



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 18th July 2017 at 7.30pm**

Present

Caroline Hyde (CH) Chair
Hannah Francis (HF) Vice Chair
Vyv Francis (VF) Head teacher
Liz Bowen (LB)
Fiona D'Arcy (FD)
Matt Haigh (MH)
Vicki Hayes (VH)
Paul Joel (PJ)
Louise Johnston (LJ)
Laura Latham (LL)
Emma Mason (EM)
Sarah Morgan (SM)
Marc Ben Nathan (MBN)
Kate Van Dort (KVD)

Apologies: Apologies for absence from the meeting were presented on behalf of Jo Aldhouse, Jamie Efford, Emma Fuller and Ben Tregenna.

Also in attendance: Emma Bowyer and Emma Launchbury from the Willingham School Association (for the first agenda item) and Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome

The Chair welcomed all present.

2. Willingham School Association

Emma Bowyer and Emma Launchbury presented a summary of activities during the year through which the WSA had contributed a total sum of £12,000 to the school. It was the intention to use the school newsletter to announce how these funds had been spent. Emma B envisaged that a further £7000 might be available together with additional funds received from the proceeds of the Fen Gallop. It was noted that there was a possibility that the WSA might require a new Chair/Vice Chair in September as they could both have commitments elsewhere. The WSA asked the School to indicate how they wished the additional funds to be spent.

On behalf of the Governing Body, the Chair thanked the WSA for their hard work and efforts over the year and asked that the gratitude of Governors be passed on to everyone who had contributed to the excellent fundraising efforts in whatever capacity. The Chair confirmed that the School would consider how best and on what projects the money should be spent. The Head Teacher added that in time of financial restraint, so much that the school was able to achieve directly resulted from the efforts of the WSA and she thanked them for their ongoing hard work.

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The WSA also praised the contribution of the local Co-op store to the Fen Gallop and their desire to become more engaged with the school. Having been advised that the store would like the school to become involved in its re-opening arrangements (after refurbishment in September) for which they will donate £500 towards IT equipment, EM undertook to pass on the contact details of the Store Manager to the Head Teacher.

In conclusion, Emma reported that the diary of school events looked busy for next year so it was essential that a Chair/Vice Chair were in place to take these forward.

3. Declarations of Interest

No pecuniary interests were declared.

4. Appointment of New Head Teacher

The Chair announced that Mr David Morrel had been appointed as Head Teacher with effect from January 2018. The Chair also expressed her gratitude to EM, the Selection Panel, the Head Teacher and those staff who had supported the appointment process.

The Chair thanked LL for her interest in the post and added that although her application was unsuccessful, this outcome did not diminish Governors' confidence in, nor appreciation of, her contribution to the School in her current role and that they would aim to facilitate a smooth and effective transition during the Autumn Term.

5. Minutes

Approval of the Minutes of the meeting of the Governing Body held on 20th June 2017 was deferred until the autumn meeting.

6. Head teacher's Report

The Head teacher made comment on the following matters during her report to the Governing Body –

Attendance and Absence

It was noted that there were 325 children on the school roll as at 30th June and that attendance had been recorded at 94.22% which was marginally less than recorded nationally. LL explained that attendance had been impacted for various reasons but had included children from travelling families who had been away from school since March and June and a case of permanent exclusion which had been subject to a parental appeal. In response to a question from a Governor about how we were driving improvement in attendance, LL explained that those with attendance concerns were monitored and where appropriate incentives had been introduced to encourage attendance with some children (e.g. stickers, posters, books) which was having a marked impact. The school and other agencies, including EWO, were continuing to work with families in a number of ways to improve attendance.

Safeguarding and Behaviour

Governors were apprised of the number of children subject to child protection plans and those under the category of Child in Need, as well as the implications in terms of time and workload for the SLT. The absence of any racist incidents reflected a changing culture within school. Although infrequent, where instances of bullying behaviour were identified these were being actively addressed. Belinda Harvey had complimented the way in which

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personnel files were being maintained and Chris Meddle would audit the 'Single Central Record' on his next visit. Sessions on Prevent, Child Sexual Exploitation and FGM would be led by the Head Teacher for all staff and Governors at the beginning of the new term and the importance of attendance was stressed.

Health & Safety

Governors noted that staff induction training would cover use of fire extinguishers and manual handling.

Summer Works

Having noted the range of works being undertaken on the school site during the summer holiday, the Chair drew attention to a request for Governors to volunteer time, two days at most, to refresh the outdoor areas especially in Year 1 to support the FS2 continuing provision. It was also reported that After School Club staff would undertake a deep clean of the unit during the summer.

Staff Update

Recognising the value of interaction with school staff especially new staff, the Chair asked whether it would be possible for Governors to meet staff during the new term Development Days either over lunch or at the end of the sessions. The Head Teacher undertook to look at incorporating Governor visits into the programme.

In terms of staff sickness, EM requested that this be presented by no of days/no of absences in future.

Standards

The Governing Body was informed that RAISE online had been replaced by 'Analyse School Performance' (ASP) and that a training session for all Governors on the new system would be held in early September.

Governors noted the focus that would be placed on safeguarding, the effective deployment of TAs, and the impact of Pupil Premium Provision and SEN interventions on outcomes. In respect of the latter, Governors welcomed the suggestion that Jo Hedley of the Special Teaching Team would visit the school in September to review SEN support and offer support and advice where required.

LL also referred to a special project which will involve the visit to school of a clinical psychologist to train staff in how to manage children with mental health needs.

In answer to a question from a Governor, KVD confirmed that she continued to closely monitor pupil numbers in Honeypots as requested by Governors in response to budget issues earlier in the year.

Ofsted – Anticipated Lines of Enquiry

In the light of data indicating end of year outcomes for reportable years circulated, in advance, by the Head teacher and by way of a paper prepared by the Chair and circulated at the meeting, Governors were apprised of the principal 'lines of enquiry' expected as part of any Ofsted Inspection. The Chair stated that it would be essential for the Governing Body to set strategic priorities with the SLT for the next academic year to address areas for development identified through the progress and attainment data.

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In answer to a question from a Governor, LL explained the EYFS GLD Outcomes and the lower score achieved by Willingham School in comparison to LA and National levels in 2017 and outlined the low level of entry for this cohort and highlighted the progress made.

Governors identified the need to be able to demonstrate the progress made by this cohort – especially those not achieving GLD into Year 1 and LL explained the continuous provision and FS2 curriculum plans in place already.

HF asked whether the school should wait for this information in subsequent years before making a decision on class structure/placement. LL said that the numbers of children in each year group would be taken into account when looking at the structure of classes and any mix of year groups.

A discussion ensued on the impact of 'testing' on child school performance and the anxiety/worries that children might carry into tests. Although not aware that this was a major problem, the Head Teacher requested Governors to encourage parents to speak to her should they have concerns of this nature.

Having reviewed all the actions/Governor Monitoring identified in the paper, HF referred to the current Year 5 and the need to focus on those areas in which the cohort were less confident to enable them to attain the standards required at KS2. In answer, the Head Teacher confirmed that the school was aware that reasoning and fractions in Maths would be a key area for attention and that current Year 5 would sit KS2 papers in early autumn to assess progress.

In conclusion, the Chair remarked that although results had demonstrated improving progress and outcomes and the impact of work to date, they were not as promising as the Governing Body would have liked and as such better outcomes and more consistency must be a target for 2017/18. Other priorities included maintaining a focus on attendance and pupil premium / SEN groups. The Chair highlighted that this work would feed into the School's SEF over the summer.

7. School Improvement Priorities

In view of their discussion under Item No 6 and in the light of the paper circulated by the Chair, the Governing Body acknowledged that it would need to approve school improvement priorities (Strategic Objectives in the RAP) for 2017/18 in the autumn.

8. Academisation

The Chair briefly updated the Governing Body on the outcome of visits undertaken by some Governors and VF and LL to four schools that formed part of the Astrea Trust and to three CPET schools. Whilst drawing some early conclusions, the Chair considered that it was important that the new Head Teacher should be part of the decision-making process. Therefore, he and other Governors would be encouraged to undertake the same visits either individually or in small groups during the autumn to enable a wider discussion to take place thereafter. MH commented that all the information gathered during visits needed to be captured, circulated to all Governors and compared against a set of criteria to assist the FGB's final decision. The Chair undertook to do this for the first FGB of 2017/18.

9. Reports and Updates from Committees

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It was noted that neither the Finance & Premises nor Personnel Committees had met since the last FGB meeting. TALB had met to review the same data discussed under Item No. 6.

10. Governing Body Business

- i. **Governor Training Programme** - Arrangements for the Autumn Term Briefings for Governors and the subjects to be covered were noted.
- ii. **Self Evaluation Tool** - Agreed that the Chair, Vice Chair and VH would undertake the annual review of the performance of the Governing Body over the summer using the new self evaluation tool. In light of the outstanding vacancies, it was agreed that the Governing Body would undertake a skills audit with a view to reconstituting as a smaller body.
- iii. **Governor Visits & Feedback** - Governor visits were discussed and HF suggested link Governor responsibilities and expectations for the forthcoming year should be reviewed at the next meeting.
- iv. **Calendar of Meetings** - It was understood that the Calendar was almost confirmed and would be issued shortly.
- v. **New Lead Governor for Safeguarding** - In view of the recent resignation of Ian Kelly, it was

RESOLVED

that Paul Joel be appointed as the new Lead Governor for Safeguarding.

- vi. **Policies** - Due to the late circulation of a number of detailed and important school policies which required approval, the Governing Body agreed that these should be reviewed over the summer and any questions or queries raised with VF.

RESOLVED

that the Strategy Group be authorised to consider and, if content, to approve the following draft policies –

- **Equality & Diversity Policy**
- **Equality Statement**
- **E-Safety Policy**
- **ICT Acceptable Use Policy: Staff & Pupils**
- **Inappropriate Community Use of Social Networking and Internet Sites Policy**
- **Intimate Care Policy**
- **Medical Conditions Policy; and**
- **Prevent Duty Statement.**

11. Date of Next Meeting

To be advised.



Chair

The Meeting ended at 9.46 pm.

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