



## WATERBEACH COMMUNITY PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting

**Held on Wednesday 3<sup>rd</sup> May 2023 at 5.30pm at the school**

### MINUTES

**Present:**

- Martin Brown (MB)
- 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)
- Lisa Wakley-Davies (LWD)
- Nicola Webb (NW)

**Also Attending:** Helen Andrews (HA), Clerk to Governors  
Liz Bowen (LB), School Business Manager (Item 10 only)

		<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 JHan, MSp, and JL. The meeting was quorate.</p> <p>To allow the School Business Manager to leave at a respectful time, Item 10 was brought forward after the minutes from the last meeting were approved.</p>	
2.	<p><b>Declaration of pecuniary interests</b> There were no declarations of interest in any items on this agenda.</p>	
3.	<p><b>Approval of previous FGB Meeting minutes, dated 1<sup>st</sup> February 2023</b></p>	

	A copy of the minutes of the FGB meeting, dated 1 <sup>st</sup> February 2023 were submitted and will 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. None were declared.</p> <p>Actions which do not already appear on the agenda were then reviewed:</p> <p>10.3 JHal to write up a report for consideration at the next meeting concerning the Vision Working Party. <b>Completed, closed</b></p> <p>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. <b>On agenda</b></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. MB confirmed that he was willing to stand for another 4 years. MB will be re-appointed at the next FGB meeting.</p> <p>5.2 <u>Governor Recruitment</u> – 1 vacancy for Co-Opted Governor The Chair of Governors has been approached by 4 individual members of the public interested in becoming a governor. Each potential candidate has been asked to complete an application form for consideration at the next FGB meeting. In response to the high calibre of candidates, the Clerk suggested that it would be possible to appoint Associate Members to retain the expertise being offered.</p> <p>The Clerk advised of the new statutory obligation for schools to publish their EDI data on the school website. This is a piece of work that will be picked up by the Clerk ahead of the new academic year to ensure compliance in this area.</p>	
6.	<p><b>Headteacher’s Verbal Update</b></p> <p>6.1 <u>Headteacher’s Verbal Update</u> The School Improvement Adviser from the local authority is due to visit the school next week with a focus on maths.</p> <p>Staffing – Governors were advised of the appointment of a new teacher to cover the additional class from the start of the new year.</p> <p><b>Challenge:</b> A governor asked, how many ECTS will we have next year? One in her second year, and another in her first year from the start of the academic year. JG explained the additional support provided to ECTs as part of the programme. LO supports both ECTs as part of her ECT Co-Ordinator role.</p> <p>6.2 <u>CONFIDENTIAL - Governor discussion and approval of new school timings</u> Refer to separate confidential minute.</p>	

7.	<p><b>School Development Plan and Self-Evaluation</b></p> <p>7.1 <u>School Development Plan (SDP)</u> Updating the SDP for the end of the year summary. JG is working on the new SDP utilising the EEF guidance to implementation document.</p> <p>The Chair urged governors to review the SDP to ensure their monitoring responsibilities are undertaken by the end of the academic year.</p> <p>7.2 <u>Self-Evaluation Update</u> The update of the phonics scheme is now updated on the SEF.</p>	
8.	<p><b>Safeguarding</b></p> <p>8.1 <u>School safeguarding update since last meeting</u> JG noted that she was noting a trend in increasing logs currently. She reassured governors that safeguarding in school remains a priority for the senior leadership team. With no specific concerns to acknowledge at this meeting, a full safeguarding update will be provided in the Headteacher’s Report at the next FGB meeting.</p> <p>8.2 <u>Verbal Safeguarding Update from Safeguarding Link</u> The Safeguarding Link had sent her apologies for this meeting.</p>	
9.	<p><b>SEND</b></p> <p>9.1 <u>Verbal SEND Link Update</u> LWD has completed her phonics visit with HS. A report will follow. HS is currently working on obtaining supporting evidence for a further EHCP applications. This is a considerable amount of work to undertake whilst she has a teaching capacity for the rest of the academic year. HS is working hard to support teachers with the individual needs of their children.</p> <p>HS has completed her SENCo qualification. Little Wandle has an element of resources for SEN, which is being utilised by HS for those children that need it.</p>	
10.	<p><b>Approval of Budget 2023-24 and 3-Year Forecast</b></p> <p>The following documents were shared with governors ahead of the meeting for consideration:</p> <ul style="list-style-type: none"> <li>Budget notes for FGB (v4)</li> <li>Budget 2023-24 (detailed report)</li> <li>Budget Revenue Summary</li> <li>Budget Capital Summary</li> </ul> <p>There has been one small change since the Resources Committee reviewed the budget, a teacher has been appointed on a lower scale than previously expected. The budget has therefore been readjusted accordingly.</p> <p><b>Challenge:</b> A governor asked, are we expected any additional funding for teacher pay awards?</p>	

	<p>One of the main reasons that the pay awards have been refused by unions is that they are not being funded currently.</p> <p>Pay awards for both teachers and support staff have been built into the budget, the pay awards for support staff have yet to be agreed.</p> <p>Governors noted the predicted 300% rise in gas charges for the next financial year. Compared to other local schools, the school is in a better financial position than some. The school is also benefitting from rising pupil numbers, which is not the same picture across the county. The school is currently receiving the minimum per pupil funding by receiving top up funding. Whilst the school has some EAL and high needs children, it does not receive the same funding as other schools in the locality due to the demographics of the catchment area.</p> <p><b>Challenge:</b> A governor noted that, at a recent meeting, the growth of the school was discussed. Is this realistic in consideration of the planned new school for Waterbeach? Senior leaders will respond accordingly nearer the time due to the development still being in its planning stage.</p> <p>The school received growth funding due to the additional pupils acknowledged from the October 2022 census. This would not have been received by the school had it not been chased up by the School Business Manager.</p> <p><b>Ratification:</b> Governors unanimously approved the Budget 2023-24 and 3-Year Forecast.</p> <p>LB left the meeting at 5.50pm.</p>	
11.	<p><b>Committee Updates</b></p> <p>11.1 <u>Resources Committee, minutes from last meeting dated 24.04.2023</u> Governors received a copy of the last meeting minutes for review ahead of the meeting.</p> <p>TGz reported on the routine March 2023 Fire Inspection, which confirmed that the library building is no longer compliant and needs to be demolished. The school field is almost completed. Space for lettings may become an issue from 2024-25, it was suggested that a strategic site plan be drafted in response to these concerns.</p> <p>11.2 <u>Children’s Committee, minutes from last meeting dated 29.03.2023</u> A copy of the minutes of the last meeting were circulated to governors ahead of the meeting.</p> <p>Subject Lead presentation on science was given to the committee, with a focus on the work to achieve the Primary Science Quality Mark. The committee was also updated on the developments of the new phonics scheme, Little Wandle. Spring data was also reviewed, there are some gaps in learning evident from the stats. Governors were reassured that</p>	

	<p>work is underway to close them. Currently, leaders are aware that spelling is not a strength of the school. It is believed that Little Wandle will go a long way to remedy the situation going forward. JG explained the catchup modules available throughout the school to support children in all year groups. The schools aim it to get most children through the phonics check going forward.</p> <p><b>Challenge:</b> A governor asked, are there any lessons to be learnt from the sudden switch to Little Wandle? Ofsted changed its direction, originally when the new framework was published, Ofsted suggested that any scheme could be used provided the school could evidence the impact of an unvalidated scheme. It now states that all schools should adopt a validated phonics scheme. JG believed that this change was a change for the good, the SIA’s visit was timely. The focus from governors should be around ensuring the due diligence of finding suitable phonics scheme has been followed. There was no doubt in talking to other school leaders, that Little Wandle was the right scheme for the school.</p> <p>There is the importance of expertise, such as the advice from the School Improvement Adviser. There is also the responsibility of governors to ensure they keep abreast of educational compliance.</p> <p><b>Challenge:</b> A governor asked, so have we been underperforming in phonics? No. Usually the school averages around 80% but last year’s score was particularly low. Leaders were reviewing phonics teaching at a granular level as teaching was not consistent across the school. The input provided by the SIA gave a new set of eyes on the situation. No mistakes were made but covid has had a significant issue on phonics which should be considered.</p> <p>Governors commended the Phonics Lead in responding to the change of a validated scheme.</p> <p>11.3 <u>Update from Vision Working Group</u> A report was circulated at short notice before the meeting. Governors were invited to ask questions via email outside the meeting.</p>	
12.	<p><b>Link Governor Reports</b> No Governor monitoring reports were shared with the Clerk in good time before the meeting. The Clerk advised that she had received the latest English Monitoring Report earlier in the day, which will be shared ahead of the next FGB meeting.</p>	
13.	<p><b>Policies for Review</b> 13.1 <u>Parental Code of Conduct</u> As an action from the last FGB meeting, governors reviewed a drafted Parental Code of Conduct which was approved by email.</p>	

	<p><b>Ratification:</b> Governors unanimously confirmed their approval of the Parental Code of Conduct.</p> <p>There were no further policies for review at this meeting.</p>	
14.	<p><b>Governor Training &amp; Development</b></p> <p>14.1 <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>The Chair of Governors encouraged governors to complete at least one piece of training per term throughout the academic year.</p>	
15.	<p><b>Any Other Business</b></p> <p>15.1 <u>Key Points for Parents:</u></p> <ul style="list-style-type: none"> <li>• Governors thanked the School Business Manager for her work undertaken to set the budget for the next academic year.</li> <li>• Governors have approved a Parental Code of Conduct.</li> <li>• Governors were reassured to note that the field is almost ready for use by the school.</li> <li>• Governors were pleased to learn of the impact already being made by the implementation of Little Wandle.</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 6.40pm.</p> <p>The next meeting will be 7<sup>th</sup> June 2023 at 6.30pm at the school.</p>	

**Actions from the meeting, dated 1<sup>st</sup> February 2023**

Action	Owner	Deadline
There were no actions from this meeting.		

**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

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