



**Minutes of Willingham County Primary School  
Full Governing Body Meeting  
held on Tuesday 18th October 2016 at 7.30pm**



**Present**

Caroline Hyde (CH)	Chair
Hannah Francis (HF)	Vice Chair
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Marc Ben-Nathan (MB)	
Liz Bowen (LB)	
Jamie Efford (JE)	
Emma Fuller (EF)	
Steve Harding (SH)	
Matt Haigh (MH)	
Vicki Hayes (VH)	
Louise Johnston (LJ)	
Ian Kelly (IK)	
Laura Latham (LL)	
Emma Mason (EM)	
Ben Tregenna (BT)	

**Apologies:** Apologies for absence from the meeting were presented on behalf of Fiona D'Arcy, Gemma Hartman-Ayers, Paul Joel and Sarah Morgan.

**Also in attendance:** Kate Van Dort, Honeypot Manager and Christine Brandon (Camclerk).

The meeting was quorate.

**1. Election of Chair and Vice Chair of the Governing Body**

It was proposed, seconded and

**RESOLVED**

that Caroline Hyde and Hannah Francis be elected Chair and Vice Chair of the Governing Body for the ensuing academic year.

Having been re elected, the Chair and Vice Chair indicated that it was essential for the Governing Body to consider 'succession planning' in terms of preparing Governors to take on the role of Chair/Vice Chair in future years and that they would undertake a review of the Chairs/memberships of Committees to give Governors the opportunity to experience all areas of the school's business.

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

## **2. Welcome from the Chair**

The Chairman welcomed all present to the meeting.

## **3. Kate Van Dort, Honey Pots Manager**

Kate informed Governors that following a meeting with Alison Morris, from the EY Alliance and a discussion on school structure, roles and responsibilities, it became apparent that Honey Pots should, in future, be inspected as part of the school. There would be no separate judgement made for Honey Pots and the school. This arrangement would take place with immediate effect but Honey Pots would retain its Ofsted rating of 'good' until the next inspection outcome. Advice had been received that suggested that the manager of Honey Pots should also be a member of the School's Governing Body. It was confirmed that this change would have no impact on Honey Pots staff.

In terms of next steps, it was agreed –

- i. that a revised document showing the structure of the school illustrating its relationship to Honey Pots be circulated to the Governing Body;
- ii. that it would be of benefit to look at the operation of other schools where the pre and primary schools were similarly linked to establish how this was managed;
- iii. that a letter be sent, on behalf of the Governing Body, to parents of children at Honey Pots to explain the change in inspection arrangements;
- iv. that the Finance & Premises Committee be requested to consider the implications of this advice for the operation of the Trust and role of trustees; and
- v. that Governance Services be requested to advise on the way in which membership might be adjusted to enable the addition of the Honey Pots Manager to the Governing Body membership.

[Subsequently established that, as the Honey Pots Manager would not be the 'nominated individual' (this is an appointed person who would act on behalf of the organisation in dealings with Ofsted) and although the Manager would continue to deal with Ofsted during the Honey Pots inspection, there was no requirement for the post holder to be a member of the Governing Body even though there may be some benefit to the Governing Body to establish that link.]

## **4. Declarations of Interest**

No pecuniary interests were declared by those present.

## **5. Governing Body Membership**

The Chair welcomed Emma Mason, newly appointed Governor, to her first meeting of the Governing Body.



Having regard to the new requirement for all school governors to have an enhanced criminal records certificate, Jo Aldhouse undertook to advise those Governors with applications still outstanding.

In terms of Safeguarding, the Head Teacher undertook to arrange a session to advise new staff and Governors on the school's safeguarding and child protection obligations.

## 6. Minutes

The Minutes of the meetings of the Governing Body held on 21st June and 12th July 2016 were approved as a correct record and signed by the Chair.

## 7. Headteacher's Report

The meeting proceeded to discuss the following documents that had been circulated in advance to Governors –

- Head teacher's report;
- Post-Ofsted Plan for Raising Attainment;
- Safeguarding: Annual Monitoring Report;
- KS2 2016 Test Results – Attainment and Progress Report against National Information from FFT Aspire; and
- Willingham Primary School: Motto, Vision and Mission Statement including 'A Child of Willingham'.

Referring to the **Head teacher's report** and in terms of Year Group/Class Profiles, the Governing Body noted the intention, in future to 'track' separately the progress of higher attaining pupils. Having closely scrutinised the attendance and absence data, the Head teacher explained that the term 'unauthorised' also included children 'missing from education' and accounted for those children on the school roll but not present on the school site as for instance those receiving home schooling. It was confirmed that the school still had an obligation to account for the education provision to those children. Given Ofsted expectations in this respect and the difficulties this situation created in terms of communication, the Head teacher had raised the current issues with the LA.

Having regard to the health & safety policy and whilst acknowledging the work undertaken by Ian Kelly, Governor to produce a new and more comprehensive version, the Head teacher reported that she wished to verify that the roles and responsibilities assigned to staff were still appropriate given the number of personnel changes that had taken place. Once this exercise had been completed the Policy could be submitted for approval to the Governing Body.

Attention was drawn to three incidents resulting in broken arms to children during the early days of term. Given the nature of the incidents, the Head teacher explained that she had asked for LA advice. Whilst the LA was satisfied with the checks on equipment undertaken by the school and the condition of the equipment they had expressed concern at the absence of cushioned matting by the Pirate Ship. As a result, the Pirate Ship had been closed to children until

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde



such time as matting could be put in place around the equipment. Quotes from three companies for supply of matting had been requested and it was hoped that the WSA would be able to contribute funds to the cost of a new surface. New procedures for managing the playground had also been issued with an expectation that they be implemented by all staff.

Looking at staff changes and absence from September, Governors questioned how absence compared with same period in 2015? The School Business Manager agreed to submit comparative absence data to the Personnel Committee.

Regarding 'Standards and Outcomes', the Governing Body acknowledged that attainment and progress across the school had been reviewed in detail by TALBS Committee.

Attention turned to the updated **PORAP** (Autumn 2016). The Chair reminded the meeting that review and monitoring of this document was integral to the work of the Governing Body. It was noted that a further updated version, including RAG against impact, would be issued to Governors after half term. Governors were updated on the positive outcome of a teaching and learning review held that day with Local Authority Advisors Phil Garnham and Judy Ruff during which they had considered how the school was performing against the priorities that had been set. Feedback suggested that the RAP was 'fit for purpose' but required completion.

The Chair asked about the school's approach to the teaching of maths? The Head teacher explained that the school followed the LA's calculation policy which involved seven teaching stages and placed emphasis on – developing deep conceptual understanding before moving onto more formal written methods.

Reviewing the priorities in detail, it was confirmed that work to generate progress matrices was underway and would be completed by half term and that the terminology 'closing the gap' (still used in school) was now known as 'diminishing the attainment difference' between SEND and Pupil Premium children and non-groups and measured nationally. **The Chair asked that information on the latter be submitted to the next meeting to enable Governors to understand the process.**

Other matters discussed by Governors included Academy Status and it was understood that options still were being explored by a Working Party appointed by the Governing Body. Bearing in mind the difficult decisions taken in the spring to restructure classes, a Governor asked how well or otherwise the revised class structure was working? In her response, the Head teacher described the nature of feedback received from teaching staff and parents so far and although noting the Head teacher's caution, the Governing Body concluded that they should be made aware of the positives/negatives that had emerged from the changes given the likelihood that similar decisions might have to be taken during the next budget cycle. It was agreed that comments on the class/timetable changes should be recorded and that feedback received during parent/teacher meetings should be conveyed to Governors.

Lastly and in response to questions, Governors were informed that appointments/arrangements had been made to cover all posts affected by maternity leave and that the impact and use of the Reflection Room was tracked but that no conclusive data had yet emerged.

### **Safeguarding: Annual Monitoring Report**

Having reviewed the information compiled, the Governing Body

#### **RESOLVED**

**that the content of the Annual Monitoring Report on Safeguarding be approved for submission to the LEA.**

**KS2 2016 Test Results** – Mention was made of inaccuracies found in KS2 data on the DfE website because of the absence in the calculations of teacher assessments for writing. This meant that the School's combined attainment figures will be inaccurate and there will be no progress measure for writing. Governors noted that the amendments required had been logged but that the invalidated document would continue to reflect the error as it could not be rectified before it was released. The validated RAISE, released in December, will reflect these changes. This situation was particularly frustrating given the positive outcome which indicated improvement over previous years and suggested that writing, reading and maths data was above the national average.

**Motto, Vision and Mission Statement** – After questions which touched upon the purpose of the Statement, the extent of the school community, the school's partnership/relationship with parents, its display, delivery, promotion and launch, the Governing Body agreed to reconsider the statement at the next meeting in the light of feedback received from the School Council and any further comments on the content received via email by Laura Latham from Governors.

### **8. New Policies for Ratification**

Having been advised that the 2016 pay award was under review by the Governors appointed for that purpose and that this was moving effectively towards its conclusion and having considered the content of a series of policies presented to Governors, it was

#### **RESOLVED**

- i. **that the Anti-Bullying Policy (November 2016), the Grievance Policy & Procedure (October 2016), the Procedure for Disciplinary Hearings (October 2016) and Security/Confidentiality of IT and School Documents Policy (July 2016) be approved;**
- ii. **that subject to amendment of text and typographical errors, the Safeguarding and Child Protection Policy (October 2016) be approved;**



- iii. that policies on Health & Safety and Whistleblowing be submitted to the next Governing Body meeting for consideration;
- iv. that, subject to the deletion of the words following the semi-colon in the last bullet point under paragraph 4.1, the Bullying and Harassment Policy and Procedure (July 2016) be approved;
- v. that, to enable the Governing Body to respond expeditiously to complaints and to develop Governors with the knowledge required and experience to deal with such matters, a Complaints Committee be established comprising Vicky Hayes, Emma Mason and Ben Tregenna; and
- vi. that, as the pay award outcome was required to be in place by 31st October, the Pay Review Committee comprising Vicki Hayes, Caroline Hyde and Louise Johnstone be authorised to agree the Pay Award 2016.

## 9. Governing Body Business

- i. **Forthcoming Policies** – Governors noted that Local Authority revised guidance on a complaints procedure would be available in November. Vicki Hayes advised the meeting that as she was in the process of updating policies they should expect to consider a series of new drafts at future meetings.
- ii. **Audit of Governing Body Effectiveness & Programme of Governor Visits** – The Governing Body acknowledged the need to review its own effectiveness. Governors were encouraged to complete monitoring forms when undertaking visits to school and to pass these onto Hannah Francis once visits had been undertaken, Governors were reminded of the expectation that they should report any observations to the next Governing Body meeting.
- iii. **Termly Governor Briefings** – Hannah Francis and Marc Ben-Nathan volunteered to attend the Governor Briefings in the spring term.
- iv. **Workshops to Improve Governance/ Early Years Governor Network** – Arrangements for sessions during the Autumn term were noted.
- v. **National Governors' Database** – Jo Aldhouse undertook to look at the new requirement to maintain Edubase. The Chair invited a Governor to volunteer to monitor this process once underway.
- vi. **School Website** – It was noted that work was continuing to set up a Governors' area on the school website and that hopefully progress would be made over half term. It was also the intention to provide a secure Governors' section.

## 10. Reports and Updates from Committees

The Minutes of the Personnel, Finance & Premises and TALBS Committees following their meetings held on 27th and 20th September and 11th October

respectively were received. Respective Chairs gave a précis of the proceedings of each meeting.

Having reviewed the terms of reference of each Committee and suggested that responsibility for 'Safeguarding' should lie with the Personnel Committee and 'Health & Safety' with the Finance & Premises Committee, it was

## **RESOLVED**

- i. **that the terms of reference for the Personnel and Finance & Premises Committees be approved; and**
- ii. **that the terms of reference for the TALBS Committee be considered at the next meeting.**

## **11. Outcomes and Key Messages**

To close the meeting, the Chair highlighted the key messages that had emerged from the meeting which included preparation of an updated RAP indicating clearly that Willingham was not a 'coasting' school, that the budget process for next year would once again be under pressure, the need for decisions to mitigate the impact of reduced budgets and the restructuring of Honeypots which could lead to changes in the inspection regime and Governing Body membership.



Chair

*The Meeting ended at 9.40pm.*

