



Willingham County Primary School



Meeting of the Full Governing Body on
Thursday 4th July at 7pm (WPS)

Minutes

Present: Chris Shaw (CS) (Chair), Mona Paalanen (Headteacher), Jo Aldhouse (JA), Cecilia Pipe (CP), Annabel Targett (AT), Matt Unwin-Riches, (MUR), Louise Johnston (LS), Angela Walker (AW) (Deputy Head), Sarah Morgan (SM), Helen McCarthy (HM), Emily Lloyd (EL) and Yvona Duncan (YD), Lara Feather (LF) arrived at 7.17pm, Chris Woodward (CW) arrived at 7.26pm.

Also attending: Charlene Monk (CM), CamClerk

	Minutes	Actions																																				
1.	<p>Welcome from the Chair:</p> <p>Apologies received and accepted from: Katy Stevenson (KS).</p> <p>Emily Lloyd (EL), new Co-opted Governor and Yvona Duncan (YD), new Parent Governor were both welcomed to the meeting.</p> <p>Lara Feather (LF) and Chris Woodward (CW) had notified the Chair that they would be late arriving. LF arrived at 7.17pm and CW arrived at 7.26pm.</p>																																					
2.	<p>Declarations of Interest.</p> <p>None</p>																																					
3.	<p>* Minutes of the previous FGB Meeting (30th April 2024): These were approved.</p> <p>* Matters arising and Action Points</p> <table border="1"> <thead> <tr> <th>Action No.</th> <th>Action</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td colspan="3">Actions from the meeting of 21 March 2024 meeting:</td> </tr> <tr> <td>03</td> <td>KVD will follow up with LA Adviser, as known specialist in the area. –Follow up action – KVD to upload the report to GovHub - <i>Complete</i></td> <td>KVD</td> </tr> <tr> <td>09</td> <td>CS to send skills audit to all Governors to complete and feedback. – <i>Complete</i> - Follow up action – CS to format write up of skills audit. - <i>Complete</i></td> <td>CS</td> </tr> <tr> <td colspan="3">Actions from the meeting of 30 April 2024 meeting:</td> </tr> <tr> <td>04</td> <td>MUR to attend the Phase Lead interviews on 7th May 2024 - <i>Complete</i></td> <td>MUR</td> </tr> <tr> <td>05</td> <td>CS to follow up with the LA to discuss further the options of having one LA adviser to cover the school and honeypots. - <i>Complete</i></td> <td>CS</td> </tr> <tr> <td>08</td> <td>CS and MUR agreed to conduct a Compliance visit in school during Year 6 Standardised Assessment Tests (SAT) week. - <i>Complete</i></td> <td>CS & MUR</td> </tr> <tr> <td>09</td> <td>CS to summaries the Governors Skills Audit and send out to all for any additional comments. - <i>Complete</i></td> <td>CS</td> </tr> <tr> <td>09</td> <td>CS to contact the potential candidate and propose they are appointed the Co-opted Governor Role. - <i>Complete</i></td> <td>CS</td> </tr> <tr> <td>09</td> <td>Clerk (CM) to administer all paperwork and actions linked to RH resignation including updating GovHub. - <i>Complete</i></td> <td>CM</td> </tr> <tr> <td>09</td> <td>The Governing Board also have a vacancy for a Parent Governor. CS to draft a letter that can be disseminated to all parents. - <i>Complete</i></td> <td>CS</td> </tr> </tbody> </table>	Action No.	Action	Owner	Actions from the meeting of 21 March 2024 meeting:			03	KVD will follow up with LA Adviser, as known specialist in the area. –Follow up action – KVD to upload the report to GovHub - <i>Complete</i>	KVD	09	CS to send skills audit to all Governors to complete and feedback. – <i>Complete</i> - Follow up action – CS to format write up of skills audit. - <i>Complete</i>	CS	Actions from the meeting of 30 April 2024 meeting:			04	MUR to attend the Phase Lead interviews on 7 th May 2024 - <i>Complete</i>	MUR	05	CS to follow up with the LA to discuss further the options of having one LA adviser to cover the school and honeypots. - <i>Complete</i>	CS	08	CS and MUR agreed to conduct a Compliance visit in school during Year 6 Standardised Assessment Tests (SAT) week. - <i>Complete</i>	CS & MUR	09	CS to summaries the Governors Skills Audit and send out to all for any additional comments. - <i>Complete</i>	CS	09	CS to contact the potential candidate and propose they are appointed the Co-opted Governor Role. - <i>Complete</i>	CS	09	Clerk (CM) to administer all paperwork and actions linked to RH resignation including updating GovHub. - <i>Complete</i>	CM	09	The Governing Board also have a vacancy for a Parent Governor. CS to draft a letter that can be disseminated to all parents. - <i>Complete</i>	CS	
Action No.	Action	Owner																																				
Actions from the meeting of 21 March 2024 meeting:																																						
03	KVD will follow up with LA Adviser, as known specialist in the area. –Follow up action – KVD to upload the report to GovHub - <i>Complete</i>	KVD																																				
09	CS to send skills audit to all Governors to complete and feedback. – <i>Complete</i> - Follow up action – CS to format write up of skills audit. - <i>Complete</i>	CS																																				
Actions from the meeting of 30 April 2024 meeting:																																						
04	MUR to attend the Phase Lead interviews on 7 th May 2024 - <i>Complete</i>	MUR																																				
05	CS to follow up with the LA to discuss further the options of having one LA adviser to cover the school and honeypots. - <i>Complete</i>	CS																																				
08	CS and MUR agreed to conduct a Compliance visit in school during Year 6 Standardised Assessment Tests (SAT) week. - <i>Complete</i>	CS & MUR																																				
09	CS to summaries the Governors Skills Audit and send out to all for any additional comments. - <i>Complete</i>	CS																																				
09	CS to contact the potential candidate and propose they are appointed the Co-opted Governor Role. - <i>Complete</i>	CS																																				
09	Clerk (CM) to administer all paperwork and actions linked to RH resignation including updating GovHub. - <i>Complete</i>	CM																																				
09	The Governing Board also have a vacancy for a Parent Governor. CS to draft a letter that can be disseminated to all parents. - <i>Complete</i>	CS																																				
4.	<p>* Head Teacher’s report:</p> <p>The Headteacher’s Report June 2024 was circulated ahead of the meeting.</p> <p>MP was presented with several questions regarding the Headteacher report in advance of the meeting and provided answers within the report.</p> <p>During the meeting MP highlighted the following areas from the Headteacher report:</p>																																					

Successes

- Staffing structure for September is as planned.
- Class Teacher, Key Stage two (KS2) Phase Lead, unqualified Teacher, and a High-Level Teaching Assistant (HLTA) appointments, finalised for September 2024 start date.
- Summer term events underway, good participation in Sports mornings!
- Planning for the next 100 days of school improvement had started.

Challenges

- Provisional data results lower than predicted.
- Special Educational Needs and Disabilities (SEND) and behavioural needs of a few children continue to affect the whole school.

Data

- Senior Management Team (SMT) undertaking planning for September 2024.
- Currently reviewing the initial phonics scores data.
- The conditional phonics score was 62%, lower than forecasted.
- Children are not reaching the expected targets for phonics.
- 48% of children in Year 1 cannot read to standard.

Challenge: Is there any cuspy (point of transition) children?

A few children are cuspy (at a point of transition) particularly those children with English as an additional language (EAL) and Special Educational Needs and Disabilities (SEND).

Seven/eight children did not make enough progress, from February to July 2024.

Challenge: Is the current teaching scheme working and successful?

The current teaching scheme had been considered and reflected upon. It is evident that the teaching system is working however a combination of other factors need to be investigated further. Those factors include one to one reading, additional practice, and retrieval. Further discussions to take place and feedback to be presented at the next curriculum Committee meeting.

Challenge: Has post OFSTED changes, a new head teacher and other changes within the school created uncertainty and a drop in focus?

Potentially, a mix of changes and post OFSTED has created uncertainty, however regarding maths, phonics and reading the challenges seem to be more complex. Continue to focus on phonics and monitoring for Year 1.

Challenge: Can you confirm if the Inclusion lead role, is a teaching or non-teaching role?

The Inclusion Lead (SENDCo) role is not a non-teaching role, the need to potentially teach has always been in the job description. However, at Willingham Primary school the IL role had initially been a non-teaching role. The role now encompasses the teaching of daily interventions and from September 2024, the role will include planning, preparation, and assessment (PPA) cover for one teacher thereby

Signed [Chris Shaw](#)

Date [04 Nov 2024](#)

introducing teaching time for the IL role by 2.5 hours a week. MP will also take on some teaching hours.

Challenge: What will be the impact on the Inclusion Lead role to include teaching? There is an essential need for the role to have an element of teaching and for the Inclusion Lead to be visible within the classroom.

Challenge: How will the change in role of the Inclusion Lead, impact on the seven additional Educational and Health Care Needs Assessments (EHCNA) that need to be applied for?

The potentially higher number of EHCPs will have an impact and increase the workload for the Inclusion lead, however support will be in place to manage workload due to the increase in the Inclusion team with the recruitment of the HLTA and more support from the existing team.

Challenge: How does the individual feel, undertaking the Inclusion Lead role, regarding the change of role?

The change from September 2024 will be an additional 30 minutes daily, with one additional person (Higher Level Teaching Assistant) who will provide team cover and support for the Inclusion team to manage workload.

Challenge: Why is there a need from September 2024 for planning, preparation, and assessment (PPA) cover?

There will be a need for PPA cover from September 2024 due to the split of Year 5 and Year 6 groups for maths. All Governors **agreed** the need and importance to split year groups for maths whilst also acknowledging that English is easier to manage as mixed year groups.

Challenge: In practice, will the changes of the Inclusion Lead role strengthen other areas within the school?

To build a team with a more manageable workload whilst offering supportive measures it is important now for the Inclusion Lead role to provide services in other areas of the school like interventions and PPA cover.

The Inclusion Lead Role is a very widespread role working closely with vulnerable children, in an incredibly stressful and challenging environment.

A review to be undertaken from November 2024 to January 2025 to assess the impact of the wider inclusion team growth.

Review of the impact of School's Mission statement

- The idea originated from various conversations with the Headteacher and staff (mainly in 1:1s)
- Aim is to review the impact of the current mission statement and identify the areas that need further development to ensure the school is providing the children the best possible provision aligned to the mission.
- To review that knowledge, experiences and confidence are covered in the

Signed **Chris Shaw**

Date **04 Nov 2024**

	<p>current school provision.</p> <ul style="list-style-type: none"> Discussed in SMT May and June meetings to ensure the aim of the review is clear and the form (survey) is purposeful and easy to fill in. Surveys sent out to staff and parents. <p><u>Premises and Health and Safety</u></p> <ul style="list-style-type: none"> The swimming pool has been in use since the beginning of the term. Some cracking at the bottom on the pool, which needs to be fixed and replaced for next year. Quote for this work to be undertaken is £6,000. Last replaced 20 years ago. Costs of the swimming pool versus the value of the offering was debated and it was confirmed that as swimming and water safety was part of the national curriculum the continued investment in the pool added value and generates savings, versus having to transport and book off site lessons. S106 – A new multi-use building to encompass Early Years Foundation Stage (EYFS) area (costs covered by the Local Authority) is slowly progressing. School has shared feedback on the plans. SUDS- landscaping the wider school area and contingency to help with flooding – currently waiting to hear whether the project will happen over the summer. <p><u>Suspensions</u></p> <p>Suspensions have increased. One child is struggling in the school setting, resulting in a suspension with some support from the Local Authority in place. The school has accepted a child from another school who was at risk of a permanent exclusion.</p>	
<p>5.</p>	<p>* Honeypot report:</p> <p>The Honeypot Report was circulated ahead of the meeting. KVD gave a verbal summary.</p> <ul style="list-style-type: none"> 60 children currently on role and 46 school starters Two Educational Healthcare Plans (EHCP)s being submitted before the end of term. 25 children will be starting with Honeypot in September Now starting the register for September 2026 intake Focused on transitions this term, with all transitions on track and children ready for reception. Staffing a full team with an admin assistant working every Thursday 3.5 hours Regarding the Local Authority (LA) and the expansion, Honeypot would have to apply for Capital funding which is for up to £50,000. Honeypot/Willingham is not one of the areas that the LA had identified as having high need however Northstowe had. Honeypot to consider offering wrap around provision. The starting point for offering wrap around provision, is to ask parents to complete a questionnaire to gauge level of need and demand. 	

Signed **Chris Shaw**

Date **04 Nov 2024**

	<ul style="list-style-type: none"> • Added a Willingham Primary curriculum map overview which has supported WPs staff to review their themes across the year. • The new outdoor resources have arrived, and the children are enjoying them. • The resources have provided the children with more focus outside and the opportunity to further develop their physical skills. <p>Action 01: KVD to conduct a survey for current parents and the wider village community to assess the need/demand for wrap around care provision. Consider social media as a way of reaching out and investigating the wider village communities' views.</p>	<p>KVD</p>
<p>6.</p>	<p>Financial Budget Update JA in her capacity as School Business Manager, summarised:</p> <ul style="list-style-type: none"> • Savings on staff, currently £14,000, however pay rises not known at the moment. • Supply costs cover for the High-Level Teaching Assistant will end September 2024; this is an offset for supply. • Double freezer in the kitchen had been replaced with two single freezers, costed into the catering cost centre. • No decision had been reached nationally on teaching staff, pay-rises. • Support staff have been offered a pay rise, lump sum of £1,290 per cent increase per point, less than previous years, that subsequently the unions rejected, now the decision is out to ballot. 	
<p>7.</p>	<p>* Safeguarding Update Safeguarding was covered as part of the Head Teacher's Report In KS absence CS in his capacity as Chair presented the Safeguarding Visit 02.07.2024. In summary the visit was incredibly positive with good safeguarding practises still present across the school Full report saved on GovernorHub. The annual safeguarding monitoring report has now been submitted with plans to schedule a Local Authority Safeguarding Audit for January 2025.</p>	
<p>8.</p>	<p>Policies to review and approve</p> <ol style="list-style-type: none"> Wellbeing Policy – Discussions took place around Governors and SMT roles in relation to accountability and responsibility for staff wellbeing. All agreed for certain wording within the policy to be amended based on discussions. Action 02: MP/HM and JA to update the Wellbeing policy and circulate to all Governors for final approval. Health and Safety Policy - This policy was approved and ratified. Flexible Working Policy - The Flexible working policy was reviewed due to recent changes in the law whereby two flexible working requests can now be made within a 12-month period. This policy was approved and ratified. 	<p>MP/ HM & JA</p>

Signed [Chris Shaw](#)

Date [04 Nov 2024](#)

	<p>iv. Lettings Policy – The lettings policy was reviewed, and lettings rates have been amended with a change of hourly rate from 7pm onwards, rather than 10pm. Non community rates to be based and agreed on application. This policy was approved and ratified.</p>	
<p>9.</p>	<p>* Committee Updates</p> <p><u>i. Personnel:</u></p> <p>Personnel Committee meeting took place on Monday 24th June 2024. Most aspects of this meeting had already been discussed during the Headteacher report. Summary of aspects included:</p> <ul style="list-style-type: none"> • Wellbeing working party meet regularly. • Acknowledged that it is a stressful time at the moment for staff, due to this time is being given to staff to complete reports. • Wellbeing Policy – changes to be made – covered under policies. • Unqualified teaching cover provided. • Phase Lead starting in post September 2024 • Clerical assistant started May 2024, with 3.5 hours a week in Honeypot. • Two Teaching Assistant posts filled. • One flexible work request accommodated. <p>Challenge: How do teaching staff feel about the limited opportunity to change key stages and year groups for the new academic year, 2024-25? A few discussions with teaching staff took place before Easter. With the change in Headteacher and Phase Lead role, and a high need for phonics to be an area of focus, it was strongly decided that any additional changes i.e. key stages/class groups were not required. A few staff mentioned changing, however everyone was accommodating with the rationale behind fewer changes for the new academic year and currently teaching staff are settled.</p> <p>Challenge: Why had teaching staff previously been changed, year on year across Key stages and year group? The drive for change in previous years was due to teachers returning from maternity leave and requesting reduction in hours, in addition to school being unsuccessful in recruiting job share posts so needed to make changes to accommodate these factors.</p> <p>Challenge: Are teachers experiencing stress at the moment? Teaching staff continue to remain positive. A staff survey is conducted each year to cover stress and wellbeing of staff and the Site Leadership Team (SLT) follow up on any issues/actions raised.</p> <p><u>Transition</u> It was suggested by a Governor that pictures of teachers and teaching assistants should be visible on the school website to help aid transition for the new reception intake.</p>	

Signed **Chris Shaw**

Date **04 Nov 2024**

	<p><u>ii. Curriculum:</u></p> <p>Curriculum Committee meeting will be taking place on Thursday 11th July. Part of the meeting will include analysing test/assessment results.</p> <p><u>iii. Finance & Premises:</u></p> <p>Finance and Premises meeting took place on 11th June 2024. The focus of the meeting had been around the school buildings as covered previously in the Headteacher report.</p> <p>a. LA notification on budget</p> <p>A letter of notification had been received from Martin Wade, Local Authority Strategic Finance Business Manager, to highlight that the schools budget reserves were lower than expected. All in agreement that until the general election and funding is confirmed, the school is not in a position to respond. Governors are happy with the school’s budget, and it was noted that a deficit budget sign off is not irreversible.</p>	
<p>10.</p>	<p>* Governor Business</p> <p>i. Governor Training and Board Development The Chair is awaiting confirmation from Jennifer Hill (JH) Co-opted Governor of her intentions on returning to the Governing board for the new academic year 2024/25.</p> <p>ii. Link Roles for 2023/24 and 2024/25– no anticipated changes.</p> <p>iii. School visit – key dates and planning</p> <ul style="list-style-type: none"> • A Governor Safeguarding school visit by MUR had taken place. • A Governor Curriculum school visit by SM is due to take place this term, to focus on the assessment results. • School visit key dates and planning for 2024/25 to take place in September 2024, start of the academic year. <p>iv. Recruitment needs</p> <p>a. Appointment of new Vice Chair</p> <p>Due to a recent resignation from the board, there is currently a vacancy for the Vice chair of Governors role. A self-nomination had been received in advance by MUR. The clerk and Chair undertook the process for the election. All Governors agreed with a show of hands.</p> <p>Agreed Governors unanimously appointed Matt Unwin- Riches (MUR), as Vice-chair of Governors.</p> <p>b. Parent Governor Update</p> <p>The Governing board had been successful in appointing a new Co-opted Governor, Emily Lloyd (EL) and Parent Governor Yvona Duncan (YD).</p> <p>Action 03: Clerk (CM) to administer all paperwork and actions linked to Matt Unwin-Riches (MUR), Vice- chair appointment and Yvona Duncan (YD), new Parent Governor including updating GovHub.</p>	<p>Clerk (CM)</p>

Signed **Chris Shaw**

Date **04 Nov 2024**

FGB Minutes 04.07.2024

	<p>It was noted that the new Parent Governor, Yvona Duncan (YD) would form part of the Finance and Premises Committee and the new Co-opted Governor, Emily Lloyd (EL), would form part of the Curriculum Committee and that Matt Unwin- Riches (MUR) would move from Curriculum Committee to Personnel.</p> <p>v. Policy review* All policies are up to date. To note the Intermediate in Computer Science (ICS) use policy and Attendance Policy will be reviewed in September 2024 due to Keeping Children Safe in Education KCSIE guidance updates from the department for Education (DfE).</p> <p>vi. Annual Impact Statement CS had completed the annual impact statement by pulling together all the impact reviews from the past Full Governing Board 2023/24 meetings. Action 04: CS to circulate the annual impact statement to all Governors for review before submitting to the Local Authority.</p> <p>vii. FGB Dates – confirm dates for the academic year 2024/25. Full Governing Board (FGB) meetings for the new academic year 2024/25, will continue to be scheduled for Thursday evenings with a start time of 7pm. Committee meeting dates for the new academic year 2024/25, to be agreed by the Committees once the FGB meetings have been finalised and scheduled. Action 05: CS to provide Full Governing Board meeting dates for 2024/25 and share with MP/AW/MUR/JA and CM(Clerk) before sharing with the Governing board.</p>	<p style="text-align: center;">CS</p> <p style="text-align: center;">CS</p>
<p>11.</p>	<p>Summary of Actions See table at end of minutes.</p>	
<p>12.</p>	<p>* Date of Next Meeting Committee meetings are scheduled as follows: Personnel: tbc Curriculum: 11th July 2024 Finance & Premises: tbc</p>	
<p>13.</p>	<p>Review the Impact of this Meeting.</p> <ul style="list-style-type: none"> • The Chair thanked all Governors for the open and transparent discussions that had taken place during the meeting and felt to be beneficial. • Welcomed new Co-opted Governor and Parent Governor bringing strength, skills, and diversity to the Governing Board. • Governors challenged and focus remained on raising standards. 	

Signed **Chris Shaw**

Date **04 Nov 2024**

FGB Minutes 04.07.2024

	<ul style="list-style-type: none"> • Beneficial discussions around community involvement to add value. • Wellbeing Policy was discussed in detail, with the Wellbeing policy in place from September 2024. 	
--	--	--

* Standard agenda items for all FGB meetings

The meeting closed at 8:33pm

Table of Outstanding Actions

Action No.	Action	Owner	Deadline
Actions from the meeting of 4 July 2024 meeting:			
01	KVD to conduct a survey for current parents and the wider village community to assess the need/demand for wrap around care provision. Consider social media as a way of reaching out and investigating the wider village communities' views.	KVD	FGB Autum 2
02	MP/HM and JA to update the Wellbeing policy and circulate to all Governors for final approval.	MP/ HM & JA	asap
03	Clerk (CM) to administer all paperwork and actions linked to MUR Vice- chair appointment and YD Parent Governor including updating GovHub.	Clerk (CM)	asap
04	CS to circulate the annual impact statement to all Governors for review before submitting the annual impact statement to the Local Authority.	CS	asap
05	CS to provide FGB dates for 2024/25 and share with MP and AW before sharing with the Governing board.	CS	asap

Signed **Chris Shaw**

Date