



**WATERBEACH COMMUNITY PRIMARY SCHOOL**

**Minutes of the Full Governing Body meeting**

**Held on Tuesday 11<sup>th</sup> July 2023 at 6.30pm at the school**

**MINUTES**

**Present:** Martin Brown (MB)  
 Anne Morten (AM)  
 Terry Gilzean (TGz)  
 Jane Green (JG) (HEAD)  
 John Hall (JHal) (CHAIR)  
 Jon Hands (JHan)  
 Jessica Lechner (JL)  
 Nicky Murphy (NM)  
 Robert Schumann (RS)  
 Mark Smith (MS)  
 Amy Unchern (AU)  
 Nicola Webb (NW)

**Minuted by:** Helen Andrews (HA), Clerk to Governors  
 Representatives of the School Council

		<b>Action</b>
1.	<p><b>Welcome and Apologies for absence:</b>            The Chair opened the meeting.</p> <p>Apologies were received and accepted from MSp, RP, and LWD. The meeting was quorate.</p>	
2.	<p><b>Presentation by the School Council</b>            The meeting was attended by representatives of the School Council.</p> <p>School Council is used to help and uplevel the school to allow pupils to have their opinions heard. Each year, the School Council gets one representative per class. There are 14 members, including a Chair and a Secretary.</p> <p><b>Challenge:</b> A governor asked, how do you become a school council member? Governors were advised that there is a voting system to self-nominate, with</p>	

	<p>ballots for each child per year group. The Chair wanted to be the Chair of the School Council for a chance to be a leader not a follower. The combined school council have celebrated many successful achievements throughout this year.</p> <p>Another member of the School Council explained that the role of Secretary means they gets the chance to organise the meetings and write notes. There are many ballots for making decisions, which she also collates. Each start of term, a new register is created, and a register of attendance is recorded.</p> <p>The School Council recently voted on upgrades to the outdoor playground equipment and are planning a reading corner for the KS1 playground. Governors were advised of the various fundraising events organised by the School Council.</p> <p><b>Challenge:</b> A governor asked, what year can you start being a School Council member? From Year 1. If you get voted each year, you could be a member throughout the school.</p> <p><b>Challenge:</b> A governor asked, is it popular to be a School Council member? It is fairly popular, almost half the class nominated themselves to be a member.</p> <p><b>Challenge:</b> A governor asked, what has been your most significant achievement this year? The painting of the container (of a muntjac) was great, it has really brightened up this area. The bake sale raised around £300. The KS1 Reading Corner is still being worked on but the work undertaken so far is a considerable achievement.</p> <p>JG explained that combined with another pupil’s fundraising, the School Council have raised over £600 for the Reading Corner in the KS1 playground.</p> <p>JG advised the School Council that she is most proud of the Bake Sale. They organised it all on their own. There is also going to be a talent show planned for nearer towards the end of term.</p> <p><b>Challenge:</b> A governor asked, when do you meet? Every Friday afternoon. A register is kept of attendance. This gives the Secretary an opportunity to check in on their wellbeing. Sometimes, members send a representative on their behalf.</p> <p>Governors thanked the members of the School Council for attending.</p>	
3.	<p><b>Declaration of pecuniary interests</b> There were no declarations of interest in any items on this agenda.</p>	

	<p>A copy of the Declaration of Pecuniary Interest form 2023-24 was circulated ahead of the meeting.</p> <p><b>Action:</b> Governors to complete and return their Declarations of Pecuniary Interest forms to the Clerk as soon as possible before 1<sup>st</sup> September 2023.</p>	<b>GOVS</b>
4.	<p><b>Approval of previous FGB Meeting minutes, dated 7<sup>th</sup> June 2023</b></p> <p>A copy of the minutes of the FGB meeting, dated 7<sup>th</sup> June 2023 were submitted and will be signed by the Chair as a true reflection of the last meeting.</p>	
5.	<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. There were no matters arising.</p> <p>Actions from the previous meeting were discussed:</p> <p>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. <b>Completed, closed.</b></p> <p>6.1 JHal to draft a communication to the Director for Education at the Local Authority commending the expertise of the School Improvement Adviser. <b>Completed, closed.</b></p> <p>JHal to circulate the latest confidential Note of Visit by the School Improvement Adviser to governors for their information. <b>Completed, closed</b></p> <p>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. <b>On agenda.</b></p>	
6.	<p><b>Governing Body Matters</b></p> <p>6.1 The Clerk confirms that JHal’s tenure ends on 16/10/23. There are no other terms of office due to expire.</p> <p><b>Ratification:</b> JHal was unanimously reappointed as a Co-Opted Governor from 17<sup>th</sup> October 2023 for another tenure.</p> <p>6.2 Governors to appoint a Chair and Vice Chair, effective 1<sup>st</sup> September 2023, for the academic year.</p> <p><b>Ratification:</b> JHal was unanimously appointed Chair of Governors, effective 1<sup>st</sup> September 2023.</p> <p><b>Action:</b> Appointment of a Vice-Chair of Governors deferred to next meeting.</p> <p>6.3 Appointment of Committee Chair and Vice-Chairs, effective 1<sup>st</sup> September 2023, for the academic year.</p> <p><b>Ratification:</b> MB was unanimously appointed as Chair of Children’s Committee.</p>	<b>GOVS</b>

	<p><b>Action:</b> Members of the Children’s Committee will appoint the Vice-Chair of the Children’s Committee at their first meeting of the next academic year.</p> <p><b>Ratification:</b> RSch was appointed as Vice-Chair of the Resources Committee.</p> <p><b>Action:</b> The role of Chair for the Resources Committee will be discussed further at the next Resources Committee meeting.</p> <p>6.4 Governors to Appoint Committee Membership and Link Roles  <b>Ratification:</b> The following appointments were unanimously agreed:  AU appointed to Children’s Committee  NM and NW appointed to Resources Committee</p> <p>Maths Link to be MSm</p> <p><b>Action:</b> MSm confirmed that he was happy to take on some of MB’s Link roles, to be confirmed at the next meeting.</p> <p>6.5 Agree required panels for the coming academic year, e.g. pay panel, Head Teacher’s Performance Management, etc.  <b>Ratification:</b> The following appointments were unanimously agreed:  HTPM and Pay Committee to remain the same as the previous academic year.</p> <p>Adhoc panels will be convened on governor availability and experience.</p> <p>6.6 Approve meeting dates for 2023-24  <b>Ratification:</b> Governors unanimously approved the proposed meeting dates for 2023-24. The Pay Committee will meet on 1<sup>st</sup> November 2023 at 6.30pm. This will be a virtual meeting.</p> <p>6.7 Governors to review the Governor Code of Conduct 2023-24  <b>Ratification:</b> Governors unanimously approved the Governor Code of Conduct 2023-24.</p> <p>6.8 School Governance SLAs 2023-24  <b>Ratification:</b> Governors unanimously approved the Governor Services SLA for 2023-24.</p> <p><b>Action:</b> JHal to action the Governor Services SLA online form for the new academic year.</p>	<p><b>Children’s Committee</b></p> <p><b>Resources Committee</b></p> <p><b>MSm</b></p> <p><b>JHal</b></p>
7.	<p><b>Headteacher’s Verbal Update</b>  Governors were advised that the school is fully staffed from September 2023. There is a shortfall in support staff, the school is stretched with the potential of more children requesting to come to the school with SEN. JG’s concern is</p>	

that they will be allocated to school over the summer holidays without any opportunity for the school to respond.

Thanks to Jenny Tong and Helen Baxter, Ros Hill, Debs Hayward, and Alison Durston who are all leaving at the end of the school year. Combined, the school is ultimately losing over 65 years of school experience. The Headteacher wishes them well in their future activities.

New staff – Governors were advised of two new members of staff in Years 1 and 2.

Monitoring in terms of the SDP: data has come through, SATs data GPS 67%, reading 67.1%, maths 68.7%. These are below the national average. However, it looks like the children have made good progress. These results are not completely unexpected, there are quite a few children on the 99 mark, 1 below achieved. This data is not official and is subject to change. JG does not believe it is low enough to put a risk alert into Ofsted. Ofsted will have access to ASP, which considers progress made. Some children have done incredibly well.

Governors will review the data in the Autumn term. Phonics check results stand at 61%, this was discussed in the last Children’s Committee. They learnt the long-term impact of Covid on the children’s learning. There is also a lot of parental anxiety around child expectation which is also having considerable impact on children’s learning.

**Challenge:** A governor asked, have you had lots of issues around resilience? There are a lot of people trying to get a diagnosis for their child, it has taken a significant part of the INCo’s capacity to manage all the requests for additional support. Parental anxiety and over protection is filtering down to children.

**Challenge:** A governor asked if teachers are observing this culture of over protecting the children? JG does think so. Teachers are talking more with senior leaders about how they can support these families. At the moment, staff are very tired. In terms of behaviour management, there is some great therapeutic work being evidenced throughout the school.

**Challenge:** A governor asked, is there a need for a piece of work around communicating to parents to help get their children ready for school? A governor was concerned that the transition day wasn’t well attended. It seems that there is a culture for finding a diagnosis or a label to fit the child’s behaviour. The SEND Offer is there to explore parental requests for assessment.

Growth Mindset is taught at every opportunity throughout the school day, the children are the most successful method of getting the message home.

	<p><b>Challenge:</b> A governor referred to the Head’s use of the phrase “Covid tsunami” in her verbal update. Do you think the school has been more impacted by the pandemic or the fact that the children started with a low baseline?</p> <p>JG explained that the consolidation of environmental factors has impacted the children. It’s not just the pandemic. Governors noted the influx of new children to school which may have skewed the data slightly. Greater analysis of the data will highlight this at a future Children’s Committee meeting.</p>	
8.	<p><b>School Development Plan and Self-Evaluation</b></p> <p>8.1 School Development Plan 2022-23 and 2023-24 Copies of the current plan and the next academic year’s plan was shared ahead of the meeting. Next year’s plan was discussed at greater length during the last Children’s Committee.</p> <p>A member of the Children’s Committee thanked JG for the explanation for implementing a new format for the SDP next year. All agreed that this format would help keep on top of the school’s strategic focus in terms of its priorities.</p> <p><b>Ratification:</b> Governors unanimously approved the SDP 2023-24.</p> <p>8.2 Self-Evaluation Form Update Nothing to update, governors will receive an update in the Autumn term. The SEF will also include an update since the last inspection.</p> <p>8.3 SIA Report, dated 7<sup>th</sup> June 2023 Governors agreed that the visit from a School Improvement Adviser had been a rewarding exercise. The same SIA has agreed her involvement with the school next year.</p>	
9.	<p><b>Safeguarding</b></p> <p>9.1 School safeguarding update since last meeting From the new year there will be no LAC cohort to consider.</p> <p><b>Ratification:</b> 13<sup>th</sup> Sept at 6.30pm – annual governor safeguarding training led by JG.</p> <p>9.2 Annual Safeguarding Report to Governors Circulated ahead of the meeting. Staff training is evident strongly throughout the report.</p> <p><b>Challenge:</b> A governor asked, is there any requirement for peripatetic staff to receive safeguarding training? Certain contractors have Letters of Authority, other contractors are invited to attend the school’s own safeguarding training for staff. This is audited by the Safeguarding Link to ensure all non-employed personnel receive the required annual update.</p>	

	<p>9.3 Verbal update from Safeguarding Link (JL) The management of the school’s Single Central Record is robust. Safer recruitment protocols are comprehensive. They are managed well by the school business manager. JL explained examples of how the SCR and safer recruitment protocols are checked during an Ofsted inspection.</p> <p>The school is conducting web searches ahead of appointments, as per KCSIE 2022.</p> <p>Discussion took place around the safeguarding checks for contractors.</p> <p>A report will be provided for governors in the new year by the Safeguarding Link.</p> <p>9.4 Governors are advised of the new KCSIE 2023 – link <a href="#">here</a> <b>Action:</b> Governors were asked to email the Clerk to confirm that they have read and agree to abide by the KCSIE 2023 as soon as possible.</p>	<b>GOVS</b>
10.	<p><b>SEND Update</b></p> <p>10.1 Verbal SEND Link Update Deferred to next meeting.</p>	
11.	<p><b>Committee Updates</b></p> <p>11.1 Resources Committee - minutes from meeting, 28.06.23 JHan provided governors with the highlights of the last meeting.</p> <p>11.2 Children’s Committee – minutes from meeting, 04.07.23 MB provided governors with the highlights of the last meeting.</p>	
12.	<p><b>Link Governor Reports</b></p> <p>12.1 Maths Link Report (MSm) Read and received. The School Improvement Adviser reports are really useful for supporting governors with their monitoring duties.</p> <p>12.2 EDI Link Report (RP) Read and received.</p> <p>12.3 English Link Report (AM) The English Link commended the school for the displays. The SIA has taken photos for inclusion in her next report.</p>	
13.	<p><b>Policies for Review</b></p> <p>13.1 Complaints Policy (new LA model) and guidance Deferred to next meeting.</p>	
14.	<p><b>Governor Training &amp; Development</b></p> <p>14.1 Governor Training Record (new look from Governor Hub)</p>	

	<p>Governors received a copy of the latest Governor Training Record ahead of the meeting.</p> <p>14.2 Governor Inductions – allocation of mentors for new governors: AM will mentor NM. RS will mentor NW. The Clerk will mentor AU.</p>	
15.	<p><b>Any Other Business</b></p> <p>15.1 <u>Connection with the Lees school</u> The Lees does a lot of community outreach initiatives and may be offered to the school in terms of the outdoor curriculum. A community fund grant of £3k for the decking for the pond and facilitated a trip to a full-length swimming pool. MB reiterated that he is not in the position to allocate funds to the school from this grant, however the person responsible is incredibly committed to Waterbeach Primary School.</p> <p>Governors discussed reviewing the impact of this support; it should be considered as a success and PR opportunity for both settings.</p> <p>15.2 <u>Library Update</u> Governors received a confidential update on the status of the library and schoolhouse building.</p> <p>15.3 <u>Key Thank Yous from the Governing Board</u></p> <ul style="list-style-type: none"> <li>• A formal thank you to TGz for his work in getting the pool ready for use by the children this term.</li> <li>• The PTA for arranging the school discos and other events that support the community and school.</li> <li>• Governors commended the Headteacher for the attention she gives to the children, staff and wider school community. She serves her role with dedication and passion.</li> </ul> <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 8.20pm.</p> <p>The next meeting will be 18<sup>th</sup> October 2023 at 6.30pm at the school.</p>	

### Actions from the meeting, dated 11<sup>th</sup> July 2023

	Action	Owner	Deadline
3.0	Governors to complete and return their Declarations of Pecuniary Interest forms to the Clerk as soon as possible before 1 <sup>st</sup> September 2023.	GOVS	ASAP
6.2	Appointment of a Vice-Chair of Governors deferred to next meeting.	GOVS	Next meeting



6.3	Members of the Children's Committee will appoint the Vice-Chair of the Children's Committee at their first meeting of the next academic year.  The role of Chair for the Resources Committee will be discussed further at the next Resources Committee meeting.	Children's Comm  Resources Comm	CC meeting  Resources meeting
6.4	Msm confirmed that he was happy to take on some of MB's Link roles, to be confirmed at the next meeting.	Msm	Next meeting
6.8	JHal to action the Governor Services SLA online form for the new academic year.	JHal	July 2023
9.4	Governors were asked to email the Clerk to confirm that they have read and agree to abide by the KCSIE 2023 as soon as possible.	GOVS	ASAP

### Governor Meeting Dates 2023-2024

Date	Meeting		Topic	
<i>Autumn</i>				
20th Sept 23	Children's	Autumn 1		
4th Oct 23	Resources	Autumn 1		
18th Oct 23	FGB	Autumn 1	Data Review (incl SEF)	
8th Nov 23	Resources	Autumn 2		
15th Nov 23	Children's	Autumn 2		
13th Dec 23	FGB	Autumn 2		
<i>Spring</i>				
10th Jan 24	Resources	Spring 1		
17th Jan 24	Children's	Spring 1		
31st Jan 24	FGB	Spring 1	SDP Focus	
13th Mar 24	Resources	Spring 2		
27th Mar 24	Children's	Spring 2		
<i>Summer</i>				
24th Apr 24	Resources	Summer 1	Budget Scrutiny	
8th May 24	FGB	Budget	Budget Approval	
22nd May 24	Children's	Summer 1		
5th June 24	FGB	Summer 1		
26th June 24	Resources	Summer 2		
17th Jul 24	Children's	Summer 2		
10th Jul 24	FGB	Summer 2	Business Meeting	

### Governor Training & Development

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