



# Willingham County Primary School

Meeting of the Full Governing Body on  
Thursday 16<sup>th</sup> January 2025 at 7pm (WPS)



## MINUTES

**Present:** Chris Shaw (CS) (Chair), Matt Unwin-Riches, (MUR) (Vice Chair), Mona Paalanen (Headteacher), Angela Walker (AW) (Deputy Head), Jo Aldhouse (JA), Cherie Davies (CD), Yvona Duncan (YD), Ann-Marie Garrett (A-MG), Louise Johnston (LS), Emily Lloyd (EL), Helen McCarthy (HM), Katy Stevenson (KS) and Annabel Targett (AT)

**Also attending:** Charlene Monk (CM), CamClerk, Naomi Mckie, (Head of KS2) left at 7.32pm

	Minutes	Actions																
1.	<p><b>Welcome from the Chair</b></p> <p>The Chair (CS) welcomed all to the meeting.</p> <p><b>Apologies</b></p> <p>Apologies were received and accepted from Lara Feather (LF) and Sarah Morgan (SM).</p> <p>It was noted that, with advanced apologies for their late arrival, Annabel Targett (AT) arrived at 7.14pm and Helen McCarthy (HM) arrived at 7.22pm.</p>																	
2.	<p><b>Declarations of Interest. *</b></p> <p>There were no declarations of interest concerning items on the agenda.</p>																	
3.	<p><b>New Governor Appointment</b></p> <p>The Chair (CS) welcomed and introduced new Parent Governor Cherie Davies (CD) and new co-opted Governor Ann-Marie Garrett (A-MG) to the governing body.</p> <p><b>Action01:</b> Chair (CS) to send paperwork to new Governors</p>	<b>Chair (CS)</b>																
4.	<p><b>Minutes*</b></p> <p>i. The minutes of the FGB meeting, held on 7<sup>th</sup> November 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 27 September 2024 meeting:</b></td> </tr> <tr> <td>08</td> <td>All Governors to look at the <b>Spring</b> 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></td> <td>ALL</td> <td>asap</td> </tr> <tr> <td>09</td> <td>The committee terms of reference and a scheme of delegation must be approved by the FGB – this will be</td> <td>CS (Chair)</td> <td>Next FGB</td> </tr> </tbody> </table>	No	Action	Owner	Deadline	<b>Actions from the meeting of 27 September 2024 meeting:</b>				08	All Governors to look at the <b>Spring</b> 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	CS (Chair)	Next FGB	
No	Action	Owner	Deadline															
<b>Actions from the meeting of 27 September 2024 meeting:</b>																		
08	All Governors to look at the <b>Spring</b> 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	CS (Chair)	Next FGB															

**FGB Minutes 16/01/2025**

	addressed at the next FGB. <b>Action – CS Chair to upload the Committee ToR 2024-2025 onto GovHub</b>		
<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. <b>Action - closed</b>	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. <b>Action - closed</b>	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. <b>Action - closed</b>	Headteacher	asap
04	CS and MUR to place an advertisement in the Willingham news and share on social media. <b>Action – closed</b>	CS & MUR	Next FGB
<b>5.</b>	<p><b>Guest – Naomi Mckie Head of Key Stage 2(KS2)</b></p> <p>The Chair (CS) welcomed the guest speaker Naomi Mckie, (NM) Head of KS2 to the meeting.</p> <p>Several leadership team members had presented at Full Governing body meetings in the past, including the Inclusion Lead and EYFS &amp; Key Stage 1 (KS1) Phase Lead.</p> <p>The KS2 Phase lead provided an update on her initial observations from her first term with Willingham Primary School and the plans for KS2 moving forward.</p> <p>Summary of initial observations: -</p> <ul style="list-style-type: none"> <li>• Exceptional learning behaviours, children are polite, keen and ready to learn.</li> <li>• The leadership team is effective and organised with a clear vision to take the school further.</li> <li>• KS2 teachers are capable and dedicated whilst meeting the needs of the children.</li> <li>• Part of the role, as KS2 Phase lead, has initially involved observing, supporting and listening to the team to identify strengths and improvements.</li> </ul> <p>Next steps: -</p> <ul style="list-style-type: none"> <li>• Re-organise teachers directed time and conduct weekly team meetings, to create an opportunity for the team to meet, enabling further discussion and clarification.</li> <li>• The KS2 Phase lead to continue to provide a summary of senior management meeting discussions and actions to team meetings for awareness/ follow up if required.</li> <li>• Continue to provide consistency with KS2 transitions.</li> <li>• Monitor, apply and hold staff accountable.</li> </ul>		

Signed **Christopher Shaw**

Date **01 Apr 2025**

	<ul style="list-style-type: none"><li>• Utilise the Steplab instant feedback function to provide constant constructive, objective comments and praise.</li></ul> <p><b>Challenge:</b> Governors asked if the discussions from the senior management meetings summarised during team meetings was collective or individual?</p> <p>This depends on the subjects and actions covered during the senior management meetings. For example, for Year 4 Cohort writing, this was specific to year 4 teaching staff.</p> <p><b>Challenge:</b> Governors asked if Steplab had been well received by the staff?</p> <p>Steplab was raised as a discussion point at a recent team meeting, the feedback received was that the majority of staff felt positive about Steplab.</p> <p><b>Challenge:</b> Governors asked the Head of KS2 if the mixed Year 5/6 cohort works well?</p> <p>The KS2 Phase Lead felt mostly in favour of the mixed year groups (Year5/6 cohorts) as this provides an opportunity to stretch ability, as ability levels are vast, whilst the child benefits. Noting that there is very little difference in the curriculum taught to Year 5 and Year 6.</p> <p>However, the KS2 Phase lead has welcomed the decision to split year groups for maths, as this provides an opportunity for more focused small class sizes, and 1:1 input.</p> <p>The KS2 Phase lead is impressed with the curriculum offer due to its comprehensive offering and rich knowledge however acknowledged that Maths, historically, had been a weaker subject that now with focus, is improving. Provision for KS2 has notably improved.</p> <p><b>Challenge:</b> Governors asked how can they help/support the next steps?</p> <p>Governors can help/support the next steps by being the critical friend. Teachers currently lack the confidence in their own ability therefore a change of mindset is essential in aiding the next steps. With Governor's observing, coaching, monitoring, providing constructive feedback and praise mindsets will inevitably change.</p> <p><b>Challenge:</b> Governors asked if KS2 monitoring and next steps are aligned with, KS1 and EYFS?</p>	
--	---	--

Signed **Christopher Shaw**

Date **01 Apr 2025**

	<p>Yes, the KS2 Phase lead meets regularly with the KS1 Lead ensuring aligned through sharing understanding and monitoring.</p> <p><b>Challenge:</b> Governors asked if it would be beneficial for the KS2 teachers to present at a Curriculum committee to provide more insight of their role, as maths and writing presentations in the past had proven too been very valuable?</p> <p>Yes, the KS2 Phase lead felt that this would be beneficial.</p> <p><b>Challenge:</b> Governors asked if external coaches are involved in the current Steplab/person development process?</p> <p>In the past external coaches had been involved with the leadership team, providing objective, external support but not currently.</p>	
<p>6.</p>	<p><b>Head Teacher’s report *</b></p> <p>The <a href="#">Headteacher report</a> was circulated ahead of the meeting.</p> <p>The Headteacher, MP, provided a summary of the report:</p> <p><u>Successes</u></p> <ul style="list-style-type: none"> <li>• Successful recruitment of teacher and Teaching assistant</li> <li>• Personal development (PD) and Steplab progressing as expected</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Data <ul style="list-style-type: none"> <li>o Phonics and writing not on track.</li> <li>o Increased discrepancy in maths with a significant group of working at greater depth within the expected standard (GDS) and working towards the expected standard (WTS)/below Y2-Y</li> </ul> </li> </ul> <p><u>Teaching and learning, curriculum</u></p> <ul style="list-style-type: none"> <li>• The Senior Management team (SMT) launched a review into planning practices- aiming to ensure clear guidance and expectations while being mindful of workload</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Attendance monitoring weekly with letters being sent out providing a supportive approach.</li> <li>• New Government attendance policy and guidance August 2024, focuses on early intervention and strategies for dealing with absence, with regular monitoring and judgement.</li> </ul>	

Signed Christopher Shaw

Date 01 Apr 2025

	<ul style="list-style-type: none"><li>• Increase in illness over the last two (2) years, with whole school attendance around 95/96%, 70 out of 201 schools in the county.</li></ul> <p><u>Child Protection and Safeguarding</u></p> <ul style="list-style-type: none"><li>• No new social care referrals</li><li>• Teachers and honeypot staff attended the local authority (LA) annual safeguarding training in January 2025 school inset day, other staff will attend one of two sessions in January 2025.</li><li>• LA led safeguarding review booked, waiting for the date to be confirmed.</li><li>• The Designated Safeguarding Lead (DSL) team is having to increasingly communicate and challenge other professionals</li><li>• Medical neglect (specifically dental hygiene) appears to be an increasing concern.</li><li>• Autumn term, 2024, found an increase in suspensions, now progressing forward with a process in place and supportive environment.</li></ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"><li>• Recruited a new early year's foundation stage (EYFS) teacher to start on 24 February 2025 (early release from previous school), with the resignation date of current teacher postponed to 23 February 2025.</li><li>• Recruitment of a full-time teaching assistant (TA) on a fixed-term contract until 31 August 2025.</li><li>• Exploring class structure for 2025-2026 to ensure ahead of any staffing needs which being mindful of budget. No budget figures confirmed as yet.</li></ul> <p><u>Parental engagement</u></p> <ul style="list-style-type: none"><li>• Spring parent consultations organised during the second week of term, week commencing 13<sup>th</sup> January 2025.</li></ul> <p><u>Achievements and Standards</u></p> <ul style="list-style-type: none"><li>• December data reviewed and shared with staff alongside next steps.</li><li>• The <a href="#">RAP/100 Day plan</a> illustrates data predictions and December data</li><li>• The <a href="#">Spring 2025</a> overview summaries the PD sessions for this term, spring 2025.</li></ul> <p><u>Special Educational Needs and disadvantages pupils</u></p>	
--	---	--

Signed **Christopher Shaw**

Date **01 Apr 2025**

- Currently waiting for assessments for six children following an application for Educational Health Care Plan (EHCP). The LA is running late on these.
- The LA SEND review was postponed twice, is now rescheduled to the end of January 2025

Premises and Health and Safety

S106

- S106 is requiring an extension of time due to Biodiversity Net Gains' mitigation, currently waiting for an ecologist.
- Further delays due to potential increase of spaces in the early years provision (2-4-year-olds) therefore the building will not be ready for September 2025 as previously agreed.
- Agreed funding application completed with £35,000 allocated to update the current Honey pot provision and outside learning space (the new build to include facilities for early year provisions 2-4-year-olds).
- Progressing slowly and recent queries with planning.

SUDs

- SUDs in progress, potential start date Feb 2025 half-term, waiting for confirmation, no updates yet.

Finance

- Applied for further funding for 2-4-year-olds to improve the provision in Honey pots and the new build.
- The local authority (LA) has ringfenced £35,000 for the project (includes extension of Honey pots outside area, a new outside classroom and new gates).
- Waiting for the budget allocation for next financial year which has not yet been shared by the local authority (LA)

**Challenge:** Governors asked if there is a noticeable difference with attendance due to the supportive approach?

The Deputy Headteacher (Attendance Champion) reported that for a small number of families short term improvements have been evident, they are mainly in relation to persistent absence.

**Challenge:** Governors asked if teacher planning time was different for each subject? and specifically asked if more planning time was spent on maths and English?

Signed Christopher Shaw

Date 01 Apr 2025

**FGB Minutes 16/01/2025**

	<p>The Headteacher confirmed that for writing tasks planning is more time consuming and agreed that there is a distinctive correlation between writing and the number of hours spent planning. The challenge for the school is “how” to teach writing, rather than the planning.</p> <p>Governors’ questions, challenges, and support, in advance of the meeting with answers, is covered under Appendix to FGB Minutes 16<sup>th</sup> January 2025: <a href="#">HT Report Questions from Governors</a></p>	
<p><b>7.</b></p>	<p><b>Honeypots Report</b></p> <p>The Honeypots Manager provided a <a href="#">written report</a> in advance of the meeting and the Headteacher gave a brief verbal update during the meeting, noting the following:</p> <ul style="list-style-type: none"> <li>• A positive start to the year with eight new children who are settling in well with the support of their key person</li> <li>• After sending out a questionnaire to all parents regarding after hour’s provision for the summer term 2025, only eight children whose parents wanted to access the after-hours provision. Therefore, it would not be sustainable, and it has been decided to not go ahead this academic year.</li> <li>• Another questionnaire to parents with children here from September 2025 will be sent out to find out demand for our next academic year 2025/2026.</li> </ul>	
<p><b>8.</b></p>	<p><b>Finance Budget Update</b></p> <p>Budget figures to be confirmed next week (week commencing 20<sup>th</sup> January 2025).</p> <p>Once the budget figures have been approved by the local authority, school will be notified.</p> <p>ACTOIN - F&amp;P committee to review initial budgets with JA, and Personnel committee to review potential class / teaching structure with MP once budgets are known.</p>	
<p><b>9.</b></p>	<p><b>Planning</b></p> <p>The Headteacher advised the Governing body that the <a href="#">Self Evaluation Framework</a> (SEF) is not a mandatory document however the document forms a useful guide for Governors.</p> <p>The Headteacher had updated the SEF, and the document was shared in advance of the meeting.</p> <p><b>Challenge:</b> Governors asked with reference to the SEF and SDP if the Headteachers observations and strengths had noticeably changed?</p>	

Signed [Christopher Shaw](#)

Date [01 Apr 2025](#)

**FGB Minutes 16/01/2025**

	<p>It was noted in the Ofsted report, a few years ago, that Early Years Foundation Stage was an area of improvement but now this is a strength. There has been a noticeable increase of SEND and English as an additional language (EAL) pupils in addition to changes in the coaching and monitoring cycles over the last few years which is evident and documented in the SEF and School development plan (SDP).</p>	
<p><b>10.</b></p>	<p><b>Safeguarding Update*</b></p> <p>Covered under agenda item 6, Headteacher Report.</p> <p>Safeguarding Link Governor, will be conducting a safeguarding visit, SCR check, and Headteacher walk on 30<sup>th</sup> January 2025.</p>	
<p><b>9.</b></p>	<p><b>Committee Updates *</b></p> <p><u>Personnel</u></p> <ul style="list-style-type: none"> <li>• Chair of Governors, (CS), summarised key points from the meeting that took place 13<sup>th</sup> January 2025.</li> <li>• Staff returned from Christmas break; a positive response was received from staff fleeces.</li> <li>• Wellbeing working party providing more regularly events, well received by staff.</li> <li>• Annual staff survey going out soon.</li> <li>• Safeguarding training complete.</li> <li>• Successfully appointed EYFS teacher and Teaching assistant.</li> <li>• Maths teaching split for Year 5 and Year 6</li> <li>• Less Senior team members teaching, gaining wider management of the school</li> <li>• Provision class structure for the academic year 2025/26 discussed however need to consider cost implications once budget figures are released.</li> <li>• Policies up to date</li> <li>• 106 and SUDS updates</li> </ul> <p><b>Action02:</b> Deputy Headteacher to investigate providing KUDOS, or similar recognition scheme, to staff for appreciation and look into the functionality for awarding “shout outs” in Steplab to staff members.</p> <p><u>Curriculum</u></p> <p>The Curriculum Committee have not met since the meeting that took place on 17<sup>th</sup> October 2024; therefore, no update was provided.</p> <p><u>Finance &amp; Premises</u></p>	<p style="text-align: center;"><b>Deputy HT</b></p>

Signed **Christopher Shaw**

Date **01 Apr 2025**

**FGB Minutes 16/01/2025**

	<ul style="list-style-type: none"> <li>• The Chair of Finance &amp; Premises Committee, (LJ), summarised key points from the meeting that took place on 14<sup>th</sup> January 2025.</li> <li>• Premises updates covered under agenda item 6 Headteacher Report.</li> <li>• School budget carry forward predicted to be around £120,000.</li> <li>• Honey pot carry forward predicted to be neutral.</li> <li>• The IT service is ending, and the current IT meridian service is not meeting all services outlined in the service level agreement (SLA), school are now aware and will follow and adapt all services highlighted within the SLA.</li> <li>• Approved Critical and Major Incident and Surveillance and CCTV policies</li> </ul> <p><b>Challenge:</b> Governors asked if the carry forward of £120,000 will impact on the class structure for academic year 2025/26? This is depended on the confirmed budget figures.</p> <p><b>Challenge:</b> Governors asked for an update regarding the repair of the swimming pool liner? The swimming pool liner will be repaired ready for swimming lessons starting May 2025, funded by friends of WPS.</p>	
<p><b>12.</b></p>	<p><b>Governor Business*</b></p> <p>i. Governor Training and Board Development*</p> <p>The Chair reminded all that the NGA website offers bitesize learnings. New Governors to attend the NGA New Governors Training course.</p> <p>ii. School Visits – <a href="#">key dates and planning Spring Term 2025</a></p> <p>AT undertook a Governor Link Role data visit on 16<sup>th</sup> December 2024. The report had been uploaded to <a href="#">GovHub</a>. In summary the visit was overall positive showing good ideas and passion.</p> <p>ES undertook a Subject Lead visit with the EYFS &amp; KS1 Phase Leader today (16<sup>th</sup> January 2025) and provided a verbal summary as follows: -</p> <ul style="list-style-type: none"> <li>• The visit was positive and reflective of feedback with regard to connecting EYFS and other curriculums.</li> <li>• It is evident that whole class interactions are working well.</li> <li>• A good understanding of previous experiences is evident.</li> <li>• More challenges with staff changes.</li> </ul>	

Signed **Christopher Shaw**

Date **01 Apr 2025**

**FGB Minutes 16/01/2025**

	<p><b>Challenge:</b> Governors asked if the transition from EYFS curriculum to Year 6 is seamless and if the EYFS curriculum also links to honeypots?</p> <p>Yes, this is currently forming part of discussions.</p> <p>For the transition from EYFS to Year 1, with Year 1 being desk learning, more structure in EYFS has been implemented in order to integrate and create a continuous flow for the child’s transition.</p> <p>iii. Recruitment needs</p> <p>Due to a recent resignation the Governing body has a Co-opted Governor vacancy.</p> <p>a. It was <b>agreed</b> to re-appoint SM, Co-opted Governor</p> <p>b. It was <b>agreed</b> to appoint Jenny Hill, (JH) the position of Associate Governor</p> <p>iv. Policy review</p> <p>a. All Governors to review and confirm acceptance Critical &amp; Major Incident Management Plan 2024-2025 - <b>approved.</b></p> <p>b. All Governors to review and confirm acceptance of the Surveillance &amp; CCTV Policy - <b>approved.</b></p>	
<p><b>13.</b></p>	<p><b>Summary of Actions*</b></p> <p>See table at end of minutes.</p>	
<p><b>14.</b></p>	<p><b>Date of Next Meeting*</b></p> <p>The next FGB meeting is scheduled for Thursday 20<sup>th</sup> March 2025 at 7pm.</p> <p>Personnel – 10<sup>th</sup> March 2025</p> <p>Curriculum – 22<sup>nd</sup> January 2025</p> <p>F&amp;P – 13<sup>th</sup> March 2025</p>	
<p><b>14.</b></p>	<p><b>Review the Impact of this Meeting*</b></p> <p>The Chair reflected that it was extremely valuable, and insightful to hear from the school’s Head of KS2, on her first term with Willingham Primary School (WPS) observations and plans for KS2 moving forward, providing exposure and confidence to the Governing body.</p>	

**There being no further business, the meeting closed at 9.01pm.**

Signed **Christopher Shaw**

Date **01 Apr 2025**

**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 Spring 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>Action – CS Chair to upload the Committee ToR 2024-2025 onto GovHub</b>	CS (Chair)	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 16 January 2025 meeting:</b>			
01	Chair (CS) to send paperwork to new Governors	CS (Chair)	Asap
02	Deputy Headteacher to investigate providing KUDOS to staff for appreciation and look into the functionality for awarding “shout outs” in Steplab to staff members.	Deputy HT	Asap

Signed **Christopher Shaw**

Date **01 Apr 2025**



## Appendix to FGB Minutes 16<sup>th</sup> January 2025:

### HT Report Questions from Governors

#### Summary

- Additional funding for 2–4-year-olds: what needs have we identified that could be addressed by this?

The funding was applied for to ensure that the current HP and the new build are both suitable for a higher intake of 2-year-olds (as there are more 2-year-olds on the waiting list). Focus on toilet and changing facilities, nap time and additional outdoor space for a higher number of children. All these are addressed with the additional funding.

- What concerns have been identified about the EYFS changes and how are you proposing to address them?

The biggest concern is the higher number of 2-year-old children. The ratio for 2-year-olds is higher (1:6). Additionally, changing and napping are key aspects of the EYFS day with them.

#### Safeguarding

- Are the challenges with external agencies impacting the care and support being offered to the impacted children?

As the school has rigorous safeguarding culture with a wide DSL team, the impact is not affecting the children directly. The challenges are impacting information sharing and decisions on further actions, but not the immediate duty of care.

- When was the last PSHE curricular review to align to the needs identified from the concerns raised?

We subscribe to the LA PSHE services PSHE curriculum which the PSHE services review and update. <https://www.pshecambridgeshire.org.uk/website/introduction/235620> The DSL team will sometimes assign additional topics to be discussed in specific year groups following a safeguarding supervision meeting.

- The number of child interventions around behaviour continues to increase - what learning has been made and what adjustments are being considered to adapt how we support the children. The key children are currently all monitored via a behaviour plan (a report card) that is shared with parents and SMT. This is having a positive impact on all children. Additionally, the new TA will run a Y4 lunchtime club to take off some of the pressure from the lunchtime hour, during which most disruptive behaviours happen.

#### Staffing

- What are the initial thoughts on staffing and class structure for 2025 / 2026 - how are budgets looking?

Ideally, the school would run on a 14-class structure. However, the LA will only share budget for the next financial year towards the end of January, so we have not been able to run any scenarios yet.

Signed Christopher Shaw

Date 01 Apr 2025

**Achievement**

- How are the early attainment scores looking in Maths, Reading and Phonics?

The RAP is updated with the attainment scores. A governor was present in the latest data meeting and has populated a visit form as well.

- Do we believe we will see an improvement from last year?

We are working really hard to ensure that every child makes as much progress as they can while they are with us. The predictions based on teacher assessment have identified areas for us to focus on and these actions have been shared with staff.

**School Improvement**

- How has StepLab been received, and have any noticeable or measurable improvements been seen following the initial sessions?

The observations have been overall positive, and teachers have demonstrated a good understanding in the steps assigned. KS2 team spoke positively about the individual feedback the phase lead has provided using Steplab.

**RAP**

- What assessments will be put in place to ensure timely reviews take place around the subject goals, so course correction / learnings can take place and ensure they are delivered.
- How will you know when they are achieved?

The subject action plans are updated 3 times a year. The Subject leads are asked to review the progress against the outcomes and communicate to the SSL. The Subject action plans are reviewed as part of appraisal as well, which ensures that.

Signed [Christopher Shaw](#)

Date