



**Minutes of Willingham County Primary School
Full Governing Body Meeting
held on Tuesday 21st June 2016 at 7.30pm**



Present

Caroline Hyde (CH)	Chair
Vyv Francis (VF)	Head teacher
Jo Aldhouse (JA)	
Marc Ben-Nathan (MB)	
Liz Bowen (LB)	
Jamie Efford (JE)	
Hannah Francis (HF)	
Emma Fuller (EF)	
Matt Haigh (MH)	
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)	
Nick Thompson (NT)	

Apologies: Apologies for absence from the meeting were presented on behalf of Fiona D'Arcy and Ben Tregenna. Bev Lawrence was absent.

Also in attendance: Christine Brandon (Camclerk)

The meeting was quorate.

1. Welcome

The Chair welcomed all present to the meeting.

2. Willingham School Association

Emma Bowyer, Chair of the Willingham School Association was welcomed to the meeting. Emma described the programme of events planned by the Association over the school year. These comprised three 'big' events, the most recent having already raised £3,183.72. The Fen Gallop and Christmas Fair were scheduled to take place on 3rd July and 3rd December respectively. Other than these, the Association planned to continue their programme of film nights, discos, bingo, a barbecue and weekly cake sales with the proceeds from the latter donated to the School Council to allocate for equipment and to assist children in attending school visits and workshops. Notwithstanding these regular events, the Association's biggest achievement was provision of the sensory room and peer mediation base. Emma explained how she was hoping to encourage retailers to donate tables and

chairs, curtains and soft furnishing for the base and how she would be canvassing for volunteers to paint the base such that it could be completed by July.

In terms of the next objective, Emma reported that the Association would be concentrating on the Reception outdoor play area and would submit proposals for the space to the AGM on September 16th 2016. Most encouraging of all was the number of parents who were indicating their willingness to help out in lots of different ways. Before closing, Emma also referred to the Code of Conduct that had been introduced by the School Council for use at discos and during film nights.

The Governing Body congratulated Emma on the Association's achievements and thanked her for all their efforts on the school's behalf.

3. Declarations of Interest

No declarations were received from those present.

4. Minutes

The Minutes of the meeting of the Governing Body held on 3rd May 2016 were approved as a correct record and signed by the Chair.

In terms of matters arising and not mentioned elsewhere, the Chair confirmed that the Finance & Premises Committee has added a standing item to their agenda to look at how to address future budget deficit and reported that she would circulate a list of Link roles by email to all Governors along with revised guidance on undertaking Governor visits. Having been advised that the Governing Body would not be offered a free training session under the new service level agreement with the County Council, the Chair explained that either training should be delivered in house or that the Governing Body should assess whether they wanted to fund a session concentrating on issues considered essential by the Governing Body.

Committee Chairs were reminded to finalise their meeting dates for the 2016/17 academic year to enable the programme of all meetings to be circulated.

Jo Aldhouse undertook to publish the pupil premium information on the school's website.

5. Head teacher's report

The Chair explained that she had asked the Head teacher to focus her report on progress made against Post Ofsted Priorities. The Chair was of the view that this new approach would more effectively benchmark progress of the school and would better prepare Governors for future Ofsted visits. Documents monitoring progress against Priority Objectives 1, 2 and 3 had been circulated in advance to Governors and were introduced by the Senior Leadership Team as follows -

Jamie Efford (JE) guided the Governing Body through Priority Objective One (*To ensure in year progress is consistently good for all groups across the school*) commenting as appropriate. He explained that half termly STAT data was

analysed and presented in greater detail to TALBS and that accuracy and consistency of judgement was improving as staff had become increasingly familiar with the new assessment system. Technical issues had also largely been overcome. Referring to the next steps, JE highlighted the intention to continue to moderate Maths and English books on a termly basis, discuss the introduction of a SPAG book on a staff training day and build a portfolio of evidence for children working at higher levels in English and maths.

Reviewing the data identifying progress for all pupils, for pupil premium and by gender, a Governor questioned whether gender differences were identifiable in specific subject areas. The Head teacher replied that, in general, girls continued to outperform boys across the school but not by any significant margin. In terms of progress for PP and non PP pupils, the Governing Body was pleased to note that the 'gap was closing' in that progress for disadvantaged pupils was greater than for non-disadvantaged pupils. Although reporting in greater detail to TALBS, JE highlighted that the Summer 1 STAT progress measures the greater than average progress made by SEN pupils over non SEN pupils and the impact of half termly Pupil Progress meetings (termly for PP Pupils). In mathematics, using STAT key performance indicators had identified gaps in knowledge and enabled targeted teaching such that average steps progress in maths was greatest in three year groups. Teaching Assistants had received training on grammar.

Emma Fuller described the principles of the Calculation Policy and the idea that children should be able to visualise connections to improve their understanding of maths.

The Head teacher reviewed progress against Priority Objective Two (*To ensure that quality of teaching is consistently good*). It was pleasing to report that 89% of teaching was at least good or where it was expected to be for newly qualified teachers. The Head teacher confirmed that efforts to actively encourage children to develop key learning behaviours such as independence, problem solving, reasoning, resilience, risk taking and tenacity remained a priority and would be further developed in the Autumn.

It was reported that low level disruption in the classroom was being dealt with swiftly and effectively in line with the school's behaviour policy. Mention was made of the introduction of the 'Silence is Golden' process and the 'Reflection Room' where a child who had persistently disrupted learning or hurt another child would spend their lunchtime. In response to questions from Governors, it was understood that a behaviour log was maintained of those children spending time in the Room and that parents were informed when a child had been required to attend. There appeared to have been a corresponding decrease in the number of incidents involving children hurting each other outside the classroom. Governors were also reminded of the opportunity that still existed for children to use the 'worry box' and to speak to an adult if there was something troubling them. It was not the intention to discourage children from speaking but to ensure they did so at appropriate times.

Attention was drawn to the success of the Presentation Policy which included the replacement of two assemblies a week with sessions on improving handwriting,

Headteacher: Vyv Francis. Chair of Governors: Caroline Hyde

and class awards for those who have shown most improvement and presentation of sample handwriting to whole school assemblies.

Governors noted that a training day would be held for teachers in September to encourage understanding of key learning behaviours and to demonstrate how these can be evidenced in the classroom. A list of learning behaviours and key terminology had been circulated to Governors.

Laura Latham (LL) discussed Priority Objective Three (*Early Years Foundation Stage – for the percentage of pupils achieving a good level of development at the end of Summer 2016 to exceed the LA and National average of 2015*). LL drew attention to the improvement in the quality of observations made of children by TAs and how this had become more effective in recognising gaps in learning. Governors also were informed of plans to develop the outdoor learning environment and of impending visits by LL and Vicki Hayes to Barton and Duxford Primary Schools to source design and funding ideas. With the assistance of parents and the WSA, it was hoped to improve the outdoor space by the end of the summer holidays.

Other Issues

Governors were apprised of the proposed class structure having regard to the tight financial position and how logistically the classes might work in practice. Letters to parents informing them of the proposed structure would be issued the following day. There would be 2 x Foundation, Y1, Y2, Y3, Y4 and Y6 classes with one larger Y5 class supported by two F/T TAs, the Head and Deputy Head teachers. Whilst Governors agreed that 2 x Y6 classes was appropriate, there was some concern at the size of the Y5 class with 35 pupils and how this information would be delivered to parents. The Head teacher reassured Governors that the concept would work with the appointment of an experienced teacher and allocation of F/T TAs. Both she and the Deputy Head would also be teaching English and Maths on 2 days a week. The number of pupils in Y5 would also be capped. Parents would be invited to make appointments to raise any concerns they might have individually with the Head and Deputy Head teacher. Individual teachers had been advised of their year groups for the next academic year.

Lastly, the Head teacher referred to an opportunity for peer to peer coaching linked to another school which would be explored further during the Autumn term.

6. Academisation – Feedback from meeting with CVC and Future Planning

The Chair and Head teacher reported that, together with other local schools they had been invited by Cottenham VC to a meeting to discuss the prospect of joining a multi academy trust. It was currently the position that those considered to be good or outstanding schools would not be forced to adopt Academy status but that those schools requiring improvement might be more vulnerable. The Chair and the Head teacher also had taken the opportunity to attend a training course presented by NAHT on 'Exploring Academy Trust Status'. A copy of the course handouts were circulated to Governors. The course covered processes/arrangements and how academy status might affect school leadership

and governance. There was no doubt that the school would benefit from being proactive in considering its options for the future and to understand how the school was perceived externally. Recognising how important it was to be prepared and whilst acknowledging that there were both positives and unknowns, the Chair suggested that a Working Party should form to work through options with the Senior Leadership Team and report back to the Governing Body.

In the meantime, the Chair asked the Clerk to circulate links to information about any local MATs.

7. Wider engagement Parent and Community Body- Additional Resources, Volunteers, Learning Champions

No further discussion as this had been partly covered earlier in the meeting.

8. Reports and Updates from Committees

- i. **Personnel Committee** – A copy of the minutes of the meeting held on 14th June 2016 were received and noted. The Chair of the Committee reported that the school had been able to recruit strong candidates to vacant posts but that it had taken time to recruit quality teaching staff. A Governor reported that he had undertaken two exit interviews earlier in the day and had received very positive feedback. Currently, there remained one teacher vacancy at Foundation stage and that given the experience and skillset required for the post, it would not be possible to move someone from elsewhere to 'plug the gap'. CL reported that candidates interviewed had been genuinely impressed by the school's learning environment and its happy and calm atmosphere.
- ii. **TALBS Committee** – The Committee was due to meet in early July and would consider, in detail, up to date end of year data.
- iii. **Finance & Premises Committee** – A copy of the minutes of the meeting held on 15th June 2016 were received and noted. The meeting had focussed on the impact of recent staff changes and their implication for the budget approved at the last Governing Body meeting. It was now estimated that £16,000 would be carried forward to the new financial year. Attention also was drawn to the cost implications of the RAP Priorities as described in paragraph 7 of the Minutes.

Having considered the content of the Critical Incident Management Plan 2016/17 (a copy of which had been circulated in advance to the Governing Body), it was

RESOLVED

that the Critical Incident Management Plan 2016/17 be approved and signed by the Chair.

9. Governing Body Business

- i. **Update on Review of Policies** – it was suggested that an ‘anti bullying policy’ be added to those already listed.
- ii. **Security/Confidentiality of IT and School Documents** – it was reported that BT was making progress on this task. Following a suggestion that a ‘drop box’ account be set up to enable Governors to access information easily, JA reminded the meeting that there was a secure area on the school website that Governors could use for this purpose and that she would re organise password access.
- iii. **Governor Visits/Training** – Governors were reminded to review the list of training opportunities available to them, encouraged to make use of e-learning sites and to hand to HF their school visit forms so an up to date record of visits could be maintained. Link Governors were advised that, in future, they would be expected to feedback to the Governing Body, in brief terms, outcomes and any issues identified from their visits to school. There would now be a regular agenda item for this purpose.
- iv. **Calendar of Meetings** – it was noted that this was almost finalised and would be circulated at the next FGB.
- v. **Audit of Governing Body Effectiveness 2016** – the Chair reported that the Strategy Group will undertake a review of the Governing Body’s effectiveness and would return their conclusions by the appointed deadline.
- vi. **Governing Body Membership** – the Chair advised that prospective candidates with relevant skills had been identified for appointment to the vacancies resulting from the impending resignations of Bev Lawrence and Cath Lee.

10. Review of Outcomes & Key Messages

Using the Head teacher's report to review PORAP priorities had highlighted the progress being made by the school and a positive direction of travel.

11. Date of Next Meeting

12th July 2016 at 7.30pm.

The meeting ended at 9.32pm.



Chair