



Willingham County Primary School

Meeting of the Full Governing Body on
Thursday 18 January 2024 at 7pm (WPS)



MINUTES

Present: Chris Shaw (CS) (Chair), David Morel (Headteacher), Jo Aldhouse (JA), Kate Van Dort (KVD), Cecilia Pipe (CP), Annabel Targett (AT) Matt Unwin-Riches, (MUR), Louise Johnston (LS), Angela Walker (AW) (Deputy Head)

Also attending: Charlene Monk (CM), CamClerk

	Minutes	Actions																																
1.	<p>Welcome from the Chair</p> <p>The Chair welcomed all, and Guest EYFS/KS1 Team Leader – Jason Emmess.</p> <p>Apologies received and accepted from Sarah Morgan (SM), Becca Ellard (BE), Jennifer Hill (JH), Katy Stevenson (KS), Richard Hughes and Helen McCarthy (HM).</p> <p>Lara Feather (LF) was not in attendance.</p> <p>Chris Woodward (CW) arrived at 19.43pm</p>																																	
2.	<p>Declarations of Interest*</p> <p>There were no declarations of interest concerning items on the agenda.</p>																																	
3.	<p>Minutes (Paper)*</p> <p>i. The minutes of the FGB meeting, held on 9th November 2023, were submitted signed by the Chair as a true record of the meeting.</p> <p>ii. Actions outstanding and Matters arising. (not included elsewhere on the agenda)</p> <table border="1"> <thead> <tr> <th>Action No.</th> <th>Action</th> <th>Owner</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td colspan="4">Actions from the meeting of 9 November 2023 meeting:</td> </tr> <tr> <td>01</td> <td>Action 01: Governors were asked to complete and sign the Annual Pecuniary Interest Form and declarations via GovHub. - <i>Complete</i></td> <td>All</td> <td>asap</td> </tr> <tr> <td>02</td> <td>Action 02: DM & BE to create a mission statement for EYFS to be presented at next FGB Meeting (January 2024). - <i>Complete</i></td> <td>DM & JE</td> <td>Jan FGB</td> </tr> <tr> <td>03</td> <td>Action 03: CS to circulate all HT applications to the panel for short listing. - <i>Complete. Second round Shortlisting to take place on Wednesday 24th January at 2pm, Interviews Tuesday 30th and Wednesday 31st January.</i></td> <td>CS</td> <td>asap</td> </tr> <tr> <td>04</td> <td>Action 04: CS & All - More discussions around HT assessment and in tray exercise to take place on Monday. - <i>Complete</i></td> <td>All</td> <td>asap</td> </tr> <tr> <td>05</td> <td>Action 05: CW write up notes from the virtual meeting with IT regarding cyber safety, levels of control, licence's etc and link to GovHub. - <i>Complete</i></td> <td>CW</td> <td>Jan FGB</td> </tr> <tr> <td>06</td> <td>Action 06: CS to co-ordinate an invite for HT short-listing - Wednesday 22nd November (evening)7.30pm. - <i>Complete</i></td> <td>CS</td> <td>asap</td> </tr> </tbody> </table>	Action No.	Action	Owner	Deadline	Actions from the meeting of 9 November 2023 meeting:				01	Action 01: Governors were asked to complete and sign the Annual Pecuniary Interest Form and declarations via GovHub. - <i>Complete</i>	All	asap	02	Action 02: DM & BE to create a mission statement for EYFS to be presented at next FGB Meeting (January 2024). - <i>Complete</i>	DM & JE	Jan FGB	03	Action 03: CS to circulate all HT applications to the panel for short listing. - <i>Complete. Second round Shortlisting to take place on Wednesday 24th January at 2pm, Interviews Tuesday 30th and Wednesday 31st January.</i>	CS	asap	04	Action 04: CS & All - More discussions around HT assessment and in tray exercise to take place on Monday. - <i>Complete</i>	All	asap	05	Action 05: CW write up notes from the virtual meeting with IT regarding cyber safety, levels of control, licence's etc and link to GovHub. - <i>Complete</i>	CW	Jan FGB	06	Action 06: CS to co-ordinate an invite for HT short-listing - Wednesday 22 nd November (evening)7.30pm. - <i>Complete</i>	CS	asap	
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07	Action 07: My Concerns – DM to loom tomorrow and a link. - <i>Complete</i>	DM	asap
Actions from the meeting of 28 September 2023 meeting:			
06	Action 06: SUDS -Action: JA to chase and commit SUDS to a confirmed date. - <i>Complete – update to be covered during HT Report.</i>	JA	Jan FGB
4.	<p>Head Teacher’s report *</p> <p>EYFS/KS1 Team Leader Presentation with questions to follow.</p> <p>JE presented a slide deck to all.</p> <p>The “mission” of EYFS is to prepare children for Year 1 (and the next stage of their education)</p> <p>The slide deck confirmed that EYFS team is reviewing and building EYFS Curriculum linked to AFI from Ofsted. 7 areas of learning are included in the EYFS Curriculum. School’s responsibility to process and monitor the curriculum by improving the learning environment, teach, guide, practise independently and embed learning in order to deliver outcomes.</p> <p>Tie together, from “core” thread to link back to “solid foundation” by aligning practice and mission.</p> <p>Core aim is aiding children to learn more and focusing on the “how” EYFS provide foundation for rest of school?</p> <p>JE has met with Lisa Valla - School Improvement Officer who reported positive impact, on the continuous and enhanced provision.</p> <p>2 visits from LA to monitor the provision, provide advice, tips and pointers.</p> <p>June EYFS Inspection</p> <ul style="list-style-type: none"> - Children engaged, however more improvement required on the environment. - Reading and phonics structure was strong. - Outdoor area requires review and knowledge of all staff on how EYFS is delivered needs to be improved. - Different knowledge required in EYFS – “how” to deliver in practice is not clear, therefore it requires greater attention, merging the approaches from the rest of the school together with the requirements of the EYFS. <p>Challenge: Governors asked is the intention clear. And ideas/view on how to implement?</p> <p>AFI is currently “underway” across the school. Implemented and monitored through PD sessions, End of Year evaluation, and better articulation of what subjects look like. Articulation from all subjects feed into curriculum.</p> <p>Challenge: Governors asked if every Subject Lead needs to be an expert? And can explain all 7 areas?</p> <p>Requirement for a curriculum overview and clearer understanding, noticing the overlap and links.</p>		

Signed *Christopher Shaw*

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<p>Challenge: Governors asked how is the evidence recorded? Evidence detailed through progression documents, curriculum overview, expectations, curriculum delivery and clear understanding and maintaining 2-way conversations.</p> <p>Challenge: Governors asked are we prioritising subjects? Core subjects for example. No, no priority, expectations to cover “all.”</p> <p>Challenge: Governors asked before OFSTED did Senior Leaders know that EYFS was a priority. Previous OFSTED reported EYFS as a strength in the school, however 4 – 5 years later, EYFS did not have the same sequence and reported that Leaders did not know enough (deep enough knowledge). This term, “realisation” that blockers in reception/EYFS and 1-6, do not need to be there. Strong curriculum for Year 1 – 6, with knowledge bank, but not as strong across the board.</p> <p>Challenge: Governors asked how is school supporting EYFS Leaders to deepen their knowledge further? Dedicated time PD sessions, and sessions specifically around EYFS. Look at “how do children learn” by observing EYFS, writing the curriculum, and other needs to understand, more cohesive and “linking” together with a transitional thinking approach.</p> <p>Action 01: Curriculum Committee to meet with Subject Leaders to discuss the impact of the 7 areas, EYFS set up and broaden to include EYFS.</p> <p>Challenge: Governors asked what is the “drive? /Focus and timelines” Continued focus, the “drive” is not particularly wrong, the “issue” is the ability and need to articulate with the tangible differences, tweak, plan, teaching units and practical “ideas.” Biggest challenge is the outdoor area and building work in future.</p> <p>Challenge: Governors asked for an update on the proposed building work. building work to start in 18 months (2025) with a focus on learning and improvements.</p> <p>Head Teacher’s report * The HT report was circulated ahead of the meeting. DM provided a brief overview of the key updates.</p> <p>Budget The budget is manageable for next 2 years with class structures set. 2024/2025 projected budget down further. Discussed deficit of -£90,000 next year but believe that this can be reduced to 45/50 by the time the budget is finalised. Carry forward and other savings.</p>	<p>CoC</p>
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	<p>Agreed – Class Structure to continue as concern with combination of mixed classes across 2/3-year groups.</p> <p>Action 02:DM to write to LA and appeal – 16/17 additional children (half a class)</p> <p>Action 03: JA to look at budget. Joint Personnel and Finance Committee Meeting – long term strategy focusing on 2024/25 and onwards. Budgets covered during May FGB.</p> <p>SUDS/Building Work</p> <p>Plan for use of 4 different provisions. Easter 2024 other SUDS work, currently looking at tenders, need to drive progress.</p> <p>Challenge: Governors asked if the building would be eco?</p> <p>Yes.</p> <p>Target and progress</p> <p>Early conversations and a need to change people’s expectations of progress children can make. Conversations fall part of Key Stage meetings, midterm progress chats, and discussions around the barriers to learning.</p>	<p>DM JA</p>
<p>5.</p>	<p>Honeypots Report</p> <p>KVD provided a verbal update. Currently more 2-year-olds, from roughly 4 to roughly 14. HP Set up provision with them in mind and daily routine to be age appropriate. 40 children – staff adjusting well, and still a very high demand for more sessions from parents and carers, partly due to the increase in LA funded hours. September 2025 for places.</p> <p>Challenge: Governors asked KVD if this would impact the EYFS intake?</p> <p>No, but would stop transition from Honeypot to Primary school.</p> <p>Challenge: Governors asked KVD if there is a need to review?</p> <p>LA increased funded hours for children, however no new provision in the village may result in no spaces available. No space available at HP until 2025.</p> <p>Challenge: Governors asked KVD if there is a mechanism to alert the LA?</p> <p>Yes. Action 04: KVD to contact Early Years Adviser.</p> <p>Challenge: Governors asked for an update regarding provisions.</p> <p>Overlooked, as funding for 2-year-olds is approximately £8 an hour, and 3–4-year-olds, approximately £5.</p> <p>JE will be visiting Honeypot in Summer term to establish links to Honeypot and Reception, spending time focusing attention on the curriculum.</p>	<p>KVD</p>

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<p>6.</p>	<p>Financial Budget Update Update given during HT Report.</p>	
<p>7.</p>	<p>Safeguarding Update* Provisions in place for handover of DSL Role from DM. Major themes, eating, food and drugs. Safeguarding training in every area is up to date.</p>	
<p>8.</p>	<p>Committee Updates * Personnel - Including HT Recruitment Items covered:</p> <ul style="list-style-type: none"> • Class structures and JS departing. Longer term appoints or not and learning opportunity. • Policies ratified. • Wellbeing Day discussed –whereby all staff request 1 day and arrange cover. Wider discussion at Wellbeing Committee. • Pre-approved permanent placement of Bryony. • Advertise KS2 Phase Lead before half term, interview before Easter. <p>Action 05: DM to formalise.</p> <p>Curriculum Minutes from the last meeting to be uploaded to GovHub. In summary the Committee covered</p> <ul style="list-style-type: none"> • D&T scheme presentation, which was excellent, positive pupil voice. • Viewpoints “stats”, changing mindset. • Policies ratified. <p>Finance and Premises Items covered:</p> <ul style="list-style-type: none"> • Building zone checks • 3 policies ratified. 	<p>DM</p>
<p>9.</p>	<p>Governor Business*</p>	

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	<p><u>Governor Training and Board Development*</u></p> <p>i. Governor Training and Board Development*</p> <p style="padding-left: 40px;">a. Update on GovHub. New list of training available.</p> <p>ii. Link roles for 2023 / 2024 – unchanged</p> <p>iii. School visit – key dates and planning</p> <p style="padding-left: 40px;">Safeguarding follow up – People Voice Group</p> <p style="padding-left: 40px;">JH to step back for 6 months due to workload.</p> <p style="padding-left: 40px;">Action 06: CW & RH to discuss impact and next steps.</p> <p>iv. Recruitment needs – Head Teacher Recruitment.</p> <p style="padding-left: 40px;">Action 07: CM to clarify how many members of panel required to ratify HT appointment decision.</p> <p style="padding-left: 40px;">Action: 08: CS to email all feedback Monday and Tuesday and confirm how many applicants received.</p> <p style="padding-left: 80px;">a. SEND Policy - ratified.</p> <p style="padding-left: 80px;">b. Pay Policy- ratified.</p> <p style="padding-left: 80px;">c. Whistleblowing Policy- ratified</p> <p style="padding-left: 80px;">d. Critical and Major Incident Management Plan- ratified</p> <p style="padding-left: 80px;">e. Surveillance and CCTV Policy- ratified</p> <p>FGB Dates – review academic year dates and update.</p> <ul style="list-style-type: none"> • Overview on GovHub. Mid-term data after KS1 Meeting. Update with SL meetings, and Year 6 Standards Curriculum • 16 February PD session • Wellbeing PD session • EYFS – (BE) • Afternoon Tea visit report – (MUR). <p style="padding-left: 40px;">Action 09: All to book in dates to observe. Summarise actions and notes.</p>	<p>CW/RH</p> <p>CM</p> <p>CS</p> <p>All</p>
<p>10.</p>	<p>Summary of Actions*</p> <p>See table at end of minutes.</p>	
<p>11.</p>	<p>Date of Next Meeting*</p> <p>The next FGB meeting is scheduled for Thursday 21st March at 7pm.</p> <p>2024 Summer term</p> <ul style="list-style-type: none"> • 30th April (inc Budget) • 4th July 	

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	<p>Personnel – tbc</p> <p>Curriculum – 14th March 2024</p> <p>F&P – 5th March 2024</p>	
12.	<p>Review the Impact of this Meeting and AOB*</p> <p>The Chair reflected on how positive it was to hear from JE EYFS/KS 1 Team Leader, AFI and OFSTED.</p> <p>Ongoing 3 “I”, Intent, implement and track impact.</p> <p>Provisionally short-listing date for Head Teacher Recruitment of Wednesday 24th January 2pm, Interviews to take place on Tuesday 30th and Wednesday 31st January.</p> <p>AOB</p> <p>None</p>	

There being no further business, the meeting closed at 9.00pm.

Table of Outstanding Actions

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Actions from the meeting of 18 January 2024 meeting:			
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02	DM to write to LA and appeal – 16/17 additional children (half a class)	DM	asap
03	JA to look at budget. Joint Personnel and Finance Committee Meeting – long term strategy focusing on 2024/25 and onwards. Budgets covered during May FGB.	JA	May FGB
04	KVD to contact Early Years Adviser to alert LA.	KVD	
05	DM to formalise to advertise KS2 Phase Lead before half term, interview before Easter	DM	asap
06	JH to step back for 6 months due to workload & RH to discuss impact and next steps.	CW/ RH	
07	CM to clarify how many members of panel required to ratify HT appointment decision.	CM	asap
08	CS to email all feedback Monday and Tuesday and confirm how many applicants received.	CS	asap
09	All to book in dates to observe. Summarise actions and notes.	All	asap

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