



Willingham County Primary School



Meeting of the Full Governing Body on
Thursday 26th September 2024 at 7pm (WPS)

MINUTES

Present: Chris Shaw (CS) (Chair), Mona Paalanen (Headteacher), Jo Aldhouse (JA), Yvona Duncan (YD), Lara Feather (LF), Louise Johnston (LS), Emily Lloyd (EL), Helen McCarthy (HM), Cecilia Pipe (CP), Katy Stevenson (KS) and Annabel Targett (AT).

Also attending: Charlene Monk (CM), CamClerk

	Minutes	Actions
1.	<p>Welcome from the Chair</p> <p>The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from Angela Walker (AW) (Deputy Head), Matt Unwin-Riches, (MUR), Sarah Morgan (SM), Chris Woodward (CW), Jenny Hill (JH) and Kate Van Dort (KVT).</p>	
2.	<p>Annual Pecuniary Interest/Code of Conduct/Annual Declarations</p> <p>Action 01: Governors were also asked to complete and sign the Annual Pecuniary Interest Form via GovHub profile.</p> <p>Action 02: Governors were also asked to complete and sign the Code of Conduct via GovHub profile.</p> <p>Action 03: Governors were also asked to check declarations of interest and confirmations made on GovHub.</p>	<p>All</p> <p>All</p> <p>All</p>
3.	<p>Declarations of Interest. *</p> <p>There were no declarations of interest concerning items on the agenda.</p>	
4.	<p>Elections</p> <p>Chair and Vice Chair Elections</p> <p>CS was unanimously elected as Chair of the governing body for the 2024-25 academic year.</p> <p>MUR was unanimously elected Vice-Chair of the governing body for the 2024-25 academic year.</p> <p>Action – MUR to confirm acceptance at next FGB.</p> <p>Sub-Committee Membership and Chairs (Election and Voting)</p> <p><u>Personnel Committee</u></p> <p>HM was elected Chair of the Personnel Committee for 2024-25.</p> <p>Members of the Personnel Committee 2024-25 are as follows: HM (Chair),</p>	

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	<p>CS, MUR, MP (Headteacher - Staff) and JA (Staff). <u>Finance & Premises (F&P) Committee</u> LJ was elected Chair of the F&P Committee for 2024-25. Members of the F&P Committee 2024-25 are as follows: LJ (Chair), CW, KVD, YD, CP, MP (Headteacher - Staff) and JA (Staff). <u>Curriculum Committee</u> SM and KS were jointly elected Co-chairs of Curriculum Committee for 2024-25. Members of the Curriculum Committee 2024-25 are as follows: SM (Co-Chair), KS (Co-Chair) JH, LF, AT, EL, MP (Headteacher - Staff) and AW (Staff). <u>HTPM Committee</u> Members of the HTPM Committee 2024-25 are as follows: HM, CS and MUR. <u>Pay Body Committee</u> Members of the Pay Body Committee 2024-25 are as follows: HM, CS and MUR Other Committee members to be appointed at the time, as required.</p>																													
<p>5.</p>	<p>Minutes*</p> <p>i. The minutes of the FGB meeting, held on 4th July 2024, were submitted signed by the Chair as a true record of the meeting.</p> <p>ii. Actions outstanding and Matters arising.</p> <p>Matters Arising from 4th July 2024 meeting:</p> <table border="1" data-bbox="279 1189 1241 1744"> <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 4 July 2024 meeting:</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. Action – ongoing – Deadline FGB Autumn 2</td> <td>KVD</td> <td>FGB Autumn 2</td> </tr> <tr> <td>02</td> <td>MP/HM and JA to update the Wellbeing policy and circulate to all Governors for final approval. Action - closed</td> <td>MP/ HM & JA</td> <td>asap</td> </tr> <tr> <td>03</td> <td>Clerk (CM) to administer all paperwork and actions linked to MUR Vice- chair appointment and YD Parent Governor including updating GovHub. Action - closed</td> <td>Clerk (CM)</td> <td>asap</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. Action – ongoing</td> <td>CS</td> <td>asap</td> </tr> <tr> <td>05</td> <td>CS to provide FGB dates for 2024/25 and share with MP and AW before sharing with the Governing board. Action - closed</td> <td>CS</td> <td>asap</td> </tr> </tbody> </table>	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. Action – ongoing – Deadline FGB Autumn 2	KVD	FGB Autumn 2	02	MP/HM and JA to update the Wellbeing policy and circulate to all Governors for final approval. Action - closed	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. Action - closed	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. Action – ongoing	CS	asap	05	CS to provide FGB dates for 2024/25 and share with MP and AW before sharing with the Governing board. Action - closed	CS	asap	
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<p>6.</p>	<p>Head Teacher’s report *</p> <p>A report was circulated ahead of the meeting; NOTE – some governor queries were submitted in writing prior to the meeting and were responded to in writing in a manner available to all governors; these</p>																													

Signed **Christopher Shaw**

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questions and responses are included as an appendix to these minutes for completeness, and also appear on the HT report as v2.

Headteacher, MP, provided a summary of the report:

Staffing

- Induction of all new staff (1 Phase Lead, 1 PPA cover, 1 High Level Teaching Assistant, and 2 Teaching Assistants) has commenced and all new staff have settled in well.
- Some staff absence, linked to on-going medical needs.
- Formal staff member absent due to medical need.

Challenge: Governors asked how practical is it to cover staff absence?

A high-level Teaching Assistant (HLTA) is currently providing staff absence cover support, with the addition of other staff members and supply staff. Aiming to ensure consistency of supply staff as and when feasible whilst acknowledging the cost implications of supply staff and budget overspend. The Year Group partner teacher is responsible for setting up the room and provide an overview for the supply teacher and phase lead check in.

Teaching and Learning, Curriculum

- INSET days used for Personal Development and team planning time, focus was on Maths and morning work.
- Monitoring, improve and trial started.
- Phase Lead sharing feedback with staff, areas of improvement.
- Learning walks PD session and SMT walk around.
- Positive shift, no concerns from staff, feedback loop, more standardised.

Changes to performance Management

- DfE has released new appraisal guidelines - The refreshed guidance emphasises that the appraisal process should be focused on continual development, not once a year reviews with lots of examples, intrinsically supportive and developmental, conducted within a school culture that values openness and fairness. Focus being on development and specific expectations. Waiting for the new appraisal policy to be released.
- OFSTED - As of September 2024, OFSTED have removed the single word inspection judgements to deliver a better accountability system, and introduced School Report Cards to enable to provide parents and schools with a complete picture of how the schools are performing.

Challenge: Governors asked if the person (appraiser) conducting the performance management appraisal receives training?

No, there is no LA training to support this so the appraisers have not received formal training however the SMT moderate the appraisals to ensure consistency and fairness. This highlights the need for more

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<p>induction, continuous feedback, observations, assessments, and ongoing formalisation of the process.</p> <p>The new appraisal guidelines no longer refer to performance related pay. The policy is due to be released beginning of October 2024.</p> <p><u>Steplab</u></p> <p>Steplab is a platform designed to support schools to deliver effective Professional Development (PD) to teachers, using Instructional Coaching (IC). Headteacher, MP provided a demonstration on the Steplab to staff in July 2024. WPS have purchased licenses to enable staff to access this and use to support PD. Positive feedback received, and staff will be allocated coaches, with discussions during SMT and 1:1s.</p> <p>Challenge: Governors asked if the platform supported the school position and focus on cognitive psychology and its role in improving teaching? Yes, the platform and content is based on the impact of cognitive psychology in learning and helps support and provide consistent professional development by aiding, supporting, coaching, and mentoring teachers to teach.</p> <p>The platform enables the individual staff member to study a knowledge rich module, with bitesize resources, including scenarios and videos, for reflection and modelling.</p> <p>Providing opportunities for teachers to enhance teaching and increase knowledge with an allocated in person coaches.</p> <p>SMT agreed roll out, focusing initially on 6 steps enabling all staff to be set the same target.</p> <p>The real time cost is £92 per person annually (most of the PD budget), replacing the collection of other evidence for appraisal cycle.</p> <p>Governors felt this was very positive.</p> <p><u>Finance</u></p> <ul style="list-style-type: none">• Additional funding to come in to cover teacher pay deal, this should be enough to cover the agree Support staff pay with the current union offer.• Teacher Unions balloting to accept/decline the Government pay rise offer of 5.5%.• 2 biggest Support staff unions have declined the offer and are balloting for strike action, ballots close mid-October. <p><u>Published Admissions Numbers (PAN)</u></p> <p>Pupil numbers are in line with what was budgeted for this academic year (344 pupils on roll)</p> <p><u>Attendance</u></p> <ul style="list-style-type: none">• Attendance monitoring up and running.• The designated Attendance champion Lead is currently on sick leave so	
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	<p>need to review how this is covered in her absence.</p> <ul style="list-style-type: none"> • New attendance codes in use • Attendance policy to be updated. • Current whole school attendance 95.7% <p>Challenge: Governors asked if certain families are a concern regarding term time absence? Yes, certain families are a concern regarding term-time absence. Regular conversations have been in place and continue to take place with the Attendance Champion and family members to building relationships and provide guidance.</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • All teaching staff received an hour Safeguarding update including KCSiE 2024 training on 3.9.2024. • Safeguarding Link Governor, (KS) and Headteacher, (MP) met yesterday, 25.09.2024, to conduct a safeguarding walk, and to plan further meetings. • Updated Safeguarding Policy and KCSiE 2024 Part 1 have been shared with all staff, signature required to mark that it has been signed. • All members of staff have been assigned three safeguarding online courses: Essential Safeguarding training (including KCSiE 2024 changes), Online safety and Child-on-Child abuse. • Designated Safeguarding Lead (DSL) team weekly supervisions have continued. • Transferred Year 6 co-hort leavers safeguarding files to secondary schools. <p>Action 04: MP to talk more widely about the role of the DSL and responsibilities at the next FGB. Clerk to add as an agenda item.</p> <p><u>Behaviour</u></p> <p>2 suspensions and 1 lunchtime suspension so far this term relating to cases involving 2 individual children.</p> <p><u>Raising Attainment Plan (RAP) – School Improvement</u></p> <p>The Raising Attainment Plan / 100 Day Plan encompasses an action plan with objectives linked directly to the RAP objectives for Subject leaders. The next step is for subject leaders to review the actions and objectives, agree timescales and populate the document with all critical details.</p> <p><u>Parental Engagement</u></p> <ul style="list-style-type: none"> • Varied participation in Curriculum evenings for Year 1/Year 2, Year 3/Year 4 and Year 5/Year 6. • Early Years Foundation Stage (EYFS) parent consultations to happen in coming weeks. • Willingham Scoop – new fortnightly newsletter launched. 	<p>Headteacher (MP) & Clerk</p>
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	<ul style="list-style-type: none"> • School Website updates on-going • WSA Autumn Fete planned for 21.9.2024. <p>Challenge: Governors asked if pupils could contribute to the content of the Willingham Scoop by providing writing extracts, House captains section etc. and/or illustrations etc? Yes, pupils will be welcome to contribute to the content of the Willingham Scoop in order to support pupil voice.</p> <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> • Headteacher, MP, had met recently with Youth Club, Willingham news, and WAG and the focus of the discussions was around engagement and resulted in a multitude of ideas for pupils to write extracts, provide illustrations for Christmas cards etc. Headteacher, MP to discuss further with SMT. • Potentially running a day with the community – volunteers and Marshalls – teach children the importance of a community. <p>Challenge: Governors asked if Subject Leaders were accessing local groups or individuals to support the teaching of local topics to connect with Willingham, i.e. History. Yes, have had local residents support teaching in some modules in the past, and Subject Leaders will look at how can work with local community working forward.</p> <p><u>SEND</u></p> <ul style="list-style-type: none"> • 1 new Early Years Foundation Stage (EYFS) pupil with an Educational, Healthcare Plan (EHCP) assessment pending. • 1 Year 4 pupil with an Educational, Healthcare Plan (EHCP) assessment pending • 59 pupils on Special Educational Needs and Disabilities (SEND) register which is the highest number the school has had. • 11 pupils with an Educational, Healthcare Plan EHCP • Specialist teacher support from Early support available for pupils settling into EYFS (3 pupils +1 in early stages) <p><u>Premises, Health, and Safety</u></p> <ul style="list-style-type: none"> • All planned summer holiday jobs carried out. • The grounds company the school use has had some difficulties carrying out the agreed work in the agreed timelines. • Sustainable Drainage Strategies (SUDS) project postponed again – no new dates agreed. • S106 planning of new building - going into planning and finalising the drawings, Cambridgeshire County Council (CCC) shared an estimated timeline with the new building to be opened in September 2025. • CCC asked the school to seek internal design (including furniture) to be included in the S106 funding. 	<p>JA</p>
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	<p>Action 05: JA to upload plans onto GovHub.</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • No access to the SBS financial tool since July 2024, the financial tool was due to be up and running by September 2024, but delayed (due to a migration to a new platform) • The Local Authority (LA) financial advisor, is retiring, but SBM has a final meeting in October 20024 • Budget broadly in line with what was expected. • 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%. • Two of the biggest Support staff unions have declined the offer and are balloting for strike action, ballots close mid-October 2024. • School to submit funding request to the British School trust by end of October - WSA has agreed to help with fundraising. <p>Challenge: Governors asked what plan is in place whilst the formal staff / SMT member is absent to support MP and wider school leadership? Currently no formal plan or timelines in place. Governors acknowledged that the Headteacher is new in post, and a formal staff / SMT member is absent. The Headteacher, MP, informed all that she is currently being supported by two Key Stage Leads, School Office Manager and SMT. It was recognised that Attendance Champion cover is not currently in place.</p> <p>Challenge: Governors asked if it would be feasible for staff to take on additional hours in the short term to support and cover formal staff member absence? Yes.</p> <p>Action 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. MP to liaise with CS to discuss further as well.</p>	<p>Headteacher (MP)</p>
<p>7.</p>	<p>Honeypots Report</p> <p>The Chair (CS) provided a brief verbal update in KVD absence, noting the following changes:</p> <ul style="list-style-type: none"> • 62 pupils in total currently, September 2024, in the Honeypots setting rising to 71 children on role from January 2025. • Twelve 2-year-olds, with two vulnerable funded 2-year-olds • 48 School leavers (2 possibly going to special school and 1 deferral) • 8 pupil premium children. 	

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i. Personnel

- Chair of Personnel Committee, (HM), summaries key points from the meeting that took place on 16th September 2024. Partly covered during the Headteacher report.
- In relation to general staff wellbeing, some staff were anxious at the start of the new academic year, however settling in well now.
- Wellbeing working party met last academic year and will do so regularly moving forward.
- Safeguarding training delivered to all staff.
- Safeguarding Link Governors, (KS) undertaken a safeguarding visit with Headteacher (MP).
- One staff member has started maternity leave, one staff member has returned to school from maternity leave.
- Key stage 2 lead settled well.
- Three new support staff have undertaken inductions, HLTA settled well.
- Attendance Champion role being supported by office staff.
- Reviewed flexible working policy, changes to the policy as of October 2024, committee will revisit the policy in January 2025
- Steplab programme
- Appraisal guidance changes
- New School Improvement Officer appointed by LA – is now Lucy Roberts.

ii. Curriculum

Co-Chair of the Committee, (KS) summaries key points from the meeting that took place on 11th July 2024.

Data Review

The committee undertook a data review of the data from last term. The data was disappointing and not as expected.

High number of SEND in EYFS had a significant impact on the data.

The target phonics data for Year 1 co-hort was 82% and result was 63%, performance was significantly under the target.

Challenge: Governors asked is root cause had been identified for the phonics Year 1 co-hort data results?

The Headteacher, MP has since observed phonic lessons. The phase lead and DHT has introduced a second phonics lesson and reading reviews. The cause could be due to the delivery vs. the complex co-hort. In addition, query over parental engagement at home, and therefore children are struggle with reading if not practising regularly.

Prioritising Teaching Assistant reads and Year 1 co-hort group reading sessions.

In conclusion, there is no clear pattern from the data, to note however a large number of children were close to achieving the target.

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	<p>Challenge: Governors asked if any parents, on a volunteer basis, read to pupils in class? Yes, we have regular reading volunteers.</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> • New attendance policy and fines. • Year 6 cohort number fluency dropped off, need to revisit. • ARK implementation was their consistency between classrooms. • Back to basics, TA to support where required, last year. <p><u>Safeguarding and attendance</u> Overall school attendance is good, for those not attending school consistently a rigorous following up process is in place.</p> <p>iii. Finance and Premises No update as the F&P Committee have yet to meet this term.</p> <p>Action09: The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be addressed at the next FGB.</p>	<p>Clerk/Next FGB</p>
<p>10.</p>	<p>Governor Business*</p> <p>i. Governor Training and Board Development*</p> <ul style="list-style-type: none"> • NGA self-guided learning modules, link in emails to Governors. Once complete the Governor can download the certificate and add an entry under training area in GovHub. • The Local Authority (LA) training calendar had been circulated. • Governors were reminded of the need to undertake regular safeguarding training. • All Governors were reminded to complete KCSIE updated training on-line – can be found in NGA Learning Link. <p>ii. Link roles for 2023 / 2024 – confirmed no changes.</p> <p>Noted that Governor Yvona Duncan (YD) will be the Link Role for ICT and Premises</p> <p>iii. School visit – key dates and planning – completed.</p> <p>iv. Recruitment needs – none at present.</p> <p>v. Review Governing Board Instrument of Government – completed.</p> <p>vi. Review and confirm Standing Orders – completed and approved.</p> <p>vii. Policy review</p> <ol style="list-style-type: none"> a. All Governors to review and confirm acceptance of Code of Conduct b. All Governors to review and confirm acceptance of Terms of Reference c. All Governors to review and confirm acceptance of Safeguarding and Child Protection Policy d. All Governors to review and confirm acceptance of Code of 	

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	<p>Conduct for all adults.</p> <p>e. All Governors to review and confirm acceptance of Disciplinary Procedures Relating to Misconduct of all Employees - approved.</p> <p>f. All Governors to review and confirm acceptance of Whistleblowing Policy - approved.</p> <p>g. All Governors to review and confirm acceptance of Statement of Procedure for Dealing with Allegations of Abuse – approved.</p> <p>viii. FGB Dates – 7pm in the school</p> <ul style="list-style-type: none"> • 7th November 2024 • 16th January 2025 • 20th March 2025 • 1st May 2025 (including Budget) • 10th July 2025 <p>Action010: Chair (CS) to upload the annual calendar of events to GovHub.</p>	<p align="center">CS</p>
<p>11.</p>	<p>Safeguarding Update*</p> <p>Covered under Headteachers Report, agenda item 6.</p> <ul style="list-style-type: none"> • KS reminded all that everyone is responsible for safeguarding. • <u>All reminded to complete and sign KCSIE 2024 and the Safeguarding and Child Protection Policy.</u> • Governors were also reminded that part of their role is to record any safeguarding and to be mindful in their duties. • All staff to attend the Prevent training. Prevent sits alongside long-established safeguarding duties on professionals to protect people from a range of other harms such as substance abuse. • All members of the personnel committee have attended Safer Recruiter Training. <p>Action011: MUR to attend Safer Recruiter Training.</p> <p>Action012: It was noted during the meeting that the front door could pose a risk if a child wished to abscond. Facilities to look at improving the front door security.</p>	<p align="center">MUR</p> <p align="center">School Office/JA</p>
<p>12.</p>	<p>Summary of Actions*</p> <p>See table at end of minutes.</p>	
<p>13.</p>	<p>Date of Next Meeting*</p> <p>The next FGB meeting is scheduled for Thursday 7th November 2024 at 7pm.</p>	

Signed **Christopher Shaw**

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	Personnel – 4 th November 2024 Curriculum – 17 th October 2024 F&P - 10 th October 2024	
14.	<p>Review the Impact of this Meeting*</p> <p>The Chair reflected, overall, the meeting has indicated a good start to the new academic year 2024/25.</p> <p>In summary, a formal staff member has been signed off, the Governing body carefully considered the Headteacher’s role and safeguarding support for the SMT.</p> <p>Great progress with section 106, updates, and conversations.</p>	

There being no further business, the meeting closed at 8.48pm.

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. Action – ongoing – Deadline FGB Autumn 2	KVD	FGB Autum 2
04	CS to circulate the annual impact statement to all Governors for review before submitting the annual impact statement to the Local Authority. Action – ongoing	CS	asap
Actions from the meeting of 27 September 2024 meeting:			
01	Governors were also asked to complete and sign the Annual Pecuniary Interest Form via GovHub profile.	ALL	asap
02	Governors were also asked to complete and sign the Code of Conduct via GovHub profile.	ALL	asap
03	Governors were also asked to check decelerations of interest and confirmations made on GovHub.	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.	Headteacher & Clerk	Next FGB
05	JA to upload S-106 plans onto GovHub.	JA	asap

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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.	Headteacher	asap
07	Clerk to add SEF as an agenda item to the next FGB meeting.	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.	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.	ALL & Clerk	Next FGB
010	Chair (CS) to upload the annual calendar of events to Govhub.	CS	asap
011	MUR to attend Safer Recruiter Training.	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.	School Office/JA	asap

Signed [Christopher Shaw](#)

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Appendix to FGB Minutes 26th September 2024:

HT Report Questions from Governors



AOB

- FOI request about confiscation of vapes and e-cigarettes in primary schools

Governor questions

Volunteers

- Do volunteers need to attend safeguarding training and read KCSiE?

Any volunteer wanting to help out at WPS have to attend Volunteer safeguarding training. This training covers our policies and KCSiE. They are not asked to read the documents.

Attendance

- How does our attendance compare to local averages?

National attendance is currently 95.5% and East of England 95.8%. Which tells that we are in line with the region and national percentages.

The LA has not shared specific CCC data since June.

- Is there a LA target for attendance - how does our average of 95.7% compare?

The LA have not yet shared any targets.

Safeguarding

- 21 concerns in the space of 2 weeks is very high, and matches what was tracked in the whole month of September a year ago. Why so many, and what are the main themes / areas of concern?

Last September there were 21 concerns logged as a whole, so this year, it is higher. It is clear that staff are vigilant and reporting concerns when they rise.

This September 7 concerns have linked to attendance, which is the single highest category.

Parent Engagement

- What feedback did the school receive from the curriculum meetings?

Phase leaders reported that parents who attended thanked for the opportunity to hear more about the curriculum. No concerns were raised. SMT received no other feedback.

- What learnings can we take to improve in this areas?

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No specific improvement as such has been identified. We also send the meeting slides home, which parents/carers know, so it could be that some find that enough. Additionally, our first parent consultations are early in the year, which gives parents another opportunity to discuss any matters more privately.

- What level of engagement do we have from parents re volunteering in school and can we expand this to help provide more support to children?

We have a number of volunteers supporting the school, mainly to read with children and to attend trips. A call for volunteers will also be published in the Willingham News to ensure that we reach out to the whole village community rather than just parent/carer community.

SEND

- Are we confident we have the right strategic plan, in terms of how we use our PP funding, to support the high needs of SEND and children with EHCP?

This is reviewed annually with the Pupil Premium funding strategy. It will be the focus in the RAP this year as well.

AOB

- Has WPS had any issues with children having vapes or e-cigarettes?
- Is smoking part of the PSHE curricular?

We have had no issues with vapes or e-cigarettes. Smoking is in the Drug education units of the PSHE curriculum starting from Y2.

Autumn Overview

- PD sessions - what plans are there to continue to focus on teacher CPD and ensuring their understanding of cognitive psychology and how this impacts learning, continues to take place? Does StepLab cover this?

StepLab covers exactly this. The programme is built on the foundations of cognitive psychology and we are even able to amend some of the strategies to include exactly the same language they use. They have also announced a collaboration with Teach Like A Champion (TLAC) which is one of the key research based books that we use to inform our Principles of Instruction and CPD in general.

RAP

- Looks good and focused but how are you measuring the outcomes of the objectives that have been set, this isn't clear from the current document? Is it a mixture of qualitative and quantitative, and if so how will we hold ourselves to account to ensure progress?

Signed **Christopher Shaw**

Date **10 Nov 2024**

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At each review point, progress is recorded in the RAP with clear outcomes. This enables us to track progress, as well as the RAG rating of each action throughout the 100 days.

- What are Junior Travel Ambassadors - and how will this help the school, and pupil development?

The Junior Travel Ambassadors is a LA programme that is being led by a Road Safety Officer who works for the LA. There will be 6 Y5 pupils who will be appointed to promote road safety and active travel in their school community. During the summer we had various concerns reported from the wider community and parents and staff alike about pupil's road safety, which is why we reached out to see what support there would be.

Signed [Christopher Shaw](#)

Date