



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 17th June 2014 at 8pm**



Present

Jonathan Lewis (JL) 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)
Laura Latham (LL)
Nick Thompson (NT)
Simon Hovell (SH)
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 by JL. Apologies were received and accepted from Steve Harding.

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 6th May 2014.

2.1 Accuracy

One governor noted that a query to item 11 point three had not been made clear in the minutes. This point was noted in error and has been deleted from the minutes. An amended copy has been sent to JL with these minutes.

2.2 Matters arising

See item 2.1 of these minutes

2.3 Action list

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

3. Headteachers report (verbal item)

VF outlined the following:

- Phil Garnhan (PG), from the LA, had recognised during his visit this morning, and reviewing the TOP, that appropriate progress had been made.
- PG will attend school for one day in early September to ensure all documentation is up to standard
- Ensure the staff and governors are prepared for possible OFSTED visit in the autumn term
- JL advised that data is below floor standards and governors need to be able to show OFSTED that improvements are being made.
- VF will circulate PG's report to governors and the success document is to be sent to parents at the end of this term.
- The first FGB meeting of the academic year will focus on all governors being "up to speed" with documentation.
- EYFS has been moderated this term
- KS1 moderator will attend on Monday, 23rd June, to look at reading, writing and maths.
- Y6 were moderated last week for writing. The key action is to provide pupils with more opportunities to extend their writing.
- VF is positive re the structure of teachers and this structure has to be sustained while moving forward
- The new plan (see minutes from 6th May for reference) re the Y2/3 has been implemented and is working well. GA stated that the pupils were very positive about the new arrangement.
- Parents will be informed on 30th June of the class structure and staff teaching each class. Parent feedback re this will be discussed at the FGB meeting to be held in September.

ACTION: Clerk to add parent responses to class structure to the agenda of the FGB meeting to be held in September

ACTION: VF to circulate PG's report to governors and send success document to parents

One governor asked if any other year groups will be moderated this term. VF stated that the support is available.

One governor asked if there were anything governors could do in relation to staff wellbeing, to help to alleviate workload from staff. EF offered to look at the maths data in preparation for the moderator on Monday.

One governor asked what the key message was from the visit by PG. VF said although the grading has been changed from red to yellow, the key messages were:

1. Ensuring governors were being given headline data

2. Continuing to track the quality of teaching
3. Attainment

4. TOP update

See item three of these minutes.

6. Policies

6.i Homework

This policy was ratified at this meeting

6ii Feedback and Marking

This policy was ratified at this meeting

6.iii SEN

It was agreed that the new safeguarding regulations need to be looked at before this policy is updated.

One governor asked if the new government legislation regarding attendance was raised at the new Reception parents meeting which was held at 6.30pm. VF said it wasn't but will be covered in a letter that will be sent home.

ACTION: AH to email latest safeguarding regulations to FB

6.iv Attendance

This has been sent to the EWO, Sue Cousins, to look at before it is ratified. It will be re circulated to the GB and sent to parents if no feedback was received.

ACTION: VF to re circulate the attendance policy to the GB

6.v Effective use of TA

A copy of this policy was circulated by GA during this meeting and was ratified. A copy will be placed on the school website and sent home to parents.

A discussion took place, the main points being:

- GA will include her contact details to the back of the policy to enable her to be contacted directly.
- One governor asked how the policy can be monitored every year. FB suggested that the policy should be in place for a year and reviewed by the Pupil Support Committee and ratified by the FGB.
- LL said the progress should be made in six weeks if intervention programmes are being run and TA progress can be monitored by looking at the pupil data.

ACTION: Clerk to put effective use of TAs policy on the agenda for

Septembers FGB meeting.

ACTION: GA to review the Effective use of TA policy in September

6.vi Left-handed writer's booklet

A copy of this policy was circulated by GA during this meeting and was ratified. GA has contacted the Specialist Teaching Team for advice and has ordered enough pens and grips for every left handed pupil that will be on role from September. A copy of this booklet will be sent home to parents of left handed writers.

One governor thanked GA for putting this booklet together.

7. Parent forum meeting

This item was led by MB, who highlighted the following:

- Eleven parents attended from Year groups R-Y5, eight of whom attended the last meeting
- A presentation was given of the school website, which has received 600,000 hits
- The calendar link was showing on two parts of the website, which MB said has now been fixed
- Parents requested that both teacher's and governor's email addresses were put on the website to enable them to contact a specific teacher/governor. JL stated that a generic form with a space to put the name of the teacher/governor be available, which can then be passed onto the relevant person.
- Parents sometimes miss letters and information that has been sent through Parentmail and requested that the information for the last two weeks be available on the website.

ACTION: JA to place copies of important letters onto the website. It is not possible for every Parentmail to be added to the website automatically, therefore a link will be placed on the website for parents to be able to log into their Parentmail account to view messages sent to them.

- One parent had complained that there were not enough healthy options available in the Tuck Shop and had stopped buying the cards for the children. The forum was pleased with what is available and didn't consider this as an issue. Governors agreed.
- Parents said that there was too much variation in school uniform being worn and this is reflected in school photographs. Parents want confirmation on what is/not acceptable for pupils to wear. It was agreed that clarification will be put on the school website.
- **ACTION: VF to ask admin staff to add acceptable uniform to the website**

- Parents asked what the policy is re water bottles in school. VF said the SLT will meet with staff to discuss.

ACTION: VF to feedback re policy for water bottles

MB thanked Mr. Wilson for leading the website presentation.

One governor asked how this forum can be monitored. MB stated that this can be done through the report that is circulated after every forum meeting.

8. Reports and updates from sub-committees

8.1 Finance and premises

The meeting was held last night, 16th June, so the minutes were not yet available. NT outlined the main points of the meeting:

- The budget for 2014/15 has been submitted and the bank statement had been reviewed
- The site manager, Jon Thorley Wraight, (JTw) had been promoted and had secured funding for the new boiler as well as negotiating quotes for toilets and sinks.

NH thanked JTw for his hard work.

8.2 Personnel/Pupil Support

SH outlined his report. The main points being:

- Teachers have been recruited to replace those that are leaving
- The two new part-time teachers that start in September will be paid for their 10% PPA release (enabling them to do this on days when they are not in the classroom), to help reduce the number of teachers in each class over the week.
- The French teacher has resigned and leaves at the end of the summer term. French will be taught by class teachers next academic year in KS2 and a schedule of work will be purchased for this to be delivered.
- HLTA's have asked for their hours to be reduced to four days a week from September. This had been agreed.
- Admin hours have increased by one day per week from June.
- TA's who attend residential trips will be paid fifty pounds per night, to show appreciation.

LJ advised that a finance meeting was needed to discuss performance Related pay.

8.3 Pupil Inclusion

FD advised that this meeting had been moved to the end of July and will feedback at the next FGB meeting.

ACTION: FD to circulate the Safeguarding action plan to governors

8.4 TOP

See item 4 of these minutes

9. Governor Body business

9.1 New governor recruitment

JL asked that he be given the names of the people who were interested in joining the GB.

9.2 Governor training

BL asked for current training detail from JA and for JL to send governor competencies.

JL asked the clerk to book the “Preparing for OFSTED” training for the GB.

ACTION: Clerk to contact governor services re booking training

9.3 Governor visits

- BL went on a learning visit with one governor, two in total – BL and CL, two teachers, two TA's and two pupils. BL said it was a very positive experience and was pleased with the pupil's attitude, how pupils were engaged during lessons and the improvement of the class room displays.
- CH has completed a visit re SEN
- JL walked around the school with Phil Garman
- SH is to arrange a visit re breakfast club and ASC provision.
- KL is to arrange a visit re Honeypots

The governor visit booklet is to be re circulated to governors and the visit proforma is to be used by all governors when carrying out a visit.

ACTION: VF to re circulate the governor visit booklet

10. Any other business

VF thanked the school caterers for the excellent food they provided for the new Reception pupils parent evening.

NT will write to the site manager and catering staff thanking them for their hard work.

NT, KL and BL will attend school on Thursday 19th June to thank the staff for their efforts and support over the past eighteen months.

10.1 It's a knockout

CH asked for volunteers to put their names forward for the staff team. A request for staff and WSA volunteers will be placed on the staffroom noticeboard.

11. Review of outcomes from meeting/Key messages/close of meeting

- Visit from Phil Garman re work needed to be done re next OFSTED visit
- Policies – Effectiveness of TA's and left-handed booklet
- Parent forum
- Feedback from sub-committees

Close of meeting

The meeting closed at 9.40pm

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

Signed:

Date:

(Chair of Governors)

Please note – the item numbers of these minutes reflect those on the agenda for this meeting