



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 21st March 2017 at 7.30pm**

Present

Caroline Hyde (CH) Chair
Hannah Francis (HF) Vice Chair
Jo Aldhouse (JA)
Liz Bowen (LB)
Jamie Efford (JE)
Emma Fuller (EF)
Paul Joel (PJ)
Louise Johnston (LJ)
Laura Latham (LL)
Emma Mason (EM)
Sarah Morgan (SM)
Marc Ben Nathan (MBN)
Kate Van Dort (KVD)
Ben Tregenna (BT)

Apologies: Apologies for absence from the meeting were presented on behalf of Fiona D'Arcy, Vicky Hayes, Matt Haigh, Ian Kelly and Vyv Francis.

Also in attendance: Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome

The Chair welcomed all present.

2. Declarations of Interest

No pecuniary interests were declared.

3. Minutes

The Minutes of the meeting of the Governing Body held on 7th February 2017 were approved as a correct record and signed by the Chair.

4. Head teacher's Report and Update on RAP

In the Head teacher's absence, Laura Latham, Deputy Head Teacher referred to the latest Post Ofsted Plan for Raising Attainment dated Spring Term 2017 (a copy of which

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

had been circulated in advance to Governors). As this had been discussed recently at the TALB meeting (Minutes also circulated) and as Governors has no further comment to make, the Plan was noted.

Further to the last meeting, LL reported on support recently received from the Special Teaching Team that had included practical training for over 40 staff and the use of model scenarios in response to behavioural challenges from a small number of pupils. The session also gave attendees an understanding of the causes of behaviour and an indication of the signs that a particular situation was about to escalate. The training had been very effective in supporting staff in responding consistently to challenges.

Governors were advised that the school had recently received a visit from Deborah Howard, Education Welfare Officer who had given advice on tightening up procedures for monitoring absence, most notably that the first intervention will now begin once attendance falls below 95%.

The meeting also was updated on progress towards finalising the 'Values, Vision, Motto and Mission Statement' and the new school website. It was suggested that work produced by children in class based on their understanding of the new school values could be displayed in the school.

The outcome of the latest LEA review of the school was reported. This had been led by Phil Garnham who had identified visible progress particularly in Year 4 writing and presentation. The Chair drew attention to the outcome letter received from the LEA and read out the conclusions that had been drawn from the visit.

Governors were informed that Spring 2 data was currently in preparation and would be available for the next TALB Committee and the next LA Review meeting.

Lastly, BT as Chair of the Governors Complaints Group briefly summarised the action taken by the Group following a request to undertake a Stage 3 Review of a Complaint. The outcome of the Review had now been communicated to the complainants and no further action was required on the part of the school. The Chair thanked the Group for their efforts in bringing this matter to a conclusion.

5. Honeypot Review & Business Case

On behalf of a Governors' Working Party, LJ outlined the rationale underpinning the business case proposed for Honeypot Pre School. This included outlining a number of external factors and an overview of the various options that had been considered to improve the future sustainability of the facility.

Following a period for questions and answers, having received an explanation on the impact of the proposals on fees, sessions offered and staff and having noted that increased marketing will be actively pursued by the Pre School Manager, the Governing Body

RESOLVED

that, subject to confirmation that the timing of the consultation process satisfies a duty of care to staff, the Chair and Head teacher be authorised to progress the necessary arrangements to effect the changes described in the Business Case and oversee the necessary consultation process and documentation to enable the new structure to become fully operational with effect from 1st September 2017.

6. Budget 2017/18 – Update

(With the exception of LL, Staff Governors were not present for the discussion referred to in the first section of this minute).

In terms of consultation on staffing issues, the Governing Body was advised of progress towards implementation of the Business Case approved at the last meeting. The meeting also was updated on latest conclusions around the restructure of the Office & Administration team and Governors understood that every school procedure and system was currently under review to seek to streamline processes and ensure the school was operating as economically as possible.

Having reviewed the draft 2016/17 SFVS and been assured that robust controls were in place to ensure secure financial management at the school and received a brief summary of changes to the Scheme for Financing Schools and Finance Regulations, the Governing Body

RESOLVED

(a) that the School's Financial Value Standard be approved and signed by the Chair for submission to Cambridgeshire County Council by 31st March; and

(b) that Cambridgeshire County Council's School Financial Regulations (dated February 2017) be adopted.

7. Academisation

The Governing Body received a presentation from the Academy Working Party (a copy of which had been circulated in advance). Governors were apprised of the options considered by the Working Party, the key questions that had been considered and the views of the Regional School Commissioner and other senior education practitioners locally.

Mindful of the school's financial position and the resources and capacity of the Governing Body, **the meeting endorsed the recommendations of the Working Party and, additionally, requested that visits be arranged to schools operating within the Reach4 MAT (to include one with a pre school).** It also was acknowledged that consideration would need to be given, in the short term, to the way in which any decision is conveyed to parents.

8. Governing Body Business

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

- i. **School Website** – The Governing Body was pleased to note that this was now available to view, that content would improve with time and that it was the intention to ensure it was fully compliant in terms of information requirements. Governors were requested to verify their log on details. With these matters in mind, JE/JA undertook to verify statutory content requirements and JA agreed to recirculate log in details to Governors.
- ii. **Governor Visits and Feedback** – HF requested that reports of Governor Visits be sent to her and that the process for organising/returning reports should be tightened. She added that this was an opportunity to highlight the good work of the Governing Body and to share and feedback learning experience. It was recognised that there also was potential for reports to be posted on the website under the Governor section.
- iii. **Governor Training** – The Chair reported that she had attended a session on ‘Improving Governance’ that had further clarified the strategic role of a Governing Body and the different approaches that could be taken towards review/monitoring of data in the new school year including the use of a SOAP (School on a Page) document. HF drew attention to the availability, on the Learn Together Website, of the presentation slides used at the recent Annual Governors Conference and encouraged Governors, in particular, to view the information on the role of Governors during an Ofsted Inspection and preparation of documents in readiness for an Inspection.

9. Reports and Updates from Committees

The Minutes of TALB, Personnel and Finance & Premises Committees following their meetings held on 28th February and 7th and 14th March respectively were received and noted. Respective Chairs/Governors reviewed the business considered at each meeting.

Referring to the RAP Updates, the Chair was of the opinion that thought should be given to reviewing the calendar of future Governing Body meeting dates such that they better align to when the RAP data has been updated. This will enable the Governing Body to see current information and use meetings more constructively.

Governors noted the latest budget position and discussed the financial pressures facing maintained schools nationally and were reminded that the budget for 2017/18 would be considered at the next meeting. MBN reported that the school was seeking legal advice with regard to the contract that had been entered into for the STAT system, which the school no longer wanted to utilise. JA had delayed payment of the Year 2 invoice until advice had been received.

JA reported that the County Council had approved funding towards a scheme which would introduce parking restrictions for school drop off and collection times and thereby improve safety on Thodays Close. It was noted that the school would be required to contribute £350 to the overall cost of the scheme. It was the intention that a letter would be distributed to local residents to explain how the scheme would operate when in place. The Chair thanked Fiona D’Arcy and JA for their contributions to this successful outcome.

Having recognised that formal approval remained outstanding, it was

RESOLVED

that the terms of reference of the TALB Committee 2016/17 be approved.

10. Outcomes and Key Messages

In closing the meeting, the Chair took the opportunity to highlight the timely return of a robust SFVS to the LEA, the measures being taken by the Governing Body to ensure a sustainable school budget in 2017/18, the promising outcome of the recent LEA Half Term Review and the work of TALB Committee in undertaking detailed review of key RAP data.

11. Date of Next Meeting

It was noted that the next meeting of the Governing Body was scheduled to take place on Tuesday 2nd May 2017 at 7.30pm.



Chair

The Meeting ended at 8.55 pm.

