



## WATERBEACH COMMUNITY PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting

**Held on Wednesday 7<sup>th</sup> June 2023 at 5.30pm at the school**

### MINUTES

<b>Present:</b>	<p>Martin Brown (MB)</p> <p>Anne Morten (AM)</p> <p>Terry Gilzean (TGz)</p> <p>Jane Green (JG) (HEAD)</p> <p>John Hall (JHal) (CHAIR)</p> <p>Jessica Lechner (JL) (remote)</p> <p>Rebecca Pharo (RP)</p> <p>Robert Schumann (RS) (in person from start and remote from 8.05pm)</p> <p>Mark Smith (MS)</p> <p>Mark Spedding (MSp) (remote from 7.15pm)</p> <p>Lisa Wakley-Davies (LWD)</p> <p>Nicola Webb (NW)</p>
<b>Minuted by:</b>	<p>Helen Andrews (HA), Clerk to Governors (from an approved recording of the meeting)</p>

		<b>Action</b>
1.	<p><b>Welcome and Apologies for absence:</b></p> <p>The Chair opened the meeting.</p> <p>Governors were asked for their consent to be recorded to allow the Clerk to Governors to minute the meeting as she could not make the meeting in person. JL and MSp joined the meeting remotely using a MS Teams link.</p> <p>Apologies were received and accepted from JHan. The meeting was quorate.</p>	
2.	<p><b>Declaration of pecuniary interests</b></p> <p>There were no declarations of interest in any items on this agenda.</p>	
3.	<p><b>Approval of previous FGB Meeting minutes, dated 3<sup>rd</sup> May 2023</b></p>	

	A copy of the minutes and confidential items of the FGB meeting, dated 3rd May 2023 were submitted and will be signed by the Chair as a true reflection of the last meeting.	
4.	<p><b>Matters arising and actions from the previous minutes</b></p> <p>Governors were asked if they had any matters arising from the previous meeting. A brief conversation was shared concerning the strategic site plan for the school. The Chair of the Children's Committee asked for involvement in any further development of the document.</p> <p>There were no actions outstanding from the previous meeting.</p>	
5.	<p><b>Governing Body Matters</b></p> <p>5.1 <u>GB Membership</u> – the Clerk confirms that MB's tenure is due to expire on 8th July 2023.</p> <p>5.2 <u>Governors to consider the re-appointment of MB as a Co-Opted Governor</u>  <b>Ratification:</b> Governors unanimously re-appointed MB as a Co-Opted Governor for another tenure from 9<sup>th</sup> July 2023.</p> <p>5.3 <u>Governors to consider the appointment of a Co-Opted Governor from governor applications</u>  An anonymised document detailing 4 applications from interested individuals was circulated and reviewed by governors ahead of the meeting. Governors considered these applications against the skills gap identified via the recent Skills Audit exercise. It was noted that all are very strong candidates for the position. Governors considered the idea of retaining this potential experience by appointing an Associate Member. The Associate Member would have no voting rights or responsibility for monitoring. Governors considered equality, diversity, and inclusion as much as viably possible from the information provided anonymously.</p> <p>Robust discussions took place to appoint candidates with a majority vote. Unconscious bias was a consideration and discussed in depth during the meeting.</p> <p>MSp joined the meeting at 7.15pm.</p> <p>The majority of governors were in favour of appointing Associate Members.</p> <p><b>Clerk's Note:</b> The role of Associate Members will be defined in the July FGB meeting when the Standing Orders and Terms of Reference are reviewed by the governing board. The term of office, responsibilities, and any voting rights will be agreed before the start of the new academic year.</p>	

	<p><b>Ratification:</b> Governors unanimously appointed Candidate 4 (Nicky Murphy) as Co-Opted Governor.</p> <p><b>Ratification:</b> Governors unanimously appointed Candidate 1 (Amy Unchern) as an Associate Member in consideration of her vast experience in marketing. This tenure will last two years from the date of this meeting.</p> <p><b>Action:</b> The Chair will approach Candidate 2 acknowledging their strong skills and urging them to self-nominate as a Parent Governor once their child attends school. Chair to refer this candidate to the PTA to allow the school to benefit from their skills.</p>	<b>JHal</b>
6.	<p><b>Headteacher's Report</b></p> <p>6.1 <u>Headteacher's Report</u></p> <p>The Headteacher's Report for this meeting was shared ahead of the meeting.</p> <p>The Headteacher asked if there was anything else, not already covered in her report, that governors would like to be included for consideration at FGB meetings.</p> <p>The highlights of the year in terms of school improvement are the visits by the School Improvement Adviser and the implementation of the new phonics scheme. Governors acknowledged how empowered teachers are pending a visit by the current School Improvement Adviser.</p> <p><b>Action:</b> JHal to draft a communication to the Director for Education at the Local Authority commending the expertise of the School Improvement Adviser.</p> <p><b>Action:</b> JHal to circulate the latest confidential Note of Visit by the School Improvement Adviser to governors for their information.</p> <p><b>Challenge:</b> A governor asked, what is the new Key Stage 1 play structure? JG explained there was previously a ship which has now been replaced with a Trim Trail. There are some remedial works to complete before the children can use it. The money to fund this equipment was provided by the PTA.</p> <p><b>Challenge:</b> A governor asked, is there a specific format for recording unauthorised absence? JG explained the internal process for recording unauthorised absence and how the school responds to it. The school's unauthorised absence data correlates with national statistics. Governors noted that the school is bound by statutory legislation in how it responds to requests for term-time leave.</p> <p><b>Challenge:</b> A governor asked, do the penalty notices work?</p>	<p><b>JHal</b></p> <p><b>JHal</b></p>

	<p>Governors shared a brief discussion on how this is perceived by parents; often, the penalty fees are cheaper than booking holidays during peak season.</p> <p>The Headteacher and Attendance Office meet regularly to review attendance and absence data. There is a difference between persistent absence and persistent lateness, both categories are usually made up of the same group of families.</p> <p>RS left the meeting at 8pm and will join remotely in due course.</p> <p>The Chair thanked the Headteacher for her report and response to governor challenge.</p>	
7.	<p><b>School Development Plan and Self-Evaluation</b></p> <p>7.1 <u>School Development Plan (SDP)</u> The SDPs for 2022-23 and 2023-24 were circulated for review by governors ahead of the meeting.</p> <p>RS re-joined the meeting at 8.05pm.</p> <p><b>Action:</b> The development of the SDP from the new academic year will include staff meeting dates to allow governors to attend specific meetings to aid their monitoring responsibilities.</p> <p>The SDP for the new academic year has been drafted to align with Education Endowment Fund recommendations in order to measure impact more effectively. The SDP will be reviewed termly as before. Governors appreciated the new format.</p> <p><b>Clerk's note:</b> More information on the EEF's Guide to Implementation can be found <a href="#">here</a>.</p> <p>7.2 <u>Self-Evaluation Update</u> Nothing to report.</p>	JG
8.	<p><b>Safeguarding</b></p> <p>8.1 <u>School safeguarding update since last meeting</u> A safeguarding update was provided in the Headteacher's Report.</p> <p>A SCR Check will be conducted by the Safeguarding Link on 16<sup>th</sup> June 2023.</p> <p>JHal has recently completed Safer Recruitment Training. AM and JL are also Safer Recruitment Trained. JL annually monitors the school's safer recruitment obligations.</p>	

	<p><b>Challenge:</b> A governor referring to data within the Headteacher's Report, specifically within the safeguarding item asked, are the levels of concern rising?</p> <p>There were a number of new children that have joined the school with child protection or safeguarding needs. The time to manage this continues to increase as concerns rise.</p> <p>8.2 <u>Verbal Safeguarding Update from Safeguarding Link</u> See item above.</p>	
9.	<p><b>SEND</b></p> <p>9.1 <u>Verbal SEND Link Update</u> LWD conducted a monitoring visit with the INCo earlier in the term. The INCo also gave a phenomenal presentation at the recent Children's Committee meeting where she explained the internal system in place to respond to SEND concerns. From September 2023, the INCo will be full-time in role. Governors acknowledged the enthusiasm and knowledge expressed by the INCo to support children with SEND at the school.</p>	
10.	<p><b>Committee Updates</b></p> <p>10.1 <u>Resources Committee - next meeting 28.06.2023</u></p> <p>10.2 <u>Children's Committee, minutes from last meeting dated 17.05.2023</u> A copy of the minutes of the last meeting were circulated to governors ahead of the meeting.</p> <p>LWD chaired the last meeting whereby the INCo presented an update on SEND. This is minuted and filed on Teams in the meeting folder.</p> <p>10.3 <u>Update from Vision Working Group</u> Nothing to report.</p>	
11.	<p><b>Link Governor Reports</b></p> <p>The following monitoring reports were circulated to governors ahead of the meeting:</p> <p>English (AM) CPD Book Look Review (JHal)</p> <p>Link Governors provided high-level verbal updates of the findings in their monitoring visit reports. A follow-up English Visit Report will be circulated for the next FGB meeting.</p> <p><b>Challenge:</b> A governor asked the Headteacher, when teaching English, do teachers ever stray into other subjects?</p> <p>JG explained that this did not happen due to English being moderated. It is about the writing output that is being moderated, not the understanding of another subject.</p>	

	Governors agreed that they would like to attend the next book-look review during a staff meeting.	
12.	<p><b>Policies for Review</b> All policies for review were circulated ahead of the meeting. These are both model policies with no changes.</p> <p>12.1 <u>Children with Health Needs who cannot Attend School Policy</u> <b>Ratification:</b> Governors unanimously confirmed their approval of the Children with Health Needs who cannot Attend School Policy.</p> <p>12.2 <u>Designated Teacher for Looked-After Children (LAC) Policy</u> <b>Challenge:</b> A governor asked if the Headteacher had capacity to continue being the Designated Teacher for LAC. Due to this being a particularly small cohort, this is manageable. The Designated Teacher for LAC must be a Designated Safeguarding Lead, as per policy.</p> <p><b>Ratification:</b> Governors unanimously confirmed their approval of the Designated Teacher for LAC Policy.</p> <p>There were no further policies for review at this meeting.</p>	
13.	<p><b>Governor Training &amp; Development</b></p> <p>13.1 <u>Governor Training Record</u> A copy of the up-to-date Governor Training Record was circulated by the Clerk ahead of the meeting.</p> <p>Governors unanimously agreed that training would be a priority for the new academic year. This should include the Headteacher as a member of the governing board.</p>	
14.	<p><b>Any Other Business</b></p> <p>14.1 <u>Key Points Strategic Points from the Meeting:</u></p> <ul style="list-style-type: none"> <li>Governors acknowledged the rising number of SEND across the county, which is matched in the school. Governors commended the INCo on the improvements made towards the school's SEND provision.</li> <li>Governors thanked the PTA for funding the Key Stage 1 Trim Trail.</li> <li>Governors commend the work of the School Improvement Adviser for making rapid improvement throughout the school.</li> </ul> <p>14.2 Governors learnt of a revision to the Complaints Policy, which will be reviewed at the next FGB meeting in July 2023. There is also a Safeguarding Audit to be reviewed by governors, which will be acknowledged at the next meeting.</p> <p>14.3 Governors were provided with a confidential update on the Community Library.</p>	

	<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 8.25pm.</p> <p>The next meeting will be 11<sup>th</sup> July 2023 at 6.30pm at the school.</p>	
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### Actions from the meeting, dated 7<sup>th</sup> June 2023

	Action	Owner	Deadline
5.3	The Chair will approach Candidate 2 acknowledging their strong skills and urging them to self-nominate as a Parent Governor once their child attends school. Chair to refer this candidate to the PTA to allow the school to benefit from their skills.	JHal	ASAP
6.1	JHal to draft a communication to the Director for Education at the Local Authority commending the expertise of the School Improvement Adviser.	JHal	ASAP
	JHal to circulate the latest confidential Note of Visit by the School Improvement Adviser to governors for their information. <b>Completed, closed</b>	JHal	ASAP
7.1	The development of the SDP from the new academic year will include staff meeting dates to allow governors to attend specific meetings to aid their monitoring responsibilities.	JG	Sept 2023

### Governor Meeting Dates 2022-2023

Summer			
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

### Governor Training & Development

To view the Joint Annual Governance Training Program and book courses online - [here](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)