



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the virtual Full Governing Body meeting

on Wednesday 8th June 2022 at 6.30pm

MINUTES

Present: Terry Gilzean (TGz)
 Jane Green (JG) (HEAD)
 Jon Hands (JHan)
 John Hall (JHal) (CHAIR)
 Jessica Lechner (JL)
 Anne Morten (AM)
 Rebecca Pharo (RP)
 Kasia Piwnicka (KP)
 Mark Spedding (MS) (joined virtually)
 Lisa Wakley-Davies

Also Attending: Helen Andrews (HA), Clerk (joined virtually)
 Chair & Secretary of the School Council

		Action
1.	<p>Welcome and Apologies for absence: The Chair opened the meeting.</p> <p>Apologies were received and accepted from MB, PC and TGe. RS was not present.</p> <p>The meeting was quorate and held in a hybrid format of both in-person and virtually via MS Teams.</p>	
2.	<p>Verbal Report by the Chair and Secretary of the School Council Members of the School Council joined the meeting in person at 6.32pm.</p> <p>The Chair and Secretary read from a prepared report advising governors of their work undertaken on the school council since their election.</p> <p>Challenge: A governor asked, what made you stand for election I wanted to make a difference in the school.</p>	

	<p>Challenge: A governor asked, what did you have to do to be elected. They had to prepare a speech about why they want to be on the School Council and what they can do to get voted on by the members of their class.</p> <p>The Head Teacher explained that both the Chair and Secretary are making a positive impact in their roles. Both are leading meetings School Council meetings well.</p> <p>The Chair of the School Council explained the work undertaken to improve the KS1 playground.</p> <p>Challenge: A governor asked, what has been the biggest challenge for you. Organising the arrangements for celebrating the Queens Jubilee event.</p> <p>Challenge: A governor asked, are your members more behaved than members of parliament. Yes, they could learn a lesson from us!</p> <p>Governors gave the Chair and Secretary their best wishes for their move to secondary school and thanked them for doing a fabulous job on the school council this year.</p> <p>Members of the School Council left the meeting at 6.40pm.</p>	
3.	<p>Declaration of pecuniary interests There were no declarations of interest in any items on this agenda.</p>	
4.	<p>Approval of previous FGB Meeting minutes, dated 4th May 2022 A copy of the minutes of the FGB meeting, dated 4th May 2022 were submitted and will signed by the Chair as a true reflection of the last meeting of governors when the Clerk is able to visit the school in person.</p>	
5.	<p>Matters arising and actions from the previous minutes 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: It was determined that all actions from the last meeting were either completed or on the agenda.</p>	
6.	<p>Governing Body Matters <u>6.1 Parent Governor Role Expirations</u> The Clerk confirmed that PC and KP's tenures are due to expire on 30th September 2022.</p> <p>JHal is communicating to new reception parents tomorrow, he will raise the matter of parent governor vacancies at that meeting. Governors agreed that waiting until the start of the new academic year to initiate a</p>	

	<p>parent governor election would allow parents of the new Reception cohort to apply.</p> <p>6.2 <u>Governors to agree the inclusivity statement to be published on the school website in consideration of Governor’s Allowances Policy</u> A proposed preprepared statement was circulated to governors ahead of the meeting.</p> <p>A discussion took place around the use of school funding to support governor allowances.</p> <p>The use of hybrid meetings was also discussed, it was agreed that there should be an expectation to attend the majority of governor meetings in person, where possible. The Clerk advised a revision of the Code of Conduct could be agreed at the next meeting to clarify this expectation.</p> <p>6.3 <u>Governors to assign an Inclusion Link</u> Ratification: The Inclusion Link role was assigned to RP.</p> <p>Action: Clerk to find resources to support the role of Inclusion Link.</p>	Clerk
7.	<p>Head Teacher’s Report and School Development Plan (SDP) The Head Teacher’s Report was shared ahead of the meeting. JG gave her apologies for the lateness of circulation; Jubilee celebrations prevented the report being completed any earlier.</p> <p>The Jubilee event held at school was well received, JG reflected on the highlights of the day.</p> <p>85 children are on roll to start Reception in September 2022.</p> <p>The staffing structure is being reviewed for the following academic year. Governors were advised that the school will be fully staffed.</p> <p>The new Reception cohort includes a small group of children with SEND. Where possible, support for these children will be covered inhouse without the need to recruit additional 1:1 provision. Compared to other schools, there are a high number of TAs across the school. Currently each class has a TA in the morning, this expectation will need to be flexible to keep staffing costs down.</p> <p>Challenge: A governor asked, what is the total capacity for the school. 3-form entry of 630 children. Technically, this equates to 90 children in each year group.</p> <p>JG reminded governors that there is not the funding to support 17 classes with any more TA support than currently allocated.</p> <p>Challenge: A governor asked, where are we at with next year’s Year 2, being a smaller cohort of children.</p>	

This year group currently sits at 61 children. Since the Head Teacher's Report was written, numbers in this cohort have dropped by a further 2-3 children.

A discussion took place around the capacity in each class, small groups of children do not consider effective learning, it is about quality teaching.

Challenge: A governor asked, are the classes physically big enough to take more than 30 children, if necessary.

Since the school is a fairly new building, the specifications are on par with the recommended size. Governors were advised that schools being built now have classes that are smaller than the size of classes at Waterbeach.

Challenge: A governor asked, what is the support for Ukrainian children JG explained that the Ukrainian children are receiving support from TAs and using iPads to translate. JG reports the children are getting on well. Governors were advised that whilst the school can't give them 1:1 support, they are making progress. Teachers are providing them their own differentiated work.

Challenge: A governor asked, how is their wellbeing being considered. The wellbeing of all pupils is considered at Waterbeach Primary School. Staff are being vigilant to pick up any concerns specifically for the Ukrainian children. Pupils can have a bit of dialogue with a member of staff who speaks some Russian. Governors were shared strategies for overcoming the language barrier – this is not a new aspect for teachers. Many children join the school with English not their main language. Ukrainian children have been taken off the assessment data. JG stated it is incredible how quickly the children pick up English. They have a lovely attitude to learning.

The Head Teacher Report included a date for a school tour for new governors. Another date will be planned for September 2022.

Action: Governors to contact JG with their availability for the next school tour.

GOVS

The school field is now level, it has been seeded and fertilised but will not be able for use until next year. The contractor felt confident that it could be used from September 2022, but the Site Manager is not so sure.

JG expressed the issues with the children playing football at breaks. New games are being provided to give the children alternative options. Governors learnt how the children are acquiring peer mediation skills, which is making a positive impact.

The recent PTA fundraising event, The Chicken Run, has proved very successful. This was originally planned for Easter but had to be postponed due to the pandemic.

The School Development Plan (SDP) was not shared ahead of the meeting, the SDP for this current year is being evaluated to feed into the SDP for the following year. The final version of this year's SDP will be ready for review for

	<p>the July FGB meeting. Next year’s SDP will be shared for review at the September FGB meeting.</p> <p>Challenge: A governor asked, are parents helping with the Year 4 camping activity. JG wants the children to prepare for being away from their families ahead of the residential to Graffham and Hilltop. Tents are being supplied by the local Scouts group.</p> <p>Challenge: A governor asked, will the gates be locked for this event. Yes, downstairs is open for the toilets overnight, but the perimeter fence will be closed as per a usual school day for security.</p> <p>The overnight camp is well received by the children, but it is exhausting for the staff leading the event. It is so worthwhile and provides a wonderful opportunity for the children to learn independence skills.</p>	
8.	<p>Safeguarding It is likely that there will be some children classified as LAC from the new academic year.</p> <p>There have been some shifts in the number of child protection plans; details of which were detailed anonymously in the Head Teacher’s Report.</p>	
9.	<p>Committee Updates</p> <p>9.1 <u>Resources Committee</u> Minutes of the last meeting, from 27th April 2022, were reviewed by governors at the previous FGB meeting.</p> <p>9.2 <u>Children’s Committee</u> Minutes of the last meeting, dated 11th May 2022, were circulated to governors in advance.</p> <p>This was an in-person meeting. Governors expressed that they are very impressed with the experience and skills of the INCo, who presented at the meeting.</p> <p>9.3 <u>Update from Vision Working Group</u> The minutes were circulated ahead of the meeting. A 7-point mission statement has been achieved. The next step is determining the strategy around this.</p> <p>The SEF and Head Teacher performance objectives must be based around the school’s vision going forward.</p>	
10.	<p>Link Governor Reports JL met with the INCo earlier this week, a report for this meeting will be circulated for the July meeting. All safeguarding and SCR visits are up to date. The School Business Manager is doing an amazing job with the SCR, she</p>	

	<p>demonstrated the process she undertakes to ensure any recruited teachers are not banned from teaching during the most recent visit. The process for DBS checks for volunteers was also reviewed. Contractors and some visitors to the school are also covered by Letters of Assurance, which is satisfactory for updating the SCR in terms of safeguarding compliance.</p> <p>Challenge: A governor asked JL if she had completed Safer Recruitment Training. Yes. This is due to be refreshed next year.</p> <p>The most recent visit concerning Wellbeing with the INCo was fantastic; she has got to know stakeholders very quickly. JL explained some of the strategies across the school to support pupil wellbeing and the members of staff responsible for this. JL discussed the arrangements in place under the PSHE curriculum concerning conflict resolution, which is making positive impact across the school. The INCo spoke a lot about the effects of Covid on the children. Staff are grateful for the wellbeing day in place. It has been very helpful for the INCo to meet parents and students through parent consultations. She wants to promote the work of the school around pupil wellbeing by having more input in school newsletters and the school website.</p> <p>Governors acknowledged the positive impact made by the INCo since being recruited.</p>	
11.	<p>Policies for Review</p> <p>11.1 <u>Pay Policy</u> This policy derives from an EPM model. This was circulated and approved by email to hasten the speed in which the policy is approved.</p> <p>Governors agreed that for items 2.4 and 2.6, the number of governors on panels should be reduced from 5 to 3 to accommodate the number of governors on the Governing Board.</p> <p>Governors discussed the variances between the draft and the previous version. The Pay Policy was delayed as it was not published by EPM until very late in the year.</p> <p>There were no further policies for review at this meeting.</p>	
12.	<p>Governor Training & Development</p> <p>12.1 <u>Governor Training Record</u> AM has completed the Safer Recruitment training led by the local authority and shared the details with the Clerk. Governors discussed the fact that some local authority courses have been postponed at short notice, which has been disappointing.</p> <p>12.2 <u>Update on Governor Inductions</u> Action: JHal to review progress with all new governors on their governor induction checklists.</p>	JHal

	<p>In terms of the Strategic vs. Operational training session discussed at the last meeting, choosing the right time and venue is important. Governors agreed that an evening session to be held offsite would be the most convenient.</p> <p>12.3 <u>Governor Discussion on Current Training Requirements including skills audit</u> JHal felt it would be useful to go ahead with the NGA Skills Audit to show gaps in the GB skills base.</p> <p>Action: Governors to complete their skills audit forms and return to the Clerk ahead of the deadline of 24th June 2022.</p> <p>Governors shared a discussion about succession planning and the various Chair’s courses available through the LA and NGA. Interested governors should email the Clerk who can share further information.</p>	GOVS
13.	<p>Any Other Business</p> <p>Governors agreed that a School Development Plan closing summary of the current academic year be provided for the next meeting by the Head Teacher, it was deemed more appropriate than a formal Head Teacher Report for the next FGB meeting.</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 8.20pm.</p> <p>The next meeting will be 20th July 2022 at 6.30pm and in-person unless an unforeseen issue prevents this form being possible.</p>	

Actions on next page /...

Actions from the meeting, dated 8th June 2022

	Action	Owner	Deadline
6.3	Clerk to find resources to support the role of Inclusion Link.	Clerk	ASAP Completed, closed
7.0	Governors to contact JG with their availability for the next school tour.	GOVS	ASAP
12.2	JHal to review progress with all new governors on their governor induction checklists.	JHal	ASAP
12.3	Governors to complete their skills audit forms and return to the Clerk ahead of the deadline of 24 th June 2022.	GOVS	24 th June 2022

<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	

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