



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 1st February 2023 at 6.30pm at the school

MINUTES

Present:

Martin Brown (MB) – from 7pm
 Anne Morten (AM)
 Terry Gilzean (TGz)
 Jane Green (JG) (HEAD)
 Jon Hands (JHan)
 John Hall (JHal) (CHAIR)
 Jessica Lechner (JL)
 Rebecca Pharo (RP)
 Robert Schumann (RS)
 Mark Smith (MS)
 Mark Spedding (MS)
 Lisa Wakley-Davies (LWD)

Also Attending: Helen Andrews (HA), Clerk

		Action
1.	Welcome and Apologies for absence: The Chair opened the meeting. The meeting was fully attended, MB will be joining the meeting late. The meeting was quorate.	
2.	Declaration of pecuniary interests There were no declarations of interest in any items on this agenda.	
3.	Approval of previous FGB Meeting minutes, dated 14th December 2022 A copy of the minutes of the FGB meeting, dated 14th December 2022 were submitted and will signed by the Chair as a true reflection of the last meeting.	
4.	Matters arising and actions from the previous minutes	

	<p>Governors were asked if they had any matters arising from the previous meeting. None were declared.</p> <p>Actions which do not already appear on the agenda were then reviewed:</p> <p>4.14.3 MSp advised that he still has areas of his governor induction still outstanding and will complete them as soon as possible.</p> <p>5.2 JG to place an ad for governor recruitment in the village newsletter. RP will provide a text around her role concerning diversity. Clerk to add Key Points for Parents agenda item under AOB for future meetings. On agenda</p> <p>6.3 Chair, JHan, and RS to arrange a meeting with the Parish Council to discuss the proposed library works and long-term strategy for a local library. <i>JHal has emailed but has not received any response to date. There is a council meeting next week, RS is likely to attend.</i></p> <p>8.3 Governors were reminded to complete their annual PREVENT training and send their certificates to the Clerk as soon as possible.</p> <p>12.0 The following policies were deferred to the next meeting: Freedom of Information, ECT Policy, Data Protection Policy, Privacy Notices, Online Safety Policy, and Governor Visits Policy On agenda</p> <p>14.2 MSp has volunteered to conduct an audit of the school website ahead of the next meeting. The Clerk will share a checklist to help facilitate the audit. Completed, closed</p>	
5.	<p>Governing Body Matters</p> <p>5.1 GB Membership – the Clerk confirms that there are no governor tenures about to expire.</p> <p>5.2 <u>Governor Recruitment – 2 vacancies 1 Parent and 1 Co-Opted Governor</u> There have been responses prompted by the advert placed in the school newsletter. JG plans to meet a parent interested in the role and will give her a tour of the school. The individual has experience of HR which will be a great asset to the governing board.</p> <p>Challenge: A governor asked, will an advert be placed in the village newsletter. JG will aim to get it in the next edition.</p> <p>Governors were urged to consider encouraging diversity on the board concerning the vacant co-opted position.</p> <p>5.3 <u>Non-agenda item – Governors to consider the appointment of MSm to the Children’s Committee</u> Ratification: MSm was unanimously appointed to the Children’s Committee, effective from today’s date.</p> <p>5.4 <u>Non-agenda item – LAC and PLAC</u></p>	

	<p>JG has recently completed a Looked After Children course, it raised the prospect of including Looked After Children (LAC) and Previously Looked After Children (PLAC) cohorts within the Pupil Premium Link role.</p> <p>Ratification: Governors unanimously supported the decision to include both LAC and PLAC cohorts within the remit of the Pupil Premium Link role.</p>	
6.	<p>Headteacher's Report & School Data</p> <p>6.1 <u>Headteacher's Report</u></p> <p>The Headteacher's Report was circulated ahead of the meeting. JG advised of several changes since the report was circulated:</p> <ul style="list-style-type: none"> ○ The LAC course raised the matter that the Head should be reporting on the LAC and PLAC cohort. This will be included within the Headteacher Report going forward. JG explained the definition of Looked-After Children and Post Looked-After Children. She provided governors with an overview of the LAC and PLAC cohort at school. JG is working closely with the Virtual Head to ensure these cohorts are considered fully. ○ There is new government guidance on attendance and suspensions. JG provided governors with an overview of the new guidance related to suspensions (formally fixed-term exclusions). Governors were advised of the high-level details of a recent school suspension. ○ At the last Children's Committee meeting, NR provided governors with an overview of phonics. <p>MB arrived at 7pm.</p> <p>The School Improvement Adviser has since visited and has advised that the school implements a validated phonics scheme going forward. As a result, the SDP and SEF have been adapted to support Little Wandle due to the impact it has made in other schools. Both JG and NR have attended training on Little Wandle to get it embedded throughout the school as soon as possible. Governors discussed the budgetary implications of supporting the new scheme. It will be included in the budget for the next academic year.</p> <p>6.2 <u>Library Works Proposal Update</u></p> <p>Covered within the review of actions from the last meeting (see 4.6.3).</p> <p>6.3 <u>British Values Statement</u></p> <p>Circulated ahead of the meeting.</p>	

	<p>Ratification: Governors approved the British Values Statement. This will now be published on the school website. It was noted that this falls under a statutory requirement for maintained schools.</p>	
7.	<p>School Development Plan and Self-Evaluation</p> <p>7.1 <u>School Development Plan (SDP)</u> The SDP with costings will be circulated to governors after the meeting. The Autumn impact has also been included on the Plan.</p> <p>7.2 <u>Self-Evaluation Update</u> No update for this meeting.</p>	
8.	<p>Safeguarding</p> <p>8.1 <u>School safeguarding update since last meeting</u> Included within the Headteacher report.</p> <p>JG has attended a LAC course and reported her conclusions to governors. A LAC/PLAC responsibility has been included within the PP Link Role going forward.</p> <p>8.2 <u>Verbal Safeguarding Update from Safeguarding Link</u> Nothing to add, a written update will be provided at the next meeting.</p>	
9.	<p>SEND</p> <p>9.1 <u>Verbal SEND Link Update</u> The SEND Link is due a visit this half-term and will arrange with the INCo going forward.</p>	
10.	<p>Committee Updates</p> <p>10.1 <u>Resources Committee, minutes from last meeting dated 11.01.2023</u> The Chair of Resources provided an update of the highlights of the last meeting. Governors received a copy of the last meeting minutes for review ahead of the meeting.</p> <p>MSp has a health & safety walk planned, the H&S Policy has been reviewed internally and will be ready for ratification at the next meeting.</p> <p>10.2 <u>Children's Committee, minutes from last meeting dated 18.01.2023</u> The Chair of the Children's Committee provided an update of the highlights of the last meeting. Governors will receive a copy of the last meeting minutes as soon as they have been approved.</p> <p>Governors welcomed the presentation by NR on phonics. It was acknowledged how excited it was to see her passion for her role within school, despite the recent changes to the phonics scheme since that meeting.</p> <p>10.3 <u>Update from Vision Working Group</u></p>	

	<p>Another meeting has taken place since the last FGB meeting. The process has now been completed by the working group. The conclusions will be written up for final approval at the next FGB meeting.</p> <p>Action: JHal to write up a report for consideration at the next meeting concerning the Vision Working Party.</p>	JHal
11.	<p>Link Governor Reports</p> <p>11.1 <u>PSHE Monitoring Report (RP)</u> A report was circulated ahead of the meeting for review by governors.</p> <p>RP provided an overview of her conclusions from the visit.</p> <p>11.2 <u>School Website Audit (MSP)</u> A report (website audit checklist including the findings) was circulated ahead of the meeting.</p> <p>Maintaining the website is too much for one person with school. There are several members of staff who are responsible for maintaining different areas of the website.</p> <p>There is a link to the DfE Performance Tables is published on the website, although not found during the audit. It is located on the progress data page.</p> <p>Challenge: A governor asked, is the accessibility plan now on the website. Yes.</p> <p>Challenge: A governor asked, is cyber security something governors should consider. The school buys into the ICT Service which provides the security the school requires in terms of compliance in this area.</p> <p>11.3 <u>Diversity Monitoring Report (RP)</u> A report was provided ahead of the meeting. A follow-up meeting will be arranged after the February half-term.</p>	
12.	<p>Policies for Review</p> <p>12.1 <u>Freedom of Information Policy</u> No changes since the last review.</p> <p>Ratification: Governors unanimously approved the Freedom of Information Policy.</p> <p>12.2 <u>ECT Policy</u> No changes since last review.</p>	

	<p>Ratification: Governors unanimously approved the ECT Policy.</p> <p>Challenge: A governor asked, how many ECTs do we have on site. One.</p>	
12.3	<p><u>Data Protection Policy</u></p> <p>Ratification: Governors unanimously approved the Data Protection Policy.</p>	
12.4	<p><u>Privacy Notices – Job Applicants, Pupils, Visitors, Governors and Volunteers, School Workforce, and Parents & Carers</u></p> <p>Red text is to be considered before finalising versions of all privacy notices.</p> <p>Ratification: The Privacy Notices detailed above were unanimously approved by governors, pending consideration to the red text in all drafts ahead of finalisation.</p>	
12.5	<p><u>Online Safety Policy</u></p> <p>Ratification: The Online Safety Policy was unanimously approved by governors.</p>	
12.6	<p><u>Discussion on implementing a Parental Conduct Policy</u></p> <p>The Clerk advised that the school involve the local authority with any drafting of a policy as it will need to align with LA procedures. JG provided an overview of sanctions that can be put in place on parents who persist to display poor conduct on the school premises. A number of members of staff have been verbally abused recently, such behaviour will not be tolerated.</p> <p>A model for a Parental Code of Conduct was sourced by the Clerk from The School Bus and shared with the Headteacher and Chair of Governors during the meeting.</p> <p>Discussion took place on some of the examples of poor conduct members of staff have experienced in school of late. Governors were supportive of a Parental Code of Conduct being put in place. Staff are feeling supported by the Headteacher in terms of the school's response.</p> <p>Challenge: A governor was concerned who supports the Headteacher in these situations. JG reassured governors that she has the support of the School Improvement Adviser and the local authority.</p> <p>Action: A model Parental Code of Conduct will be reviewed and approved by email to get the document in place as soon as possible to support school staff. It will be formally ratified at the next meeting.</p>	GOVS

	<p>In stark contrast, JG advised of the messages of thanks and appreciation recently received by parents and carers relating to the measures of keeping the school open during the national teachers strike, scheduled today.</p> <p>There were no further policies for review at this meeting.</p>	
13.	<p>Governor Training & Development</p> <p>13.1 <u>Governor Training Record</u></p> <p>A copy of the up-to-date Governor Training Record was circulated by the Clerk ahead of the meeting.</p> <p>The Clerk advised governors attend the updated LA training on suspensions.</p>	
14.	<p>Any Other Business</p> <p>14.1 <u>Key Points for Parents:</u></p> <ul style="list-style-type: none"> • Governors are reviewing a Parental Code of Conduct • Governors are delighted to learn that Little Wandle has been adopted as the school's new phonics scheme • Governors approved the British Values Statement which will be published on the school website in due course. • Governors were delighted to understand the new guidance around LAC/PLAC and suspensions. <p>There were no further strategic items of Any Other Business identified at the meeting.</p> <p>There being no further business, the meeting closed at 8pm.</p> <p>The next meeting will be 3rd May 2023 at 5.30pm to approve the budget.</p>	

Actions from this meeting are on the next page /...

Actions from the meeting, dated 1st February 2023

	Action	Owner	Deadline
10.3	JHal to write up a report for consideration at the next meeting concerning the Vision Working Party.	JHal	Next meeting

12.6	A model Parental Code of Conduct will be reviewed and approved by email to get the document in place as soon as possible to support school staff. It will be formally ratified at the next meeting.	JG, GOVS	ASAP

Governor Meeting Dates 2022-2023

Date	Meeting		Topic	
<i>Autumn</i>				
20th Sept'22	Children's	Autumn 1	Tues eve	
5th Oct 22	Resources	Autumn 1		
19th Oct 22	FGB	Autumn 1	Data Review (incl SEF)	
9th Nov 22	Resources	Autumn 2		
15th Nov 22	Children's	Autumn 2	Tues eve due to Clerk's availability	
14th Dec 22	FGB	Autumn 2		
<i>Spring</i>				
11th Jan 23	Resources	Spring 1		
18th Jan 23	Children's	Spring 1		
1st Feb 23	FGB	Spring 1	SDP Focus	
15th March 23	Resources	Spring 2		
29th March 23	Children's	Spring 2		
<i>Summer</i>				
24th April 23	Resources	Summer 1	Budget Agreement - THIS IS A MONDAY EVENING	
3rd May 23	FGB	Budget	Budget - 4pm as Clerk needs to stack budget meetings this week	
17th May 23	Children's	Summer 1		
7th June 23	FGB	Summer 1		
28th June 23	Resources	Summer 2		
4th July 23	Children's	Summer 2	THIS IS A TUESDAY	
11th July 23	FGB	Summer 2	Business - THIS IS A TUESDAY	

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