



**Minutes of Willingham County Primary School  
Full Governing Body Meeting  
held on Tuesday 15th December 2015 at 7.30pm**



**Present**

Bev Lawrence (BL)	Chair
Vyv Francis (VF)	Headteacher
Jo Aldhouse (JA)	
Marc Ben-Nathan (MB)	
Liz Bowen (LB)	
Fiona D'arcy (FD)	
Jamie Efford (JE)	
Hannah Francis (HF)	
Emma Fuller (EF)	
Steve Harding (SH)	
Gemma Hartman-Ayers (GH-A)	
Vicki Hayes (VH)	
Paul Joel (PJ)	
Louise Johnston (LJ)	
Ian Kelly (IK)	
Laura Latham (LL)	
Cath Lee (CL)	

**Apologies:** An apology for absence from the meeting was presented on behalf of Caroline Hyde.

Apologies were not received from Ben Tregenna or Nick Thomson.  
(NB: Nick Thomson sent an apology after the meeting as he had been away on business.)

**In attendance:** Christine Brandon (Camclerk)

The meeting was quorate.

**1. Welcome**

The Chairman welcomed all present to the meeting.

**2. Declarations of Interest**

No declarations were received from those present.

**3. Minutes**

The Minutes of the meeting of the Governing Body held on 20th October were approved as a correct record and signed by the Chair.

**4. Ofsted Inspection – 2nd/3rd December 2015**

The Chair and Head teacher reported, in general terms, on the inspection of the school by HM Inspectors (Ofsted) over the period 2nd/3rd December 2015. As the conclusions of the Inspector still were embargoed pending release of the final report, the update and short discussion which followed were treated as confidential and were not formally minuted.

## **5. Headteacher's Report**

In view of Ofsted's visit to the school and the impact that this had had on resources, the Head teacher reported that she had been unable to produce a full report but would comment on several prevalent issues –

### **Child Awareness**

Governors were informed that the school had taken steps to exclude children across years 1-6 on seven occasions during the term. These had been fixed term exclusions of between 2 1/2 to 4 days. The Head teacher assured Governors that the school had worked closely with agencies and the local authority to support the children involved prior to and since the exclusions had taken place and that the action had not been taken lightly and only when other avenues had been exhausted. In her explanation, the Head teacher commented that such circumstances arose in the life of a school for a variety of reasons but that, given the number recently, it had taken its toll on staff.

### **Restorative Approach/Peer Mediators**

On a similar theme, Laura Latham discussed the restorative approach to behaviour management which was a growing practice within schools. This involved the selection and empowerment of peer mediators and the creation of an opportunity for a child to talk through problems with someone that they were better able to relate to. Governors noted that the availability of peer mediators had reduced behaviour related incidents during the term and that this had become evident during the inspection.

### **Bullying**

Governors noted the intention to hold an information meeting at the school in January on 'Bullying'. Copies of the anti social behaviour and bullying policies had been delivered to all households.

### **Good News!**

The Head teacher was delighted to report that the school choir comprising 50 children had appeared on Heart Radio, that the profile of music in school remained high, that the foundation class had performed a well received nativity play and that a team of Year 6 children had participated in a numeracy/literacy competition in which they had achieved first place in the heats and eventually third place overall against the 90 schools that had participated.

The Governing Body extended their appreciation to the Head teacher and her staff for their hard work and endeavours during the term and particularly for their response to the requirements and pressures of the Ofsted Inspection.

## **6. New Assessment Framework**

Referring to a power point presentation entitled 'Life After Levels', Jamie Efford guided Governors through changes to the National Curriculum, the removal of the

Headteacher: Vyv Francis. Chair of Governors: Bev Lawrence



former system of levels and level description and, in the absence of nationally set levels, the opportunity that now existed for schools to design their own assessment framework. It was explained that, together with approximately 1500 other schools, Willingham Primary had adopted the STAT Sheffield approach. This system had been developed by education professionals and had been quality assured by Ofsted. Attainment steps were now used to describe attainment in maths, reading, writing and SPaG (spelling, punctuation and grammar) and were organised in such a way that expectations were defined for each stage of attainment i.e. a Y3 child should have attained step 23 by the end of that school year. As the new curriculum was perceived to be harder than that used previously, Governors considered that it would be important to communicate to parents that their children might be assigned a stage lower on the scale than might have been expected. Using screen shots, Governors were taken through the system.

In response to a question from a Governor, it was explained that secondary schools would receive the National Data for all year 6 children (the results of SAT tests). Willingham would send individual reports for each child, highlighting the children's gaps in learning. This report would be produced by the STAT Online Assessment System. The secondary school would use these reports how they see fit.

Governors understood that the changes to the curriculum and the school's approach to the new assessment system would continue to feature at their meetings and that use of and exposure to the system by staff would increase the accuracy/quality/consistency of their assessments. Although levels and APS were no longer a valid measure, the STAT system gave the school a numerical system which allowed the measure of progress and gave the SLT a means to measure value added.

In terms of measuring the quality of teaching and in response to a Governor's question in this respect, the Head teacher explained that regular monitoring of the content of children's books would be of paramount importance together with requests to children to demonstrate their understanding of various topics. She added that the new system was a qualitative approach which would demonstrate improvement over time.

The Chair asked how the school would ensure that assessments made by individual teachers were equitable and consistent and it was explained that it would be essential to moderate scores and that regular staff minuted meetings would be held to undertake this process. Following several questions from Governors, it was explained that the system would assist teachers in planning lessons and understanding the new curriculum and that whilst it would not be appropriate to involve children in operating the new system discussions would continue to take place on what they needed to achieve or develop to fulfil particular levels.

## **7. Governing Body Business**

- (i) **Spring Term Governor Briefings and Training** – The Chair encouraged Governors to attend the forthcoming Governor Briefings and undertook to circulate dates and invite volunteers by email outside the meeting. The Chair also reminded the meeting of the opportunity to participate in specific Governor training and indicated that she would re circulate the link to the programme available originally sent by the Clerk.
- (ii) **Terms of Reference of Committees** – Having received copies of the final terms of reference of the Finance & Resources, Personnel and TALBS (Teaching, Achievement, Learning, Behaviour & Safety) Committees, the Governing Body

#### **RESOLVED**

that the terms of reference of the Finance & Resources, Personnel and TALBS Committees be approved and signed by Chair.

- (iii) **Parent Governor Vacancy** – Following the resignation of Mr P Dreuit, the Chair reported that she would make arrangements to fill the vacancy of Parent Governor in the New Year.
- (iv) **Appointment of Link Governors** – The Chair invited volunteers to act as Link Governors for Behaviour and Safeguarding and after discussion on the requirements of the Safeguarding role, it was

#### **RESOLVED**

that Steve Harding be appointed Link Governor for Behaviour and appointment to the role of Link Governor for Safeguarding be reconsidered at the next meeting. **(Item for Next Meeting)**

- (v) **Items for next meeting** – Governors noted that the following items had been deferred to the next meeting –
- IT and school documents security/confidentiality; and
  - Communications Policy.

### **8. Reports and Updates from Committees**

**Finance Committee** – The Minutes of the meeting held on 18th November 2015 were received and noted. Louise Johnston, Chair, drew particular attention to the principal item discussed which related to WSA funding with all but two items approved for support. The largest of these was the Peer Mediation Base at £4000. In terms of the BCR, it was further noted that there was a forecast surplus of £23,356 to carry forward and that due to expenditure on IT for teachers, there would be a capital overspend of £2245 which would be carried forward to the next financial year. Issues to address at future meetings revolved around class size and structure.

**Personnel Committee** – In the absence of formal minutes, Governors noted that topics discussed by the Committee included bullying, staffing levels especially in

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the kitchen, parent view, teacher recruitment, challenges around staff sickness and the continued viability of the kitchen.

**TALBS Committee** – The Committee had not met since the last Governing Body meeting.

#### **9. Review of Outcomes & Key Messages**

The Chair concluded the meeting by drawing Governors attention to the draft outcomes from the recent Ofsted inspection and the importance of taking forward the key messages which had emerged which were already being addressed by the school within the RAP.

#### **10. Date of Next Meeting**

9th February 2016 at 7.30pm.

*The meeting ended at 9.10pm.*

Chair

A handwritten signature in black ink, appearing to read 'J. Lawrence', written in a cursive style.

