



**Minutes of Willingham County Primary School  
Governing Body Meeting  
Held on Tuesday 11<sup>th</sup> February at 7.10pm**



**Present**

Jonathan Lewis (JL)      Acting Chair  
Jo Aldhouse (JA)  
Alyson Hammersley (AH)  
Gemma Ayers (GA)  
Caroline Hyde (CH)  
Hazra Awal (HA)  
Emma Fuller (EF)  
Nick Thompson (NT)  
Fiona D'Arcy (FD)  
Bev Lawrence (BL)  
Marc Ben-Nathan (MB)  
Simon Hovell (SH)  
Catherine Lee (CL)  
Graham Mumby (GM)  
Steve Harding (SHa)  
Laura Latham (LL)  
Vyv Francis (VF)      Headteacher

**In attendance**

School Council representatives (SC)  
Sue Berry – Willingham School Association (WSA)  
Sharon McFarlane (SM)    Camclerk

**1. School Representatives and Q&A**

Seven representatives from the SC presented the following:

- Suggestion box – It was explained how this works and where it is located in school. One governor asked who the SC met with to discuss the ideas that were in the suggestion box. The SC stated that they discussed the ideas with the WSA, who then fed back the suggestion to the correct member of staff/Coordinator.
- The representatives were pleased with the SC badges that were bought for them by the WSA, as they easily identify SC members to their peers.
- A survey had been undertaken giving the school lunches and a rating was given out of 5 stars. One governor asked if any meals had received no stars

and was told that some meals had only received one or two stars and were usually the meal served on a Thursdays.

- Tuck Shop – the SC had changed the system with an improved selection of items to buy and said it was working well.
- The visit by owls was enjoyed and a return of the pantomime was requested.
- Playground equipment – There is a limited amount of equipment on the field area and the SC will circulate a list of possible ideas to each class for feedback.
- Water fountains – Some of the water fountains around school either do not work or are not a suitable height for each KS to access.
- Recycling – Have someone in to talk to the school about recycling systems and how they work, to decide if the school will take up this idea.
- Clubs – The current school clubs have been running for nearly a year and the SC would like the choices to change next term. The girls would like a football club and possibly start up a recycling club.

JL thanked the SC for their presentation and asked that they send their suggestions to the GB in writing. Some governors will attend a SC meeting with the GB ideas of what they think needs to change to improve the school. One governor will become a link governor to the SC.

*The SC representatives left the meeting at 7.35pm.*

## **2. Willingham School Association (WSA)**

This item was lead by Sue Berry, the Chair of the WSA. Sue briefly explained the role of the WSA and that it currently had a committee of twelve members.

The WSA have funded the playship, trim trail, picture frames to display new art work and the pantomime, which is to become an annual event. The balance at 4<sup>th</sup> February is £20,112.12. Paint for new playground markings will cost £1,000 and will be done by parents and pictures of possible climbing equipment will be circulated to each class this week to choose the most popular items. The WSA will try to have this equipment in place by Easter.

JL advised that the Resources committee had suggested the purchase of Ipads and a Tesco Huddle to raise standards in ICT, resources for the new curriculum, a focus on improving the school library and the Reception play area. NT agreed to attend the next WSA meeting, providing a presentation of the GB's ideas.

JL thanked Sue and the WSA committee, on behalf of the GB, for their hard work.

*Sue Berry left the meeting at 7.45pm*

### **3. Election of Co Opted Governors**

JL welcomed the clerk, SB, to the meeting.

JL had nominations for himself and Michelle Larby, an experienced SIP advisor in Literacy, for the co-opted governor vacancies. It was unanimously agreed by all present to accept the above nominations.

**ACTION: SB to inform governor services of the changes to the GB**

### **4. Election of Chair of the Governing Body**

JL informed the GB that due to work commitments he wished to step down as Chair in medium term. No offers to take on the Chair were forthcoming. JL agreed to Chair this meeting and in the interim whilst plans for a successor were made.

**ACTION: SB to add in note to review Chair in Spring 2 FGB meeting**

### **5. Welcome/apologies/Declarations of interest of items on this agenda**

Apologies were received and accepted by Kevin Smythe and Louise Johnson. Governors were reminded of the need to declare any interests in the items for discussion — there were none.

The meeting was quorate.

### **6. Approval of the minutes from the FGB meeting held on 10<sup>th</sup> December 2013.**

VF stated that these minutes were not accurate and will be amended by herself and JL.

JL suggested that governors should take ownership of the draft minutes and all governors will be sent the draft minutes to add amendments. One week will be given for amendments to be made and the Clerk will send the amended minutes to VF and JL for approval.

JL reminded all present that each governor is responsible for their actions from minutes. SB suggested that an action list could be created to make actions clearer and then referred to at the next meeting.

**ACTION: VF and JL to amend the minutes from the last FGB meeting  
SB to create an action list and circulate it with the draft minutes**

In light of the feedback received from HMI before this meeting the following was discussed:



- JL suggested that GB meetings should take place every two weeks until progress/improvement has been seen.
- Governors should attend the usual FGB meeting and at least one of the extraordinary meetings, to be held every two weeks, when possible.
- The Link governor visit schedule for 2013/14 had been distributed so visits need to take place as soon as possible. Staff are to contact their link governor to arrange a meeting. Visits re curriculum and learning carried out in the last twelve months have not been reported on in a standard fashion.
- VF is working on the on the TOP on 18<sup>th</sup> February and will circulate a draft copy to governors
- The possibility of another sub committee being set up to focus on pupil data and report back to the GB
- Appointing governors to work on each of the three priorities and feed back to the GB as per HMI's recommendations
- A letter will be sent to parents this week informing them of the HMI's visit and that a full report will be available after half term.

**ACTIONS: VF to circulate a draft copy of the TOP to all governors**  
**VF to send a letter home to parents re the HMI's visit**

## **7. School Development Plan**

This item was not discussed.

## **8. Single sheet update on school position**

This item was not discussed.

## **9. Feedback from LA/Governor review**

This item was not discussed.

## **10. Mid-year reports template**

This item was led by AH who produced an example of a mid year report from SIMS and explained how the data was recorded. One governor asked how the data was assessed and was informed by AH that the Y6 pupils had been assessed at the start of the year.

All present agreed that parents should be given accurate information on what level their children are currently working at/achieving and a covering letter should be sent with the pupils report.

**ACTION: VF to produce a draft letter and circulate it to governors for feedback.**

VF said that parent consultation evenings will take place in the school hall instead of classrooms and will hold an opening evening for parents before parents evening, to

enable them to understand their child's report before it is received.

**ACTION: VF is to set a date for the opening evening**

### **11. Attendance policy**

CH informed governors that a letter re attendance had gone home to parents today but work still needs to be done on this policy. It was agreed that this should be added to the agenda for the next S&I and the agenda of the next non extraordinary FGB meeting which will be held Tuesday 1<sup>st</sup> April.

**ACTION: FD to add Attendance policy to the agenda for the next S&I meeting**

**SB to add Attendance Policy to the agenda for the FGB to be held on 1<sup>st</sup> April**

### **12. Reports and policies from the sub committees**

This item was not discussed.

### **13. Training update**

This item was not discussed.

### **14. Any other business**

To make it easier for all governors to access the draft minutes to make amendments, SHa suggested setting up a generic Gmail account for all governors and the clerk to access. It was agreed that this would be a good idea.

One governor asked VF if the staff had been told of the HMI's feedback and how they reacted to it. VF informed the governors that all staff had been informed and most were positive about what steps they needed to make and are thinking positively about the changes ahead.

An extraordinary FGB meeting is to take place on Tuesday 25<sup>th</sup> February at 7.30pm.

**ACTION: SHa to set up a generic email account by 25<sup>th</sup> February**

### **15. Review of outcomes from meeting/Key messages**

See item 6 of these minutes

### **16. Close of meeting**

The meeting closed at 9.40pm

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

Signed:

Date:

(Chair of Governors)

A handwritten signature in black ink, consisting of a large, stylized 'J' or 'I' shape with a horizontal stroke extending to the right.