



# Willingham County Primary School

Meeting of the Full Governing Body on  
Thursday 7<sup>th</sup> November 2024 at 7pm (WPS)



## MINUTES

**Present:** Matt Unwin-Riches, (MUR) (Vice Chair), Mona Paalanen (Headteacher), Jo Aldhouse (JA), Yvona Duncan (YD), Lara Feather (LF), Louise Johnston (LS), Emily Lloyd (EL), Helen McCarthy (HM), and Annabel Targett (AT) and Kate Van Dort (KVT)

**Also attending:** Charlene Monk (CM), CamClerk

	Minutes	Actions																				
1.	<p><b>Welcome from the Vice-Chair</b></p> <p>The Vice Chair (MUR) welcomed all to the meeting, in the Chair's absence.</p>																					
2.	<p><b>Apologies</b></p> <p>Apologies were received and accepted from Chris Shaw (CS) (Chair), Angela Walker (AW) (Deputy Head), Sarah Morgan (SM), Chris Woodward (CW), Jenny Hill (JH) and Katy Stevenson (KS).</p>																					
3.	<p><b>Declarations of Interest. *</b></p> <p>There were no declarations of interest concerning items on the agenda.</p>																					
4.	<p><b>Minutes*</b></p> <p>i. The minutes of the FGB meeting, held on 26<sup>th</sup> September 2024, were submitted, and 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>No</th> <th>Action</th> <th>Owner</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Actions from the meeting of 4 July 2024 meeting:</b></td> </tr> <tr> <td>01</td> <td>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. <b>Action – ongoing – Deadline FGB Autumn 2</b> – Covered under Honey-pot report – 7<sup>th</sup> Nov meeting <b>Action - closed</b></td> <td>KVD</td> <td>FGB Autumn 2</td> </tr> <tr> <td>04</td> <td>CS to circulate the annual impact statement to all Governors for review before submitting the annual impact statement to the Local Authority. <b>Action – ongoing - Action - closed</b></td> <td>CS</td> <td>asap</td> </tr> <tr> <td colspan="4"><b>Actions from the meeting of 27 September 2024 meeting:</b></td> </tr> </tbody> </table>	No	Action	Owner	Deadline	<b>Actions from the meeting of 4 July 2024 meeting:</b>				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. <b>Action – ongoing – Deadline FGB Autumn 2</b> – Covered under Honey-pot report – 7 <sup>th</sup> Nov meeting <b>Action - closed</b>	KVD	FGB Autumn 2	04	CS to circulate the annual impact statement to all Governors for review before submitting the annual impact statement to the Local Authority. <b>Action – ongoing - Action - closed</b>	CS	asap	<b>Actions from the meeting of 27 September 2024 meeting:</b>				
No	Action	Owner	Deadline																			
<b>Actions from the meeting of 4 July 2024 meeting:</b>																						
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. <b>Action – ongoing – Deadline FGB Autumn 2</b> – Covered under Honey-pot report – 7 <sup>th</sup> Nov meeting <b>Action - closed</b>	KVD	FGB Autumn 2																			
04	CS to circulate the annual impact statement to all Governors for review before submitting the annual impact statement to the Local Authority. <b>Action – ongoing - Action - closed</b>	CS	asap																			
<b>Actions from the meeting of 27 September 2024 meeting:</b>																						

**FGB Minutes 07/11/2024**

	01	Governors were also asked to complete and sign the Annual Pecuniary Interest Form via GovHub profile. <b>Action – reminders sent to those outstanding - Action - closed</b>	ALL	asap	
	02	Governors were also asked to complete and sign the Code of Conduct via GovHub profile. <b>Action – reminders sent to those outstanding - closed</b>	ALL	asap	
	03	Governors were also asked to check decelerations of interest and confirmations made on GovHub. <b>Action – reminders sent to those outstanding - closed</b>	ALL	asap	
	04	Headteacher, MP to talk more widely about the role of the DSL and responsibilities at the next FGB. Clerk to add as an agenda item. <b>Action - closed</b>	Head & Clerk	Next FGB	
	05	JA to upload S-106 plans onto GovHub. <b>Action - closed</b>	JA	asap	
	06	Headteacher, MP to discuss with SMT to create a formal plan of cover timelines from now, September 2024 until Christmas 2024, end of Autumn term. <b>Action - closed</b>	Head	asap	
	07	Clerk to add SEF as an agenda item to the next FGB meeting. <b>Action - closed</b>	Clerk	Next FGB	
	08	All Governors to look at the Autumn overview list by week commencing, with focus areas, planning link visits – Speak to Staff member and MP in advance of Governor visits. <b>Ongoing</b>	ALL	asap	
	09	The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be addressed at the next FGB. <b>Ongoing</b>	ALL & Clerk	Next FGB	
	010	Chair (CS) to upload the annual calendar of events to Govhub. <b>Action - closed</b>	CS	asap	
	011	MUR to attend Safer Recruiter Training. <b>Action - closed</b>	MUR	asap	
	012	It was noted during the meeting that the front door would pose a risk if a child wished to abscond. Facilities to look at improving the front door security. <b>Action – ongoing – Contacted Local authority, process ongoing</b>	School Office/JA	asap	
<b>5.</b>	<p><b>Head Teacher’s report *</b></p> <p>The Headteacher report was circulated ahead of the meeting.</p> <p>The Headteacher, MP, provided a summary of the report:</p> <p><u>Successes</u></p>				

Signed

Christopher Shaw

Date

05 Feb 2025

	<ul style="list-style-type: none"><li>• Steplab - introduced and first professional development module assigned – observations and coaching sessions on-going, overall positive feedback received.</li><li>• Monitoring and feedback cycle established and exhibiting an impact.</li></ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"><li>• Individual pupil behaviour is taking time and resources of the class teachers and SMT.</li><li>• Increase in number of pupils needing paediatric referrals and Education, Health, and Care Needs Assessment (EHCNA).</li></ul> <p>Parents seeking a paediatric referral initially contact their General Practitioner (GP) who then directs them to contact their child’s school.</p> <p>The headteacher informed the governing body that the school is currently facing a significant increase in the number of parents seeking paediatric referrals or other support for their children.</p> <p>Resulting in a significant increase in workload for the SENDCo, Inclusion Team and SMT.</p> <p>Unfortunately, this is not isolated to the school, the significant increase of paediatric referrals and further SEND support is a nationwide issue as the referral system is overwhelmed and fragmented.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"><li>• Attendance policy updated and link shared with parents in the Willingham Scoop</li><li>• Attendance monitoring weekly with letters been sent out.</li></ul> <p><u>Safeguarding - Designated Safeguarding Lead - (DSL) Role and Responsibilities</u></p> <p>As part of the Headteacher report, the Headteacher provided a Safeguarding overview to the governing body, talking widely on the Designated Safeguarding Lead - (DSL) and safeguarding team’s role and responsibilities, including multi-agency work/meetings.</p> <p>The roles and responsibilities of the DSL and safeguarding team, were noted as follows:</p> <ul style="list-style-type: none"><li>• The team consists of six staff members.</li><li>• Undertake regular training, a two-day DSL course (covers all aspects of Safeguarding), and refresher training every 2 years.</li><li>• Attend annual training specific to an aspect of safeguarding.</li><li>• On call throughout the year</li></ul>	
--	---	--

Signed

Christopher Shaw

Date

05 Feb 2025

**FGB Minutes 07/11/2024**

	<ul style="list-style-type: none"><li>• All concerns are reported in Myconcerns.</li><li>• Triage any concern that comes in – agree on actions and next steps.</li><li>• Review 8 – 15 concerns weekly, and categories range from attendance to physical abuse.</li><li>• If the concern relates to “harm” further immediate action is taken. All concerns are discussed before they are archived.</li><li>• Undertake regular monitoring (daily, weekly, half-termly with different focus)</li><li>• The review and monitoring of complex cases, results in a meeting of over 2 hours</li><li>• Held responsibility for referrals to social care, Early Help, Prevent, Local Authority Designated Officer (LADO)</li><li>• Provide information as part of any enquiry (the Multi-Agency Safeguarding Hub MASH, Child in need S17, Child Protection Investigation S47)</li><li>• Attend strategy meetings with other professionals to agree on any multi-agency work.</li><li>• Attend core group meetings with children on Child Protection Investigation (S47)</li><li>• Provide annual and on-going training to staff/volunteers about all aspects of safeguarding (staff behaviour, recognising categories of abuse, talking to children, training volunteers, recruitment)</li><li>• Two-fold – immediate action and bureaucratic workload</li><li>• Archived information is still accessible.</li><li>• When the school receives an email from the Local Authority Safeguarding team regarding a child, the DSL is required to provide information within a noticeably short timeframe.</li></ul> <p><u>DSL Role and Responsibilities - Multi-agency work/Meeting</u></p> <ul style="list-style-type: none"><li>• Multi-agency work is for high profile cases, namely Child protection section 47 and child in need with a risk of harm.</li><li>• The school’s safeguarding team works closely with multi agency groups, including the Local authority safeguarding team, social care, social workers, GP, police etc to take immediate action.</li><li>• Multi-agency work requires additional responsibilities, time, and support from school with the safeguarding team member(s) attending agency meeting with professionals, to discuss the family and agree actions.</li></ul>	
--	---	--

Signed

Christopher Shaw

Date

05 Feb 2025

**FGB Minutes 07/11/2024**

	<ul style="list-style-type: none"> <li>• A Social worker is appointed for Child protection section 47 and child in need cases; however, the social worker does not necessarily follow up on monitoring and outstanding actions, a lot of this is driven by school</li> <li>• Frustrations exist due to the lack of communication with social care.</li> </ul> <p>It was acknowledged that over the years, more is expected of schools in relation to safeguarding and the roles and responsibilities of the DSL and team, as the services are so overwhelmed, the DSL role is a multifaceted responsibility.</p> <p>Governors' questions, challenges, and support, with answers, covered under Appendix to FGB Minutes 7<sup>th</sup> November 2024: <u><a href="#">HT Report Questions from Governors</a></u></p>	
<p><b>6.</b></p>	<p><b>Honeypots Report</b></p> <p>KVD provided a written report in advance of the meeting and gave a brief verbal update during the meeting, noting the following:</p> <ul style="list-style-type: none"> <li>• 62 pupils in total currently, September 2024, in the Honeypots setting rising to 70 children on role from January 2025.</li> <li>• 14 two-year-olds, two vulnerable funded 2's</li> <li>• 48 School leavers (2 possibly going to special school and 1 deferral)</li> <li>• 8 pupil premium children.</li> <li>• 2 Educational Healthcare Plans (EHCP) pending, 1 EHCP in process of writing.</li> <li>• The children have continued to settle well which is testament to the staff creating a safe nurturing environment.</li> <li>• A questionnaire has been sent out regarding after preschool provision until 5pm initial numbers indicate there is a demand and so KVD will speak to staff and investigate what needs to be in place for this to happen.</li> <li>• Website continuing to be updated and newsletter with any other information.</li> </ul> <p>Any questions to be submitted to KVD for clarification.</p>	
<p><b>7.</b></p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Update on Self Evaluation Framework (SEF)</li> </ul> <p>The Self Evaluation Framework will be written and finalised for review at the next FGB meeting (Thursday 16<sup>th</sup> January 2025) due to the FGB being so early in the term.</p>	

Signed

Christopher Shaw

Date

05 Feb 2025

	<b>Action01:</b> Clerk to add Self Evaluation Framework (SEF) as an agenda item to the next FGB meeting.	<b>Clerk</b>
<b>8.</b>	<p><b>Safeguarding Update*</b></p> <p><u>DSL Role and Responsibilities</u></p> <p>Covered under agenda item 5, Headteacher Report.</p>	
<b>9.</b>	<p><b>Committee Updates *</b></p> <p>i. Personnel</p> <ul style="list-style-type: none"> <li>• Chair of Personnel Committee, (HM), summaries key points from the meeting that took place on 17<sup>th</sup> October 2024.</li> <li>• A few key points were partly covered during the Headteacher report.</li> <li>• In relation to general staff wellbeing, it was noted that staff are tired, due to the long half term.</li> <li>• Wellbeing working party are organising staff fleeces/uniform – partly funded by school.</li> <li>• 16 staff have requested Wellbeing days – (2 weeks in advance notice required) – no expense to the school.</li> <li>• Due to recent resignation of YrR teacher recruitment of YrR teacher has started, the advertisement is live with a closing date of Monday 18<sup>th</sup> November 2024. Three potential candidates undertaken school visits so far. The vacancy is for a full-time position.</li> <li>• Cover maternity post internally.</li> <li>• Support staff sickness.</li> <li>• Busy with behaviour management</li> <li>• Review of pay policy – particular attention to section 8.4, (performance related pay/bonus) noting that this section was removed many years ago. The Committee agreed to leave section 8.4 in the pay policy as it acts as a good motivational tool providing transparency and fairness to all. With rigorous procedures now in place, evidence can be collated, and the process is professionally managed.</li> <li>• Approved Data Protection policy</li> <li>• Steplab programme</li> <li>• Training records reviewed and up to date.</li> <li>• Governor training update</li> </ul> <p>ii. Curriculum</p>	

Signed

Christopher Shaw

Date

05 Feb 2025

## **FGB Minutes 07/11/2024**

	<p>A Curriculum Committee member, (AT) summaries key points from the meeting that took place on 17<sup>th</sup> October 2024.</p> <ul style="list-style-type: none"><li>• Hannah Mitchell, who has been leading the Music curriculum for a year provided a presentation to the committee indicating positive improvements. Noting the following:<ul style="list-style-type: none"><li>○ 4 key areas performing, listening, composing, history of music plus extra – dimensions of music – all 5 areas will be covered over a year for all year groups including EYFS.</li><li>○ Conducted a pupil voice survey especially for SEND as can be particularly challenging with noise etc (potentially use new room as a bit bigger)</li></ul></li><li>• Policy reviewed and approved.<ul style="list-style-type: none"><li>○ Self-regulation and behaviour management policy</li><li>○ Attendance policy</li></ul></li><li>• PE and Sport Premium report</li><li>• Terms of Reference – no change</li><li>• Safeguarding – had some attendance issues which have been resolved.</li><li>• Front Door security issue raised. Previous Local Authority (LA) advice was that a child will get out if they want to and the police should be called. Doors are old and could potentially be improved.</li></ul> <p>iii. Finance &amp; Premises</p> <ul style="list-style-type: none"><li>• Chair of Finance &amp; Premises Committee, (LJ), summaries key points from the meeting that took place on 10<sup>th</sup> October 2024.</li><li>• All planned summer holiday jobs conducted, and no risk items currently.</li><li>• S106 planning of new building –Cambridgeshire County Council (CCC) planning opened today, ending 24<sup>th</sup> December 2024. The Willingham parish council approved the building plans today (7<sup>th</sup> November 2024)</li><li>• SUDS – Sustainable Drainage Strategies (SUDS) project postponed again – no new dates agreed and no update, since July 2024</li><li>• Ongoing access issues with the SBS financial tool since July 2024, the financial tool was due to be up and running by September 2024 but delayed again due to a migration to a new platform.</li><li>• Major impact and glitches in the SBS financial tool system.</li><li>• The Local Authority (LA) financial advisor, retired, and no cover in place.</li></ul>	
--	--	--

Signed **Christopher Shaw**

Date **05 Feb 2025**

**FGB Minutes 07/11/2024**

	<ul style="list-style-type: none"> <li>• Budget broadly in line with what was expected.</li> <li>• Additional funding to come in to cover teacher pay deal, this should be enough to cover the agree Support staff pay with the current offer - Teacher Unions balloting to accept/decline the Government pay rise offer of 5.5%.</li> <li>• LA financial guidance notes, vs ToR. Detailed 50 pages document to replicate – Jo has created a draft.</li> <li>• Approved policies CCTV Policy and Medical Policy</li> </ul> <p><b>Action02:</b> The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be addressed at the next FGB. Clerk to add as an agenda item to January FGB meeting.</p>	<p><b>All &amp; Clerk</b></p>
<p><b>10.</b></p>	<p><b>Governor Business*</b></p> <p style="padding-left: 20px;">i. Governor Training and Board Development*</p> <p>MUR attended the NGA Safer recruiting training course.</p> <p style="padding-left: 20px;">ii. School Visits – key dates and planning</p> <p><b>Action03:</b> Headteacher to provide a visit planner list for Governors in order for Governors to contact their Link role staff and organise a school visit.</p> <p style="padding-left: 20px;">iii. Recruitment needs</p> <p>Due to a recent resignation from the board, CP, Co-opted Governor, as of 7<sup>th</sup> October 2024, there is now a Co-opted Governor vacancy.</p> <p>Governors discussed at length the options for Jenny Hill, (JH) who has taken a pause in her role as Co-opted Governor since October 2023, to return to the Governing body.</p> <p>It was <b>agreed</b> to offer Jenny Hill, (JH) the position of Associate Governor to the governing body to open a Co-opted Governor vacancy.</p> <p>Resulting in the governing body having two Co-opted Governor open vacancies.</p> <p>All <b>agreed</b> that recruiting an active member of the community would be beneficial to the governing body. CS and MUR have already emailed local organisations, gained a few responses, but no offers yet.</p> <p>The Vice-Chair encouraged governors to consider inviting individuals they might know with relevant skills/active member of the community.</p>	<p><b>Headteacher</b></p>

Signed **Christopher Shaw**

Date **05 Feb 2025**

**FGB Minutes 07/11/2024**

	<p>All <b>agreed</b> that advertising in the Willingham News would be advantageous in reaching the local community to fulfil the Co-opted Governor vacancies.</p> <p><b>Action04:</b> CS and MUR to place an advertisement in the Willingham news and share on social media.</p> <p>iv. Policy review</p> <p style="padding-left: 40px;">a. All Governors to review and confirm acceptance of Data Protection Policy - <b>approved.</b></p> <p style="padding-left: 40px;">b. All Governors to review and confirm acceptance of Pay Policy - <b>approved.</b></p>	<b>CS &amp; MUR</b>
<p><b>11.</b></p>	<p><b>Summary of Actions*</b></p> <p>See table at end of minutes.</p>	
<p><b>12.</b></p>	<p><b>Date of Next Meeting*</b></p> <p>The next FGB meeting is scheduled for Thursday 16<sup>th</sup> January 2025 at 7pm.</p> <p>Personnel – 13<sup>th</sup> January 2025</p> <p>Curriculum – tbc</p> <p>F&amp;P – 14<sup>th</sup> November 2024</p>	
<p><b>14.</b></p>	<p><b>Review the Impact of this Meeting*</b></p> <p>The Vice Chair reflected that it was extremely helpful to hear from the school’s DSL, Headteacher, regarding the specifics around safeguarding and the role and responsibilities of the DSL.</p> <p>This provided a comprehensive overview of all the layers involved in the DSL role, and acknowledged the massive weight the role carries for all the safeguarding team members.</p> <p>The Vice Chair thanked the Headteacher for her open and transparent delivery.</p>	

**There being no further business, the meeting closed at 8.24pm.**

Signed

Christopher Shaw

Date

05 Feb 2025

**FGB Minutes 07/11/2024**

**Table of Outstanding Actions**

No	Action	Owner	Deadline
<b>Actions from the meeting of 27 September 2024 meeting:</b>			
08	All Governors to look at the Autumn overview list by week commencing, with focus areas, planning link visits – Speak to Staff member and MP in advance of Governor visits. <b>Ongoing</b>	ALL	asap
09	The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be addressed at the next FGB. <b>Ongoing</b>	ALL & Clerk	Next FGB
012	It was noted during the meeting that the front door would pose a risk if a child wished to abscond. Facilities to look at improving the front door security. <b>Action – ongoing – Contacted Local authority, process ongoing</b>	School Office/JA	Asap
<b>Actions from today's meeting of 7 November 2024 meeting:</b>			
01	Clerk to add Self Evaluation Framework (SEF) as an agenda item to the next FGB meeting.	Clerk	Next FGB
02	The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be addressed at the next FGB. Clerk to add as an agenda item to January FGB meeting.	All/Clerk	Next FGB
03	Headteacher to provide a visit planner list for Governors in order for Governors to contact their Link role staff and organise a school visit.	Headteacher	asap
04	CS and MUR to place an advertisement in the Willingham news and share on social media.	CS & MUR	Next FGB

Signed **Christopher Shaw**

Date

05 Feb 2025

**Appendix to FGB Minutes 7<sup>th</sup> November 2024:**

**HT Report Questions from Governors**



**Governor questions**

**Executive Summary**

- Governors asked if the pupil behaviour was an issue in previous years?

The pupil's behaviour was easier to manage in reception, due to less structure and rigidity.

With the recent transitions, entering a new year group and struggles with autumn term low-level behaviour issues have heightened.

The system in dealing with behaviour is working and consistent, however very time consuming due to the rigidity and rigorous system.

- Governors asked if there has been any progress with individual pupil's behaviour?

Yes, there has been positive progress with the pupil's behaviour with capturing positives.

For all behaviour cases, parents are fully onboard, in a co-operating and collaborating manner, resulting in positive SMT wellbeing.

- Governors asked how suspensions work?

Suspensions are the Headteacher's decision ultimately. Taking into consideration if there is a parent at home or childcare in place, number of incidents, time limits around the suspension etc. Whilst a child is suspended it is the school's responsibility to provide work for the child to complete at home for the teacher to mark. The suspension process involved the Headteacher contacting the parents and issue a suspension letter to the Local Authority and inform CS – Chair of Governing body.

- Governors asked when a parent contacts school to request a paediatric referral, how does the school respond?

School has a duty of care to respond, however school is not a professional paediatrician to diagnose the child. The Local Authority request that school write the referral/EHC needs.

- Governors asked if the school is required to complete all necessary paperwork for the paediatric referral/EHC needs?

The paperwork includes a section for school to complete, including concerns, attainment, additional support etc, and a section for the parents to complete.

- Governors asked if the school observes or assesses the child in relation to referral/EHC needs?

Not in most cases, only if already concerned.

**Safeguarding – Role of the DSL**

- Governors asked if the same responsibilities apply to Honeypots?

Yes, the same roles and responsibilities apply to Honeypots.

- Governors asked what action is taken for immediate harm?

Signed

Christopher Shaw

Date

05 Feb 2025

***FGB Minutes 07/11/2024***

For immediate harm, the school would withhold the child if advised by social service. However, due to the lack of communication school does not always receive information in a timely manner.

- Governors asked if more teams become trained, this must be good/positive overall for the school?

Yes, this is positive/good for the school, however an increase in workload due to the added responsibility to train other staff, entailing attending LA Safeguarding course, regular training, updates, weekly safeguarding question for all staff to respond, DSL meetings every Wednesday afternoon to review all open cases, all staff reminder emails.

Signed [Christopher Shaw](#)

Date [05 Feb 2025](#)