

Willingham County Primary School Governing Body

FULL GOVERNING BODY MEETING

Thursday 16th March 2023 at 7.00pm

MINUTES

ACTION GRID

Item	Action	Deadline	Responsibility
4	Update training records on GovernorHub in respect of completion of 'Safeguarding for Governors' training and KCSiE training.	ASAP	Specific governors
4	Key members of FGB to undertake Safer Recruitment Training via GovernorHub Knowledge.	ASAP	Specific governors
5	'Flesh out' Budget and Class Structure for 2023-24 Scenario 2 for the next Personnel Committee Meeting to consider.	As appropriate	DM, JA
9a	Add a copy of the school's Ofsted Inspection Data Summary Report (IDSR) to the meeting folder.	ASAP	DM

FULL GOVERNING BODY MEETING

Thursday 16th March 2023 at 7.00pm

MINUTES

Present: Jo Aldhouse (JA), Sarah Ashworth (SA), Lara Feather (LF), Jenny Hill (JH), Richard Hughes (RH – Vice Chair), Louise Johnstone (LJ), Helen McCarthy (HM), David Morel (DM – Headteacher), Cecelia Pipe (CP), Chris Shaw (CS – Chair), Matt Unwin-Riches (MUR), Kate Van Dort (KVD), Chris Woodward (CW).

Also Present: Richard Walmsley (Locum Clerk)

	Item	Action			
1.	Welcome and Apologies for Absence				
	The Chair welcomed Lara Feather (LF) and Jenny Hill (JH) to the Meeting as prospective Co-Opted Governors (see Item 4 below) and introductions were made.				
	Apologies for absence were received from Sarah Morgan (SM) and Angela Walker (AW). Both were accepted.				
2.	Declarations				
	a) Pecuniary interest				
	None.				
	b) Personal interest or involvement				
	None.				
3.	Minutes of the last Meeting				
	The Minutes of the Meeting of 19 th January 2023 were accepted and signed as a true and accurate record.				
4.	Matters Arising and Action Points				
	 (From 10.11.22) JO confirmed that all governors who are not school employees had completed 'Safeguarding for Governors' training and KCSiE training. The Clerk noted that some training records on GovernorHub needed to be updated accordingly. 	Done All			
	 (From 29.09.22) JO confirmed that SM and CW had signed the updated Code of Conduct. 	Done			
	 (From 29.09.22) The Clerk confirmed that non-staff governors had complete their KCSiE declarations on GovernorHub. 	Done			
	 The Chair confirmed that a set of documents to enable governors to be ready for an inspection had been collated in the 'Ofsted Preparation' folder on GovernorHub. 	Done			
		In			

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 The Chair advised that key members of FGB had yet to undertake Safer Recruitment Training via GovernorHub Knowledge.

The Chair thanked Lara Feather (LF) and Jenny Hill (JH) for attending the Meeting and asked whether they wished to join the governing board as Co-opted Governors. Both Lara Feather and Jenny Hill confirmed that they did and were duly appointed to the board as Co-opted Governors with a four-year term commencing on 16th March 2023 and ending on 15th March 2027. The Chair confirmed that they would receive appropriate induction according to the governors' Induction Policy and the Clerk asked for declaration forms to be completed.

LF / JH appointed

progress

The Clerk drew the governors' attention to the Chair's appointment to Local Authority Governor (previously Co-opted Governor) at the FGB Meeting of 10th November and advised that the process required the governor to resign from the board in the existing category and then be appointed in the subsequent category. If the governor in question is a chair their term of office as Chair ends when they resign from their post as governor and when they have been appointed in the new category, they can stand for election once again as Chair. To complete the process, the Chair's position needed be reconfirmed by the board. The Meeting unanimously re-elected CS as Chair.

CS reelected

5. Head Teacher's Report

A copy of the Head Teacher's Report with supporting documentation had been circulated prior to the Meeting.

DM advised that the previous few weeks had been difficult with staff absence, the threat of strikes, budget setting and anticipation of inspection all increasing the pressure on staff across the school.

- Q Regarding the strike action, has the school been contacted by any union and/or is there any direct union pressure of staff that could cause increased disruption on the upcoming days of proposed strike action?
- A [This was discussed in detail at the meeting.]

He summarised the budget and its impact on class structure for 2023-24, highlighting various scenarios which had been considered and costed by DM and JA, giving the benefits and potential risks.

- Q Which other members of SMT were involved in budget and structure discussions aside from DM and JA? Have staff been asked to comment or provide input?
- A This has been discussed at SMT but will be considered further once governor discussion has taken place. The capacity that Scenario 1 provides would be very well received by the SMT, but they also understand the wider/long term impact that potential overspending could cause.
- Q Are the electricity costs fixed?
- A The electricity costs are variable, but the cost of gas is fixed by contract.
- Q When was the last in-year deficit?
- A There is a small in-year deficit this year, but in our budgeting

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Year 3 has never turned out as bad as projected.

- Q When does a decision on budget and class structure need to be made?
- A This is difficult to answer as there are decisions which need to be put into place now, for example staff training for the phonics programme Sounds-Write which will need to be done ahead of the next academic year.
- Q When does the budget need to be submitted?
- A It will need to be submitted by 5th May, although this deadline may have been extended to 12th May to accommodate the additional 'Coronation' bank holiday.
- Q If a fixed term contract is offered to a member of staff could it be changed to a permanent contract, or would the school need to recruit again?
- A It can be changed, and no recruitment would be necessary as the school would need to have a very good reason not to offer a permanent contract to that member of staff.

Governors discussed how comfortable they would be with the budget going into an in-year deficit and to what extent. Governors agreed (by majority) that the board would be comfortable with the school going into an in-year deficit.

Agreed

- Q With regard to Scenario 2, what is the potential redundancy costs (lowest to highest) the school would have to consider at the end of year, and how does this impact the budget?
- A [This was discussed in detail at the meeting.]
- Q What is the preferred scenario from SMT?
- A [This was discussed in detail at the meeting.]

The consensus was that Scenario 2 would be the best for the school and the governors asked DM and JA to 'flesh out' Scenario 2 for the next Personnel Committee Meeting to consider.

DM, JA

- Q What preparation is being undertaken by staff for the next Ofsted inspection?
- A Staff are continuing to work through understanding the handbook and ensuring that we try and allocate time for SLs to undertake the monitoring activities that will help them feel prepared for and inspection. During the most recent Ofsted briefing, the local authority mooted the idea that Subject Leaders would prepare their own Self-Evaluation Forms, based on the handbook in preparation. This will be considered for inclusion within the next 100-day plan.
- Q Have we received any feedback from parents / carers (subjective or objective) on the new Sounds-Write programme, positive or negative?
- A [This was discussed in detail at the meeting.]
- Q What additional communications are planned with parents, current and those new intake parents for September, around the

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Sounds-Write programme?

A – [This was discussed in detail at the meeting.]

The Governors thanked DM for his comprehensive report.

6. Safeguarding Update

DM reported on the number of logged concerns by month over the last calendar year, the number of concerns logged by category since September 2022 and the number of referrals made month-by-month since May 2019. The current levels of support showed one pupil at risk of exclusion, three on a Child in Need (CiN) Plan, one on a Child Protection Plan (CPP), and eight on Early Help Assessment (EHA). Since September 2022 there had been one exclusion warning, five prejudice-related incidents, seven bullying behaviour investigations, 26 low level behavioural concerns and no formal complaints.

Governors were informed that MyConcern was being used to log behavioural concerns, including all low-level behaviour. Advice had been received from the local authority regarding the recording of behaviour and safeguarding concerns. The Safeguarding Team meets weekly. There was a good approach to the use of MyConcern by staff who found the logging process onerous but worthwhile. Governors noted that DM and CS had met to discuss how the school records behavioural and safeguarding concerns, taking into consideration the time/work impact of recording all concerns on staff wellbeing.

DM reported that in the responses to the staff questionnaire, work-life balance was always an area of concern, but governors should be aware that work-life balance was not just limited to the teachers' working hours but also to the emotional drain of the job.

- Q It appears the termly average number of cases has increased academic year to date with the first half of the spring term the highest so far this academic year. What is the background to this and how are you addressing this with staff and pupils?
- A The increase in concerns coming through has been addressed through increasing the number of meetings the DSL team is having; they are now meeting once weekly to discuss and consider the 'open' concerns.
- Q How is the school supporting the child and family of the 1 'at risk of exclusion' pupil?
- A An EHA has been completed for the family and the child has an individual behaviour plan and risk reduction plan. A 1:1 TA has been put in place in the mornings to help manage the child's emotions within the classroom. This has resulted in a reduction in the number of significant incidents following a period of internal isolation earlier in the term.
- Q What is being done to address the increase in bullying issues that are being seen?
- A Bullying behaviours and perceptions of bullying behaviours are complex, and each situation is different. The school's general approach to behaviour and support that we give children to discuss their concerns means that we are able to pick up on concerns. In each of the allegations/identification of bullying behaviours, specific

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actions have been put in place and recorded within Pupil Asset. This might have included but not be limited to: time with ESA, either individually or with both perpetrator and recipient; support for victim to understand different forms of behaviour; whole class/group lessons through PSHCE lessons; meetings with parents; education of pupils.

Q - What are the latest attendance figures – are there are concerns to flag from these?

A – The attendance figures are as shown below:

SPRING				
6/1/23	94.31	5.21	0.49	1 child on roll but not attending (Sawston)
13/1/23	94.46	5.05	0.49	1 child on roll but not attending (CME)
20/1/23	94.69	4.91	0.4	AB off roll
27/1/23	94.72	4.89	0.39	Sickness bug R and Yr1
3/2/23	94.86	4.78	0.36	
10/2/23	94.93	4.70	0.37	
24/2/23	95.00	4.62	0.38	1 child moved, awaiting school place
3/3/23	95.1	4.54	0.36	

The Governors thanked DM for his report.

7. Honeypots Report

KVD gave an update on current pupil numbers in the Pre-School and advised that for September 2023 there would be 60 children on role, rising to 66 in January 2024 and again to 68 in April 2024.

She advised that places are still in high demand, and she had more enquiries from parents living in Northstowe who are struggling to find a setting but was prioritising Willingham children and those that intend to apply for a place in Reception.

- Q What trends are appearing around safeguarding, and what is being put in put place to address these?
- A Safeguarding has been high this term with many children and families needing extra support and guidance. The trends are to do with drugs and alcohol abuse of parents/carers which is coming through to the school.

JO reported that there would be nine Pupil Premium pupils joining the school from Honeypot and potentially two with an Educational Health and Care Plan (EHCP), both of which were going to Panel in the week following the Meeting.

8. Committee Minutes/Updates

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a) Finance and Premises Committee

LJ gave an overview of the Finance and Premises Committee Meeting of the 2nd March 2023. She noted that much of the business conducted in the Committee Meeting had also been covered in the FGB Meeting under the Head Teacher's Report.

i. Schools Financial Value Standard (SFVS) Checklist - A copy of the SFVS Checklist, completed at the Committee Meeting, had been circulated prior to the FGB Meeting for approval. LJ noted the Asset Register is currently being reviewed and an internal audit will take place within the next few months of items to be listed to create an accurate up to date Register.

The Meeting approved the SFVS Checklist Return.

Approved

b) Curriculum Committee

RH gave an overview of the Curriculum Committee Meeting of the 6th March 2023. He noted that the staff were happy with the school's use of Purple Mash (a platform that provides planning, support and resourcing for the computing curriculum).

The following policies had been approved by the Committee:

- Remote Education Policy
- PE Policy
- Collective Worship Policy
- Attendance Policy

With reference to online safety, the governors noted that certain pupils had been appointed Digital Leaders with a key role of helping to educate their peers about online safety. The Digital Leaders Team currently meet each half term but there were plans for weekly meetings in the future.

Q – Are you happy with the provision of online safety for pupils?

A - Yes.

c) Personnel Committee

SA gave an overview of the Personnel Committee Meeting of the 7th March 2023. The Committee had discussed the findings of the staff questionnaire. HM to follow up as Staff Wellbeing Link.

9. Governor Business

a) Governor Training and Board Development

A copy of the Governor Training Report (downloaded from GovernorHub) had been circulated prior to the Meeting.

Reports from governor training attended.

MUR gave a summary of the 'Analysing and Using Data' course attended on 6th March.

DM agreed to add a copy of the school's Ofsted Inspection Data Summary Report (IDSR) to the Meeting folder.

DM

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Q – When will the next lot of data be ready?

A – This has just been done and will be uploaded to Pupil Asset tomorrow. It will then be analysed, and Pupil Progress Meetings will take place over the next two weeks. The data will be available at the next Curriculum Meeting.

- ii. Planned training for this term (including Safeguarding training).
 - MUR Improving Outcomes for Disadvantaged Pupils (20th March)
 - RH Getting Ofsted Ready (8th May)
 - HM Headteacher s Performance Management Review (28th June)
 - DM reminded the FGB on how to log concerns on MyConcern, should they need to during any visit and checked that all members were able to access the site.

b) GovernorHub

There was nothing to report.

c) Governor Recruitment

CS advised that there were two Parent Governor vacancies on the board and that he was meeting with a potential candidate during the week after the Meeting.

d) Co-opted Governor (AW) term of office ends on 06/05/2023.

Governors noted that, provided the full complement of governors on the board remained at 15 or above, AW could be co-opted again at the next FGB meeting.

e) School Visit Reports

Planned visits included:

- CS Safeguarding
- LJ Local authority visit
- MUR Review of attendance
- HM Staff welfare
- MUR SEND

f) Policy Review

There were no policies for review.

10. Any Other Business

None.

11. Dates of the next Meetings:

Personnel – 25th April 2023 Curriculum – 25th April 2023

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	Finance and Premises 27 th April 2023 FGB – 3 rd May 2023				
12.	Review of the Impact of this Meeting				
	The Meeting was well-structured.				
	 The discussion about the budget, including challenge and different scenarios to consider was valuable. 				

Signed:

Christopher Shaw

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