



**Minutes of Willingham County Primary School  
Full Governing Body Meeting  
Held on Tuesday 6<sup>th</sup> May 2014 at 7.30pm**



**Present**

Jonathan Lewis (JL)      Acting Chair  
Jo Aldhouse (JA)  
Alyson Hammersley (AH)  
Gemma Ayers (GA)  
Caroline Hyde (CH)  
Cath Lee (CL)  
Louise Johnston (LJ)  
Hazra Awal (HA)  
Emma Fuller (EF)  
Fiona D'Arcy (FD)  
Bev Lawrence (BL)  
Marc Ben-Nathan (MB)  
Steve Harding (SHa)  
Laura Latham (LL)  
Vyv Francis (VF)      Headteacher

**In attendance**

Sharon McFarlane (SM)   Camclerk

**1. Welcome/apologies/Declarations of interest of items on this agenda**

The meeting was opened and chaired by BL.

JL arrived at 8.40pm.

Governors were reminded of the need to declare any interests in the items for discussion — there were none.

The meeting was quorate.

**2. Approval of the minutes from the Full Governing Body (FGB)  
meeting held on 1<sup>st</sup> April 2014.**

The minutes of the FGB meeting held on 1<sup>st</sup> April 2014 were signed and accepted as a true and accurate record, noting the following amendment:

**Those present: Laura Latham was not present at the meeting as was stated and Cath Lee was present**

The minutes were given to JA to file in the school office.

An updated action list is attached to these minutes for reference.

### **3. Election of Chair**

It was agreed by all present to add this item to the agenda for the FGB meeting that will be held in September.

It was agreed that the GB wanted to keep JL as chair due to his knowledge and expertise. BL stated that JL needs to tell governors what he wants them to do.

**ACTION: Clerk to add election of Chair to the agenda of the FGB to be held in September.**

### **4. Headteachers report (verbal item)**

VF made the following two points:

1. This item was led by VF and GA. In line with good practice and the TOP action plan, the SLT has changed the way in which TA's are deployed in the school. They will no longer be classroom based, but will be supporting targeted pupils for specific needs i.e. by running intervention programmes. Many of these programmes will run back to back, and are aimed at supporting pupils making accelerated progress. All the interventions that are being put into place are measurable and impact will be discussed at the STOP meeting.

GA said that all TA's are prepared to take on the challenge and are preparing resources and informing parents, ready for the interventions to start next week.

LL said that teachers are trying to get more parent help in the classrooms as the change in the TA's role will have an impact on the teachers and class.

One governor asked where pupils who are left handed comes into the interventions as they have not always got the correct resources.

GA said she will look into this. LL said that this needs to be identified by teachers during handwriting lessons.

2. VF and LL explained that they had reviewed the Y2 and Y3 arrangements for the afternoons for these two year groups, as the current arrangement was no longer supporting effective learning for some of the children. The revised arrangement will ensure that the children remained with their substantive class teacher during the mornings, for afternoon registration and return to their classes for assembly at the end of the day.  
During the afternoon sessions, however, (e.g. Science, topic, music and ICT) they would be remixed to ensure a balance of children across all classes.

One governor asked LL if she was concerned re the parent and pupil reaction to the change. LL said the parents will be concerned at first and that pupils

easily adapt into new situations.

One governor asked why the changes had been made to the afternoon and not in the morning when core subjects are being taught. LL stated that the morning sessions are more structured and more support is available.

One governor thanked the SLT for identifying the problem and addressing it immediately, rather than wait until September.

**ACTION: GA to look into resources for left handed pupils**

## **5. Budget**

BL informed governors that the carry forward figure for the last few years has been used to sustain thirteen classes and all of the carry forward would be used by the end of this school year. LJ met with the WSA to ask for a one off funding payment. It was agreed that £7,000 would be given by the WSA to support enrichment activities, such as the swimming pool and curriculum visitors

LJ will attend the WSA meeting every term and feed back to the GB.

LJ was thanked by all present for her support and help in securing the contribution.

JL stated that a high percentage of the budget is spent on staffing and he is cautious with the new Free School Meal system for all KS1 pupils which are being introduced in September, although it should generate more income.

The budget was agreed by all present.

## **6. Committee feedback**

### **6.1 Finance**

The committee was advised that the minutes from this meeting were not yet available.

LJ said that Jon Thorley Wraight, the site manager had attended the meeting and given a detailed presentation of the school's current condition. He talked through the asset management Plan. The main issue being the refurbishment of the old boiler house.

JL said the boiler is not crucial for repair at the moment and will have the boiler serviced to see how long it will last. Quotes for air conditioning will be obtained by the Site manager and this work has been approved to take place this half term.

JL advised that the replacements of toilets etc will have to be staggered.

### **6.2 Personnel/Pupil Support**

The meeting is to be held on 7<sup>th</sup> May 2014.

### **6.3 Pupil Support Committee ADDED ITEM**

FD led this item explaining that the committee looked at data provided by GA and highlighted the following:

- It was easy to see reading the data where Willingham are in relation to national averages. Willingham are well on track.
- There is some way to go to close the gap between SEN and non SEN pupils.
- Some year groups are doing well in closing the gap between pupils in receipt of Pupil premium and those who are not.
- EY data needs to be added to the data to be able to identify those children.
- GRT data will be added next time

FD stated that the data was easy to understand and record.

One governor asked if closing the gap was related to attainment or progress. GA said it was attainment and progress.

FD said that the safeguarding Action Plan from January had been signed off and the red/amber targets will be carried forward to the new action plan.

VF said that an attendance update was not given at the meeting as she would be providing her Head's report at the final FGB of the year.

VF said that Foundation stage, Key Stage 1 and Year 6 are being moderated by the LA and their notice of visits will be circulated to governors as soon as it is available.

**ACTION: FD to circulate the Safeguarding action plan to governors**

## **7. TOP 2**

VF circulated the TOP at the start of this item and highlighted the following:

- The changes that have been made need to be continued
- The TOP has three separate sections. Sections one and two are based around Leadership and Management and are to be kept confidential within the Leadership team and the Governors.
- The whole TOP focus is about raising standards and will be discussed at the STOP meetings.
- JL advised that priority four, which is not yet in force, will be based around culture. This priority needs to be looked at in detail and input from governors is needed.
- JL advised that the TOP 3 will include the New Curriculum.

## **8. Open parent meeting**

This meeting is to be held on 15<sup>th</sup> May from 7.30pm to 9pm. JL wants to discuss with parents the new TOP and show what has been put into place, the budget, to include class structure and the New Curriculum. VF is to send a letter home to parents to advise them of the meeting and JL has asked governors to attend.

**ACTION: VF to send a letter to parents re the open meeting**

## **9. GB Business**

### **9.1 Governor vacancies**

JL advised that he had received resignations from the GB with immediate effect, from Graham Mumby and Kevin Smyth. A letter to elect a new parent governor will be sent out and JL suggested advertising in the local magazine for the LA vacancy. JL wishes to ensure that all vacancies are filled by September.

**ACTION: JA to contact magazine re LA vacancy**

**Clerk to advise Governor Services of the changes to the GB**

### **9.2 Appointment of governor to oversee training**

One governor suggested that Termly Briefings were attended by governors on a rolling programme. This was agreed by all present.

The Clerk advised that an update on who had attended training should be found in the school's "green bag".

BL agreed to be the governor who oversees training.

## **10. Any other business - Parent Forum**

10.1 The FGB meeting to be held on 8<sup>th</sup> July will start at the earlier time of 6.45pm. The clerk advised that she is not available to clerk the meeting and will contact Governor Services to provide a locum clerk.

10.2. The next Parent Forum is due to take place on 11<sup>th</sup> June between 7.30pm and 8.30pm.

10.3 GA advised that the Spyglass Assessment on reading had been sent home to parents and a copy is available for governors.

The PS Committee needs to be re organized once current GB vacancies have been filled.

10.4 VF stated that the dates for Safeguard training are 13<sup>th</sup> May at 7.30pm and 19<sup>th</sup> May at 1.30pm.

10.5 The new playground designs created by a staff member and who is also a member of the WSA are nearly completed.

10.6 The climbing structure that has been approved by the School Council, .will now be put up.

10.7 JL advised that he had written to the School Council, but has not yet received a reply.

10.8 CH advised that the It's a Knockout that is to be held on 13<sup>th</sup> July needs a team represented by governors. VF will chase this up.

**ACTION: Clerk to contact Governor Services to provide a locum clerk for the FGB meeting to be held on 8<sup>th</sup> July.**

**VF to contact School Council re JL's letter**

## **11. Review of outcomes from meeting/Key messages**

- Changes of TA deployment
- Year 2/3 re structure in the afternoons
- TOP 2
- Approval of the budget

## **12. Close of meeting**

The meeting closed at 9.25pm

**These minutes were approved and accepted as an accurate record of the meeting.**

**Signed:**

**Date:**

**(Chair of Governors)**