



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 18th October 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)
Rebecca Pharo (RP)
Robert Schumann (RS)
Mark Smith (MS)
Amy Unchern (AU)
Lisa Wakley-Davies (LWD)
Nicola Webb (NW)

Minuted by: Helen Andrews (HA), Clerk to Governors

		Action
1.	Welcome and Apologies for absence: The Chair opened the meeting. Apologies were received and accepted from MSp. The meeting was quorate.	
2.	Declaration of pecuniary interests There were no declarations of interest in any items on this agenda. A copy of the Declaration of Pecuniary Interest form 2023-24 was circulated ahead of the meeting. The Clerk advised that governors were also able to	

	<p>update their Declarations of Pecuniary Interests via Governor Hub. Links for those governors yet to access their accounts have been recirculated.</p> <p>Action: Governors to complete and return their Declarations of Pecuniary Interest forms to the Clerk as soon as possible before Friday 20th October 2023.</p>	GOVS
3.	<p>Approval of previous FGB Meeting minutes, dated 11th July 2023</p> <p>A copy of the minutes of the FGB meeting, dated 11th July 2023 were submitted and will be signed by the Chair as a true reflection of the last meeting.</p>	
4.	<p>Matters arising and actions from the previous minutes</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>3.0 Governors to complete and return their Declarations of Pecuniary Interest forms to the Clerk as soon as possible before 1st September 2023. On agenda.</p> <p>6.2 Appointment of a Vice-Chair of Governors deferred to next meeting. On agenda.</p> <p>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.</p> <p>The role of Chair for the Resources Committee will be discussed further at the next Resources Committee meeting. Deferred back to FGB, On agenda.</p> <p>6.4 MSm confirmed that he was happy to take on some of MB’s Link roles, to be confirmed at the next meeting. Curriculum agreed and the website has been updated.</p> <p>6.8 JHal to action the Governor Services SLA online form for the new academic year. Completed, closed.</p> <p>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. Governors to make their declarations on GHub by Friday 20th October 2023.</p>	
5.	<p>Governing Body Matters</p> <p>5.1 GB Membership - The Clerk confirms that there are no Governor terms of office due to expire. Discussion on governor recruitment – 1 Co-Opted vacancy</p> <p>Governors agreed that the preferential skillset of any new candidate would be someone with a financial background. Governors were asked to spread the word that the GB is looking for a Co-Opted Governor. This will also be communicated on school communications. Governors acknowledged the noticeboards around the village, the</p>	



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	<p>Community Association, and the village Facebook page as possible platforms for advertising the post in the village. The village newsletter was quite successful for gaining interest during the previous recruitment round. The next issue is anticipated in December 2023.</p> <p>Action: JHal will draft an advert for the vacant Co-Opted position.</p> <p>5.2 Governors to appoint a Vice-Chair, effective 1st September 2023, for the academic year Ratification: Governors unanimously appointed RS as Vice-Chair of Governors.</p> <p>RS is currently completing the Filling the Chair course with the local authority.</p> <p>5.3 Appointment of Resources Committee Chair, effective 1st September 2023, for the academic year Ratification: Governors unanimously appointed RS as Chair of the Resources Committee, effective 18th October 2023. The Vice-Chair for the Resources Committee will be appointed at the next Resources Committee meeting.</p> <p>5.4 Governors to agree Standing Orders 2023-24 The Standing Orders were drafted by the Clerk and based on the local authority model template.</p> <p>Ratification: Governors approved the Standing Orders 2023-24.</p> <p>5.5 Governors to sign to say that have “read and agree to abide by the Governor Code of Conduct 2023-24” Governors were reminded that they can made their confirmations on GHub.</p> <p>5.6 Ratification of Committee Terms of Reference 2023-24 Resources Committee Ratification: Governors unanimously approved the Resources Committee Terms of Reference 2023-24. Children’s Committee Ratification: Governors unanimously approved the Children’s Committee Terms of Reference 2023-24.</p>	JHal
6.	<p>Headteacher’s Report The HT’s report was circulated ahead of the meeting. The report includes a pie chart for visualising attendance.</p>	



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	<p>A conversation took place on the number of high-need children requiring support across the school. The school is completely inclusive and does not discriminate children from learning as a result of their support needs. Communication and toileting development delays are examples of some of the challenges experienced. The school has seen a steady decline in school readiness in children joining reception over the past three years.</p> <p>Challenge: A governor asked, is the school over PAN in Year 3 and 6, and slightly in Year 4? Can go up to 34 in each class in KS2. Statutorily in KS1 and EYFS the PAN is limited to 30 per class.</p> <p>Challenge: Referring to Page 9 of the HT Report, a governor asked for opportunities for governors to obtain pupil voice throughout the year JG will set this up.</p> <p>The Chair thanked the Headteacher for her report and response to governor challenge.</p>	
7.	<p>School Development Plan and Self-Evaluation</p> <p>7.1 <u>School Development Plan (SDP) 2023-24</u> The financial aspect of the SDP has not yet been updated to the template. Governors were reminded of the different strands of the SDP. Comments were provided by the Headteacher around governor input. Once therapeutic thinking has been determined, it will be updated on the document. The SDP will be updated termly, with another review by governors planned for Spring.</p> <p>Children’s Committee priorities fit very closely with the objectives of the SDP. MB explained how the CC has planned their monitoring arrangements around this. The Children’s Committee will receive an update on Phonics at the next meeting. LO is planning to provide an example lesson of teaching phonics for governors to experience.</p> <p>7.2 <u>Self-Evaluation Form (What is Special About Our School 2023-24)</u> Ratification: Governors unanimously approved the What is Special About our School 2023-24 document, which acts as a Self-Evaluation Form at this school.</p>	
8.	<p>Safeguarding</p> <p>8.1 <u>School safeguarding update since last meeting</u> The school has experienced some significant safeguarding challenges this term. A governor review of the SCR is also planned next half term. All staff have now received their annual safeguarding training.</p> <p>8.2 <u>Attendance</u></p>	



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Two documents were shared ahead of the meeting for governor information:

The Waterbeach Way – Attendance
Attendance Action Planning

A link to an attendance webinar was shared by the Headteacher for governors to get up to speed with their statutory obligations around attendance and persistent absence. Governors will be expected to know how the responds to persistent absence and what it does to improve attendance.

The Waterbeach Way for Attendance shows governors what the school does to manage attendance. Governors were advised of the procedure for alerting parents to poor attendance. The letters are standardised and explain the school’s statutory obligations. Every year, the attendance data is analyses for the previous year. Attendance data for last year was slightly lower at 95%. This is expected to be inline with national. However, data suggests an anomaly with the FSM cohort. The school has recognised this and is contacting associated families. Sickness is difficult to evidence since not all illness relies on a trip to the GP. For regular patterns of attendance, the school make the effort to visit the child at home. Arrangements are offered to support some families to get regular absentees to school. This is only possible with parental engagement. The school is doing everything possible to get persistent absentees back in school. There are actions in place to support those families who refuse to bring their child to school. JG holds regular meetings to find possible solutions for children finding it difficult to be in school. Governors were provided with examples of the strategies the school have adopted to get children to return back to school on a phased basis.

Challenge: A governor asked, do we have a breakfast club?
There is wraparound care, with funding available to support the Pupil Premium cohort. There is not the funding or the staffing capacity to provide a breakfast club. Premier are used for wraparound care and provides a reliable service.

The other issue is the influx of children rejoining mainstream school from being taught at home or from other countries. This term, we have lost 12 children and gained 20. Research data suggests that the average mobility percentage is 1.5% per term. This school’s percentage is 6.5%. There are 3 children on the waiting list for Year 2. 3 more children are on the portal that have not been process by the local authority. This equates to almost 7% mobility which is very difficult for staff to support. EAL issues and those with a lack of



	<p>mainstream education has made it a very challenging half term. With support staff capacity so restricted, there is little room to support children’s needs. It is a county side issue which has been going on for a while.</p> <p>Challenge: A governor asked, why do you get previously home-schooled children joining the school? JG explained some of the reasons for why previously home-schooled children may take up a place in an educational setting.</p> <p>Challenge: A governor asked, how are staff doing? They are tired. Many members of staff are very fatigued and demoralised. The implementation of Little Wandle has also restricted much of the support available in classrooms currently.</p> <p>Governors congratulated the school team for managing all the statutory obligations of the school so successfully.</p> <p>Challenge: A governor asked, has there been any resistance from parents on the change to school timings? Has this impacted attendance? No, there have been no problems associated with the new timings. It has reduced the number of families arriving late, after registers have closed. For some, it has improved work/life balance.</p> <p>8.3 <u>Annual Governor Safeguarding Training Update</u> Action: Those who didn’t receive the online annual safeguarding update provided by the Headteacher should watch the recording or complete the NGA Learning Link safeguarding training as soon as possible. It is important that the Chair and Clerk are advised when this training has been completed.</p> <p>8.4 <u>Verbal update from Safeguarding Link (JL)</u> Formal conversations between the Head and Safeguarding Link have taken place regularly since the start of term. The SCR check is planned for next half term. Next term, there will be a full audit of safeguarding and safer recruitment conducted by the Safeguarding Link.</p> <p>8.5 <u>Governors are advised of the new KCSIE 2023 – link here.</u> Action: Governors to sign to say that they have read and agree to abide by KCSIE 2023 and all school safeguarding policies, this can be completed on Governor Hub.</p>	<p>GOVS</p> <p>GOVS</p>
9.	<p>SEND Update</p> <p>9.1 <u>Verbal SEND Link Update</u></p>	



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	<p>A visit is planned for next half term. HS has now completed all the SEND meetings with staff and families, arrangements are now in place for each child on the SEND register across the school.</p> <p>HS has now passed her SENDCo qualification. Governors congratulated her for her hard work and dedication to the school and its children.</p> <p>3 more EHCP applications have been submitted this half term. There are currently 9 EHCPs in place across the school.</p>	
10.	<p>Committee Updates</p> <p>10.1 <u>Resources Committee, dated 4th October 2023</u> RS provided an overview of the previous Resources Committee meeting. The minutes were circulated for governor review ahead of this meeting.</p> <p>10.2 <u>Children’s Committee, dated 20th September 2023</u> MB provided an overview of the previous Children’s Committee meeting. The minutes were circulated for review by governors ahead of this meeting.</p>	
11.	<p>Link Governor Monitoring Reports</p> <p>11.1 <u>English Monitoring Report (AM)</u> The school has embraced Little Wandle, it was a pleasure to meet with members of staff and learning how they have rolled out the new phonics scheme. There is a lot of CPD that has been undertaken, lessons are modelled, and team teaches are arrange for staff to ensure consistent teaching across the school. AM plans to revisit in December 2023 to see some lessons being taught in Reception. The teaching of phonics is timetabled to ensure that children do not miss out on valuable sessions. Children are assessed every 6 weeks, the rigour around its effectiveness is being closely monitored.</p> <p>The monitoring visit by the English Hub was really positive.</p>	
12.	<p>Policies for Review</p> <p>12.1 <u>Complaints Policy</u> Governors were advised of a new LA model and guidance, which were shared ahead of the meeting. The policy was ratified by Resources Committee and circulated for information. The Clerk highlighted the significant changes to the scope and remit of Stage 3 of the complaints process. Governors unanimously confirmed receipt and noted the new guidance.</p> <p>12.2 <u>Safeguarding & Child Protection Policy</u></p>	



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	Ratification: Governors unanimously approved the Safeguarding & Child Protection Policy.	
13.	<p>Governor Training & Development</p> <p>13.1 <u>Governor Training Record (new look from Governor Hub)</u> Governors confirmed receipt of the Governor Training Record, circulated ahead of the meeting.</p> <p>13.2 Governor Services Training Schedule 2023-24 and Updated NGA Learning Link Module List for information</p> <p>13.3 <u>Governor Inductions update</u> Nothing to report.</p> <p>13.4 <u>Governor Briefing Handouts, Oct 2023</u> The Clerk circulated the handouts from the Autumn term Governor Briefing for information.</p>	
14.	<p>Any other business</p> <p>14.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> • Governors were pleased to learn of the successful rollout of Little Wandle. • Congratulations to SENDCo on passing her SENDCo qualification. • Governors gave their thanks to the Site Manager for redecorating the gym over the summer holidays. <p>14.2 <u>Library Building Update</u> Refer to update provided within the latest Resources Committee meeting minutes. A meeting is planned next week whereby representatives of the governing board will meet with the new team leading the development of the community library.</p> <p>14.3 CONFIDENTIAL Refer to separate confidential minutes.</p> <p>14.4 CONFIDENTIAL MB left the meeting at 8.40pm Refer to separate confidential minutes.</p> <p>14.5 Date and time of next meeting – 13th December 2023, 6.30pm at school</p>	



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	<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 8.55pm.</p>	
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Actions from the meeting, dated 18th October 2023

	Action	Owner	Deadline
2.0	Governors to complete and return their Declarations of Pecuniary Interest forms to the Clerk as soon as possible before Friday 20 th October 2023.	GOVS	20 th Oct 2023
5.1	JHal will draft an advert for the vacant Co-Opted position.	JHal	ASAP
8.3	Those who didn't receive the online annual safeguarding update provided by the Headteacher should watch the recording or complete the NGA Learning Link safeguarding training as soon as possible. It is important that the Chair and Clerk are advised when this training has been completed.	GOVS	ASAP
8.5	Governors to sign to say that they have read and agree to abide by KCSIE 2023 and all school safeguarding policies, this can be completed on Governor Hub.	GOVS	ASAP

Governor Meeting Dates 2023-2024



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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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Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)



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