



Willingham County Primary School

Meeting of the Full Governing Body on

Tuesday 30th April at 7pm (WPS)



Minutes

Present: Chris Shaw (CS) (Chair), Mona Paalanen (Headteacher), Jo Aldhouse (JA), Cecilia Pipe (CP), Annabel Targett (AT) arrived at 7.27pm, Matt Unwin-Riches, (MUR), Louise Johnston (LS), Angela Walker (AW) (Deputy Head), Lara Feather (LF), Helen McCarthy (HM)

Also attending: Charlene Monk (CM), CamClerk

	Minutes	Actions																																																				
1.	<p>Welcome from the Chair:</p> <p>Mona Paalanen, New Head Teacher at Willingham County Primary School was welcomed to the meeting.</p> <p>Apologies received and accepted from: Richard Hughes (RH), Katy Stevenson (KS), Chris Woodward (CW) and Sarah Morgan (SM).</p> <p>Not in attendance and no apologies received from Kate Van Dort (KVD).</p> <p>Annabel Targett (AT) had notified the Chair that she would be late arriving. AT arrived at 7.27pm.</p>																																																					
2.	<p>Declarations of Interest.</p> <p>None</p>																																																					
3.	<p>* Minutes of the previous FGB Meeting (21st March 2024): These were approved.</p> <p>* Matters arising and Action Points</p> <table border="1" data-bbox="225 1332 1361 2042"> <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 18 January 2024 meeting:</td> </tr> <tr> <td>01</td> <td>Curriculum Committee to meet with Senior Leaders to discuss the impact of the 7 areas, EYFS set up and broaden to include EYFS. <i>Including EYFS in Curriculum presentations – 3 more leads – ongoing - Complete</i></td> <td>CoC</td> <td>March 2024</td> </tr> <tr> <td colspan="4">Actions from the meeting of 18 January 2024 meeting:</td> </tr> <tr> <td>01</td> <td>AW & Headteacher to present new language at Pupil Progress Meetings to see if it triggers discussions. - <i>Complete</i></td> <td>AW & HT</td> <td>April 2024</td> </tr> <tr> <td>02</td> <td>Gemma & Nikki to work with Hannah to share knowledge around SEND provisioning. - <i>Complete</i></td> <td>G, N & H</td> <td>ASAP</td> </tr> <tr> <td>03</td> <td>KVD will follow up with LA Adviser, as known specialist in the area. – <i>Complete- Follow up action – KVD to upload the report to GovHub</i></td> <td>KVD</td> <td>April 2024</td> </tr> <tr> <td>04</td> <td>JA to provide a budget update at the next Finance & Premises Committee Meeting. – <i>Complete</i></td> <td>JA</td> <td>April 2024</td> </tr> <tr> <td>05</td> <td>Sarah Boyle, to talk to Jonathan and school council, regarding Reading Ambassador's and shared voice. – <i>Complete</i></td> <td>SB</td> <td>ASAP</td> </tr> <tr> <td>06</td> <td>CS to sign off and approve SFVS in GovHub. – <i>Complete</i></td> <td>CS</td> <td>ASAP</td> </tr> <tr> <td>07</td> <td>JA to inform Governors when a date has been arranged to review Pupil Premium spend. – <i>Complete</i></td> <td>JA</td> <td>ASAP</td> </tr> <tr> <td>08</td> <td>MUR to send write up report to CS. – <i>Complete</i></td> <td>MUR</td> <td>ASAP</td> </tr> <tr> <td>09</td> <td>CS to send skills audit to all Governors to complete and feedback. – <i>Complete - Follow up action – CS to format write up of skills audit.</i></td> <td>CS</td> <td>April 2024</td> </tr> </tbody> </table>	Action No.	Action	Owner	Deadline	Actions from the meeting of 18 January 2024 meeting:				01	Curriculum Committee to meet with Senior Leaders to discuss the impact of the 7 areas, EYFS set up and broaden to include EYFS. <i>Including EYFS in Curriculum presentations – 3 more leads – ongoing - Complete</i>	CoC	March 2024	Actions from the meeting of 18 January 2024 meeting:				01	AW & Headteacher to present new language at Pupil Progress Meetings to see if it triggers discussions. - <i>Complete</i>	AW & HT	April 2024	02	Gemma & Nikki to work with Hannah to share knowledge around SEND provisioning. - <i>Complete</i>	G, N & H	ASAP	03	KVD will follow up with LA Adviser, as known specialist in the area. – <i>Complete- Follow up action – KVD to upload the report to GovHub</i>	KVD	April 2024	04	JA to provide a budget update at the next Finance & Premises Committee Meeting. – <i>Complete</i>	JA	April 2024	05	Sarah Boyle, to talk to Jonathan and school council, regarding Reading Ambassador's and shared voice. – <i>Complete</i>	SB	ASAP	06	CS to sign off and approve SFVS in GovHub. – <i>Complete</i>	CS	ASAP	07	JA to inform Governors when a date has been arranged to review Pupil Premium spend. – <i>Complete</i>	JA	ASAP	08	MUR to send write up report to CS. – <i>Complete</i>	MUR	ASAP	09	CS to send skills audit to all Governors to complete and feedback. – <i>Complete - Follow up action – CS to format write up of skills audit.</i>	CS	April 2024	
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4.	<p>* Head Teacher's report:</p> <p>The Headteacher's Report was circulated ahead of the meeting.</p>																																																					

<p>MP had not been presented with questions in advance of the meeting.</p> <p>MP highlighted the following:</p> <ul style="list-style-type: none"> In order to cover a broader view, the format of the Head Teacher’s report had been changed. <p><u>Recruitment</u></p> <ul style="list-style-type: none"> Three candidates from eight, had been shortlisted for the KS2 Phase Leader role and interviews are due to taking place next week (7th May 2024). It was requested during the meeting that a Governor is required to attend the Phase Lead interviews as the Phase Lead is a Senior Leadership role. Action: MUR to attend the Phase Lead interviews. A verbal offer has been accepted for Office role position, with a start date after May half term/early April 2024. The TA vacancy interviews to take place tomorrow (1st May 2024). <p><u>Data</u></p> <ul style="list-style-type: none"> Data continues to be discussed in detail at Curriculum Committee meetings. <p><u>Budget</u></p> <ul style="list-style-type: none"> JA was acknowledged and thanked for her hard work and foresight in relation to the school and honeypot budget. <p><u>SUDS</u></p> <ul style="list-style-type: none"> JA gave an update that due to legal issues SUDS deadline has been delayed, however the contract between the school and SUDS is ready for signing and approval. <p><u>Section 106 Funding</u></p> <ul style="list-style-type: none"> JA gave an update that the pre-planning for Section 106 funding had been submitted. <p>Challenge: Is the progress data for Raising Attainment and Progress (RAP) for Autumn and Spring term as expected? No, not for maths, progressing at a slow speed.</p> <p>Challenge: The ARK Mathematics Mastery programme has been utilised for 3 years, is this now embedded? The language is embedded, however number fluency and retrieval, is not currently. Aware of the need and focus, particularly for KS2, and will be addressed moving forward with additional lessons.</p> <p>Challenge: When will this be addressed, and impact noted? Number fluency and retrieval will be addressed in the short term, with greater work taking in September when time is more manageable.</p> <p>Challenge: Is the broader issue of having a broad and varied curricular diluting the fundamentals or time able to be spent on English and Maths? No this is not the case as teaching staff are able to completely teach the full curricular.</p>	<p>MUR</p>
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Signed **Chris Shaw**

Date **13 Nov 2024**

	<p>It was the right decision to go with Ark, they have accessible resources that make lesson preparation easier for staff, but need to take more time to adjust content to meet needs of children and pace of learning. .</p> <p>It was noted as a comparison that the Humanities Curriculum Haringey resources is amazing but offers frequent common themes, therefore need to be mindful of duplication, this will be discussed in further detail at Curriculum Committee.</p> <p>Challenge: Regarding the safeguarding data, are behaviour and online safety themes covered in school?</p> <p>Yes, behaviour and online safety themes are covered during PHSE lessons and further discussed regarding this will take place at Curriculum Committee.</p> <p>Challenge: It was observed that safeguarding data illustrated one drug related issue, can you provide more clarity around this issue?</p> <p>MP confirmed the one drug related issue did not take place in school; a pupil mentioned a drug related statement during a PHSE lesson regarding a family member. Level of teacher awareness to record this was noted as positive.</p>	
<p>5.</p>	<p>* Honeypot report:</p> <p>The Honeypots Report was circulated ahead of the meeting. In KVD's absence MP gave a verbal summary.</p> <ul style="list-style-type: none"> • MP has meet with the Honeypots staff since the beginning of summer term. • Honeypots is continuing to provide a good positive learning environment. • KVD and MP will continue to meet every 2 weeks. • The overall staff feeling at Honeypots is that they feel part of the school. • Noted that the Local Authority (LA) Advisor is different for Honeypots and EYFS. • Once the school Office support is in post part of their role will be to provide dedicated office support to Honeypot. • TA staff from Honeypot are exchanging working environments with EYFS (Early Years Foundation Stage) school staff on Wednesday afternoons. • Honeypots is currently struggling with lunch time staffing cover and as a result interventions are not taking place due to time constraints. <p>Challenge: Is there an opportunity to provide a pool of TA staff for the whole school, including Honeypot?</p> <p>A TA staff for the whole school, including Honeypot would not be possible due to differences in contracts, responsibilities, roles etc and that EYFS is a very specialist area.</p> <p>Challenge: Is there an opportunity to have one LA Advisor to cover school and Honeypots to maintain consistency and provide one point of contact?</p> <p>Action: CS to follow up with the LA to discuss further the options of having one LA adviser to cover the school and honeypots.</p>	<p>CS</p>

Signed **Chris Shaw**

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<p>6.</p>	<p>Financial Budget Update WPS Budget summary, School Budget 24-25 and Devolved Capital Budget papers were shared ahead of the meeting including the Honeypot Budget paper that was also shared ahead of the meeting.</p> <p>The following areas were highlighted:</p> <ul style="list-style-type: none"> • The school ended the 2023/24 financial year with an in-year surplus of £36,996 which is ahead of budget and resulted in a carry forward surplus reserve of £142,030. This is a strong result given the cost of inflation and funding pressures. • The Budget summary paper gives a summary position for the next three years on page 1 and details the assumptions included therein. • The 2024/25 budget is in deficit in-year of £59,439 reducing the carry forward reserves to £82,592. • The in-year future deficit increases in future years based on current funding levels and inflation assumptions (3% pay awards 25/26 and 2% in 26/27) resulting in a deficit reserve in 2025/26 onwards. • The LA financial advisor confirmed that they were happy with the position presented and comfortable the financial budgets are submitted on this basis. • The school’s capital allocation for 24-25 is an estimated £7,836 with £1,554 carried forward from this year. The total £9,390 is planned to be spent on a replacement CCTV system (£5,500) and the general redecoration programme. • The Budget summary paper gives a summary position for Honeypots for the next three years on page 2 and details the assumptions included therein. <p>Governors from Finance & Premises Committee confirmed support for the proposed financial budgets and those that had been involved in the budget setting process found the experience more positive than previous years.</p> <p>Governors approved the budget for submission to the LA.</p>	
<p>7.</p>	<p>* Safeguarding Update Safeguarding was covered as part of Head Teacher’s Report Safeguarding Policy was ratified/approved – as the Policy was updated with MP as DSL.</p>	

Signed **Chris Shaw**

Date **13 Nov 2024**

8	<p>* Committee Updates</p> <p>i. <u>Personnel:</u></p> <p>Most aspects of this meeting had already been discussed. Summary of aspects included:</p> <ul style="list-style-type: none"> • The Flexible working policy needs reviewing due to recent changes in the law. • Noted and observed that 1:1's with MP and staff had taken place. • The fixed term maternity cover and Office position has been advertised. • A request was made for a Governor to conduct a Compliance visit during Year 6 Standardised Assessment Tests (SAT) week (week commencing 13th May 2024) <p>Action: CS and MUR agreed to conduct a Compliance visit in school during Year 6 Standardised Assessment Tests (SAT) week.</p> <ul style="list-style-type: none"> • The Staff Wellbeing survey results were generally good and the staff wellbeing committee are reviewing options to support staff further. <p>The minutes from the Personnel Committee meeting are available on GovHub.</p> <p>ii. <u>Curriculum:</u></p> <p>A verbal update of the meeting was given, and the minutes are available on GovHub.</p> <p>Summary of updates included:</p> <ul style="list-style-type: none"> • The drop in attendance and trends was explained to the Committee. The reasons were around anxiety regarding the porta loo provision, increased travel of the Gypsy, Roma, and Traveller (GRT) families travelling and general illness. • Willingham Primary School (WPS) is at 28 out of 208 schools in the LEA's attendance league and nationally falls within the top 10 to 20% bracket – so attendance not a big concern but still to be monitored. • During the meeting Jason Emmess the EYFS & KS1 Phase Leader provided a comprehensive presentation, the keys points covered are noted in the Curriculum Committee minutes. • PHSCE sessions were planned to cover the safeguarding incidents noted around prejudice related behaviour. • No policies were reviewed; however, the Curriculum Committee did agree to update the Attendance Policy in September after the Keeping Children Safe in Education (KCSiE) guidance produced by the DfE and issued under Section 175 of the Education Act 2002 is updated. • Maths Curriculum and data will be addressed by splitting Year 5 and Year 6 Key Stage 2 (KS2) classes, into four classes after SATS and May half term. • Support for the KS2 children in accessing the KS2 tests had been discussed and the processes school is implementing to build that resilience. <p>AW explained that there has been a decline in KS2 maths data, and particularly in Year 5. Analysis has taken place and as a result understanding has been gained as</p>	CS & MUR
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to why this was happening, and actions are being taken to address this.

Challenge: What is being implemented in school to address the children who are under performing?

NELLY intervention will take place for all children in reception with focus on communication and language as this is the biggest concern.

Challenge: Is there capacity to consider teaching by year group for part of the day where there is a split year group, this appeared to be effective in past years?

No capacity currently to do a full split of the group into individual year groups however in the short-term a TA, who is a qualified Secondary school teacher will cover one the Y5 or Y6 groups for the last half term. Resources to teach maths in separate Year 5 and Year 6 groups will be revisited before the start of the new academic year.

Challenge: Will maths remain a focus for September?

Yes, maths is an ongoing priority and will remain a focus, however difficult to action now, in the summer term, due to job shares.

Challenge: Are boosters provided for all low-level achieving pupils, or all pupils?

It was confirmed that boosters are provided for pupils working towards expected standard. The greater depth achievers are addressed in class by being provided with additional more advanced worksheets.

Challenge: Does the schools after school clubs (ASC) offer any support with learning?

Yes, the schools after school clubs offer reading with younger children.

Challenge for consideration by SMT: what more can we do with ASC?

iii. Finance & Premises: The focus of the meeting had been the budget all of which has been discussed earlier in the meeting.

Other items discussed at the Finance & Premises Committee was regarding school building and that all historic monies in the Honeypt Trust had been approved to be spent on resources for Honeyptots and as a result the account was closed. No policies were reviewed at the meeting as the focus was on the budget. A Health & Safety meeting is taking place next meeting, and the Lettings Policy will be discussed. It was noted that MP, as Head Teacher had been invited to the Willingham School Association WSA.

Signed **Chris Shaw**

Date **13 Nov 2024**

<p>9</p>	<p>* Governor Business</p> <p>i. Governor Training and Board Development CS has collated all Governor responses from the Skills Audit. The outcome of the skills audit is positive and has highlighted a wide range of individual skills that form the Governing board. The aim of National Governance Association skills audit for governors and trustees is to assess board strengths, identify gaps and build development plans for Governing boards. Action: CS to summaries the Governors Skills Audit and send out to all for any additional comments. MUR had attended the Safer Recruitment training in his role as Governor.</p> <p>ii. Link Roles for 2023/24 – no updates.</p> <p>iii. School visit – key dates and planning</p> <ul style="list-style-type: none"> • A Governor Finance school visit by LJ had taken place. • A Governor Compliance SATS Visit is due to take place w/c 13th May by CS and MUR Matt. • KS will be organising a Safeguarding visit in school this term. <p>iv. Recruitment Needs Recruitment needs: The Chair informed all that RH has resigned from his role as Co-opted Governor and Vice Chair resulting in an open vacancy for Co-opt Governor and Vice Chair Role. It was noted that RH was the ICT Link Role for ICT and the school website. A potential candidate has shown an interested in the Governing Role, and CS feels that the potential candidate would be a good fit for the board based on experience, skills, and knowledge. Action: CS to contact the potential candidate and propose they are appointed the Co-opted Governor Role. Action: Clerk (CM) to administer all paperwork and actions linked to RH resignation including updating GovHub. The Governing Board also have a vacancy for a Parent Governor. Action CS to draft a letter that can be disseminated to all parents. It was noted that the Finance and Premises Committee requires more members moving forward and this would be discussed in more detail and interest gauged during Sub Committees for September onwards.</p> <p>v. Policy review* Safeguarding and Child Protection Policy - approved.</p>	<p>CS</p> <p>CS</p> <p>CM</p> <p>CS</p>
<p>1.</p>	<p>* Date of Next Meeting</p> <p>The next FGB meeting is scheduled for 4th July at 7pm.</p> <p>Committee meetings are scheduled as follows:</p> <p>Personnel: 24th June 2024</p> <p>Curriculum: 11th July 2024</p> <p>Finance & Premises: 11th June 2024</p>	

Signed [Chris Shaw](#)

Date [13 Nov 2024](#)

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2.	Any Other Business: None	
3.	<p>Review the Impact of this Meeting.</p> <p>The Chair thanked all Governors for the open and transparent discussions that had taken place during the meeting and felt to be very beneficial.</p> <p>Positive to have the Budget signed and approved.</p>	

* Standard agenda items for all FGB meetings

The meeting closed at 8:28pm

Table of Outstanding Actions

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09	Clerk (CM) to administer all paperwork and actions linked to RH resignation including updating GovHub.	CM	ASAP
09	The Governing Board also have a vacancy for a Parent Governor. CS to draft a letter that can be disseminated to all parents.	CS	ASAP

Signed **Chris Shaw**

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