Willingham County Primary School

Meeting of the Full Governing Body on

Thursday 14th May 2026 at 7pm (WPS)

MINUTES

Present: Mona Paalanen (MP) (Headteacher), Angela Walker (AW) (Deputy Head), Jo Aldhouse (JA), Cherie Davies (CD), Lara Feather (LF), Louise Johnston (LS), Lucy Poskitt (LP) Annabel Targett (AT) Emily Lloyd (EL), and Chris Shaw (CS) (Chair) from 7.55pm.

Also attending: Charlene Monk (CM), CamClerk.
The minutes are recorded in the order in which items were discussed during the meeting, which may differ from the published agenda.

<table>
<tr><th></th><th>Minutes</th><th>Actions</th></tr>
<tr><td>1.</td><td>Apologies
Apologies were received and accepted from Matt Unwin-Riches (MUR) (Vice Chair), Helen McCarthy (HM), Sophie Cunningham (SC), Sean McCann (SM), and Yvona Duncan (YD).

It was noted that the Chair, due to unforeseen travel delays, would arrive at the meeting as soon as possible.

Welcome from the Chair
Governance and Chairing Arrangements
The Clerk confirmed that at the scheduled start of the meeting, neither the Chair (who way delayed) nor the Vice-Chair (from whom apologies had been received) were in attendance.

A minor procedural irregularity was noted. To enable the continuation of scheduled business, the Headteacher facilitated the opening of the meeting for information-sharing purposes only.

No decisions were taken, and no votes were conducted during this period.

It was agreed that this temporary arrangement was exceptional and applied solely to this meeting.

The meeting was confirmed as quorate throughout.</td><td></td></tr>
<tr><td>2.</td><td>Declarations of Interest. *
None</td><td></td></tr>
<tr><td>3.</td><td>Minutes*
ii. Actions outstanding and Matters arising (not included elsewhere on the agenda)

<table>
<tr><th>No</th><th>Action</th><th>Owner</th><th>Deadline</th></tr>
<tr><td colspan="4">Actions from meeting held on 6 November 2025:</td></tr>
<tr><td>06</td><td>Chair to invite KS2 Phase Lead to FGB03 meeting. Action – ongoing FGB06</td><td>Chair</td><td>FGB06</td></tr>
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	01	Headteacher to provide an update (FGB05) on the behaviour trial, including impact, adaptations to learning, and staff feedback once the model is more embedded. **Action – ongoing FGB06**	Head	FGB06	
	02	Chair (CS) to sign the School Financial Value Statement (SFVS) for submission to the LA by 31.03.2026. **Action - closed**	Chair	31.03.2026	
4.	**Head Teacher's report *** The written Headteacher's report was circulated prior to the meeting. The Headteacher's report provided an overview covering key areas: executive summary, current context, successes and challenges, attendance, safeguarding and child protection, staffing, standards and achievement, parental engagement, school improvement, curriculum, teaching, and learning, SEND and disadvantaged pupils, premises, health and safety, finance. Governors submitted questions in advance based on the information contained within the report; responses are set out in Appendix 1. The Headteacher presented a summary of the Headteachers report, highlighting the following key points: Staffing • Appointments completed: AHTs following consultation outcomes, EYFS lead (external candidate, 0.8FTE), 1 class teacher full time (internal candidate). • One support staff resignation • Four Flexible working requests approved in Personnel Committee • One maternity leave confirmed (Honeypot); cover requirements pending final pupil numbers) • Staffing planning for 26/27 has started. • Recruitment underway for a part-time (one-year fixed term) intervention teacher to support with academic and SEMH need across the school. Premises and Health & Safety • S106 work commenced as scheduled; first progress meeting held. • Building plans under review to reduce costs SEND • Small number of KS1 pupils with significant needs placing high demand on SMT time. • Update: 9 EHCP decisions pending; 7 further applications awaiting assessment.			

- Behaviour recording trial using MyConcern ongoing; noted positive increase in logged behaviour concerns (Yellow, Orange, Blue).

Parental Engagement
Parent consultation attendance lower than previous two cycles this year.

School Improvement
- The SDP: (April – October 2026): focus on embedding priorities through Autumn 1.
- Continued implementation of recent consultation changes.
- Curriculum focus on maths following data review and SIA agreement.
- Reference made to Summer 2026 overview.

ICT Suite/Provision
- Decision taken to discontinue ICT suite; space to be repurposed for SEND provision.
- Investment in 32 laptops and trolley (£14,700) to enable in-class delivery.
- Previous desktop upgrade estimate (£25,000) deemed not viable.
- Trial to take place in Summer Term; full implementation from September 2026.

Finance
- 2026/27 budget forecast positive with a balanced 4-year plan.
- Decision not to purchase teacher insurance due to increased cost and limited historical use; equivalent funds ring-fenced for supply cover.

Governor questions/challenges/support followed:
Challenge: A Governor asked what is the class structure for the new academic year?
The Headteacher confirmed 14classes for the new academic year.

Challenge: A Governors asked what is the purpose of the S106 new building?
The Headteacher confirmed the new building is to provide wraparound care, preschool provision, and house the school library.

Challenge: A Governor asked is there a national trend of higher levels of need in Year 2?
Yes, increased social and emotional needs are being seen across EYFS, Year 1 and Year 2.

Challenge: A Governor asked if the intervention teacher would support small groups of pupils?
Yes, both small groups and targeted individuals

	Challenge: A Governor asked why is intervention teacher required? To support maths and reading, address academic and SEMH needs, and improve progress where it is currently below expectations. **Challenge:** A Governor asked when will the progress tracking, be shared with Governors? Termly, curriculum updates are usually shared by the DHT, with further contextual discussion of impact. **Challenge:** A Governor asked if the LA EHCP backlog improved? Partially, more recent EHCPs are being processed, but older applications remain outstanding. **Challenge:** A Governor asked if an EHCP application can be withdrawn and resubmitted? No. **Challenge:** A Governor asked if Wi-Fi testing been completed for the laptops? Yes **Challenge:** A Governor asked if the laptop/trolley model create additional workload or loss of learning time? No; it is expected to reduce lost time compared to moving to the ICT suite and support more efficient in-class learning. **Challenge:** A Governor asked that for which will the laptops be used? Delivery of the computing curriculum, including both short and extended lessons (from Year 1 Spring onwards). **Challenge:** A Governor asked if the laptops were touchscreen devices? No; they are standard (non-touchscreen) laptops. **Challenge:** A Governor asked what was learned from the previous SDP and its incomplete actions? Too many priorities limited embedding; the current approach focuses on embedding fewer priorities, continuing key actions, and strengthening monitoring. Early work on independence, resilience, and oracy has begun, though impact is still emerging. **Challenge:** A Governor asked with the positive budget is there a risk of the LA requesting a return of surplus funds (e.g. SEND/EHCP funding)? There is no current indication of this. The in-year underspend reflects additional EHCP funding that has not yet been fully utilised.	

5.	**Brief Finance Budget Update** The budget summary 2026-27 and Budget 2026-27 Trustee Governor snapshot documents were shared in advance of the meeting for Governors to review. The Chair of Finance Committee, (LJ), reported:- • A positive carry forward, noting the budgets for 1 April 2026–31 March 2027 requires Governing Body approval by 22.05.2026. • The draft budget was prepared with the LA Finance Advisor and scrutinised by the Finance & Premises Committee, who supported submission. • 2025/26 closed with a **£10,926** surplus (vs **£61,447** deficit forecast), supported by backdated EHCP income and effective financial management. • 2026/27 budget projects an in-year surplus of **£41,597** and reserves of **£194,210.** • Future years indicate deficits due to 1.5% funding increases and declining pupil numbers. The School Business Manager (JA) reported the key assumptions used in the budget: • Funding based on Oct 2025 census (361 pupils; 365 on roll). • SEN includes £31,000 outstanding EHCP funding; further income expected. • 14-class structure from September. • Pay awards: 2.5% teachers; 3% support staff (3.3% offer noted). • Staff costs at 79.01% of revenue. • One-year intervention teacher appointment and new management structure. • ICT suite replacement and £10,000 for EYFS outdoor area works (post Section 106 build). • No staff absence insurance (teachers/TA/support staff); costs met within supply budget; Site Manager insured from day one. <u>Honeypots</u> The School Business Manager (JA) reported: • Based on projected NEF rates, expected pupil numbers, and confirmed September bookings (no in-year growth), including £45,064 wraparound income, and delayed EHCP funding. • Includes 3% pay award, required staffing ratios, rent (£18,000) and WPS management recharge (£21,187). • Projects in-year surplus with healthy reserves • One maternity noted (cover TBC). The budget was recommended by the Finance & Premises Committee for Governing Body approval and submission to the Local Authority.	

6.	**Planning** This was covered as part of the Head Teacher's Report, agenda item 4	
7.	**Safeguarding** This was covered as part of the Head Teacher's Report, agenda item 4.	
8.	**Committee Updates *** <u>ii. Curriculum</u> The Co-Chair of Curriculum Committee (AT) summarised key points from the meeting held on 29th April 2026. • Writing Lead (KK) provided a curriculum overview – noted as positive. • Review of data – Maths/Writing/Reading/Phonics and Year 6 data outcomes • Governor school visits • School Website Update • Ratification of policies <u>School Website Update</u> The School Business Manager (JA) reported that the current website is nine years old and proposed a rebuild at an estimated cost of £3,000, including a compliance check. The new site would incorporate updated branding, improved interactivity, and a translation function, to align with the planned launch of a single parent app. **<u>Governor questions/challenges/support followed:</u>** **Challenge:** A Governor asked when would the new school website be launched? The School Business Manager (JA) confirmed a meeting is scheduled for next week, with a target launch in mid-September. The parent app may be launched concurrently. **Challenge:** A Governor asked whether existing links could be transferred? The School Business Manager (JA) confirmed that content will be reviewed for relevance rather than transferred in full, with agreed material migrated in preparation for the transition.	
	<u>At 7.44pm, the Chair (CS) arrived. The meeting was formally convened at this time, and the Chair assumed responsibility for all subsequent proceedings.</u>	
3.	**<u>Minutes (Paper)</u>** i. To approve the Minutes of the meeting of the Governing Body held on 19th March 2026.The Governing Body revisited the minutes of the Full Governing Body meeting held on 19 March 2026. Following review, the minutes were **approved** unanimously and will be signed by the Chair as a true and accurate record.	

5.	**Finance Budget Update – To approve the 2026-2027 finance budget.** i. The Governing Body also revisited the budget proposal in full. After consideration and discussion, the budget for the 2026–2027 financial year was **approved** unanimously.	
8.	**Committee Updates *** <u>I. Personnel</u> In the absence of Personnel Committee members, the Headteacher summarised key points from the last meeting held on 5th May 2026. • Staff wellbeing reported as good; wellbeing days are being utilised. • No safeguarding concerns raised. • Staffing and recruitment o Teaching staff · Two Assistant HT posts filled (offers accepted) · EYFS Lead appointed at 80% FTE o Support Staff · One TA retiring · Honeypot staff member commencing maternity leave – September 2026 · One Midday supervisor leaving • Sickness insurance reviewed and discussed. Limited value (cover from day 11; £9,000 cost vs ~£400 claimed last year). Decision to continue cover for Site Manager only. • Flexible Working requests · Approved two teachers and one TA reducing FTE by one day. · Since the meeting, the Headteacher has approved a flexible request for a HLTA reduce FTE by one day (4 days) • Governor visits and training o Safeguarding visit completed (CS), o MUR attended two interviews. o Decided no governor attendance required during SATS week. • Training and development o StepLab effective to date; move towards more targeted appraisal/objectives under consideration. o Proposal to reintroduce lesson observations aligned to Principles of Instruction. <u>iii. Finance & Premises</u> The Chair (LJ) of Finance & Premises summarised key points from the meeting held on 24th April 2026 – (also covered as part of agenda item 5 Financial Budget Update). • Finance and new build update. • ICT suite	

	• Health & safety/safeguarding: review following Year 1 pupil absconding incident; LA response and lessons learned considered. • No policies approved • Catering options review deferred to next meeting. **<u>Governor questions/challenges/support followed:</u>** **Challenge:** A Governor asked in relation to facilities fix vs. PTA funding the – impact of new build on playground space and need for additional play equipment? Headteacher confirmed that playground space not negatively impacted. The pirate ship will be removed, open field space available. PTA has explored play equipment (£60–80k incl. surfacing), but this is non-essential at present. **Challenge:** A Governor asked if playground behaviour tracked by time of day (e.g. lunchtime trends)? Yes – monitored via internal system (Pupil Asset). No notable changes since start of building works. Playleader model reviewed post-Easter; new training introduced by LA adviser. Structured activities and games have improved organisation with no negative impact. Additional sports coaching provided two days per week. **Challenge:** A Governor asked if there is good uptake of these activities? Yes **Challenge:** A Governor asked if lunchtime clubs are still running in the school hall? Yes – a wide range of clubs continue, led by teaching staff, providing structured lunchtime provision.	
9.	**Governor Business** i. Governor training and Board Development No updates were reported. ii. School Visits – key dates and planning Key dates and visit planning were noted. The Chair encouraged governors to continue scheduling monitoring visits with school staff. iii. Feedback from Governor Monitoring Visits • The Chair completed a safeguarding visit. • The Phonics Link Governor (CD) conducted a visit and learning walk with the Year 1–2 teacher. Strengths were noted in EYFS, including consistency in practice. In Year 1, some inconsistencies in teaching approaches were identified, with further development required. Priorities include strengthening parental engagement, increasing professional dialogue, promoting team sessions, and enhancing interactive teaching approaches. • The Maths Link Governor (LP) held a virtual meeting with the Maths Lead on 27.04.26; a follow-up visit is planned for Summer 2. • The Behaviour Link Governor (LF) will undertake a behaviour visit in Summer 2.	

	The Chair concluded that the reports were positive and welcomed the insights from Link Governor visits, noting their value in informing future development. iv. Recruitment Needs • The Chair and Vice-Chair have met with a prospective governor who has previous governing experience and has expressed interest in joining the Board. • Recruitment requirements will continue to be monitored. • As of September 2026, there will be two vacancies (one Co-opted Governor and one Parent Governor). • For succession planning, the Chair advised the Governing Body that, due to work commitments and time constraints, he does not intend to continue in the Chair role from September 2026. • This has been raised in advance to support transition planning, including consideration of a co-chairing arrangement. v. Policy review- a. Acceptable ICT Use and Online Safety Policy **- approved.** It was noted that the policy was reviewed, proofread, and updated by the Curriculum Committee. It had been circulated in advance and was presented for ratification, which was agreed.	
10.	**Summary of Actions*** None	
13.	**Date of Next Meeting*** *Note change of FGB06 from Thursday 9th July 2026, 7pm at the school*	
13.	**Review the Impact of this Meeting*** The Chair (CS) highlighted the significance of Governing Body approval of the budget, noting the strong financial position and absence of concerns regarding any potential recovery of funds by the Local Authority. The Chair thanked governors for their contributions, recognising the positive impact of their effective scrutiny and support, and noted the meeting as constructive and impactful.	

There being no further business, the meeting closed at 8.09pm

Table of Outstanding Actions

No	Action	Owner	Deadline
Actions from meeting held on 6 November 2025:			
06	Chair to invite KS2 Phase Lead to FGB05/6 meeting.	Chair	FGB06
Actions from meeting held on 19 March 2026:			
01	Headteacher to provide an update (FGB06) on the behaviour trial, including impact, adaptations to learning, and staff feedback once the model is more embedded.	Head	FGB06

Governor Questions (Appendix 1)

Governor questions

Q:It would be really beneficial if you could share prediction percentages, ideally against previous years to support the governors in identifying trends and celebrating successes. This would also be supportive as would suggest where the need is greatest for the advertised intervention teacher.

A: Please see below our tracking of children's scores in phonics screening check in March for this year and last year. You can see in how much stronger position we are at this point of the year.

2025-2026	
42 pupils	**Mar 2026**
Score (out of 40)	**No. of children**
30+	30
25 – 29	3
20 – 24	1
15 – 19	2
10 – 14	2
5 - 9	3
0 - 4	1

Last year. 2024-2025	
46 pupils (incl. 1 abs & 1 disap.)	**Mar 2025**
Score (out of 40)	**No. of children**
30+	16
25 – 29	9
20 – 24	6
15 – 19	3
10 – 14	3
5 - 9	4
0 - 4	4

Intervention teacher support is needed due to following:

Maths March 2026	Yr 2 Ark	Yr 4 Ark
100+ scaled score (Autumn score in brackets)	**36% was 46%**	**54% was 47%**
94+ scaled score	**45% was 59%**	**66% was 63%**

Reading March 2026	Yr 1 PiRA	Yr 2 PiRA
100+ scaled score (Autumn score in brackets)	**50% (56%)**	**48% (38%)**
94+ scaled score	**67% (61%)**	**57% (42%)**

Q:What maths programme are Honeypots trialling? I ask as it would be interesting to consider the progression from preschool to Honeypots and through school if there is a chance the primary scheme may change.
A: Honeypots are part of Maths Champions programme.
"The programme is designed to improve children's maths outcomes by giving you access to carefully developed online training, practical tools, and resources. These materials help build the knowledge, skills, and confidence of practitioners in your setting."

Q:Under Premises and Health and Safety, what exactly is meant by Reported Incidents?
A: These are any incidents or near misses that we need to report to the LA in line with our policy using the form on https://www.reportincident.co.uk/Cambridgeshire

Q:Would you be able explain what chn means please.
A: Apologies, this is the abbreviation we use for the word "children"

Q:Positive to see the old ICT suite will be changed into a SEND provision. Can you provide details on where the ICT suite will be re-located to, will this be in the new building?
A: We will not have an ICT suite any longer. Instead, we have purchased 32 laptops and a trolley, so that the ICT lessons can be done in the classrooms.

Q:Does the Borras construction work starting have any relation to the four recorded incidents?
A: No.

Q:Great to see TA's receiving extra training, is this all TA's or just selected ones who are currently supporting students who require this support?
A: This is all TAs for both of these training sessions.