



**Minutes of Willingham Primary School
Full Governing Body Meeting
held on Tuesday 27th March 2018 at 7.30pm**

Present

Caroline Hyde (CH)	Chair
Hannah Francis (HF)	Vice Chair
David Morel (DM)	Headteacher
Jo Aldhouse (JA)	
Sarah Ashworth (SA)	
Liz Bowen (LB)	
Fiona D'Arcy (FD)	
Matt Haigh (MH)	
Vicki Hayes (VH)	
Laura Latham (LL)	
Emma Mason (EM)	
Sarah Morgan (SM)	
Katy Stevenson (KS)	

Apologies: Apologies for absence from the meeting were presented on behalf of Emma Fuller and Kate Van Dort.

Also in attendance: Christine Brandon (Camclerk).

The meeting was quorate.

1. Welcome

The Chair welcomed all to the meeting.

2. Declarations of Interest

No pecuniary interests were declared by those present.

3. Membership of Governing Body

- a. The Chair announced, with regret, the resignations of Governors Vicki Hayes, Matt Haigh and Paul Joel and on behalf of the Governing Body thanked them all for their support, commitment and work for the school. The Chair explained that Paul Joel's resignation would take immediate effect but that Matt Haigh would continue in post until early May to conclude the budget process and the project to outsource the catering service. Similarly, Vicki Hayes indicated that she would be content to remain as Governor until the end of the academic year to assist any handover to the new EYFS Lead and Chair of the Personnel Committee.

The Chair suggested that the contribution of each Governor to the school be formally recognised by a special assembly.

In terms of the appointment of a replacement parent governor, Governors agreed that it would be beneficial to link any appointment to Honey Pots Pre School to strengthen the relationship between the primary and pre schools.

- b. Following nomination by the County Council, it was

RESOLVED

that Katy Stevenson be appointed as Local Authority Governor to Willingham School Governing Body.

- c. In respect of an outstanding vacancy, having considered the content of a letter and statement from a potential new Governor (copies of which had been circulated in advance) and being satisfied that the potential candidate had relevant skills to offer, it was

RESOLVED

that Sarah Nelson be co opted to the Membership of Willingham School Governing Body with effect from 1st April 2018.

4. Minutes

The Minutes of the meeting of the Governing Body held on 6th February 2018 were approved as a correct record and signed by the Chair.

5. Head teacher's Report

School Structure - The Head teacher opened his report by asking Governors to consider how they wanted the school to be structured from September 2018. Governors were mindful that this decision would have an impact on staffing, accommodation, class sizes and the budget. Governors were reminded that the FGB had opted for a 12 class structure during the 2017/18 academic year despite receiving funding for the equivalent of 10 classes. DM added that the SMT had looked at various options including 11 rather than 12 classes and had concluded that there was no clear or easy way to structure the curriculum. SMT considered that a 12 class structure would continue to be the best option although there would need to be further discussion on how year classes should be mixed and how this decision should be communicated to parents.

The Head teacher offered the following solution –

2 x EYFS
2 x Year 1

2 x Year 2
3 x Years 3/4
3 x Years 5/6

In response to a question from a Governor, the FGB was advised that classes became untenable in excess of 35 plus and had resulted in children being removed from Willingham School to enrol elsewhere. Governors were also cognisant of the detailed discussion held at the same stage last year, the various options discussed at that time and the conclusions that had been drawn. MH made Governors aware of the mixed approach used frequently across schools in Cambridgeshire and the difficulty in finding the best solution for the EYFS classes. LL observed how important it was for EYFS & KS1 children to have the 'best start' to their school life and to receive the benefit of smaller classes and support.

Having been made aware of the concerns of parents of children in KS2 classes, Governors recognised that communication and transparency was key. Advice given to parents should point out on what basis the Governors had reached their conclusion and the reasons for it. Governors agreed to suggest to the Head teacher the FAQs most likely to be asked by parents so that an Information Factsheet could be drafted and ready to be handed out if necessary.

Following further general discussion, it was

RESOLVED

that Willingham School should retain a 12 class structure for the academic year 2018/19.

RAP - The Head teacher reviewed progress against the current RAP and explained that it had continued to evolve as, whilst most actions had been achieved, new objectives had been added. DM added that in addition to presenting an updated RAP for the summer term, he planned to review the RAP-cap and the efficiency of the information that he had been providing to the Chair. DM stated that he would work on this to provide RAP updates to the whole FGB once the structure was clear.

DM suggested that 'Leadership & Leadership Structure' would be a key issue in the new term with middle managers requested to produce Strategic Impact Reports (SIRs) to monitor activities and developments in school with greater clarity given to the roles that were delegated within the SLT. He also intended to monitor training and work on clarifying and making teaching structure more effective - particularly in mixed year groups. DM provided an overview of 'Talk for Writing', specific training techniques and plans for the implementation of the 'Knowledge Rich Curriculum'. The updated RAP would be circulated to Governors when finalised after Easter. The Chair asked Governors to look at the detail of the new RAP and to identify specific areas where visits to school could be organised around RAP priorities, looking at activity and impact.

Safeguarding - LL reported that Michelle Lenk had been appointed Safeguarding Officer to the After School club and that she would be able to

Headteacher: David Morel. Chair of Governors: Caroline Hyde

undertake related administrative work and attend meetings during the school day.

Planning S106 Agreements - The Head teacher reported on the opportunity to take advantage of funding generated by S106 Agreements associated with current housing development in Willingham. The FGB understood that a total sum of £706,000 had been made available for primary education and could be released for projects related to the original development. DM mentioned an opportunity to improve and enhance the school library such that it became a community wide, rather than just a school, facility. Other ideas included investment in the school kitchen, the provision of a community building able to be used by the after school club, parish council and community groups etc and additional teaching resource. As KS had recalled attending a meeting in the village with developers/authorities/local Councillors at which options for S106 funding had been discussed, she undertook to confirm who had been present and the mechanism for accessing the funding that had been offered.

The FGB suggested that the Head teacher should seek an indication from the County Council of the type of project that would be considered, the S106 criteria, process and timescale and canvass staff for any other ideas.

6. General Data Protection Regulations (GDPR)

Governors were updated on the action being taken by the school to comply with the introduction of new Data Protection Regulations from 25th May. JA explained how the requirement for an 'Information Audit' had revealed various practices adopted by teaching staff to store information and that the exercise would clearly rationalise and improve data retention practices across the school. Governor related information would also need to be reviewed. As readying the school for the new data protection regime would involve the review of many existing processes, the Governing Body considered it prudent to monitor further progress at its next meeting in May.

7. Budget 2018/19 – Update

Ahead of the budget meeting in May, Governors briefly discussed the outturn position and noted that it was currently estimated that £17,000 could be available to carry forward to the 2018/19 financial year although this included a £6,000 sports grant. The proposed budget had been drafted on the basis of a 12 class structure for the next academic year.

Having also reviewed the draft 2017/18 SFVS and been assured that robust controls were in place to ensure secure financial management at the school, the Governing Body

RESOLVED

that the School's Financial Value Standard be approved and signed by the Chair for submission to Cambridgeshire County Council by 31st March.

8. Homework

Governors were reminded that this subject had first arisen at the October meeting as part of debate on teacher workloads. Supporting papers had been circulated in advance to Governors. DM opened the discussion with reference to the document shared with the governors and how evidence around the efficacy of homework was mixed. MH questioned whether teacher workload should be the driver given his observation that those schools considered to be outstanding appeared to approach homework in a different way to Willingham. VH considered that a review of current practice was warranted, that it was important to ensure children were required to produce quality work, that feedback was given and that marking was completed and consistent. LL commented that current practice had moved away from the existing Policy. DM stated that he had no strong feelings on what homework should look like and therefore it was appropriate to review the school's practice. DM mentioned that the University of South Florida have offered several 'Masters Students' to conduct a project later in the Summer term and "the quality and consistency of homework" might be a good basis for this project.

Arising from discussion, DM concluded that the subject should be added to the RAP for review by the SMT with a view to assessing what 'works best for the children', how homework can be applied consistently and linked into the 'Knowledge Rich Curriculum' and how this might impact on teacher workload.

9. Governing Body Business

- i. **Cycle of Governor Meetings: Programme of Work** – A schedule/checklist illustrating the potential workload of the Governing Body and Committees over an academic year was circulated. The schedule also identified which subject lead would present to FGB meetings as part of the Head teacher's desire to develop and involve middle managers in Governing Body business. Having suggested that the schedule be published to the Governor's section of the school website, it was

RESOLVED

that the annual academic year work programme for the Governing Body and Committees be adopted.

- ii. **Governor Visits & Feedback** – KS reported that she had undertaken a tour of the school as part of her new Governor induction and VH indicated that she would be content to escort the new EYFS Lead on a 'walk through' when ready. Governors were again encouraged to review the RAP, identify interest areas linked to objectives and advise DM accordingly so a programme of Governor Visits could be set up for the summer term.

- iii. **Governor Training** - KS and SA reported that they would both be attending 'Safer Recruitment' training in May and that they had undertaken their new Governor Induction. HF and LB agreed to attend the Governor Termly Briefings in May and, in preparation for the performance review of the Head Teacher, it was suggested that SA might also attend Appraisal Training. With regard to the latter, it was noted that objectives would need to be set for the new Head Teacher as it would be inappropriate to measure his performance against those set for the former Head.
- iv. **Parking Project** – FD updated Governors on the outcome of the parking project for Thodays Close. It was noted that the legal process would now proceed, that it would include full public consultation and lead to the introduction of double yellow lines after the May Half Term. Governors agreed that it would be useful to draft an information sheet to hand out to parents and residents in the event of questions.
- v. **Recognising Success** – MH congratulated the Y1 Team for hosting a 'great' phonics evening. Although not as well supported as hoped for, the Maths Evening had also been good and the Year 5 performance, funny and entertaining. He asked that these messages be conveyed to relevant staff. On behalf of the Governing Body, the Chair congratulated DM for his first half term at Willingham and in particular the actions already achieved in the current RAP.

10. Reports and Updates from Committees

The Minutes of the meetings of the Finance & Premises, Personnel and TALB Committees held on 13th and 22nd March 2018 were received. The Minutes of the TALB Committee held on 8th February were also presented. All Minutes had been circulated in advance to Governors. The Chairs of the Committees gave a précis of the proceedings of each meeting.

In terms of the TALB Committee, it was noted that Governors had considered data arising from PIRA and PUMA for the first time and that SMT was looking to find a way to report attainment and progress to the Governing Body. In light of recommendations from the Complaints Committee, the clarity of wording in the Anti Bullying Policy was also being reviewed and it was the objective to submit a revised version to the next meeting of the FGB for ratification.

Following previous discussion at FGB, VH was able to confirm that Personnel Committee had ratified a proposal to appoint a PE & Sports Leader who would manage the sports grant premium. Further to the last meeting, Governors noted that tenders had been invited for the School's Catering Service with formal bids due to be submitted by 19th April. It was confirmed that existing staff would be transferred to the successful company under TUPE Regulations. On the recommendation of the Personnel Committee, it was

RESOLVED

that the 'Probation Procedure for Support Staff' Policy (March 2018) be adopted.

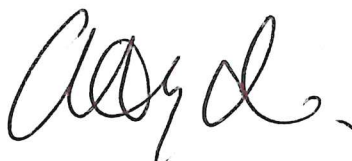
MH referred to several items discussed at the Finance & Premises Committee and these included the draft budget and the efforts made by KVD to ensure that Honeypot Pre School remained sustainable going forward. Governors were reminded of the Committee's decision to split the school site into six zones and to undertake a risk assessment of one zone each term. The latest review had revealed a safety issue associated with the kitchen air conditioning unit. The Committee had also decided to review contracts regularly to ensure value for money and had begun to scrutinise the ICT Service Contract.

11. Outcomes and Key Messages

To conclude the meeting, the Chair reaffirmed the unanimous support of the FGB for maintaining a 12 class structure with mixed groups in KS2, commended progress made towards setting a budget for 2018/19 and the positive work by the Honeypot Team to make sure that the Pre School element of the budget would break even.

12. Date of Next Meeting

Noted - that the next meeting of the Governing Body was scheduled to take place on Tuesday 1st May 2018 at 7.30pm.

A handwritten signature in black ink, appearing to read 'Carolyn', with a stylized flourish at the end.

Chair

The Meeting ended at 9.40pm.

