



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 13th December 2023 at 6.30pm at the school

MINUTES

Present:

Anne Morten (AM)
Terry Gilzean (TGz)
Jane Green (JG) (HEAD)
John Hall (JHal) (CHAIR)
Jessica Lechner (JL)
Rebecca Pharo (RP)
Robert Schumann (RS)
Mark Smith (MS)
Mark Spedding (MSp)
Amy Unchern (AU)
Nicola Webb (NW)

Minuted by:

Helen Andrews (HA), Clerk to Governors
Ed Williams, Elite Swimming Academy

		Action
1.	Welcome and Apologies for absence: The Chair opened the meeting. Apologies were received and accepted from MB, NM and LWD. The meeting was quorate.	
2.	Declaration of pecuniary interests There were no declarations of interest in any items on this agenda. The Clerk confirmed that the Register of Pecuniary Interests had been updated for the start of the academic year and was now published on the school website.	

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<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>CONFIDENTIAL ITEMS</p> <p>CONFIDENTIAL</p> <p>Please refer to separate confidential minute.</p> <p>JL joined the meeting at 6.40pm.</p> <p>CONFIDENTIAL</p> <p>Please refer to separate confidential minute.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Previous Meeting Minutes</p> <p>Approval of previous FGB Meeting minutes, dated 18th October 2023</p> <p>A copy of the minutes of the FGB meeting, dated 18th October 2023, were submitted, and will be signed by the Chair as a true reflection of the last meeting.</p> <p>Approval of previous EFGB Meeting minutes, dated 9th November 2023</p> <p>A copy of the minutes of the EFGB meeting, dated 9th November 2023, were submitted, and will be signed by the Chair as a true reflection of that meeting.</p> <p>Approval of previous EFGB Meeting minutes, dated 21st November 2023</p> <p>A copy of the minutes of the EFGB meeting, dated 21st November 2023, were submitted, and will be signed by the Chair as a true reflection of that meeting.</p> <p>CONFIDENTIAL</p> <p>Please refer to separate confidential minute.</p> <p>Challenge: There is a FGB meeting scheduled on 31st January 2024 which now conflicts with the closing date for the Headteacher vacancy, are there plans to reschedule this meeting?</p> <p>The next FGB meeting was rescheduled to Weds 7th February 2024, instead of 31st January.</p>	
<p>5.</p>	<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>2.0 Governors to complete and return their Declarations of Pecuniary Interest forms to the Clerk as soon as possible before Friday 20th October 2023. Completed, closed.</p> <p>5.1 JHal will draft an advert for the vacant Co-Opted Governor position. Currently remains outstanding.</p> <p>8.3 Those who didn't receive the online annual safeguarding update provided by the Headteacher should watch the recording or complete</p>	

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	<p>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. Governors were reminded to update their training records accordingly. All governors have now completed the annual safeguarding update.</p> <p>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. Completed, closed.</p>	
<p>6.</p>	<p>Governing Body Matters</p> <p>6.1 <u>GB Membership</u> The Clerk confirms that there are no Governor terms of office due to expire.</p> <p>Governor recruitment update – 1 Co-Opted vacancy. Governors agreed that finance and health & safety experience would be beneficial for the governing board.</p> <p>Governors were advised of a leave of absence agreed by the Chair of Governor due to personal circumstances for NM.</p> <p>6.2 <u>Governors to consider a Co-H&S Link appointment</u> MSp is currently H&S Link Governor but the role is too large in relation to the capacity he has for the role. MSp felt that he is in a good position to be able to fulfil the H&S compliance duties next term. From the summer term, his position may change in terms of his work commitments.</p>	
<p>7.</p>	<p>Headteacher’s Verbal Update</p> <p>Staff are relieved to be coming towards the end of a busy term. The school is recruiting to fill a teacher vacancy. Interviews will take place next week. There are four strong candidates for the vacancy for a September start. Governors learnt that there are two positions which will need filling for September 2024.</p> <p>Staff are exhausted, many things have been going on in and outside of school.</p> <p>School leaders have recently attended two admissions appeal hearings. The appeals have been dismissed.</p>	
<p>8.</p>	<p>School Development Plan and Self-Evaluation</p> <p>8.1 <u>School Development Plan (SDP) 2023-24</u> The updated SDP 2023-24 was circulated ahead of the meeting. Financial elements and governor actions have been RAG-rated. Autumn term actions have comments with approximate financial</p>	

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	<p>implications. These relate mostly to the implementation of the new phonics scheme. The Headteacher thanked governors who have visited the school around phonics, learning vocabulary. It is great to have engagement by the governing board.</p> <p>8.2 <u>Self-Evaluation Form (What is Special About Our School 2023-24)</u> No update.</p>	
9.	<p>Safeguarding</p> <p>9.1 <u>School safeguarding update since last meeting</u> The Safeguarding Link met recently to look at the Single Central Register (SCR), a few concerns have been identified and resolved. The SBM has conducted a personnel details audit, a process which will now be conducted annually. All staff outstanding their child protection training will receive this before the end of term. After school clubs were discussed concerning Letters of Assurance for external providers. The school's record keeping is robust. Retention of details stored on the SCR will be reviewed. Governors have all now received their annual safeguarding update, or equivalent. The new statutory procedure of conducting web searches of new applicants will be detailed in application packs going forward.</p> <p>A safeguarding walkabout is planned for the Safeguarding Link to talk to children. A date is in the diary for this to take place next term.</p> <p>Challenge: A governor raised the matter that, at a recent governor visit around capturing pupil voice, a child suggested that it may not always be appropriate to tell a teacher if you were unsafe as they might tell someone else in school. JG explained that there is an issue around not being able to promise that you can keep a secret. The only thing you can promise is that the teacher will only tell the people that need to know.</p> <p>After further discussion, governors were reassured to learn that children do feel safe in school – a message echoed in a recent monitoring visit.</p> <p>9.2 <u>Annual Governor Safeguarding Training Update</u> All governors confirmed that they have now received their annual safeguarding update.</p> <p>9.3 <u>Verbal update from Safeguarding Link (JL)</u> See item 9.1.</p>	
10.	SEND Update	

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	<p>10.1 <u>Verbal SEND Link Update</u> Due to the absence of the SEND Link, this item was deferred to the next meeting.</p>	
<p>11.</p>	<p>Committee Updates</p> <p>11.1 <u>Resources Committee, dated 8th November 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>11.2 <u>Children’s Committee, dated 15th November 2023</u> The minutes were circulated for review by governors ahead of this meeting. JHal provided a high-level update of the meeting.</p>	
<p>12.</p>	<p>Link Governor Reports</p> <p>12.1 <u>Maths Monitoring Report (MSm)</u> The report was circulated ahead of the meeting. MSm provided the main highlights of his visit. The passion both Subject Leads have for their subject is very evident. The visit concluded that children like maths in school.</p> <p>12.2 <u>Curriculum Monitoring Report (MSm)</u> The report was circulated ahead of the meeting. MSm provided the main highlights of his visit. The curriculum content on the school website was discussed, as a parent the governor was not aware this amount of information was freely available. Do parents know this information is available on the school website? JG explained that year group newsletters should provide links to these resources. Action: JG will ensure all year group newsletters provide links to resources available on the school website from the new term.</p> <p>12.3 <u>Phonics Monitoring Report (MB)</u> The report was shared with governors ahead of the meeting.</p> <p>12.4 <u>Not on the agenda – the School Improvement Partner Report was shared by the Chair of Governors outside of the meeting</u> The School Improvement Partner is very positive about the impact being made since the implementation of the new phonics scheme. Pupil voice evidences the engagement with new texts. Alongside this support, JG advised of additional support received by the English Hub. The school is now at a point where 80% of the</p>	<p>JG</p>

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	<p>foundation stage are orally blending. Results in Year 1 have risen from 62% at the start of the year to 73%. She noted that the progress being made is outstanding. She is full of praise for LO; she is supported by a team who are very engaged with the new scheme. Governors were pleased that this outcome supports what governors are noting during their visits. JG has high hopes that the impact of the new phonics scheme will continue year on year.</p>	
<p>13.</p>	<p>Policies for Review</p> <p>13.1 <u>Data Protection Policy</u> A governor noted a few inconsistencies within the drafted policy that needed review ahead of publication. The policy is a model obtained from the ICT Policy.</p> <p>The model refers to an annual data report provided by the ICT Service, which upon investigation, is only available at additional costs. The ICT Service provide their reassurances that the school’s data protection obligations are met.</p> <p>The school always takes advice from the ICT Service concerning the creation and sharing of AI generated data.</p> <p>Ratification: Governors unanimously approved the Data Protection Policy.</p> <p>13.2 <u>Freedom of Information Policy</u> A governor challenged that much of the documents available in hard copy can be amended to be available to download from the school website.</p> <p>Governors learnt that there have been no FOI requests for the last 6 years.</p> <p>Ratification: Governors unanimously approved the Freedom of Information Policy.</p> <p>13.3 <u>ECT Policy</u> JG reported no changes since the last review.</p> <p>Ratification: Governors unanimously approved the ECT Policy.</p> <p>13.4 <u>Privacy Notices</u> Based on model policies, governors noted the link is not active on 13.4a and 13.4e.</p>	

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	<p>Ratification: Governors unanimously approved the Privacy Notices, pending the links on 13.4a and 13.4e being reactivated.</p> <p>13.5 <u>Online Safety Policy</u> Ratification: Governors unanimously approved the Online Safety Policy.</p>	
14.	<p>Governor Training & Development</p> <p>14.1 <u>Governor Training Record</u> The Chair was pleased to note all the training attended by governors. Action: Governors are urged to complete one course per term minimum.</p> <p>14.2 <u>Governor Inductions update</u> Action: Once completed, governor inductions are to be signed off by the Chair and Headteacher.</p>	<p>GOVS</p> <p>GOVS</p>
15.	<p>Any other business</p> <p>15.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> • Governors recognised that staff have had a long term and sent their thanks and gratitude for their hard work and commitment. • Reports from the School Improvement Partner and the English Hub are very positive and correlate with governor monitoring. • Governors were pleased to acknowledge that the advert for the Headteacher vacancy is now live. <p>15.2 Date and time of next meeting – 7th February 2024, 6.30pm at school.</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 8.25pm.</p>	

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Actions from the meeting, dated 13th December 2023

	Action	Owner	Deadline
3.1	School Leaders to contact the local authority to get their perspective of the ESA proposal.	JG	Next meeting
3.2	JHal will draft a response to the Governing Board at CPS.	JHal	ASAP
4.4	The Chair of Governors will draft a letter for the school community to offer reassurance during the recruitment process.	JHal	ASAP
12.2	JG will ensure all year group newsletters provide links to resources available on the school website from the new term.	JG	Next term
14.1	Governors are urged to complete one course per term minimum.	GOVS	Each term (for info)
14.2	Once completed, governor inductions are to be signed off by the Chair and Headteacher.	GOVS	(for info)

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

To view the Joint Annual Governance Training Program and book courses online - [here](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)

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