL who advised that the committee will meet with staff to feedback the findings of the recent staff questionnaire. A further questionnaire will be given to staff in September.

Mr. Jamie Efford, who the panel felt was the strongest candidate, has been appointed as Assistant Head from September 2015. The interview panel felt confident that his

skills and motivation will help move the school forward

In response to a question, VF said Mr. Efford would make a difference to the school as he is currently an Assistant Head with strong classroom practice in teaching, n ICT and sport and has experience in assessments.

Interviews will take place on 21st May to recruit a KS2 teacher. FD will attend as a member of the interview panel.

In response to a question, VF advised that she has not received any negative feedback to date from parents re the current KS2 teacher leaving at the end of this term.

6.2 F&P (if not covered in item 3)

See item 3 of these minutes.

6.3 Communications on? working party

This item was led by BL who met with MD and PD to look at the section of the RAP on communication. One area will include the website and another will be recruiting parent volunteers, which will include the complete process to prevent it becoming a school admin issue.

The Communications policy will be ratified by the end of the year. The committee's priority is to get all the actions on the RAP green.

LL said that she wished to set up a Twitter account, which would not engage in discussion, but show pictures of displays, etc from around the school. An aim would be to try to develop a link to the website.

A discussion took place re the purpose of opening the account and who would benefit. It was agreed that caution needs to be taken when publishing pictures and a separate consent form obtaining parental consent for pictures of pupils being used was needed, or the existing form should be updated to include this.

In response to a question, LL advised that only she and the newly appointed Assistant Head would have access to post things onto the account.

VF advised that she had received a positive response from parents re pictures now being put on the Willingham Weekly and believes a substantial proportion of parents would benefit from this.

It was agreed that the item would be passed to the Communications Committee, to be held on 14th May, to produce a protocol. VF and LL will attend this meeting.

7. Any other business

7.1 Road traffic update

FD advised governors of the following:

- The barrier had been installed
- A reply had been sent to the Local Council re his previous email and he had responded the next day. A twenty minute meeting with

him is to take place on 20th May 2015.

- In response to an article in the Willingham News re road safety written by Mr. Tassell, VF wrote to him saying they would like to discuss how we might work together. VF is waiting to hear from Mr. Tassell to confirm a date for a meeting

7.2 WSA

BL advised that she had been asked by the WSA to remind governors that helpers were needed for the upcoming Fen Gallop and Summer Fete.

7.3 Behaviour policy

This item was led by LL who circulated a draft copy of the new policy and the DFE guidelines - Behaviour and Discipline in schools, getting the Simple Things Right checklist and Use of Reasonable Force at this meeting. LL advised that the policy included the restorative questions, but wanted governors to look at the policy to ensure the policy included the DFE guidelines and check they are being used.

VF added that feedback from LA visits was positive showing the school promoted good behaviour and it was managed well.

Chairs of Sub Committees will send any relevant feedback to LL by the end of this half term.

In response to a question, LL advised that that if the policy was adopted staff and governors would receive training in September on how to use the restorative approach. If this training was not attended, staff and governors would have to attend twilight sessions.

It was agreed that the restorative approach needs to be introduced to parents, in the form of a workshop, after the staff training.

The policy is to be added to the next FGB meeting agenda.

ACTION: Clerk/BL to add behaviour policy to the next FGB meeting agenda

Chairs of Sub Committees to feedback to LL re the draft Behavior policy by half term

8. Review and outcomes from meeting/key messages

- Approval of 2015/16 budget, balanced on in year funding

Close of meeting

The meeting closed at 9.55pm

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

Signed:



(Chair of Governors)

Date:

22/6/15