



**WATERBEACH COMMUNITY PRIMARY SCHOOL**

**Minutes of the virtual Full Governing Body meeting**

**on Wednesday 13<sup>th</sup> October 2021 at 6.30pm**

**MINUTES**

**Present:** Martin Brown (MB)  
 Patrizia Congedo (PC)  
 Tim Gent (TGe)  
 Terry Gilzean (TGz)  
 Jane Green (JG) (HEAD)  
 John Hall (JH) (CHAIR)  
 Rob McCarthy (RM)  
 Jessica Lechner (JL)  
 Rebecca Pharo (RP)  
 Kasia Piwnicka (KP)

**Also Attending:** Helen Andrews (HA), Clerk

		<b>Action</b>
1.	<b>Welcome and Apologies for absence:</b> The Chair opened the meeting, his first as Chair of Governors.  Apologies were received and accepted from Lisa Wakley-Davies.	
2.	<b>Declaration of pecuniary interests</b> There were no declarations of interest in any items on this agenda.  <b>Action:</b> Governors were reminded to send their completed Declarations of Pecuniary Interest 2021-2022 forms to the Clerk as soon as possible.	<b>GOVS</b>
3.	<b>Approval of previous FGB Meeting minutes, dated 14<sup>th</sup> July 2021</b> A copy of the minutes of the FGB meeting, dated 14 <sup>th</sup> July 2021 were submitted and will be signed by the Chair as a true reflection of the meeting once C-19 restrictions permit.	
4.	<b>Matters arising and actions from the previous minutes</b> Governors were asked if they had any matters arising from the previous meeting. None were declared.	

	<p>Actions which do not already appear on the agenda were then reviewed:</p> <ul style="list-style-type: none"> <li>- It was noted that no reports were received by Link Governors for the purposed of this meeting.</li> </ul> <p>FGB01 JL advised that the reports concerning last year’s monitoring visits for the SCR and safeguarding will be circulated ahead of the next FGB meeting.</p> <ul style="list-style-type: none"> <li>- RP has not had an opportunity to shadow for the SEND/PPF Link role yet. LWD was not appointed as the SEND/PPF link at the last meeting.</li> </ul> <p>FGB11 This item was considered operational and no longer required. Action closed.</p>	
<p>5.</p>	<p><b>Governing Body Matters</b></p> <p><u>5.1 Discussion on current governor vacancies</u></p> <p>Governors were advised that LWD has self-nominated for the role of LA Governor. The Clerk is currently planning for her nomination to be considered by a panel at the local authority.</p> <p>JH advised governors that he has received an enquiry from a villager to be a governor. She has previous governance experience.</p> <p>The parent governor election will take place after the October half-term in consideration of the capacity in the school office.</p> <p><u>5.2 Review of Annual Governor Schedule of Work 2021-2022</u></p> <p>A copy of the drafted Annual Governor Schedule of Work, composed by the Clerk, was circulated ahead of the meeting. The clerk provided an overview of the document, it will be a live document that it constantly reviewed throughout the year. It details the actions and deadlines of all responsibilities for the FGB and committees, provided evidence of governor effectiveness in the event of an inspection. The clerk has updated information from the Policy Schedule to ensure policy maintenance can be managed and intends to update the document with monitoring arrangements once they are confirmed.</p> <p><u>5.3 Discussion on virtual meetings in response to LA guidance</u></p> <p>JH reiterated the advice within the guidance to continue governor meetings virtually. JG agreed that this was wise, given the current situation of rises C-19 cases within schools. New guidance is expected around the October half-term.</p> <p><u>5.4 Appointment of SEND/PPF Link</u></p> <p><b>Ratification:</b> Governors unanimously appointed LWD as SEND/PPF Link, with RP supporting, with immediate effect.</p> <p><u>5.5 Governors to approve the Code of Conduct 2021-2022</u></p>	

	<p>A copy of the Code of Conduct 2021-2022 was circulated to governors ahead of the meeting. The Clerk confirmed that there were no changes to the previous Code of Conduct, only the year has been updated.</p> <p><b>Ratification:</b> Governors unanimously approved the Governor Code of Conduct 2021-2022 with immediate effect.</p> <p><b>Action:</b> Governors to email the Clerk to confirm that they have “read and agree to abide by the Code of Conduct 2021-2022” as soon as possible.</p> <p>5.6 <u>Review &amp; Approval of Committee Terms of Reference</u> This item was deferred to the next FGB meeting.</p> <p><b>Action:</b> Clerk to add Review &amp; Approval of Committee ToRs to the next agenda.</p>	<p><b>GOVS</b></p> <p><b>HA</b></p>
<p>6.</p>	<p><b>Head Teacher’s Report &amp; School Development Plan (SDP)</b> A copy of the Head Teacher’s Report was circulated to governors ahead of the meeting as considered as read. Governors confirmed that they felt the format of the report was still useful.</p> <p><b>Challenge:</b> A governor asked if positive cases from a Lateral Flow Test still required confirmation by a PCR test. LFTs are now considered as confirmation that the individual being tested should isolate. There is now no need for classes to isolate, only the person testing positive. JG reported 5 individual cases positive cases of C-19 across the school last Friday. Officials from the local authority have advised that 10% absence is the threshold before the school would be considered as high risk. JG reports that numbers are rising, mainly in children. She advised governors that the conversation with the local authority about the school’s rising C-19 cases was very supportive. The only time for a school closure will be when there isn’t staff capacity to remain operational. For the time being, Year 3 have been “soft ring-fenced” to reduce risk whilst indoors, due to the number of positive cases in this cohort. Staff are using all safety restrictions available to them; no face-to-face meetings, no in-person assemblies are taking place for the short term.</p> <p>The C-19 Risk Assessment will be updated and uploaded to the school website. The local authority has approved the school’s response to rising positive cases.</p> <p><b>Challenge:</b> A governor asked how teachers are responding to the rising cases of C-19 within the school. JG reported one member of support staff who is considered as vulnerable. This person will have their own C-19 Risk Assessment to ensure they stay as safe as possible. There is now no longer a need for vulnerable individuals to isolate.</p> <p>JG reported that staff are regularly testing and 100% of staff are now double vaccinated. JG advised governors that it has become very stressful coping with staff absence – it has not been an easy ½ term with this regard.</p>	

	<p><b>Challenge:</b> A governor asked if it was still guidance that school should not provide LFTs for children. JG confirmed this was the case. She advised that many parents conduct their own lateral flow tests at home and book PCR tests if the LFT is positive. The effectiveness of this across the school is out of JGs control. JG advised that C-19 looks like the symptoms of flu in children. JG remains concerned on the effects on staffing whilst waiting for PCR test results.</p> <p><b>Challenge:</b> A governor, referring to the Head Teacher’s Report, noted that Year 1 was down to 59 children but still split into 3 groups. JG stated that it was too soon in the year to plan. Much of this is down to pupil movement over the Summer. JG will explore all options once she starts to consider staffing for the next academic year.</p> <p><b>Challenge:</b> A governor asked if dropping pupil numbers will reduce funding. JG agreed that it would in “normal times”. She pointed out that the uptake in Reception places to 84 would offset any funding lost in the Year 1 cohort.</p> <p>A copy of the SDP was circulated ahead of the meeting for review by governors.</p> <p>Three objectives have been identified:</p> <ol style="list-style-type: none"> <li>1. Improve outcomes for all pupils after C-19 crisis</li> <li>2. Improve outcomes in vocabulary accumulation and retention</li> <li>3. Ensure a robust reading curriculum in place for all</li> </ol> <p>JG informed governors that the SDP will be a live document and will be linked to monitoring efforts.</p> <p><b>Challenge:</b> A governor noted that Year 5 seem to be doing well, referring to the data provided within the documents circulated. JG confirmed that they had a lot of support whilst in Year 4 but, it is not sustainable this year. She is looking at other options of support available for this cohort. Assessment data available after the October half-term will identify target areas.</p> <p>A governor pointed out a research article that has proved that targeted interventions do work.</p> <p>Year 3 have a small number of children who need additional support. Data shows that some progress has already been made.</p>	
7.	<p><b>C-19 Risk Assessment &amp; Contingency Plan for September 2021</b> JG confirmed that the C-19 Risk Assessment does need updating on the school website. Parents will also be communicated about the changes to guidance and safety measures now in place from this term.</p>	
8.	<p><b>Safeguarding</b> 8.1 <u>School safeguarding update since last meeting</u></p>	

	<p>JL has arranged a SCR monitoring visit on 22<sup>nd</sup> October 2021. Safeguarding figures have been included in the Head Teacher Report.</p> <p>8.2 <u>KCSIE 2021</u> <b>Action:</b> Governors to advise the Clerk by email that they have “read and understood” the changes within the KCSIE 2021.</p> <p>8.3 <u>Governor Safeguarding Training</u> JG will provide a safeguarding update to governors on 17<sup>th</sup> November 2021. LB will send an update to all governors who have been in post longer than 4 years to update their DBS accreditation.</p>	<b>GOVS</b>
9.	<p><b>School Lettings Update</b> Governors agreed this item was operational and no longer required on the agenda.</p>	
10.	<p><b>Committee Updates</b></p> <p>10.1 <u>Resources Committee</u> The minutes from the previous meeting have yet to be finalised. RM gave a verbal update for the purposes of the meeting. There are more than average number of deficits against budgets – particularly for IT and Buildings Maintenance. LB has explained that the budget was set before any Growth Funding was confirmed. The ICT Replacement Policy was introduced to keep on top of technology. The budget will be re-calculated next month where strategic purchases of Growth Funding will be indicated. RM reported that school finances are in good control with no concerns.</p> <p>10.2 <u>Children’s Committee</u> The minutes of the previous meeting were circulated for review by governors ahead of the FGB meeting.</p> <p>MB confirmed that KP had left the Resources Committee to join the Children’s Committee from the start of the new academic year. The Children’s Committee Terms of Reference have been approved by the Committee pending some minor tweaks. CC priorities are a close fit with the SDP, they will be approved at the next meeting pending the incorporation of reading into the remit.</p> <p>MB reported his contact at The Leys school will be involved in a consultancy capacity as part of the development of the Outdoor Learning curriculum. A meeting has been arranged for 24<sup>th</sup> November 2021 with JG.</p>	
11.	<p><b>Link Governor Reports</b> There were no reports received, this item was deferred to the next meeting.</p>	
12.	<p><b>Policies for Review</b></p> <p>12.1 <u>ECT Policy</u></p>	

	<p>A copy of a model ECT Policy was circulated ahead of the meeting for review by governors.</p> <p><b>Ratification:</b> The ECT Policy was unanimously approved by governors pending necessary checks for typos and formatting errors.</p> <p>12.2 <u>Behaviour Policy and Statement</u>  A copy of the Behaviour Policy and Statement was circulated ahead of the meeting for review by governors. JG reported that all children are fully engaged with the strategy.  <b>Ratification:</b> The Behaviour Policy and Statement was approved by governors pending necessary checks for typos and formatting errors.</p> <p>12.3 <u>SEND Policy</u>  A copy of the SEND Policy was circulated ahead of the meeting for review by governors. JG advised that the policy now includes a caveat for staff that feel they can support the needs of a child without the involvement from the SENDCo, should this be necessary. The Chair stated that he was happy with the changes, which now included the implementation of provision maps.</p> <p><b>Challenge:</b> A governor asked if it was necessary for the policy to state specific personnel.  JG confirmed that named personnel was a statutory requirement for this policy.</p> <p><b>Ratification:</b> The SEND Policy was approved by governors pending necessary checks for typos and formatting errors.</p> <p>12.4 <u>Freedom of Information Policy</u>  A copy of the Freedom of Information Policy was circulated ahead of the meeting for review by governors.</p> <p><b>Action:</b> PC to send text from the Information Commissioners Office to add to the Freedom of Information Policy.</p> <p><b>Action:</b> Governors to review the revised Freedom of Information Policy at the next meeting.</p> <p>12.5 <u>Child Protection &amp; Safeguarding Policy</u>  A copy of the model Child Protection &amp; Safeguarding Policy provided by the local authority was circulated ahead of the meeting for review by governors. The model is in line with KCSIE 2021. Blue text within the model policy reflected the changes since the last version was adopted.  <b>Ratification:</b> Governors unanimously approved the Child Protection &amp; Safeguarding Policy pending necessary checks for typos and formatting errors.</p> <p>12.6 Governors were reminded not to involve themselves in complaints outside of the remit of the Complaints Policy. The Clerk advised</p>	<p><b>PC</b></p> <p><b>GOVS</b></p>
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	governors to refer parents and other stakeholders to a member of staff initially, advising them that a copy of the school's Complaint's Policy is available on the school website.	
13.	<p><b>Governor Training &amp; Development</b></p> <p>13.1 Governors agreed that the strategy training provided by the NGA was very productive. The end product was a determined mission statement. The school's ethos and values remain mostly the same. The notes for the vision will be compared with the SDP. The Chair proposed to set up a working group consisting of the Head Teacher, the Chair of Governors, Committee Chairs and KP to take the strategy forward. The working group will work on a proposed vision for final approval at a FGB meeting.</p> <p><b>Action:</b> JH will arrange a meeting for the Vision Working Group and will feedback at the next FGB meeting.</p> <p>13.2 The local authority GST Training Schedule 2021-2022 was circulated to governors for information.</p>	JH
14.	<p><b>Any Other Business</b></p> <p>There were no items of Any Other Business identified at the meeting.</p> <p>There being no further business, the meeting closed at 8pm. The next meeting will be 1<sup>st</sup> December 2021 at 6.30pm.</p>	

**Actions on next page**

**Actions from the meeting, dated 13<sup>th</sup> October 2021**

	Action	Owner	Deadline
2.0	Governors were reminded to send their completed Declarations of Pecuniary Interest 2021-2022 forms to the Clerk as soon as possible.	GOVS	ASAP
5.5	Governors to email the Clerk to confirm that they have "read and agree to abide by the Code of Conduct 2021-2022" as soon as possible.	GOVS	ASAP
5.6	Clerk to add Review & Approval of Committee ToRs to the next agenda.	Clerk	Next meeting
8.2	Governors to advise the Clerk by email that they have "read and understood" the changes within the KCSIE 2021	GOVS	ASAP
12.4	PC to send text from the Information Commissioners Office to add to the Freedom of Information Policy.	PC	ASAP
		GOVS	Next meeting

	Governors to review the revised Freedom of Information Policy at the next meeting.		
13.1	JH will arrange a meeting for the Vision Working Group and will feedback at the next FGB meeting.	JH	Next meeting

<i>Autumn</i>				
15th September '21	Children's	Autumn 1		
6th October 2021	Resources	Autumn 1		
13th October 2021	FGB	Autumn 1	Data Review (incl SEF)	
10th November 2021	Resources	Autumn 2		
24th Nov 2021	Children's	Autumn 2		
1st Dec 2021	FGB	Autumn 2		
<i>Spring</i>				
12th Jan 2022	Resources	Spring 1		
19th Jan 2022	Children's	Spring 1		
2nd February 2022	FGB	Spring 1	SDP Focus	
2nd March 2022	Resources	Spring 2		
16th March 2022	Children's	Spring 2		
<i>Summer</i>				
27th April 2022	Resources	Summer 1	Budget Agreement	
4th May 2022	FGB	Budget	Budget	
11th May 2022	Children's	Summer 1		
8th June 2022	FGB	Summer 1		
22nd June 2022	Resources	Summer 2		
6th July 2022	Children's	Summer 2		
20th July 2022	FGB	Summer 2	Business	

### Governor Training & Development

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